

Instructions for Use of Battelle-II Report Shell

1. Open the shell document.
2. Under FILE, go to SAVE AS and save the document as the child's name (this way you don't lose your shell).
3. Make sure you have the forms toolbar open. It has five items ("ab", a checkbox, a scroll, a pencil, and a combination lock). If you don't see it, go to VIEW and TOOLBARS and select FORMS.
4. The combination lock will already be clicked on. This means your document is "locked" so that you can tab to each of the gray boxes and put in info. On some items, there will be drop-down menus where you can select a phrase from a list.
5. Fill in the necessary items. Be sure on the Battelle to use the Quotients (standard scores) for domain areas, and the subscale scores for each subtest area. The interpretation guide is as follows:

Domains (Standard Scores/Quotients):

130 and Up = Accelerated Development
120 – 130 = Advanced Development
110 – 120 = High Average
90 – 110 = Average
80 – 90 = Low Average
70 – 80 = Mildly Delayed
45 – 70 = Significantly Delayed

Subscales:

13 and up = Above Average
7 to 13 = Average
4 to 6 = Mildly Delayed
0 to 3 = Significantly Delayed

6. When finished, click on SAVE. This is really important that you save before the next step!
7. Go to the Forms icons and click the combination lock once. This "unlocks" the document so you can type anywhere and not just in the gray areas.
8. To change the name throughout the report without having to type it over and over (all the Ccccc's), do the following: Go to EDIT and then REPLACE. In the "find what" type the following: Ccccc. (That's right....a Capital C followed by five lowercase c's). In the "replace with" type the child's name (example, John). Then click on REPLACE ALL. Click SAVE.
9. Delete any unnecessary info and add in any needed info into the report, then SAVE one last time. You are ready to print!

Important note: Always remember the rule....once you unlock the document by clicking on the combination lock (see step 7 above), you should NEVER click the combination lock again (if you do, you lose all the info that you put in the boxes).