

## Completing Your Assessment

All raters will receive a notification via email to login to AgLearn and begin the assessment process. Completion of the assessment survey will take approximately 30 minutes. If you cannot devote the entire 30 minutes to completing the assessment, you can select the **Save** or **Save and Close** button at any time to save your work. The assessment will remain on your To-Do List until you return at a later time to complete it. **Note:** Although you can save an uncompleted survey, once a survey has been submitted and confirmed, it cannot be recalled for further editing.

Step	Activity	View
1.	<p>An item on your To-Do List indicates you have an assignment to complete an assessment.</p> <p><b>Note:</b> Some raters will see that they have more than one assessment to complete. If so, your To Do List item will read “[Title] Assessment – Assess (X) Employees”.</p>	
2.	<p>Hover over the item. If there is only one person to assess, select <b>Open</b> to open the assessment.</p> <p>If there are two or more people to be assessed, the screen will appear as on the right. Select the names of the people you wish to assess together, then click <b>Open Selected</b> to open the assessment, or click <b>Open All</b> to assess all employees on the same assessment.</p>	
3.	<p>For each competency, select the rating description that best matches your observations of the employee. If you have not observed a particular behavior at all, please select the <b>N/A</b> option.</p>	
4.	<p>If there is more than one page, select <b>Next Page</b> to move on to the next category of competencies.</p>	
5.	<p>To include comments for any of the assessed competencies, click the <b>Add Comments</b> button, just to the right of the rating options.</p>	

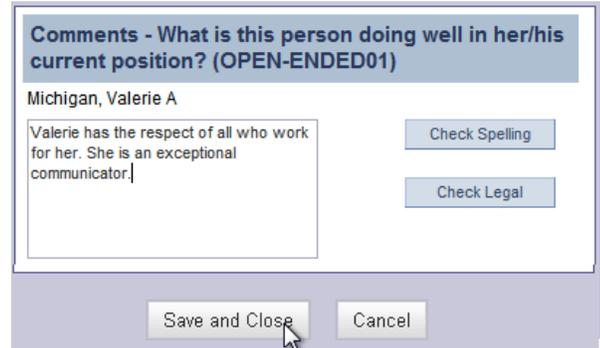


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Notes

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- 6. Enter your comments; then select **Save and Close**.  
**Note:** If your comments are lengthy, you may wish to use the Check Spelling feature. If so, be sure to select **Resume Editing** before you select **Save and Close**.



- 7. On the final page of the assessment, select **Save** to save your comments.  
**Note:** After saving your assessment, you can select the Previous button to review your answers, or continue on to the next and final steps.

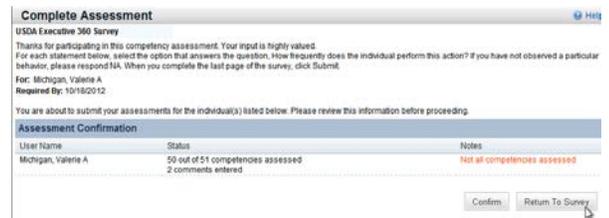


- 8. Select the **Submit** button to submit your assessment survey.



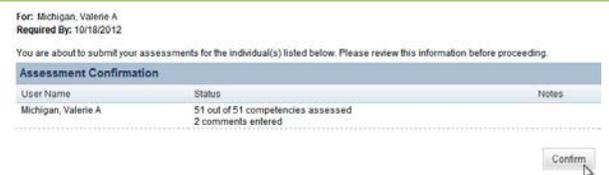
Once you select **Return to Survey**, select **Previous Page** until you find the competencies you missed. Make your selection, then save and submit your survey.

- 9. Review the **Status** and **Notes** section to be sure you selected an option for each competency. If not, select **Return To Survey** to make corrections.



Once you have submitted and confirmed your submission, you cannot recall the survey for further edits.

- 10. If the Assessment Confirmation screen indicates that all competencies have been assessed, select **Confirm**.



- 11. The Status screen confirms that your assessment has been successfully submitted. Select **Return**, then close your browser.

