WPS Technical Support

Instructional Documentation

Title: WPS Online Evaluation System - Email an Assessment Form

Description: How to add a form and email it for completion on the Online Evaluation System.

Instructions

1. Login to the Online Evaluation System at http://platform.wpspublish.com

2. Create a new client record by clicking **Create New Client** on the *Dashboard* page.
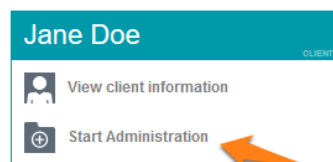

3. On the *Client Home* page, create a new administration of an assessment by clicking **Start Administration** and selecting the appropriate assessment.
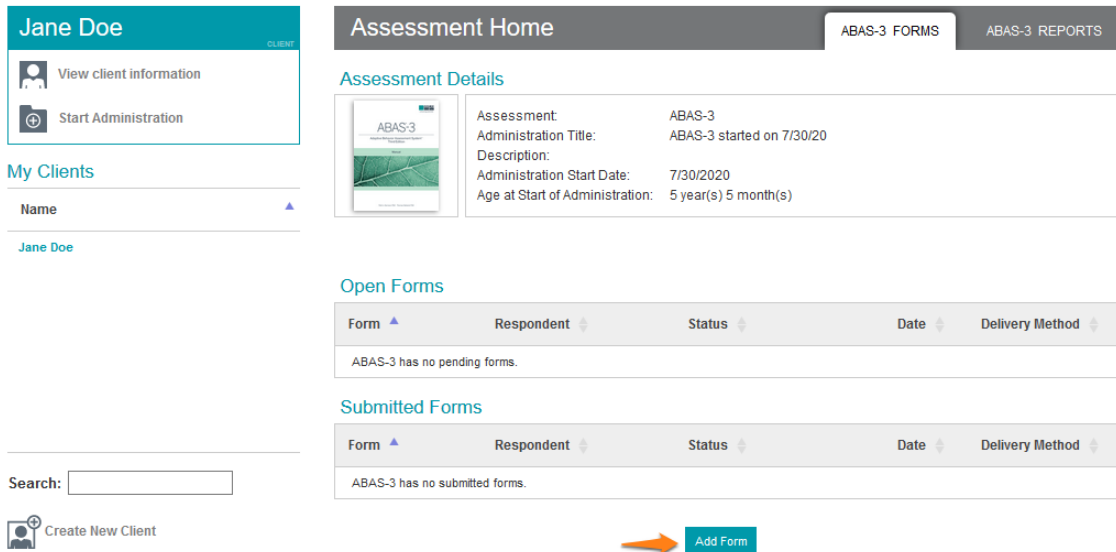
4. Add a form to the administration by clicking **Add Form**.
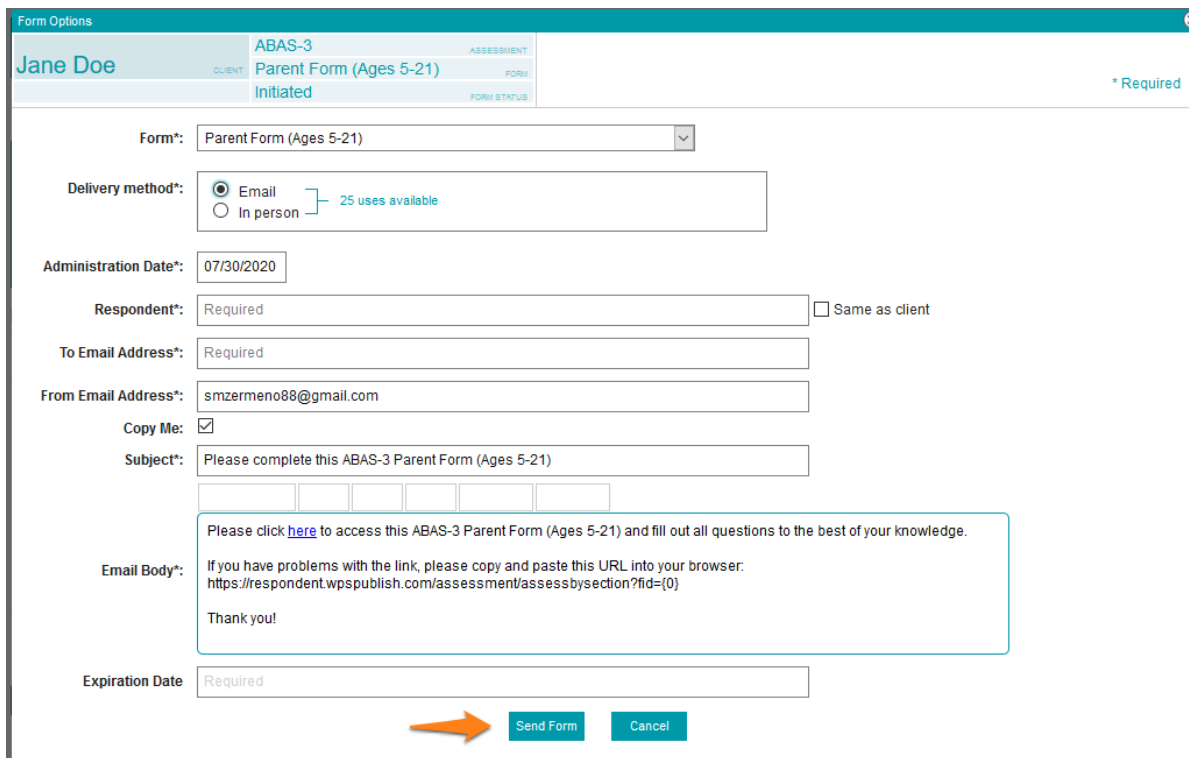
5. Select **Delivery Method: Email**. Complete all other required fields noted by *****, optionally add text to the **Email Body** then click **Send Form**.

6. If you have any trouble, please call WPS Technical Support at 1-800-648-8857 or 424-201-8800 or email us at support@wpspublish.com.