

Whole Person Assessment

Demo

Download & Install:

Download the following file to your desktop.

<http://www.webbps.com/asktbs/demo/WPADemo.exe>

Upon completion, select Open.

Follow the installation prompts on your screen. At the end of the installation, a message will appear stating the number of days remaining on the license. Select ok.

Entering as Admin to create a Student:

A screen will appear with O*NET trademark information. After a few seconds, the login screen will appear.



Using the icons on the lower left side of the screen, select the Administrator Login icon. The following screen will appear.

Enter Id:
Administrator

Enter Password:
[Empty field]

Return Log In

For the password, use “nimda” in lowercase letters and select the Log In button.

On the lower left side, select the “Create New” button.



Fill in ID, Password and name. An example is shown.

ID: Jane Password: J1

All text on name field must be entered

First Name: Jane MI: Last Name: Moyer

Record the ID and password since you'll use these to enter as a student.

ID: _____

Password: _____

Select the Save button located in the lower left side.



The student will now be added.

Entering as Student to take the Assessments:

Select Start, Programs, Whole Person Assessment, then WPA.



Using the icons on the lower left side of the screen, select the Student Login icon. The following screen will appear.

Enter Id:

Enter Password:

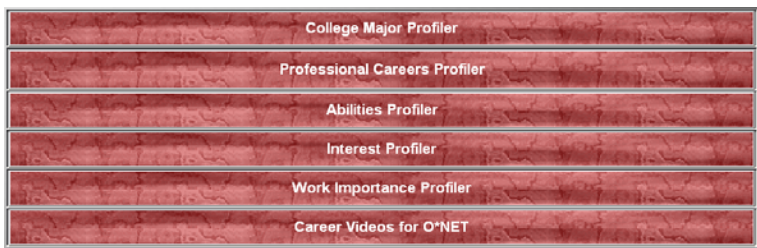
[Return](#) [Log In](#)

Use the ID and Password to enter the assessments:

ID: _____

Password: _____

Select the Log In button. The following screen will appear.



Select any of the assessments by clicking on the title. The instructions must be completed before entering the actual assessment.

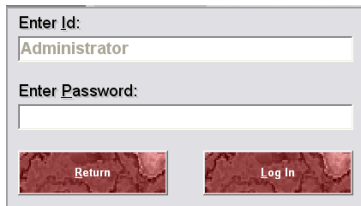
Entering as Admin to generate Reports:

Select Start, Programs, Whole Person Assessment, then WPA.

A screen will appear with O*NET trademark information. After a few seconds, the login screen will appear.



Using the icons on the lower left side of the screen, select the Administrator Login icon. The following screen will appear.



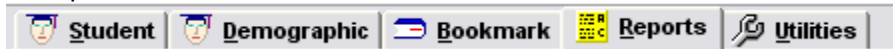
Enter Id:
Administrator

Enter Password:
[Redacted]

Return Log In

For the password, use “nimda” in lowercase letters and select the Log In button.

Select the Reports tab.



Highlight a student's name that appears on the left side of the screen.

Select the Generate Report button. The Enrollment report will be printed in your default browser on your screen. To close the report, select the X on the upper right side. To view reports for each assessment, select the appropriate tab and then Generate Report.

