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Intro - Login Page

Welcome to Wonderlic Online, a software platform that is designed to enhance your ability to gather and evaluate applicant information. Log in to Wonderlic Online using the personal user name and password. Please note that your user name and password set-up link were emailed to you as part of the setup process. If you do not have a Wonderlic Online user name, please contact Wonderlic Client Services. If you have a user name, but have forgotten your password, click on the "Forgot your password?" link to begin the password recovery process.

The screenshot shows the Wonderlic Client Login page. At the top, it features the Wonderlic logo with the tagline "Pinpoint potential." Below the logo is a dark blue header with the text "Client Login". The main content area is white and contains a login form with two input fields for "Login/Email" and "Password". Below these fields is a checkbox labeled "Save Login Username" and a blue "Login" button. A link for "Forgot your Password?" is located below the button. A footer at the bottom of the page contains the text "www.wonderlic.com | Copyright © 2006 - 2011 Wonderlic, Inc., All rights reserved." There are two callout boxes with red borders and arrows pointing to specific elements: one points to the main welcome text at the top, and the other points to the "Forgot your Password?" link.

Welcome to Wonderlic Online, a software platform that is designed to enhance your ability to gather and evaluate applicant information. Log in to Wonderlic Online using the personal user name and password. Please note that your user name and password set-up link were emailed to you as part of the set up process. If you do not have a Wonderlic Online user name, please contact the Wonderlic Online Support Staff. If you have a user name, but have forgotten your password, click on the "Forgot your password?" link to begin the password recovery process.

Once you are logged into Wonderlic Online, the tools that you will have access to will depend on your specific configuration. These roles and permissions will be controlled by the Primary Administrator that you have chosen at your organization. The Primary Administrator has access to the entire array of tools which have been configured for your organization and may grant or limit access for all other users within your organization.

Login/Email

Password

Save Login Username

Login

[Forgot your Password?](#)

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Wonderlic Client Services
Email: clientservices@wonderlic.com
Toll Free: (866) 726-7301

Program/Location Page

Welcome to your custom Program/Location page. The purpose of the Program/Location page is to display the program(s)/location(s) that we have set up for you on Wonderlic Online.

To search for an applicant, enter their first name, last name, or PIN here. Select the corresponding search criteria from the drop-down menu to the right and click "GO".

The "Applicants" column displays the number of applicants that have applied for your Program(s)/Location(s).

Announcements regarding software updates and/or other information that you should be aware of about the Wonderlic Online system.

Displays issues that require your action. If "pending reconcile(s)" appears within this box, you may have duplicate applicant records that need to be consolidated.

Home | Proctor Management | Resources | Help My Account | Logout
Welcome Demo AC1

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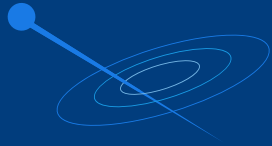
Find Applicants... by Last Name **GO**

PROGRAMS	APPLICANTS	NOTICES
Main Campus	36	**** NOTICE: Software Update **** In an effort to continue to provide our customers with both outstanding support and technology, we will be scheduling routine maintenance on Saturday (2/5/11) from 5:00 pm until 11:00 pm Central (UTC-6). <i>During this time, you may experience a...</i>
Online	49	
Total: 85		

ACTION ITEMS

- 1 pending reconcile(s)

Total number of applicants for all program/locations.



Home and Resources Navigation

Use the Home button to navigate through Wonderlic Online. Avoid using browser buttons.

Home | Proctor Management | Resources | Help | My Account | Logout | Welcome Demo AC1

Resources

- [Wonderlic Online Technical Requirements \(55.29 KB\)](#)
This document contains the current internet browser and technical requirements need to properly
- [Using Wonderlic Online Part 1--Administering Assessments](#)
Using Wonderlic Online Part 1--Administering Assessments
- [Using Wonderlic Online Part 2--Managing Candidate Information](#)
Using Wonderlic Online Part 2--Managing Candidate Information
- [Job / Program Code List](#)
This is a list of all your current job / program codes
- [SLE Online Administration Script \(356.25 KB\)](#)
SLE Online Administration Script
- [SLE Administration Guide \(473.30 KB\)](#)
Administration Guide for the Scholastic Level Exam.
- [Interpreting and Administering the WBST](#)
Interpreting and Administering the WBST

Name
Steinbeck, Sarah
Swanson, Joseph
Meyer, Carolyn
Walden, Ronald
Summers, Alex
Juarez, Elisa
Brown, Richard
Kennedy, Meaghan
Dwyer, June
Lee, Annabelle

Key: ■ S = Strong ■ M =

Use Resources to access test manuals, interview guides and other client support materials.



Expanding The Program/Location Page

To view the Summary of Applicants, click the Program/Location title. The PLUS sign expands the contents, while a MINUS sign collapses the contents.

Home | Proctor Management | Resources | Help

My Account | Logout
Welcome Demo AC1

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Find Applicants... by Last Name

PROGRAMS	APPLICANTS	NOTICES
<input type="checkbox"/> Main Campus	36	**** NOTICE: Software Update **** In an effort to continue to provide our customers with both outstanding support and technology, we will be scheduling routine maintenance on Saturday (2/5/11) from 5:00 pm until 11:00 pm Central (UTC-6). <i>During this time, you may experience a</i>
<input type="checkbox"/> Medical Assisting Active Students (16) Archive (12)	28 <input type="button" value="Add Applicant"/>	
<input type="checkbox"/> Medical Billing & Coding Active Students (7) Archive (1)	8 <input type="button" value="Add Applicant"/>	
<input type="checkbox"/> Online	49	
Total: 85		ACTION ITEMS • 1 pending reconcile(s)

Assessment Information - Wonderlic Scholastic Level Exam - Pretest (SLE-Q)/ Wonderlic Scholastic Level Exam (SLE)

Wonderlic Scholastic Level Exam - Pretest results. Click to view assessment details.

http://www.wonderlic.com/sites/default/files/ScholasticLevelExamDistanceLearnerBrochure_0.pdf

The SLE-Q and SLE are just two assessments in our product family. Please visit the Assessments tab on <http://www.wonderlic.com> for a complete list of products.

Wonderlic Scholastic Level Exam results. Click to view assessment details.

http://www.wonderlic.com/sites/default/files/ScholasticLevelExamBrochure_0.pdf

	Screen	SLE-Q					SLE		
Name	Level	Committed to Program	Admin Status	Times Taken	Warning	Result	Admin Status	Times Taken	Warning
Steinbeck, Sarah			Invitation	0				0	
Swanson, Joseph	ree ...	Strongly Disagree		2		S		5	
Meyer, Carolyn	s or ...	Unsure		1		S		1	
Walden, Ronald				0				4	
Summers, Alex				0				2	
Juarez, Elisa	s or ...	Agree		1		S		1	
Brown, Richard				0				4	
Kennedy, Meaghan				0				0	
Dwyer, June	ree ...	Strongly Agree		0				1	
Lee, Annabelle	agree	Strongly Agree		1		S		0	

	Screen	SLE-Q					SLE			
Name	Level	Committed to Program	Admin Status	Times Taken	Warning	Result	Admin Status	Times Taken	Warning	Score
hbeck, Sarah			Invitation	0				0		
nson, Joseph	ree ...	Strongly Disagree		2		S		5		0
er, Carolyn	e or ...	Unsure		1		S		1		28
den, Ronald				0				4		0
mers, Alex				0				2		16
ez, Elisa	e or ...	Agree		1		S		1		32
wn, Richard				0				4		0
hedy, Meaghan				0				0		
er, June	ree ...	Strongly Agree		0				1		0
Annabelle	agree	Strongly Agree		1		S		0		



Summary of Applicants Page

The Summary of Applicants page enhances your ability to compare and contrast applicant qualifications. This page displays the applicant's name(s), date of last activity, status and assessment results. Use this page to add applicants, manage applicants through the selection process, and/or assign applicant tasks.

Home | Proctor Management | Resources | Help My Account | Logout
Welcome Demo AC1

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Wonderlic. Find Applicants... by Last Name

Summary of Applicants

Add | Manage Applicants | Assign Tasks | Enter Results Candidate Export | Sort | Filter

Program: Main Campus / Medical Assisting

Active Students (16) Archive (12)

	Name	Pre-Screen			SLE-Q			Result	Admin Status	Time
		Admin Status	Education Level	Committed to Program	Admin Status	Times Taken	Warning			
<input type="checkbox"/>	Steinbeck, Sarah				Invitation	0				
<input type="checkbox"/>	Swanson, Joseph	9/22/2010	Master's Degree ...	Strongly Disagree	↓	2		MS	↓	
<input type="checkbox"/>	Meyer, Carolyn	10/14/2010	Some college or ...	Unsure	↓	1		MS	↓	
<input type="checkbox"/>	Walden, Ronald					0			↓	
<input type="checkbox"/>	Summers, Alex					0			↓	
<input type="checkbox"/>	Juarez, Elisa	9/21/2010	Some college or ...	Agree	↓	1		MS	↓	
<input type="checkbox"/>	Brown, Richard					0			↓	
<input type="checkbox"/>	Kennedy, Meaghan	Initiated				0				
<input type="checkbox"/>	Dwyer, June	5/18/2010	Master's Degree ...	Strongly Agree		0			↓	
<input type="checkbox"/>	Lee, Annabelle	5/18/2010	Associate Degree	Strongly Agree	↓	1		MS		

Key: MS = Strong M = Moderate W = Weak I = Incomplete # of Applicants 10 Applicants 1-10 of 16

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Summary of Applicants Page - Top Navigation

Click to change an applicant's status, refer applicants to an alternative program/location, or move applicants to a particular selection stage. Managing your applicants according to these criteria will help you compare applicants and narrow your search for the best-fitting applicant(s). Before you make the desired change, be sure to check the box(es) next to the applicant records you wish to manage.

Click to administer assessments to your program applicant(s). Note that there are three assessment administration options: (1) start now, (2) send invitation and (3) issue PIN.

Click to create a new applicant record.

The In Progress Tab houses all applicants that you are actively assessing.

Click to view this applicant's "Applicant Summary Page".

Displays whether the applicant Self-Initiated the application or assessment via a link, or was administered the assessment manually and on what date.

Click here to enter assessment results if you have administered a paper-and-pencil assessment.

The Archive Tab houses all applicants that you have already made a decision on and no longer need to see.

Home | Proctor Management | Resources | Help

My Account | Logout
Welcome Demo AC1

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Find Applicants... by Last Name GO

Summary of Applicants

Add | Manage Applicants | Assign Tasks | Enter Results | Candidate Export | Sort | Filter

Program: Main Campus / Medical Assisting

Active Students (16) | Archive (12)

	Name	Admin Status	Education Level	Committed to Program	Admin Status	Times Taken	Warning	Result	Admin Status	Time
<input type="checkbox"/>	Steinbeck, Sarah				Invitation	0				
<input type="checkbox"/>	Swanson, Joseph	9/22/2010	Master's Degree ...	Strongly Disagree		2		S		
<input type="checkbox"/>	Meyer, Carolyn	10/14/2010	Some college or ...	Unsure		1		S		
<input type="checkbox"/>	Walden, Ronald					0				
<input type="checkbox"/>	Summers, Alex					0				
<input type="checkbox"/>	Juarez, Elisa	9/21/2010	Some college or ...	Agree		1		S		
<input type="checkbox"/>	Brown, Richard					0				
<input type="checkbox"/>	Kennedy, Meaghan				Initiated	0				
<input type="checkbox"/>	Dwyer, June	5/18/2010	Master's Degree ...	Strongly Agree		0				
<input type="checkbox"/>	Lee, Annabelle	5/18/2010	Associate Degree	Strongly Agree		1		S		

Key: S = Strong M = Moderate W = Weak I = Incomplete # of Applicants 10 Applicants 1-10 of 16 >>>

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Summary of Applicants Page - Bottom Navigation

Home | Proctor Management | Resources | Help My Account | Logout
Welcome Demo AC1

Pinpoint potential.
Wonderlic. Find Applicants... by Last Name

Summary of Applicants

Add | Manage Applicants | Assign Tasks | Enter Results Candidate Export | Sort | Filter

Program: Main Campus / Medical Assisting

Active Students (16) Archive (12)

	Name	Pre-Screen			SLE-Q					
		Admin Status	Education Level	Committed to Program	Admin Status	Times Taken	Warning	Result	Admin Status	Time
<input type="checkbox"/>	Steinbeck, Sarah				Invitation	0				
<input type="checkbox"/>	Swanson, Joseph	9/22/2010	Master's Degree ...	Strongly Disagree	↓	2		S	↓	
<input type="checkbox"/>	Meyer, Carolyn	10/14/2010	Some college or ...	Unsure	↓	1		S	↓	
<input type="checkbox"/>	Walden, Ronald					0			↓	
<input type="checkbox"/>	Summers, Alex					0			↓	
<input type="checkbox"/>	Juarez, Elisa	9/21/2010	Some college or ...	Agree	↓	1		S	↓	
<input type="checkbox"/>	Brown, Richard					0			↓	
<input type="checkbox"/>	Kennedy, Meaghan	Initiated				0				
<input type="checkbox"/>	Dwyer, June	5/18/2010	Master's Degree ...	Strongly Agree		0			↓	
<input type="checkbox"/>	Lee, Annabelle	5/18/2010	Associate Degree	Strongly Agree	↓	1		S		

Key: **S** = Strong **M** = Moderate **W** = Weak **I** = Incomplete # of Applicants 10 of 16 Applicants 1-10 of 16

<<First <Previous Next> Last>>

To view the entire grid, you may need to scroll to the right using the scroll bar at the bottom of the grid.

Indicates strong applicant fit.

Indicates moderate applicant fit.

Indicates weak applicant fit.

Indicates incomplete applicant results.

Number of applicants displayed per page.



Summary of Applicants Page - Assigning Tasks

Assign Tasks

Tasks

Pre-Screen	<input checked="" type="checkbox"/> Test	<input type="checkbox"/> Re-Test
SLE-Q	<input type="checkbox"/> Test	<input type="checkbox"/> Re-Test
SLE	<input type="checkbox"/> Test	<input type="checkbox"/> Re-Test
Essay	<input type="checkbox"/> Test	<input type="checkbox"/> Re-Test

Administration Type

Start Now Send Invitation Issue Pin

Go

Summary of Applicants

Name	Admin Status	Ed
Steinbeck, Sarah		
Summers, Alex		
Juarez, Elisa	9/21/2010	Som
Brown, Richard		
Kennedy, Meaghan	Initiated	
Dwyer, June	5/18/2010	Master's Degree ...
Lee, Annabelle	5/18/2010	Associate Degree

Key: **S** = Strong **M** = Moderate **W** = Weak **I** = Incomplete

Applicants 1-10 of 16

Callout 1: Click to administer assessment(s) on this computer now.

Callout 2: Click to generate a PIN that your applicant(s) may use to initiate assessments at a later date or time, or at a different testing computer.

Callout 3: Click to e-mail an assessment invitation to your program applicant(s).

Summary of Applicants Page - Managing Applicants

The screenshot shows the 'Manage Applicants' interface. At the top, there are navigation links: Home | Proctor Management | Resources | Help. On the right, there is a user profile: My Account | Logout and a welcome message: Welcome Demo AC1. The main header includes the Wonderlic logo and the title 'Manage Applicants'. Below the header, there is a search filter: 'by Last Name' with a dropdown arrow and a 'GO' button. The 'Actions' section contains two options: 'Change Applicant(s) Status' (selected with a radio button) and 'Refer Applicant(s) to Program'. The 'Change Applicant(s) Status' option has a dropdown menu currently showing 'New'. Below the actions is a 'Go' button. The main content area is a table of applicants with columns for name, date, education, response, and score. A legend at the bottom explains the score key: S = Strong, M = Moderate, W = Weak, I = Incomplete. The table shows 10 applicants, with the first 10 displayed.

Callout 1: You may change the applicant status at any time using the drop-down window. Doing so allows you to view, sort and manage applicants based on the status you assigned.

Callout 2: If you have more than one program/location, you may move or copy applicants to your alternative program/location(s). When you do this the applicant's assessment results will be interpreted in accordance with the scoring ranges that have been established for that particular program requisition.

Name	Date	Education	Response	Score	Assessment
Swanson, Joseph					
Meyer, Carolyn					
Walden, Ronald					
Summers, Alex				0	
Juarez, Elisa	9/21/2010	Some college or ...	Agree	1	S
Brown, Richard				0	
Kennedy, Meaghan	Initiated			0	
Dwyer, June	5/18/2010	Master's Degree ...	Strongly Agree	0	
Lee, Annabelle	5/18/2010	Associate Degree	Strongly Agree	1	S

Individual Applicants Summary Page

The Applicant Summary page displays all of the information that you have collected pertaining to a particular applicant. This includes contact information and assessment results. This page also displays how well the applicant matches the program for which they have applied on an individual basis and a complete history of their assessment results.

Access the Applicant Summary Page by clicking on the applicant's name.

The applicant fields are editable and include an area for you to make notes.

Summary of Applicants

Program: Main Campus / Medical Assisting

Name	Admin Status
Steinbeck, Sarah	
Swanson, Joseph	9/22/2010
Meyer, Carolyn	10/14/2010
Walden, Ronald	
Summers, Alex	
Juarez, Elisa	9/21/2010
Brown, Richard	
Kennedy, Meaghan	Initiated
Dwyer, June	5/18/2010
Lee, Annabelle	5/18/2010

Applicant Summary

Program	Date Created
Medical Assisting	3/9/2010

Scott Macdonald Status: New

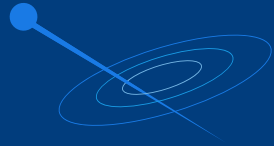
First Name: *Scott
Middle Initial:
Last Name: *Macdonald
Phone: Extn.:
Email: smacdonald@nhmn.cc [Click here to email applicant](#)

Address 1:
Address 2:
City:
Country: United States
State/Province: Minnesota
Zip/Postal Code:
SSN:

Notes:

Save

Resume **Attach Resume**



Individual Applicants Summary Page - Prescreen Questionnaire

Pre-Screen	5/18/2010	
Administration Method	Online	
Education Level	Associate Degree	
Committed to Program	Strongly Agree	
Advertisement Source	Referral : friend	
Questions for Admissions Representative	how long does it typically take to complete th	
SLE-Q	11/16/2009	Retest
Retest	No	
Form	Q1	
Administration Method	Online	
Result	<input checked="" type="checkbox"/> S	
Description	This individual's score meets program require score at or above the program minimum when environment. Wonderlic recommends confirm Scholastic Level Exam in a supervised environ	
Warning		
Time Remaining Description		

Prescreen Questionnaire Results.

Date Administered.



Assessment Results - Wonderlic Scholastic Level Exam - Pretest (SLE-Q)/ Wonderlic Scholastic Level Exam (SLE)

Indicates strong applicant fit.

Indicates moderate applicant fit.

Indicates weak applicant fit.

Indicates incomplete applicant results.

Wonderlic Scholastic Level Exam - Pretest results. Click to view assessment details.

http://www.wonderlic.com/sites/default/files/ScholasticLevelExamDistanceLearner-Brochure_0.pdf

Key: <input checked="" type="checkbox"/> S = Strong <input checked="" type="checkbox"/> M = Moderate <input checked="" type="checkbox"/> W = Weak <input checked="" type="checkbox"/> I = Incomplete	
Pre-Screen	5/18/2010 Retest
Administration Method	Online
Education Level	Associate Degree
Committed to Program	Strongly Agree
Advertisement Source	Referral : friend
Questions for Admissions Representative	how long does it typically take to complete the program?

Date Administered.

Wonderlic Scholastic Level Exam results. Click to view assessment details.

http://www.wonderlic.com/sites/default/files/ScholasticLevelExamBrochure_0.pdf

Key: <input checked="" type="checkbox"/> S = Strong <input checked="" type="checkbox"/> M = Moderate <input checked="" type="checkbox"/> W = Weak <input checked="" type="checkbox"/> I = Incomplete	
SLE-Q	11/16/2009 Retest Generate Report
Retest	No
Form	Q1
Administration Method	Online
Result	<input checked="" type="checkbox"/> S
Description	This individual's score meets program requirements. This individual is like score at or above the program minimum when tested in a supervised environment. Wonderlic recommends confirming the results by administering Scholastic Level Exam in a supervised environment.
Warning	
Time Remaining Description	

Date Administered.

Applicant Summary Page - Active Students and Archived Applicants

The Active Students Tab houses all applicants that you are actively assessing.

Active Students (16)		Archive (12)							
Screen		SLE-Q				SLE			
<input type="checkbox"/>	Name	Level	Committed to Program	Admin Status	Times Taken	Warning	Result	Admin Status	Times Taken
<input type="checkbox"/>	Steinbeck, Sarah			Invitation	0				0
<input type="checkbox"/>	Swanson, Joseph	ree ...	Strongly Disagree	↓	2		Ⓢ	↓	5
<input type="checkbox"/>	Meyer, Carolyn	or ...	Unsure	↓	1		Ⓢ	↓	1
<input type="checkbox"/>	Walden, Ronald				0			↓	4
<input type="checkbox"/>	Summers, Alex				0			↓	2
<input type="checkbox"/>	Juarez, Elisa	or ...	Agree	↓	1		Ⓢ	↓	1
<input type="checkbox"/>	Brown, Richard				0			↓	4
<input type="checkbox"/>	Kennedy, Meaghan				0				0
<input type="checkbox"/>	Dwyer, June	ree ...	Strongly Agree		0			↓	1
<input type="checkbox"/>	Lee, Annabelle	agree	Strongly Agree	↓	1		Ⓢ		0

The Archive Tab houses all applicants that you have already made a decision on and no longer need to see.

Active Students (16)		Archive (12)		<input checked="" type="checkbox"/> Enrolled <input checked="" type="checkbox"/> Not Qualified <input checked="" type="checkbox"/> Not Enrolled					
Screen		SLE-Q				SLE			
<input type="checkbox"/>	Name	Level	Committed to Program	Admin Status	Times Taken	Warning	Result	Admin Status	Times Taken
<input type="checkbox"/>	Leathers, Sally			Invitation	0				0
<input type="checkbox"/>	Garrison, Stanley	ree ...	Strongly Disagree	↓	2		Ⓢ	↓	5
<input type="checkbox"/>	Anderson, Marilyn	or ...	Unsure	↓	1		Ⓢ	↓	1
<input type="checkbox"/>	Wallace, Francis				0			↓	4
<input type="checkbox"/>	Sanders, Tina				0			↓	2
<input type="checkbox"/>	Jillian, Cindy	or ...	Agree	↓	1		Ⓢ	↓	1
<input type="checkbox"/>	Bronson, Thomas				0			↓	4
<input type="checkbox"/>	Callahan, Michelle				0				0
<input type="checkbox"/>	Connelly, Stephanie	ree ...	Strongly Agree		0			↓	1
<input type="checkbox"/>	Portman, Linda	agree	Strongly Agree	↓	1		Ⓢ		0