



CONNERS 4TM

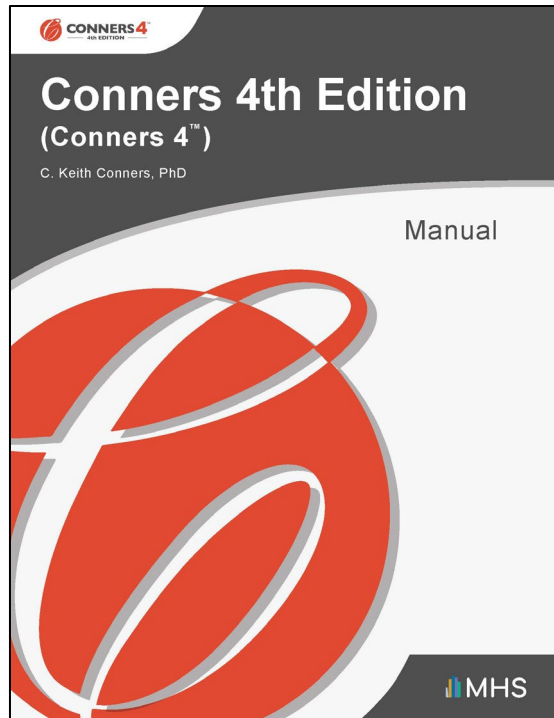
4th EDITION

Transitioning from the
Conners 3 to the Conners 4

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INTRODUCTION



MHS is in the process of offering users of the Conners 3 the opportunity to transition to the Conners 4.

This self-serve option will be implemented through the MHS Online Assessment Center+.

The transition process will launch when Conners 4 is released and will be available for 12 months from the release date.

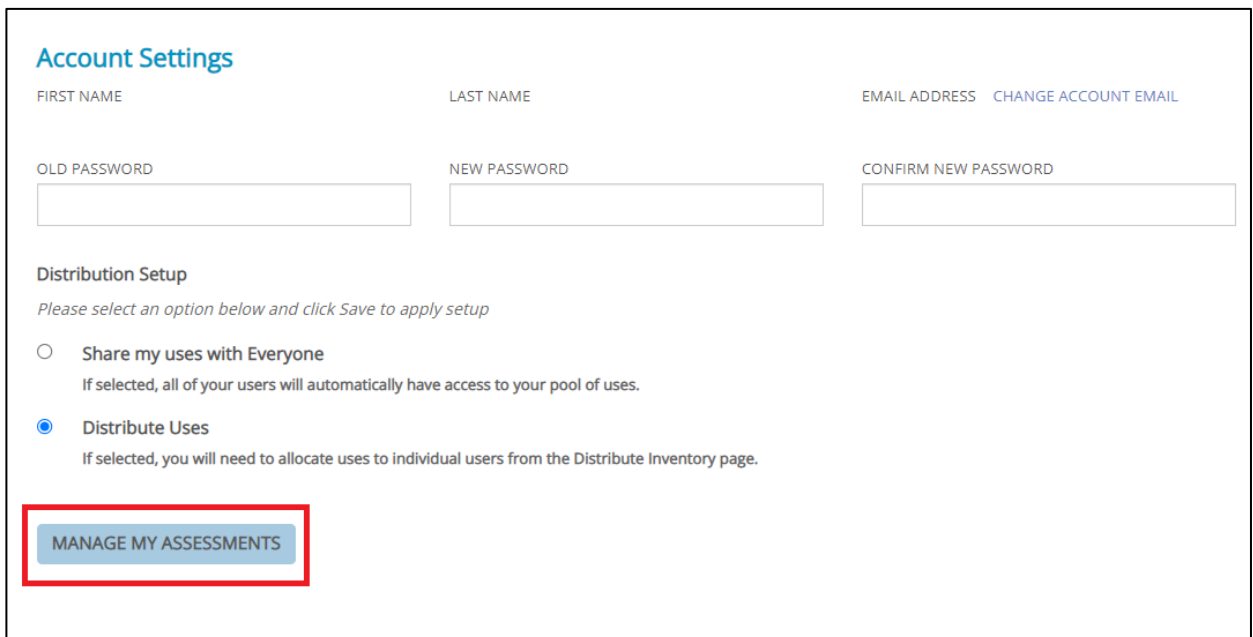
ENABLING THE CONNERS 4

Once the Connors 4 is released, all administrative users with access to the Connors 3 on the MHS Online Assessment Center+ will have immediate access to the Connors 4.

However, before you can use the Connors 4, you must first enable the product on the MHS Online Assessment Center+.

To enable the Connors 4:

1. Log in to the MHS Online Assessment Center+, click **Account Settings** in the left menu, and then click **Manage My Assessments**.








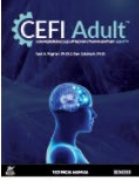


The screenshot shows the 'Account Settings' page. At the top left, the title 'Account Settings' is displayed in blue. Below the title, there are three input fields: 'FIRST NAME', 'LAST NAME', and 'EMAIL ADDRESS'. To the right of the 'EMAIL ADDRESS' field is a link that says 'CHANGE ACCOUNT EMAIL'. Below these fields are three more input fields: 'OLD PASSWORD', 'NEW PASSWORD', and 'CONFIRM NEW PASSWORD'. Underneath the password fields is a section titled 'Distribution Setup' with the instruction 'Please select an option below and click Save to apply setup'. There are two radio button options: 'Share my uses with Everyone' (which is unselected) and 'Distribute Uses' (which is selected). Below the 'Distribute Uses' option is a note: 'If selected, you will need to allocate uses to individual users from the Distribute Inventory page.' At the bottom left of the page, there is a blue button labeled 'MANAGE MY ASSESSMENTS' which is highlighted with a red rectangular border.

ENABLING THE CONNERS 4

2. Click the toggle switch underneath the Conners 4 icon so that it changes to “Enabled.”
3. Click **SAVE**.

You can now use the Conners 4 to conduct assessments.

Assessments

<p>ARES</p>  <p>Enabled</p>	<p>ASRS</p>  <p>Enabled</p>	<p>ASRS:RV</p>  <p>Enabled</p>	<p>CDI 2</p>  <p>Enabled</p>
<p>CEFI</p>  <p>Enabled</p>	<p>CEFI Adult</p>  <p>Enabled</p>	<p>Conners 3</p>  <p>Enabled</p>	<p>Conners 4</p>  <p>Enabled</p>

CANCEL SAVE

ENABLING THE CONNERS 4 FOR SUB-USERS

If you have an administrative account on the MHS Online Assessment Center+, and you have sub-users whose accounts you manage, you will need to enable the Conners 4 for your sub-users before they can use the product.

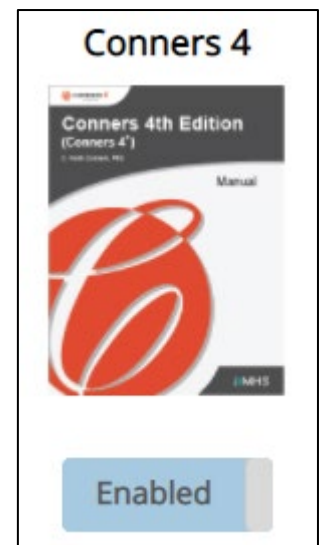
To enable the Conners 4 for a *single* sub-user:

1. Log in to the MHS Online Assessment Center+ and click **Manage Users** in the left menu.
2. Click the name of the sub-user that you want to enable the product for.

A list of the sub-user's products appears.

3. Click the toggle switch underneath the Conners 4 icon so that it changes to "Enabled."
4. Click **SAVE**.

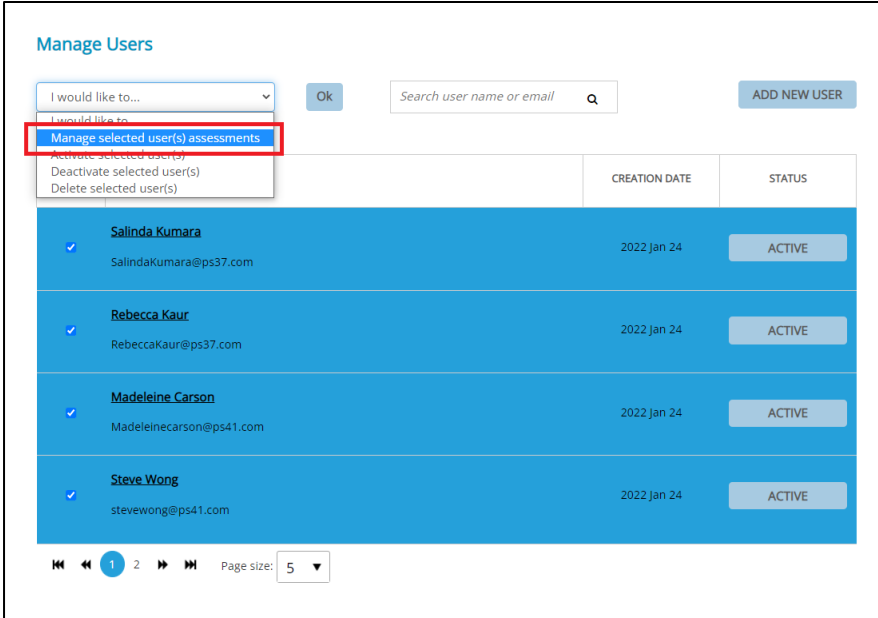
The Conners 4 is now enabled for that sub-user.



ENABLING THE CONNERS 4 FOR SUB-USERS

To enable the Connors 4 for *multiple* sub-users:

1. Log in to the MHS Online Assessment Center+ and click **Manage Users** in the left menu.
2. Click the check-boxes beside the sub-users you want to enable the Connors 4 for. Alternatively, click the top box to select all your sub-users.
3. Click the *I would like to* dropdown menu and select **Manage selected user(s) assessments**.
4. Click **Ok**.



The screenshot shows the 'Manage Users' interface. At the top, there is a dropdown menu labeled 'I would like to...' with a red box around the option 'Manage selected user(s) assessments'. To the right of the dropdown is an 'Ok' button. Further right is a search bar labeled 'Search user name or email' and an 'ADD NEW USER' button. Below the dropdown is a table with columns for 'CREATION DATE' and 'STATUS'. The table contains four rows of user information, each with a checkmark in the left margin and an 'ACTIVE' button in the right margin.

	CREATION DATE	STATUS
✓ Salinda Kumara SalindaKumara@ps37.com	2022 Jan 24	ACTIVE
✓ Rebecca Kaur RebeccaKaur@ps37.com	2022 Jan 24	ACTIVE
✓ Madeleine Carson Madeleinecarson@ps41.com	2022 Jan 24	ACTIVE
✓ Steve Wong steve Wong@ps41.com	2022 Jan 24	ACTIVE

At the bottom of the interface, there are navigation arrows, a page number '1', and a 'Page size: 5' dropdown menu.

ENABLING THE CONNERS 4 FOR SUB-USERS

5. Click the toggle switch underneath the Conners 4 icon so that it changes to “Enabled.”
6. Click **SAVE**.

The Conners 4 is now enabled for the selected sub-users.

Edit Users

- SalindaKumara@ps37.com
- RebeccaKaur@ps37.com
- Madeleinecarson@ps41.com
- stevewong@ps41.com

Assessments

The displayed setting below may not accurately reflect the current state of assigned product(s) for the selected users. Upon clicking save, the Display settings will apply to the above users.

CEFI	CEFI Adult	Conners 3	Conners 4
Enabled	Enabled	Enabled	Enabled

CANCEL **SAVE**

USING CONNERS 3 FORM-USES TO GENERATE REPORTS

While it is free to administer an assessment, you must purchase form uses in order to generate a report. Fortunately, during this transition, you can use your existing Conners 3 form uses to generate reports in the Conners 4.

To generate a report for the Conners 4, follow the same report generation process you used for the Conners 3.

When you reach the page where you review client information and report options:

1. Click **Generate Report**.

Generate Report
Conners 4 Single-Rater Report

Client Information
Note: The following information comes from the assessment record, and may not reflect the information in the Client List.

YOUTH BEING DESCRIBED

FIRST NAME*: Sue	LAST NAME*: Sinclair	ID*:	BIRTH DATE: 11/11/2013
AGE*: 8	GENDER:	GRADE:	

ADMINISTRATION DATE*:
3/10/2022
** Indicates required field*

[EDIT](#)

Review assessment response prior to generating a report. [VIEW RESPONSES](#)

Report Options

Customize your report by selecting the sections you wish to include.

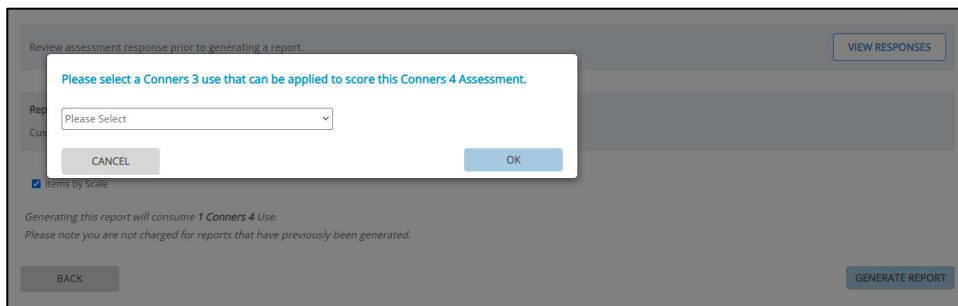
Items by Scale

Generating this report will consume **0 Conners 4 Use**.
Please note you are not charged for reports that have previously been generated.

[BACK](#) [GENERATE REPORT](#)

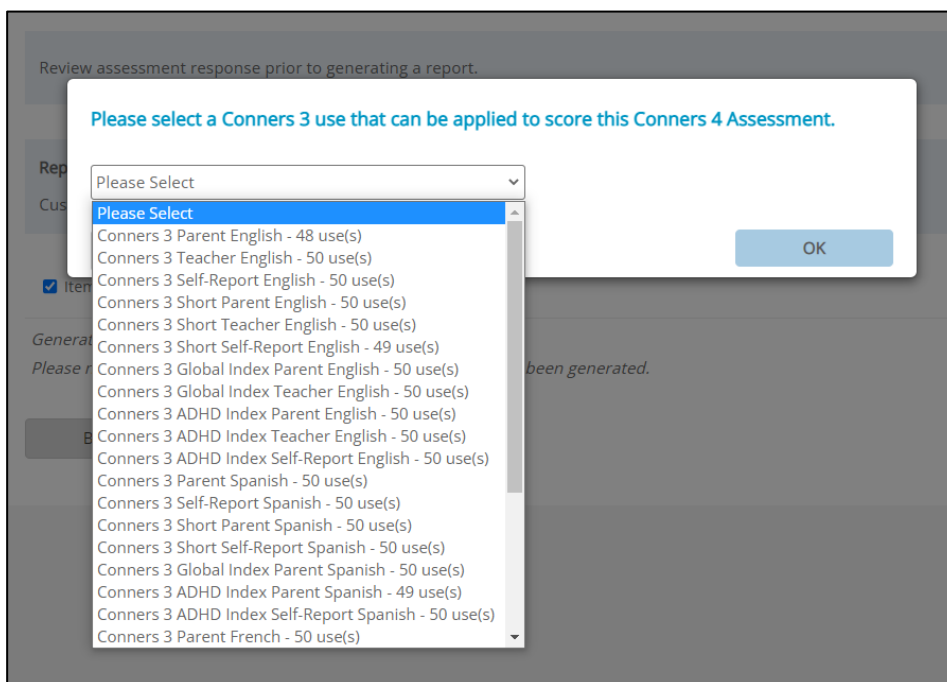
USING CONNERS 3 FORM-USES TO GENERATE REPORTS

A pop-up message appears, asking you to select one of your Conners 3 uses.



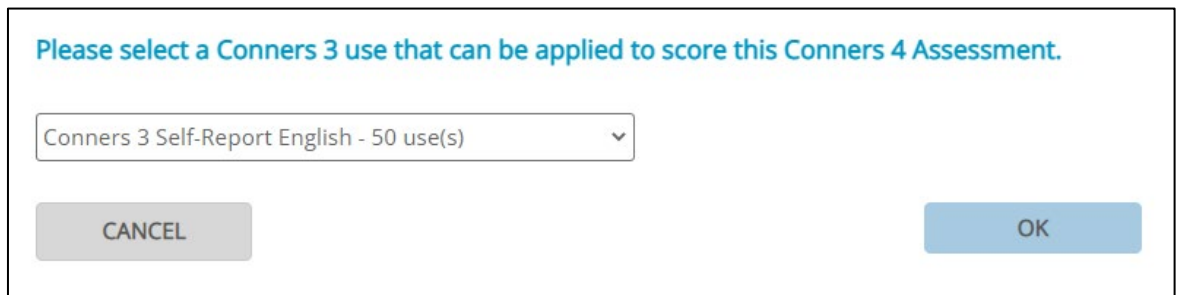
2. Click the dropdown menu in the pop-up.

A list appears of all your available form uses for the Conners 3.



USING CONNERS 3 FORM-USES TO GENERATE REPORTS

3. Select the form you want to use. Note that you can select *any* form use to generate a report for *any* Conners 4 assessment.



Please select a Conners 3 use that can be applied to score this Conners 4 Assessment.

Conners 3 Self-Report English - 50 use(s) ▼

CANCEL OK

The screenshot shows a dialog box with a title bar. Inside, there is a blue header text: "Please select a Conners 3 use that can be applied to score this Conners 4 Assessment." Below this is a dropdown menu with the text "Conners 3 Self-Report English - 50 use(s)" and a downward arrow. At the bottom of the dialog, there are two buttons: a grey "CANCEL" button on the left and a blue "OK" button on the right.

4. Click **OK**.

Once you select the form to use, that use will be deducted from your Conners 3 inventory of form uses.

When all your Conners 3 form uses have been deducted, you will be required to purchase form uses for the Conners 4 in order to generate any subsequent reports.

USING CONNERS 3 FORM-USES TO GENERATE REPORTS

The ability to substitute a Conners 3 form use will only be available if your number of Conners 4 form uses is zero.

If you purchase any Conners 4 form uses while you still have remaining Conners 3 form uses, you will not be able to substitute a Conners 3 form use during report generation.

However, the option to substitute a Conners 3 form use will become available again if your Conners 4 form use balance falls to zero.

Please note that the ability to substitute a Conners 3 form use will only be available while the transition process is in effect (i.e., 12 months from the release date of the Conners 4).

NEED HELP?

For more information about the transition from Conners 3 to Conners 4, please contact Customer Service at customerservice@mhs.com, or call us at one of the numbers listed below:

US: 1.800.456.3003

CAN: 1.800.268.6011

INTL: +1.416.492.2627