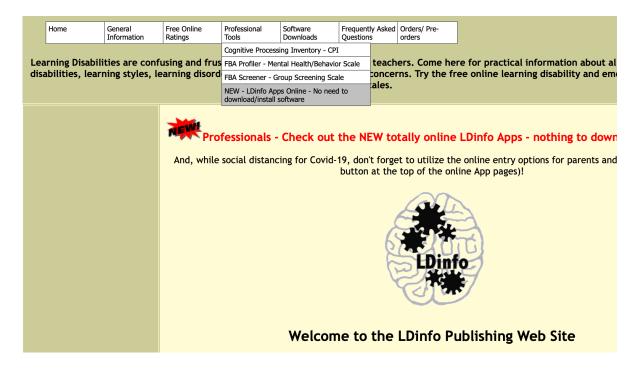
Utilizing the Online LDinfo Apps

All LDinfo assessment tools are now available as fully functional online apps eliminating the need to download and/or install software and allowing access to your records from any computer or tablet with an internet connection. To access the app, go directly to www.LDinfo.com/webd.htm or use the dropdown menu at the top of any LDinfo web page.



Then select the icon of the app you wish to use.



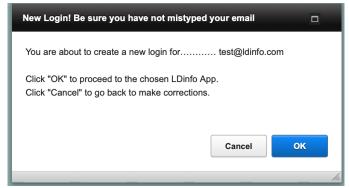
The following instructions are based upon the FBA Pro, but all of the online apps are accessed and utilized in a similar manner.

Logging In:

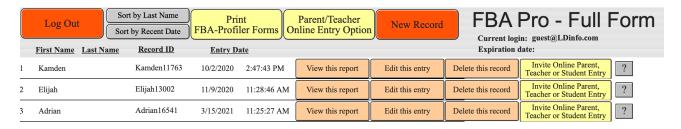
After clicking the app icon, you will be taken to the login screen similar to the one shown below. If you have not yet been provided a registration code, you can simply leave the email field blank and click the "Log In" button to log in with limited guest access (to see how the app works and preview various report options). If you already have an assigned registration code, enter your email address and registration code then click the "Log In" button. If you have lost or cannot remember your assigned registration code, just enter your email address and click the "Forgotten registration code?" button to have your existing code sent immediately via email.

FBA Pro Functional Behavioral Assessment Profiler									
Please enter your email address and registration code below If you don't know your registration code, click the "Forgotten registration code" button and it will be immediately sent to the email address provided. Leave email field blank for limited guest access									
email address is case sensitive Email Address: Registration Code: Log In Forgotten registration code?									
Check Prices Order New Registration Log Out									

The first time you log in, a popup window (shown below) will ask you to confirm the email address you are attempting to register. If ever again asked to confirm your email address, that suggests you have mistyped the address, in which case you should click the "Cancel" button to correct the error. Please note that the email address IS CASE SENSITIVE, so you must always enter it exactly as you did when you first signed in.



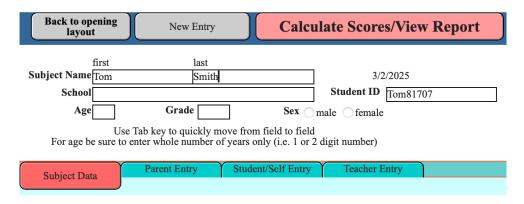
After logging in you will be taken to the list of student records associated with your email address.



Entering rating data:

With the online apps, no more paper rating forms – just invite online entry directly into your account!

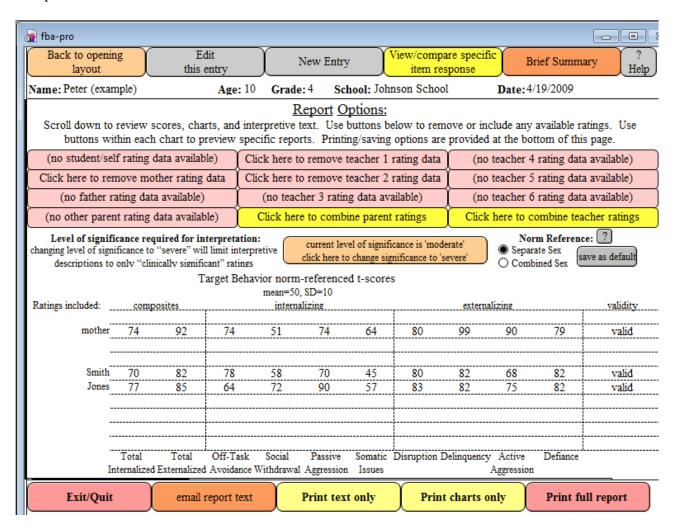
The first step is creating a student record. You can either do this by editing the blank record which is created whenever you log in, or by clicking the red "New Record" button at the top of the page. Then in the next screen (shown below) enter student name and demographic data. When finished, click the "Back to opening layout" button to return to your list of student records.



Next, in your list of students, click the yellow button entitled "Invite Online Parent, Teacher or Student Entry". You will then receive an automated email with clear instructions (which you can edit as you wish) to forward to anyone you would like to complete a rating on this particular student. When they have completed their online entry, you will receive an automated email informing you that the rating has been completed.

Finally, return to your online account to edit the student's record (to possibly change rating labels used in the report) or review the report.

After selecting the "View Report" option from the list of student entries, a new page will open in which you can preview graphic displays of each rating category, combine or separate parent or teacher ratings or exclude certain ratings. You may also select the level of significance desired for interpretation as described below.



Report Options:

The default interpretation is set at "moderate" meaning that any rating in the "at risk" or "clinically significant" range will be identified as being of relative concern in the interpretive text. If you wish to limit interpretive descriptions to only "clinically significant" ratings, simply click the level of significance button toward the top of the screen to change significance to "severe". To return to the default setting, simply click the button again.

Additional report/interpretation options including removing or combining certain ratings can be accomplished by clicking appropriate buttons toward the top of the screen. It is sometimes useful to remove ratings which are believed to be invalid and may potentially result in misleading interpretations. In other cases, you may wish to combine parent and/or teacher ratings in order to view overall patterns of concern. Additionally, when more than 6 separate ratings have been

entered it is possible that the visual charts may not display all rating data if too many ratings fall at the same level. In that case, again it may be useful to combine certain ratings.

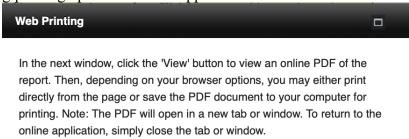
If you wish to view patterns of responses across ratings in specific areas, click the "View/compare specific item response" button at the top of the "Report Options" page.

	Back to opening layout New Entry		Ca	lcul	ate S	Scor	es/Vi	iew l	Repo	rt			
first last Subject Name Bryson Williams School Brookside Elementary Age 11 Grade 5 Sex						4/19/2009							
Age 11 Grade 5 Sex omale female Target Behaviors Hypothesized Functions Mental Health Screen													
	Gf-Task oidance Withdrawal Passive Aggression Issues	D	isruptio	on De	elinque		Active ggress		Defian	ce			
Avi	15sucs						88						
	t1=Bryant												
18	Is reluctant to engage in tasks which require sustained attention or effort	<u>s</u>	<u>p1</u>	<u>p2</u>	<u>p3</u>	<u>t1</u>	<u>t2</u>	<u>t3</u>	<u>t4</u>	<u>t5</u>	<u>t6</u>		
30	Easily distracted by noises or activities					3							
48	Leaves seat in classroom or other situations when expected to be seated					3							
63	Has difficulty staying focused on tasks or activities					3							
65	Skips class or school					1							
73	Does not complete schoolwork					3							
80	Does not seem to listen when spoken to					2							
89	Does not complete chores					2							
	Does not follow instructions or finish assigned tasks			Not T		3 Somey	what Tr		Uery Tı				

Printing Reports:

Various print/save buttons are included in any layout which can be printed (typically at the bottom of the page). If you choose to accept the full computer-generated report, simply click the "Print Full Report" button at the bottom of the Report Options page. Optionally, you have the choice of printing either "Charts Only" or "Text Only". Although you cannot edit the computer-generated report text within the FBA Pro app, you can utilize the "email report text" button to either send the text to your email address or copy and paste the text into an external word processing application and edit as needed. Then you could attach your edited text to the printed charts to reflect your own professional interpretation of the data. There is also a "Brief Summary" layout (viewed by clicking that button at the top of the "Report Options" page) which may be useful if you wish to copy/paste a very brief overview of all findings into a separate evaluation summary report.

Clicking any print button from the online app will show a dialog window shown below which will explain your saving/printing options from the app:

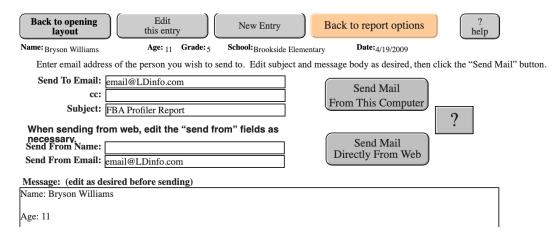


Saving Reports:

Records/reports are automatically saved within the FBA Profiler app.

You can also send report text via email by simply clicking the "Send as Email" button at the bottom of the report options page.

In the page which opens next, simply enter a valid email address and edit the subject and message body as desired before clicking either of the "Send Mail" buttons. Use "Send Mail From This Computer" only if you are working from your own computer and have a default email application. Otherwise use "Send Mail Directly From Web".

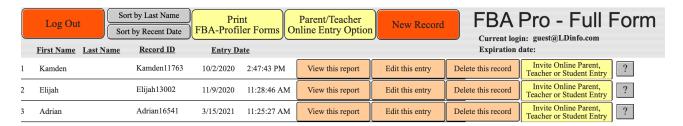


If sending from your email application, after clicking the appropriate button a popup message will inform you that the message has been placed in the outbox of your email application. If sending directly from web, the popup message will simply inform you that the email has been sent.



Deleting Records:

Individual records can be permanently deleted by clicking the "Delete this record" button from the main page.



If you wish to delete all of your records (possibly in order to start fresh for a new school year) just send a request to <u>email@LDinfo.com</u> and we will take care of it for you.

Free Trial / Registration Code:

All LDinfo applications (whether using the online apps or the downloaded software) are initially provided as "demonstration" versions with certain restrictions (such as not being able to print reports) until a registration code has been purchased.

During or after the initial trial period you may remove all restrictions by purchasing a registration code (instructions for purchasing this code are provided on the www.LDinfo.com web site) and entering this code either within the FBA Pro software or when logging into the online app.

If you allow your registration to expire, the software (or online app) will automatically revert to the restricted "demonstration" mode until a new registration code is purchased and entered.