

## Quick Start Guide


The BDI-2 is used for screening, diagnosis, and evaluation of early development and is appropriate for children from birth to 7.11 years of age. The ScoringPro software allows for computer scoring and reporting.

**Note:** Prior to entering assessment data into the *BDI-2 Scoring Pro*, manual set up needs to be completed.


### Site Set-up: Creating Locations, Administrator Accounts, and Preferences

\*\*\*In the upper right corner of the screen, put the mouse over the **Section** button. It will change to two buttons: **Administrators** and **Teachers**. Click on **Administrators**.


#### Setting up District/Agency information:

- Click **Setup** from the menu bar on the left
- Click **District**
- Fill in the required information (fields with a red asterisk), then click 


#### Creating school/agency site(s):

- Under **Setup**, click **School Site**
- Fill in the required information (fields with a red asterisk), then click 
- If you are using *BDI-2 Scoring Pro* for **multiple sites**, create additional sites/schools by clicking **New**, filling in the site information, and then clicking **Save**.
- Repeat until all sites are added.

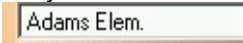
#### Creating administrator account(s):

- If you have **multiple sites** and want an administrator to be able to log in to each site, from the **Setup** menu, click **Administrators**
- Fill in the required information (fields with a red asterisk), then click  **Note:** If this user will need to log in to *BDI-2 Scoring Pro*, also fill in the Admin ID and password fields.
- Click **Yes** to associate the administrator with a site
- Select the site to which you want to associate the administrator
- Repeat steps above until all administrators for all sites are added

#### Optional: Setting preferences and classroom types:

- Click **Preferences**
- Under **Preferences**, click **User Defined Fields**
- If desired, set **User Defined Fields** for classes, teachers, children, and/or families
- Click 
- Under **Preferences**, click **Classrooms**
- If desired, create classroom types (i.e., a kindergarten class or a 3 year old examination group)
- Click **Save Type** to add this option of a type of classroom/group

#### To continue with required setup:

- Click **Teachers** in the upper right corner
- Click **School/Site** from the menu on the left
- **Important:** Select the name of the school or site for which you want to create teachers and student rosters so that the site/school name is showing in the window; 
- Continue with the next steps for creating teachers and student rosters for the selected site.

## Creating teachers/examiners and student rosters



- Click **Admin/Setup** from the menu bar on the left
- Click **Change/View**
- Click **Site Information**
- Fill the required information on the district or site
- At the bottom of the window, click **create year**
- Enter a description (i.e., “2004-2005 school year”), the beginning date for the year and the end date for the year (**Note: Use a 4-digit year, i.e., 2005**). Select **Current** when creating a year for the first time. Click




## Adding Classrooms or Groups

- Click **Admin/Setup**
- Click **Add**
- Click **Add New Classroom**
- Select a classroom type from the drop-down menu or enter a new type (i.e., “3 year old examination group”); then click **Next**
- Enter in new user fields (optional) OR just click **Next**
- Select **Create a NEW Teacher Record** to create a new teacher/examiner; then click **Next**
- Fill in the required information; then click **Next**
- Click **Done** OR select to enter in information for another teacher/examiner

## Creating Classroom Rosters/Students lists

- Fill in the required information for the child; then click 
- To add another child, click 
- Repeat until the names of all children have been entered

## Entering Assessment Data

- From the menu on the left, select **Classroom**.
- Select the **name of the classroom** from the drop-down list
- From the menu on the left, select **Child**
- Select the **name of the child** for which you will be entering assessment data from the drop-down list
- From the menu on the left, select **Assessments**
- With the selected child's name showing at the top of the screen, select **BDI-Screener** or **BDI-Full**
- Then click  **Add**
- Select **Raw Scores** or **Item Details** as the method which will be used to input data
- Select **Beginning**, **Middle**, or **End of the year** as assessment type
- Select (click to put check in box) beside subtest for which data will be entered
- Enter a **date** in the Date box
- Then click **Next**
- Select the sub-domains and click **Save**
- When data has been entered, click **Done**

## Ending the Session

- Click **Logout** to end the session
- Click **OK** to verify that you want to end your session