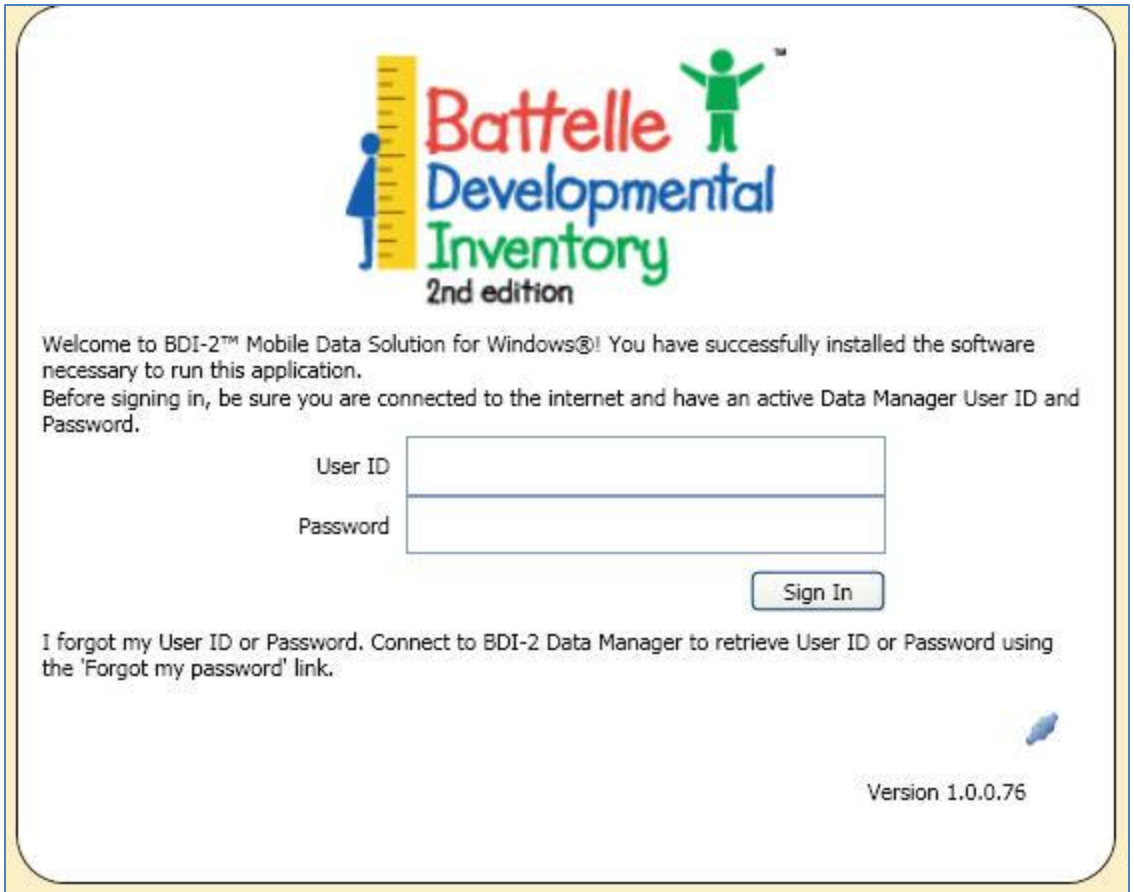
Getting Started
with
BDI-2™ Mobile Data Solution for Windows®

Starting and Logging In

- Double click the **BDI-2 icon** on your desktop to start the program.
- Enter **User ID** and **Password** then click the **Sign In** button



BDI-2™ Mobile Data Solution for Windows®

Welcome to BDI-2™ Mobile Data Solution for Windows®

Assessments

Select a Child and choose between a Complete Assessment or a Screener, or resume an assessment already in progress.

- Start a New Assessment
- Resume an Assessment

Reports

Select a Report.

- Report to Family
- Score View

Child Information

Search or browse for a specific child's record or add a new child record.

- Browse or Update a Child Record
- Add a New Child Record

My Activities (ERFs remaining: 6)

Assessments in Progress	0
Incomplete Child Records	0
Upload / Download	0
Failed Data Transfers	0
Upload History	0

Last connection: 1/31/2011 4:58 PM

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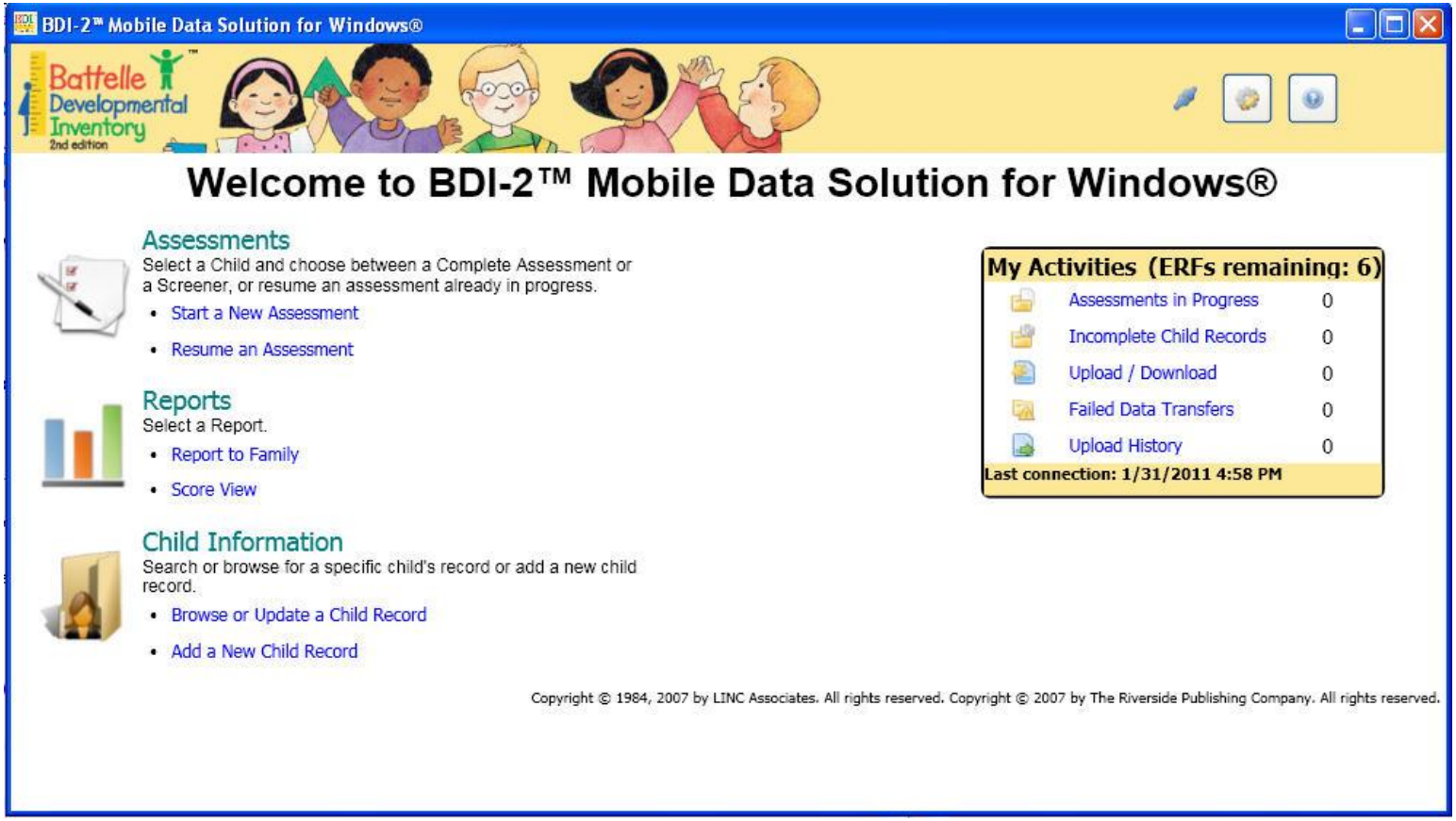
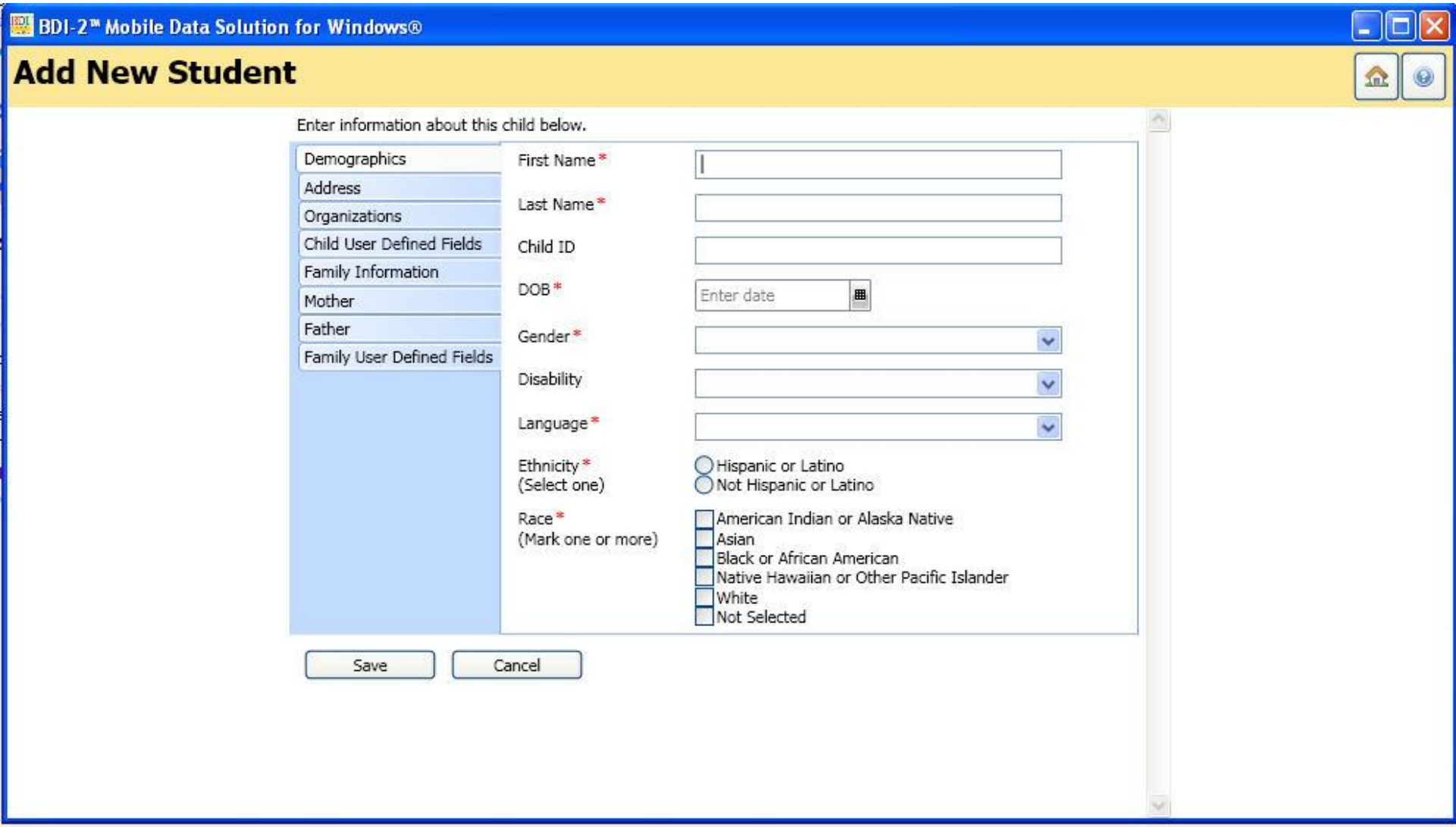
Adding a Child Record

Children can be added directly into the MDS

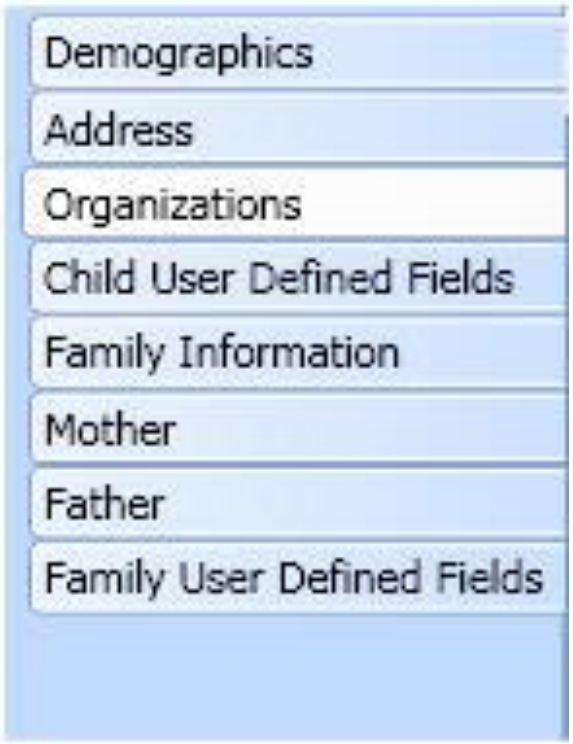
- Click on **Add a New Child Record** link from Welcome screen.



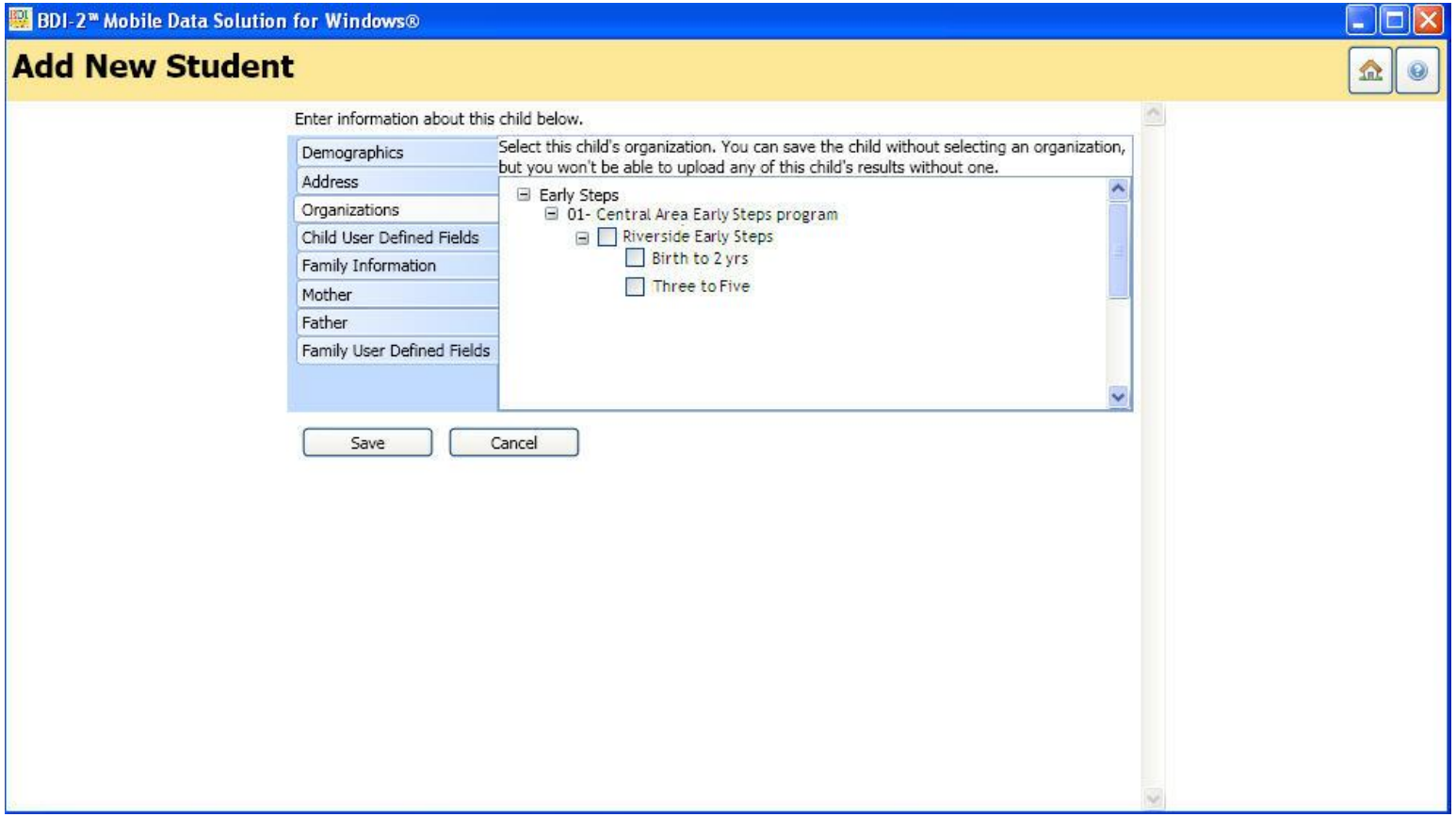
- Fill in all required information (fields marked with a red asterisk).



- Assign the child to a location in the Data Manager hierarchy by selecting the **Organizations** tab on the left.



- Select the location and class/group with which the child is associated; click to put a check in the box beside the class into which the child is to be placed. **Note**: Assigning a child to a class/group is required if planning to upload to the Data Manager.
- Click **Save**.

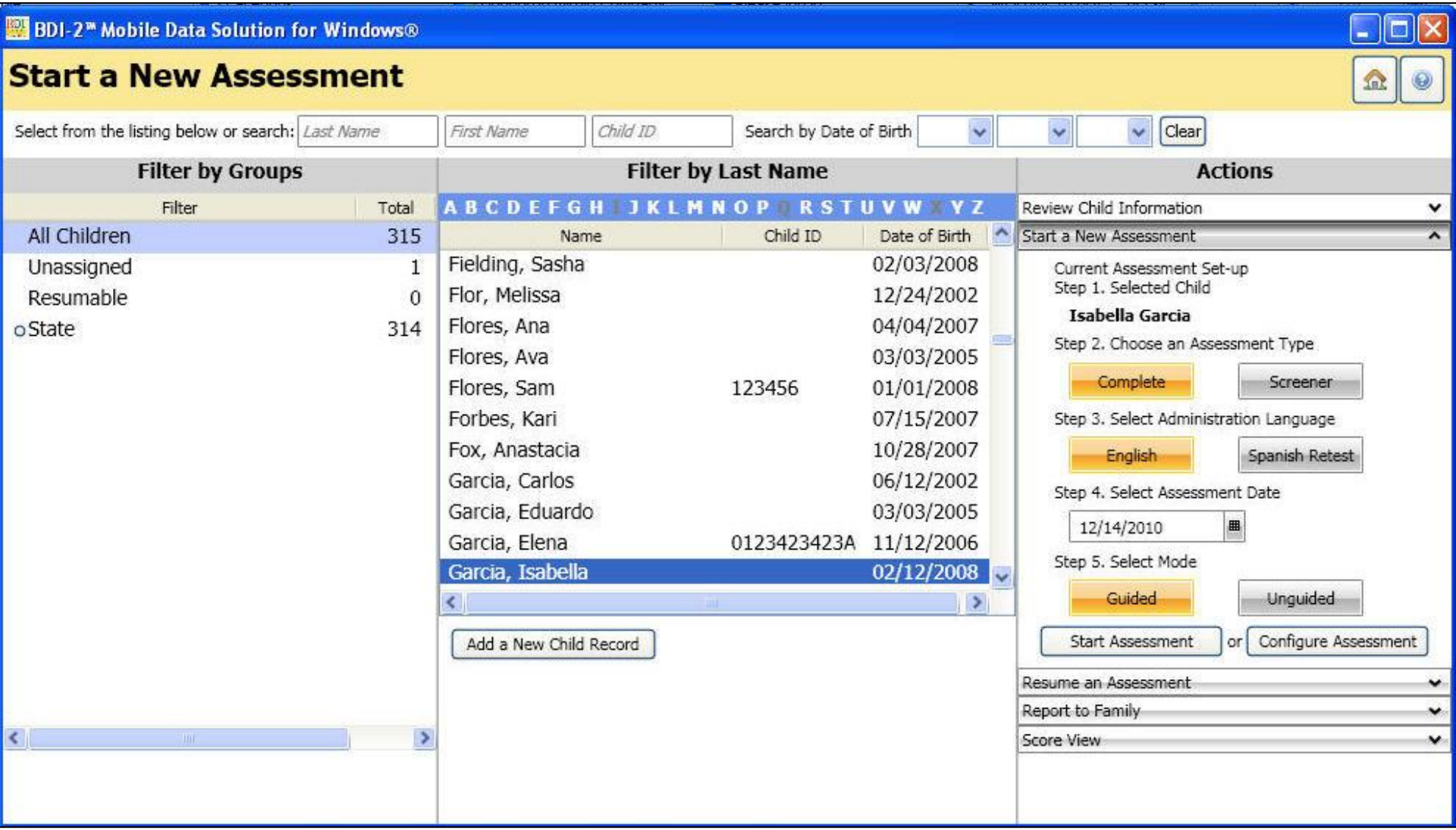


Starting a New Assessment

- From the Welcome screen, select **Start a New Assessment**.
- **Step 1**: Select the child you want to assess.

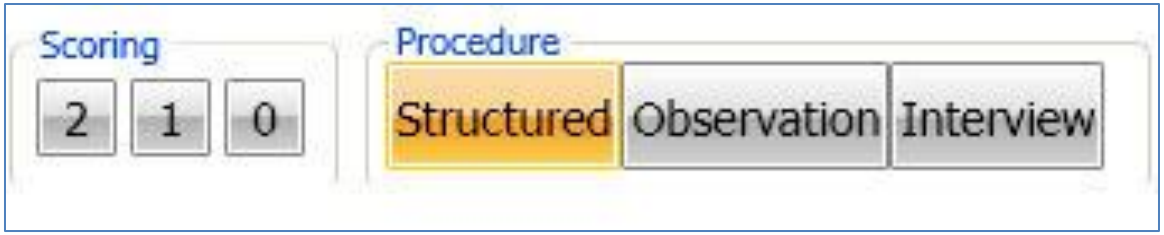
  You can scroll and select the child from the list of children or you can search for a child (by first name, last name, date of birth, etc.).

  The selected child's information will show on the right side of the screen.
- **Step 2**: Choose **Complete** or **Screener**
- **Step 3**: Choose **English** or **Spanish Retest**
- **Step 4**: Select the assessment date (the default is the present date)
- **Step 5**: Select **Guided** or **Unguided**


BDI-2™ Mobile Data Solution for Windows®
Start a New Assessment
Select from the listing below or search:
Last Name
First Name
Child ID
Search by Date of Birth
Clear
Filter by Groups
Filter
Total
All Children 315
Unassigned 1
Resumable 0
State 314
Filter by Last Name
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Name
Child ID
Date of Birth
Fielding, Sasha 02/03/2008
Flor, Melissa 12/24/2002
Flores, Ana 04/04/2007
Flores, Ava 03/03/2005
Flores, Sam 123456 01/01/2008
Forbes, Kari 07/15/2007
Fox, Anastacia 10/28/2007
Garcia, Carlos 06/12/2002
Garcia, Eduardo 03/03/2005
Garcia, Elena 0123423423A 11/12/2006
Garcia, Isabella 02/12/2008
Add a New Child Record
Actions
Review Child Information
Start a New Assessment
Current Assessment Set-up
Step 1. Selected Child
Isabella Garcia
Step 2. Choose an Assessment Type
Complete
Screener
Step 3. Select Administration Language
English
Spanish Retest
Step 4. Select Assessment Date
12/14/2010
Step 5. Select Mode
Guided
Unguided
Start Assessment
or
Configure Assessment
Resume an Assessment
Report to Family
Score View

Item Scoring

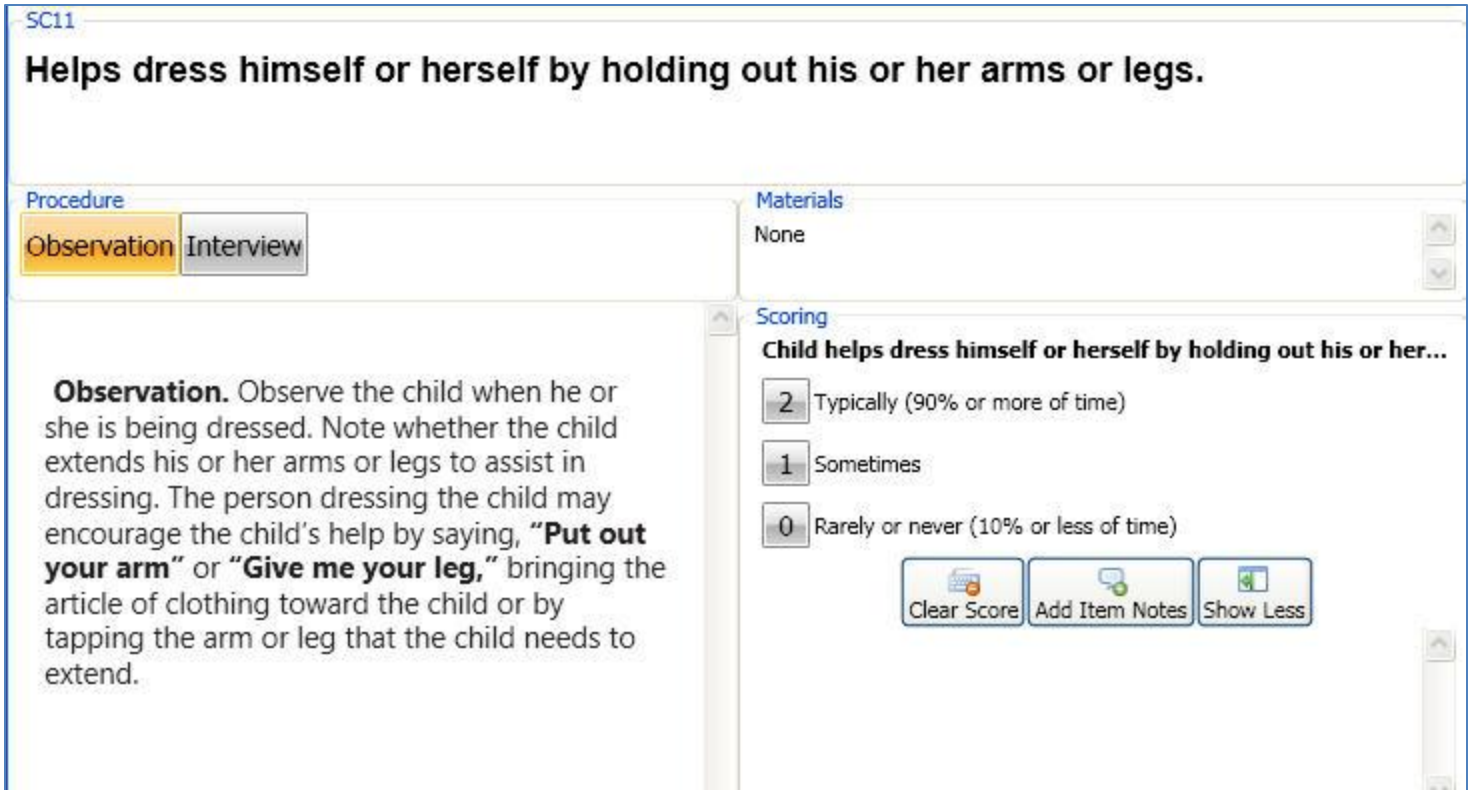
- To score an item being administered, select the score and the procedure. The system will record the score and display the next item (if in “guided” mode).



Additional Item Information

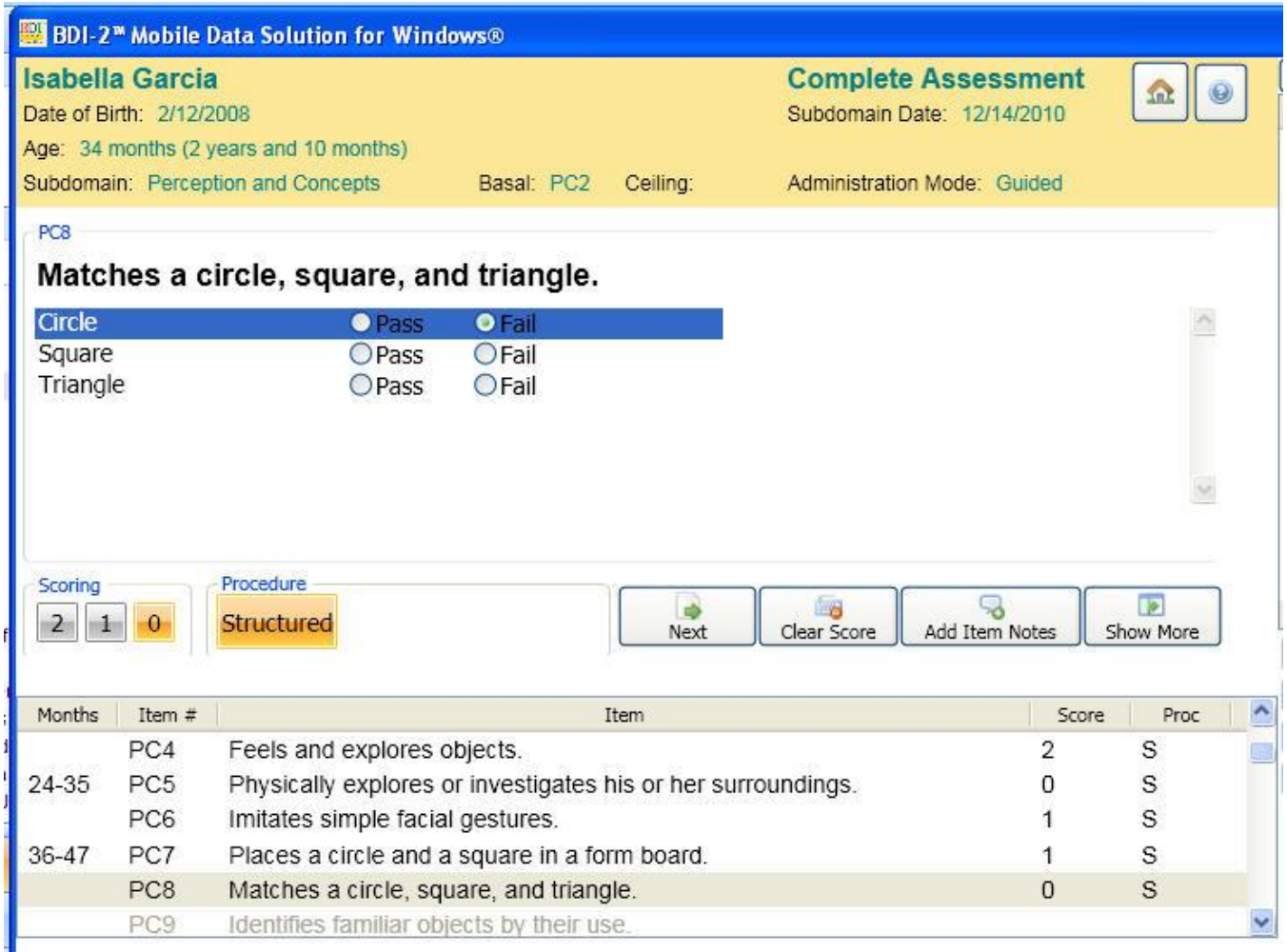
- Select the **Show More** icon to receive detailed item administration and scoring information.

  - You will be provided with detailed information on how to administer and score the item.



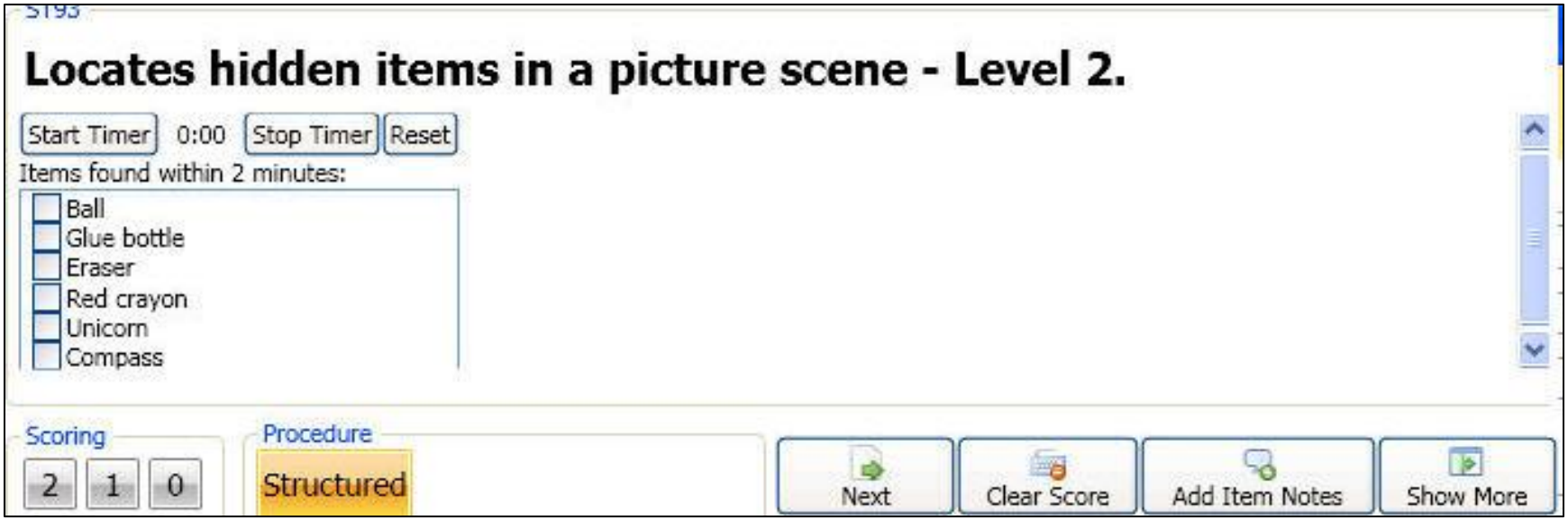
Multiple Response Items

- Some items require more than one response. In such cases, select the proper responses from the selections shown.
- Click the **Next** button to proceed to the next question.



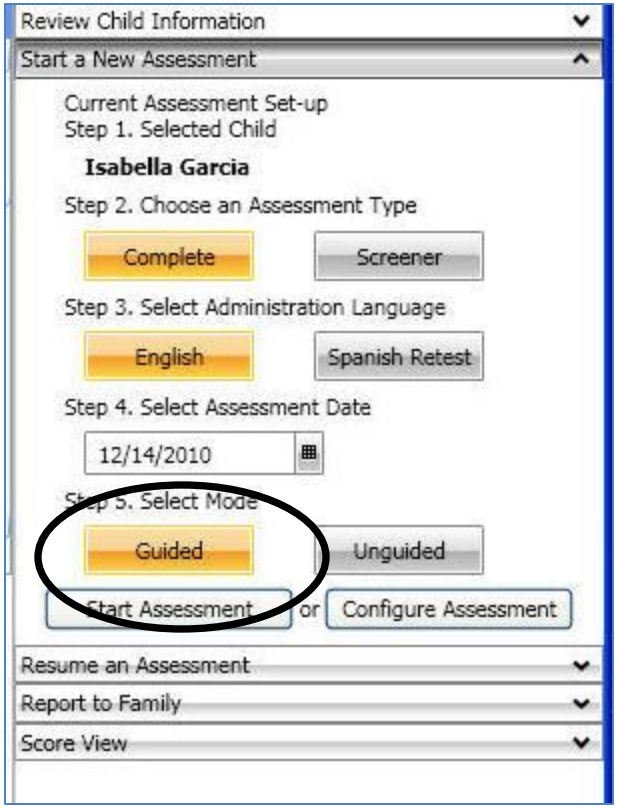
Timed Items

- Some items are timed. In such cases, the program provides a timer for administering the item.
  - Click the **Start Timer** button to start the timer and then administer the item.
  - When the child has completed the task, click the **Stop Timer** button to stop the timer.
  - Click the check box beside the items that were completed correctly.
  - Click the **Next** button to proceed to the next question.

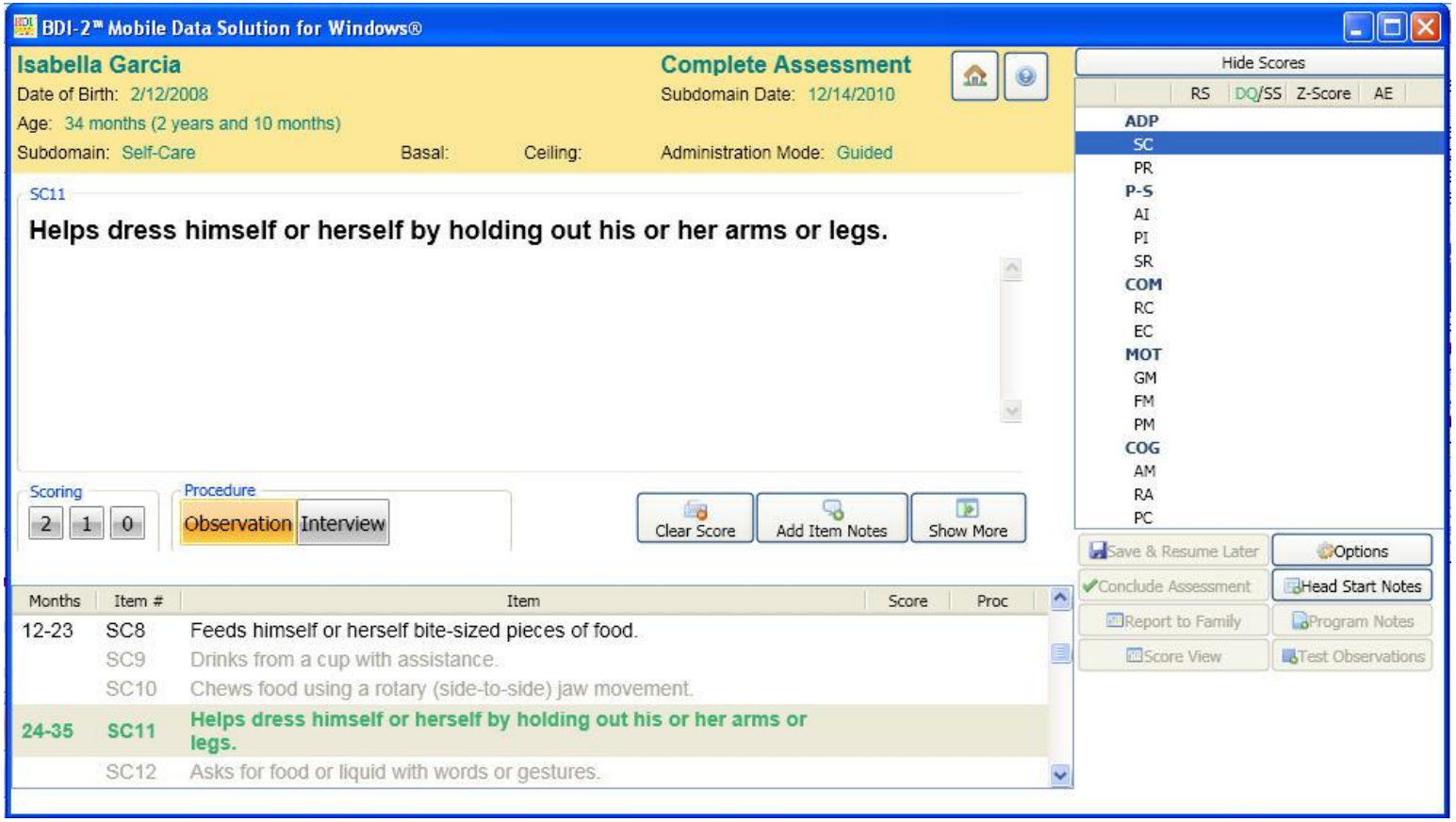


Option 1: Entering Assessment Data – Guided Mode

This mode presents questions in order within a subdomain. When you enter scores for a question, it will automatically take you to the next question within the subdomain. You can switch to Unguided mode in the middle of a test.

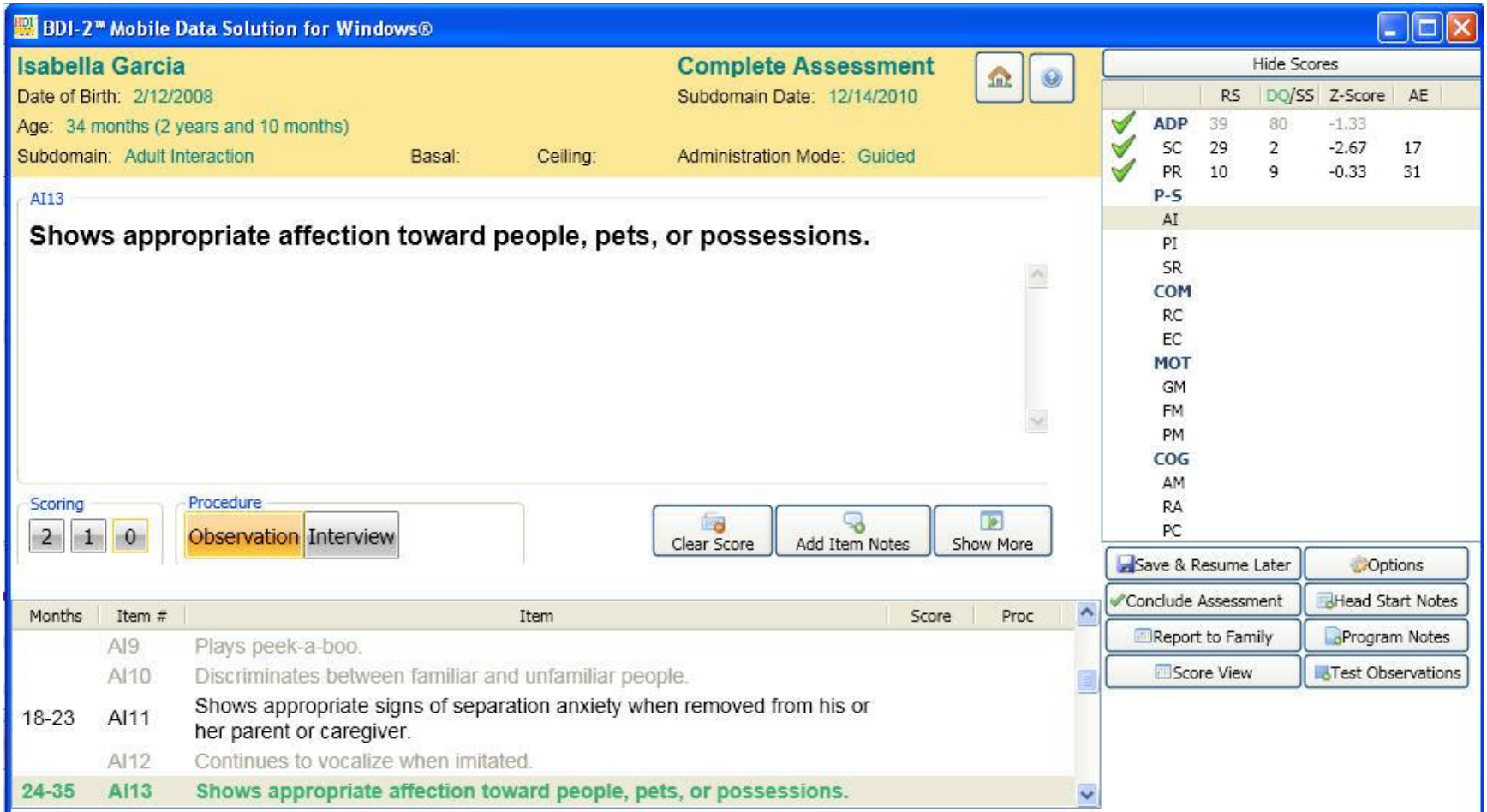


- Select the procedure and the score for the item.
  - Enter the score (2, 1, or 0) and the procedure (Structured, Observation, or Interview) for the first item.

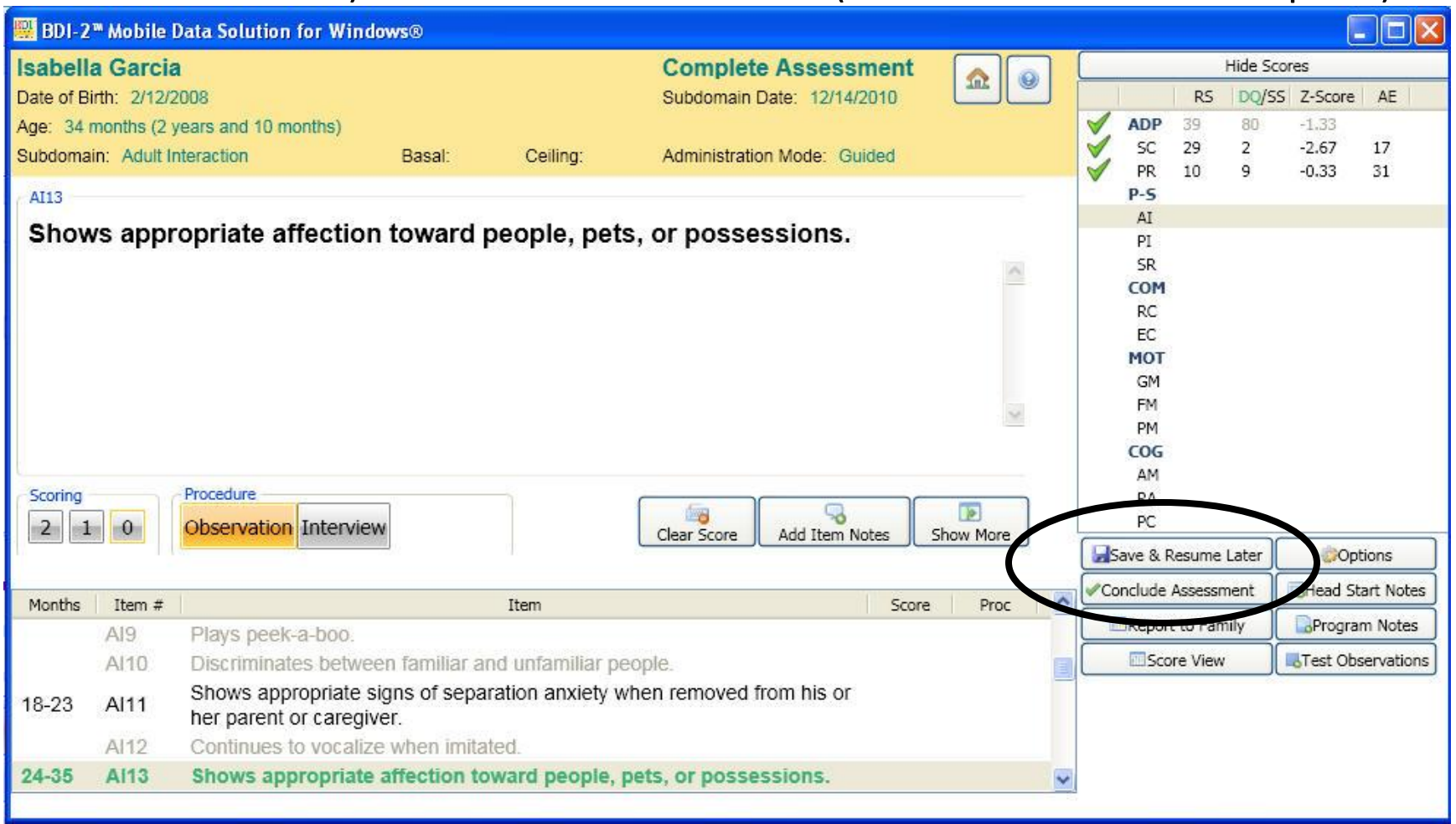


- The software will record the score and display the next item.

- Continue with each item in the subdomain, entering scores and procedures, until the basal and ceiling have been established.
- When the basal and ceiling have been established for a subdomain, a green check mark will appear beside the subdomain name on the right side of the screen, indicating that the administration of that subdomain has been completed.

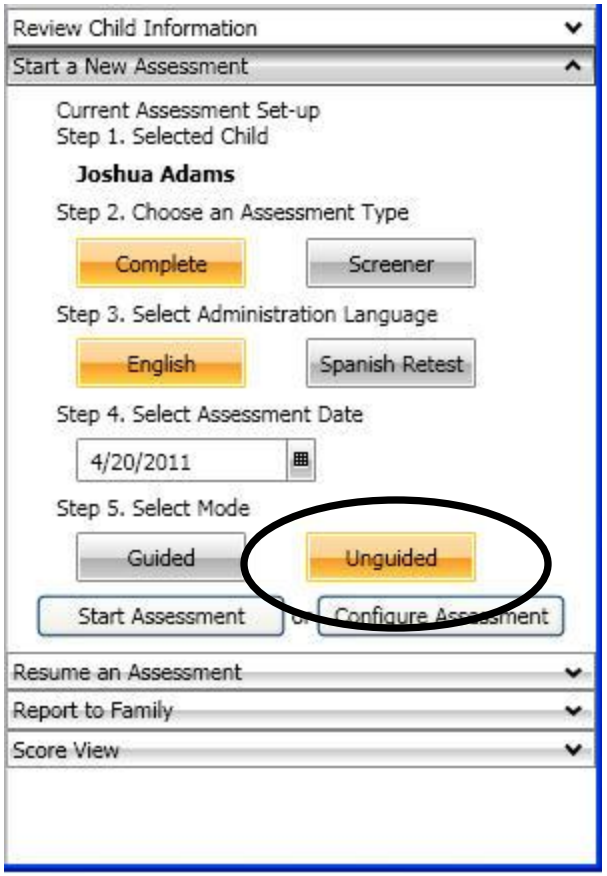


- The suggested first item for the subsequent subdomain will then be displayed.
- Continue administering items from any and/or every subdomain.
- Continue until all needed items are administered.
- Select **Save & Resume Later** (if you need to continue with the assessment at a later time) or **Conclude Assessment** (if the assessment is complete).

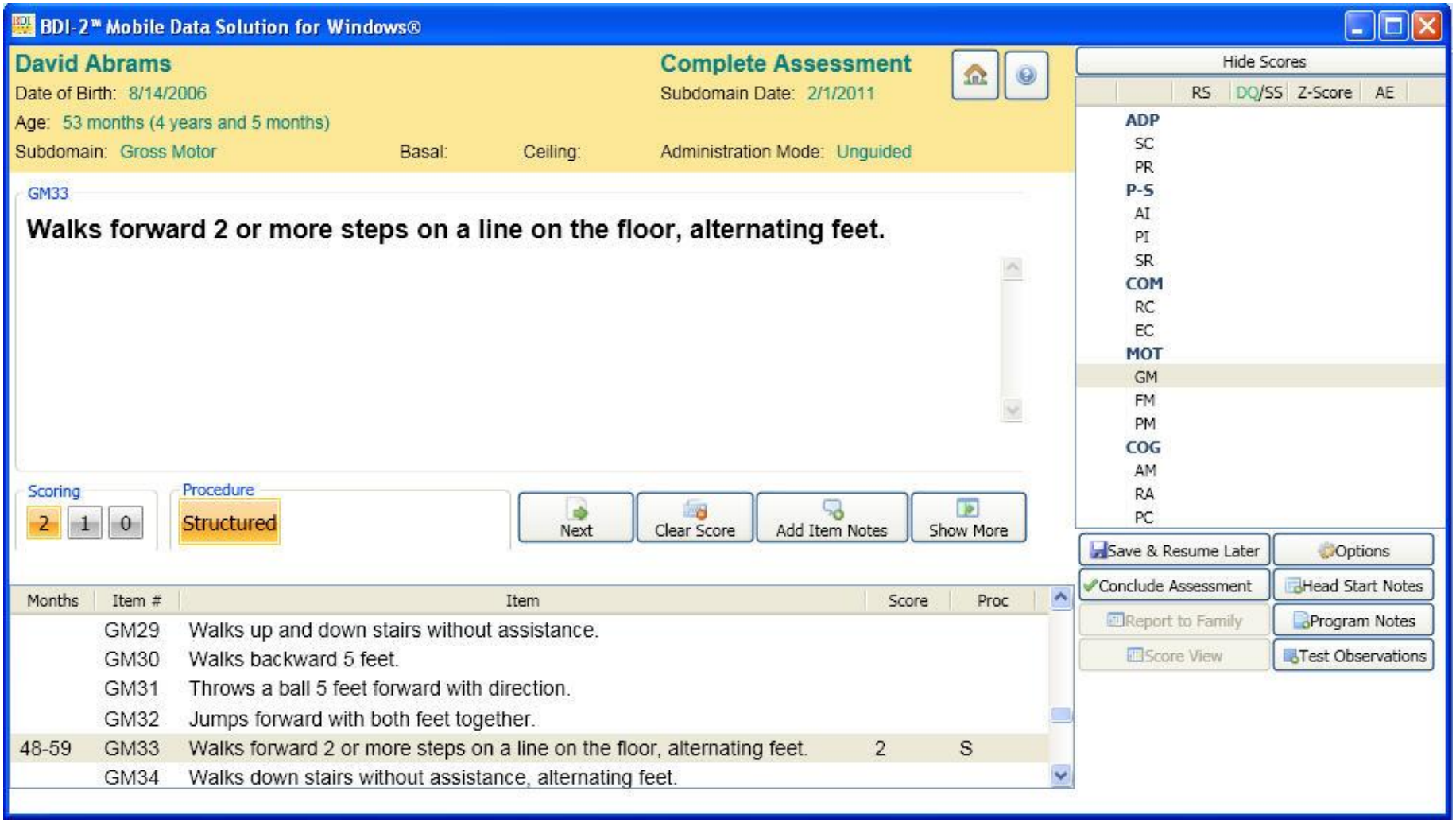


Option 2: Entering Assessment Data – Unguided Mode

This mode allows you to go between questions between Sub-domains without having to follow a particular order. Once you select this mode, you cannot switch back to the Guided mode. This mode is advantageous for examiners who are highly familiar with the administration of the Battelle.



- Select the subdomain where you want to begin the assessment from the list of subdomains on the right.



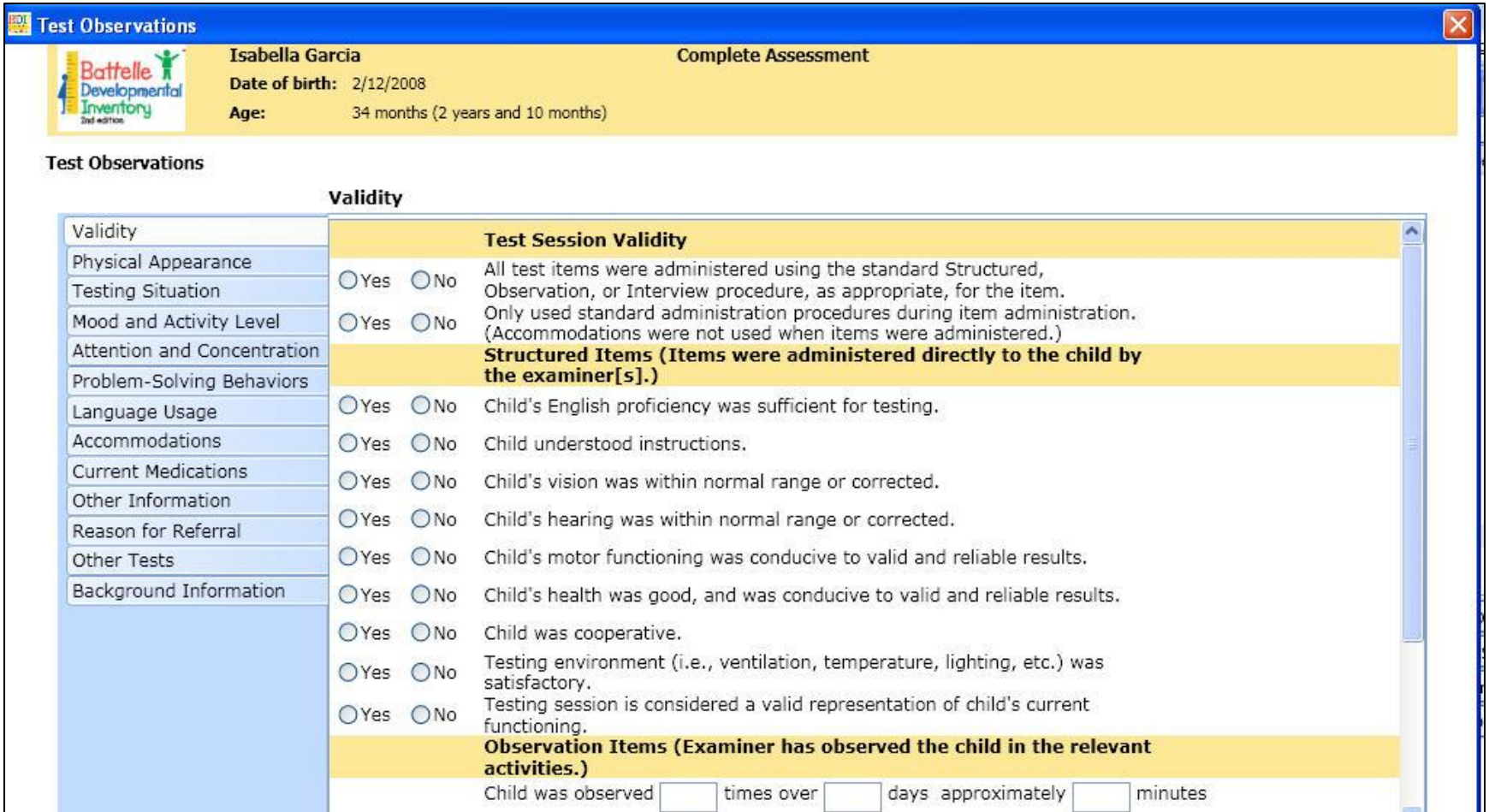
- The suggested first item for the selected subdomain will be displayed.
- Items can be administered in any sequence.
  - For items administered, enter the score (2, 1, or 0) and the procedure (Structured, Observation, or Interview) for the item.

  - Click **Next** to go to the next item in the subdomain
  - To select a different item in the subdomain, click on the item you want to administer
  - To move to a different subdomain, select the subdomain from the list of subdomains on the right.
- Continue administering test items.
- Select **Save & Resume Later** (if you need to continue with the assessment at a later time) or **Conclude Assessment** (if the assessment is complete).

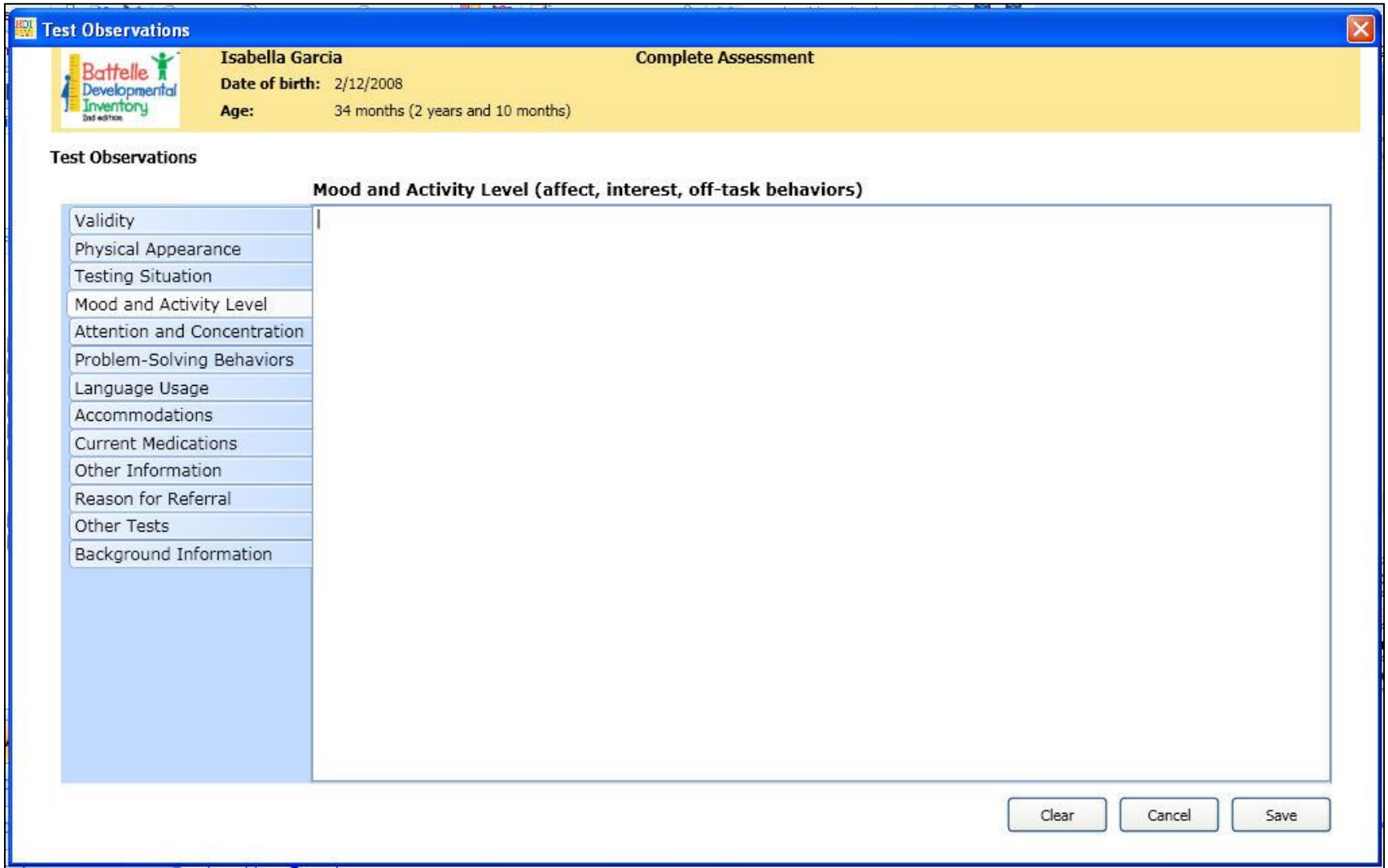
Adding Test Observations

Test observations can be added to any test and are included in the reports.

- Select **Test Observations**. (For an assessment that already has item data entered, select the child, then select **Resume Assessment**; from there you can select **Test Observations**.)

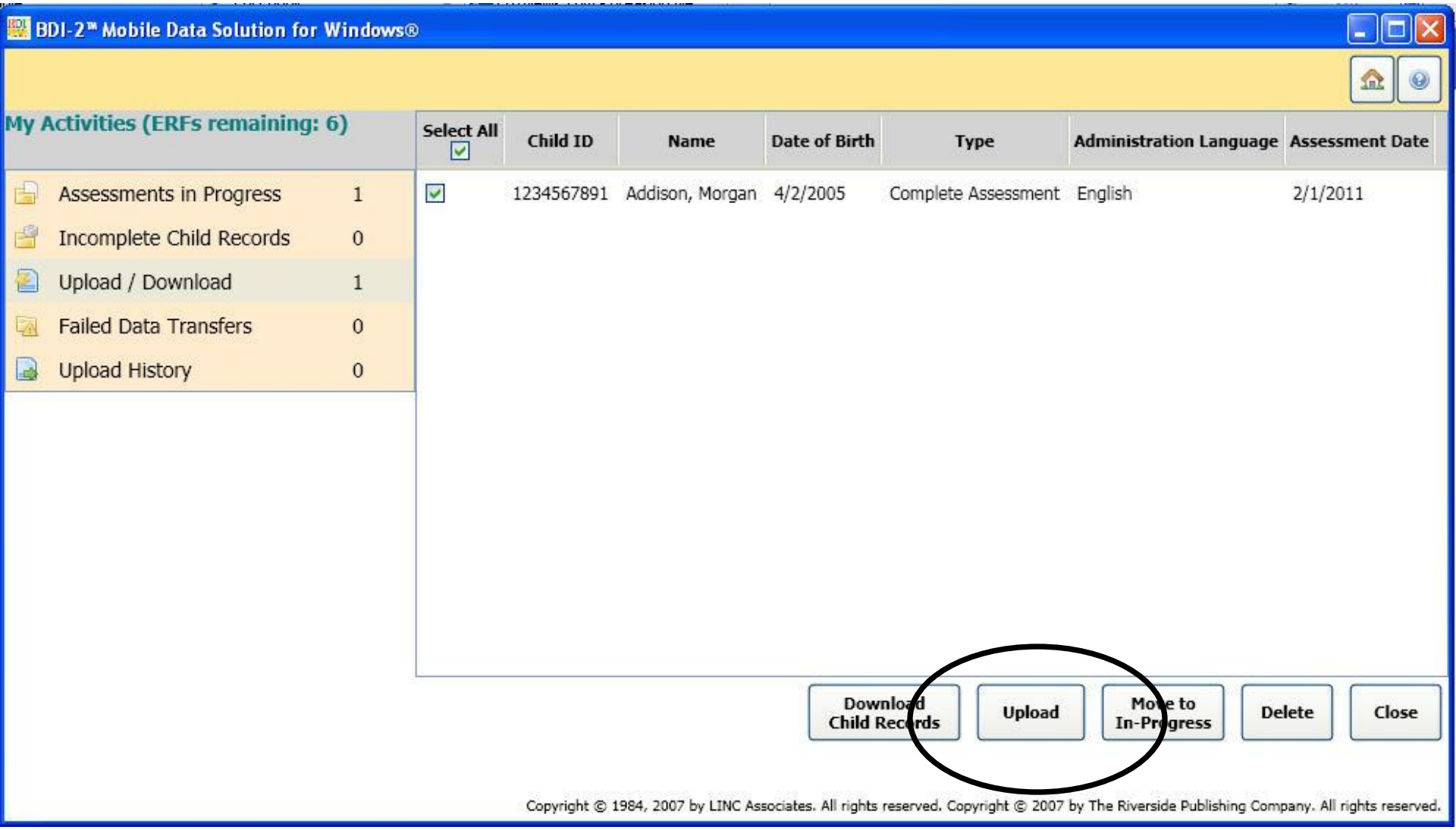


- Add information about the Test Validity or select another category from the menu on the left on which to make observations.
- Test observation information can be entered into the text box for other categories of observations.



Uploading Data from Mobile Data Solution to Data Manager

All child records created or edited within the BDI-2 Mobile Data Solution for Windows application which are complete will be displayed in the Records table.

- Click the checkbox beside the child record to select the record or click the **Select All** checkbox to select all child records. **Note**: A child must have an assigned location in order for an assessment to upload to Data Manager.

- Click the **Upload** button to upload the selected records.