



Online Administrator Guide



Welcome

Thank you for choosing GAIN for your basic skills testing needs!

This guide will get you started with your new Wonderlic GAIN assessment program.

The Quick Start instructions on page 4 will get you up and running immediately.






To administer GAIN, you must either be certified by Wonderlic as a GAIN Test Administrator, or read the GAIN Administrator's manual.

Contact Wonderlic Client Services with any questions.



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CONTACT



Wonderlic Contact Numbers

Client Services	866-726-7301
Sales	800-370-9317
Fax	847-680-9492





GAIN Quick Start

Online Administration

1. Turn your pop-up blocker off.
2. Go to www.wonderliconline.com.
3. Enter User Name and Password; click Login.
4. Click on the desired program/location and click Add Student.
5. Enter the information in the required fields; click Add & Assign Task.
6. Select GAIN, click the desired reason for the test and the proctor.
7. Click Start Now and Go.

Generating GAIN Reports

1. Turn your pop-up blocker off.
2. Go to www.wonderliconline.com.
3. Enter User Name and Password; click Login.
4. Locate the student by using Find Student or clicking on the program/location.
5. Click Generate GAIN Report.
6. Choose the desired dates, click Generate Report.

Alternate Administration

You may also administer GAIN on paper or online in a group setting, and score by template or fax. For instructions, see your GAIN Administrator's Guide or contact Wonderlic.



What's Included With Your Kit

1. GAIN Test Administrator's Workbook
2. Examination Answer Sheet
3. GAIN Administrator's Guide

Paper Administration Kits Also Include:

1. English Test Booklets (A, B or both)
2. Math Test Booklets (A, B or both)
3. Answer Sheets





Using Wonderlic Online

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Log In

Go to www.wonderliconline.com.

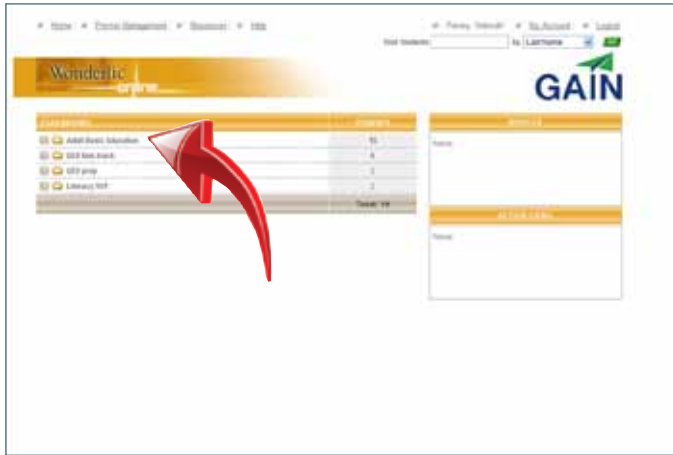


Enter your Login/Email and Password. Click Login.

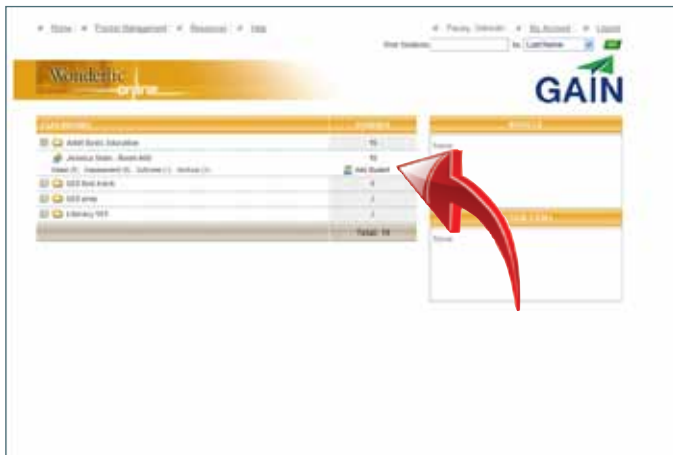
HINT: Turn off your pop-up blocker before logging in. All login information is case sensitive.



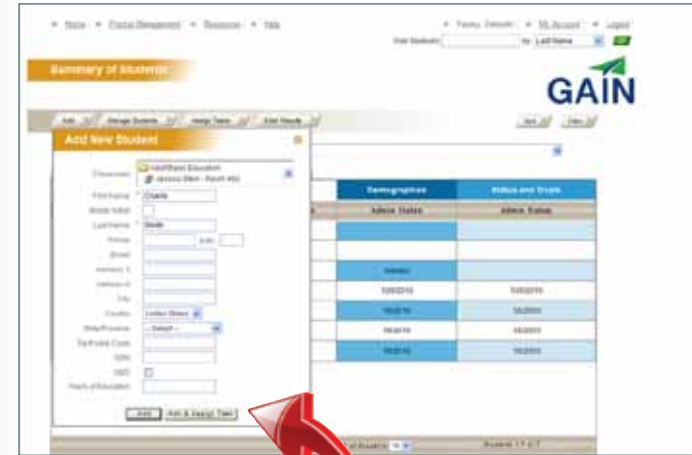
Add a New Test Taker



1. Select your school or program from the list.



2. Click Add Student.

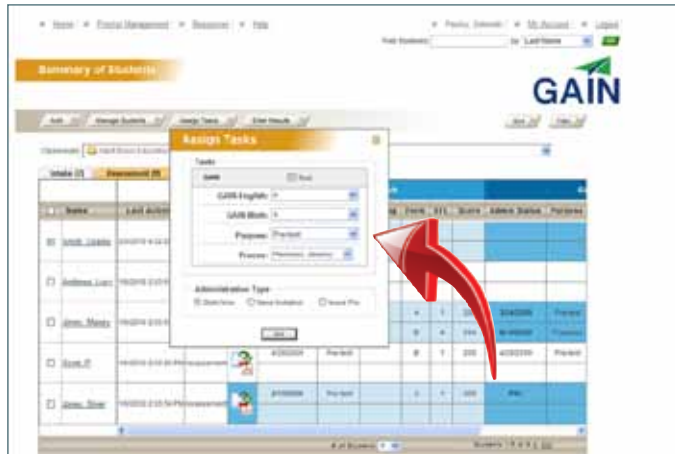


3. Enter the required information. To begin the testing process immediately, click Add & Assign Task.





Administer GAIN



1. Check the GAIN box. Select the appropriate Forms, the Purpose and the Proctor name from the drop down menus. Start Now should be selected. Click Go.



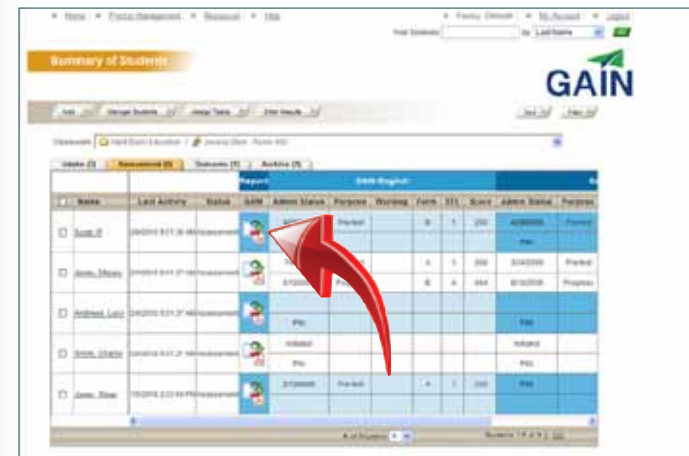
2. Seat the participant at the computer to begin testing.



Generate a GAIN Report



1. You can view at-a-glance results on your In Process or Assessment tab.



2. You can also create custom individual reports by clicking on the Generate GAIN Report button.



Generate a GAIN Report Con't

Report Generation

GAIN

Generate GAIN Report For Jones, Masey

GAIN English				GAIN Math			
Date	Previous	Current	Print	Date	Previous	Current	Print
8/10/2007	Progress	<input type="checkbox"/>	<input type="checkbox"/>	8/10/2007	Progress	<input type="checkbox"/>	<input type="checkbox"/>
10/20/2007	Progress	<input type="checkbox"/>	<input type="checkbox"/>	8/20/2007	Progress	<input type="checkbox"/>	<input type="checkbox"/>
10/20/2007	Progress	<input type="checkbox"/>	<input type="checkbox"/>	8/20/2007	Progress	<input type="checkbox"/>	<input type="checkbox"/>
10/20/2007	Progress	<input type="checkbox"/>	<input type="checkbox"/>	8/20/2007	Progress	<input type="checkbox"/>	<input type="checkbox"/>
10/20/2007	Progress	<input type="checkbox"/>	<input type="checkbox"/>	8/20/2007	Progress	<input type="checkbox"/>	<input type="checkbox"/>
10/20/2007	Progress	<input type="checkbox"/>	<input type="checkbox"/>	8/20/2007	Progress	<input type="checkbox"/>	<input type="checkbox"/>
10/20/2007	Progress	<input type="checkbox"/>	<input type="checkbox"/>	8/20/2007	Progress	<input type="checkbox"/>	<input type="checkbox"/>
10/20/2007	Progress	<input type="checkbox"/>	<input type="checkbox"/>	8/20/2007	Progress	<input type="checkbox"/>	<input type="checkbox"/>
10/20/2007	Progress	<input type="checkbox"/>	<input type="checkbox"/>	8/20/2007	Progress	<input type="checkbox"/>	<input type="checkbox"/>

Generate Report

3. Select the dates of the current and previous tests you wish to view. Click Generate Report.

HINT: More GAIN and Wonderlic Online training is available 24/7. Click the Resources link on your Wonderlic Online site and select the desired training. Instructions for administering paper assessments, template scoring, fax scoring and group administrations are available.



GAIN Report

Individual Report for Smith, William P

Student ID: 123456789 Facility Name: Lakes Community College
 Report Date: 8/9/2007 Program: Adult Services
 Test Administrator: Dee Williams Class: Greenfield, Room 207

Educational Functioning Level (EFL)

Area	EFL	SKL	Warning Message(s) (if applicable)
English	3	Low Intermediate Basic Education	
Math	2	Beginning Basic Education	

English Key

Current: 8/9/07
 Form B
 Post-test

Previous: 8/24/07
 Form A
 Pre-Test

English

6
5
4
3
2
1

Previous Current

Math Key

Current: 8/9/07
 Form B
 Post-test

Previous: 8/24/07
 Form A
 Pre-Test

Math

6
5
4
3
2
1

Previous Current

Scale Scores

ENGLISH TOTAL
657

MIN: 266 MAX: 1000

Reading: 671
 Grammar/Usage/Style: 671

MATH TOTAL
352

MIN: 266 MAX: 1000

Arithmetic: 352
 Rational Numbers, Operations & Charts/Graphs: 352
 Algebra, Geometry & Trigonometry: 352

Category	Current Total	Percent Correct
Accuracy	5 / 8	63%
Decimals	3 / 3	100%
Operations	1 / 4	25%
Trigonometry	4 / 5	80%
Algebra	4 / 7	57%
Total	17 / 25	68%

Instructional Needs

English Topics for Review	Math Topics for Review
<ul style="list-style-type: none"> Identify parts of complete mailing address and phone number. Choose correct verb form = to be. 	<ul style="list-style-type: none"> Subtraction: 2 digit - 2 digit, with borrowing. Currency: compute balance after purchase. Multiplication: 1 digit x 1 digit. Division: 2 digit ÷ 1 digit.
English Topics for Study	Math Topics for Study
<ul style="list-style-type: none"> Proofreading to identify grammatical errors in a sentence. Identify a complete sentence. Identify word meaning from context. Distinguish between facts and opinions. 	<ul style="list-style-type: none"> Operations: inequalities. Convert pie chart to fraction. Apply order of operations. Word Problem: multiply 2 digit x 1 digit.

The report can be printed, saved or emailed.



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