

360 Assessment Instructions

You can also watch the short instructional video here <https://vault.assessments24x7.com/virtualtours12.asp>

1. You will set up a **360 Assessment Access Link** for the Main User (person that will be observed by others), just as you do for the other assessments. Please refer to **Assessment Access Link** instruction guide on the **Manage Assessment Links** page if you have not done this before.
2. If you decide you would like to invite the Observers on behalf of the Main User, you will leave the **Allow Observers** button **OFF**. If you decide you would like the Main User to invite their own Observers, you will turn the **Allow Observers** button **ON**.
3. NOTE: The “**Email a Copy of Report to User**” toggle, as well as the “**Send Report to**” field will **NOT** work for 360 assessments when creating your **Assessment Access Link**. The system has no way of knowing how many Observers need to complete assessments before generating and emailing the report. You will need to obtain the report manually within your account once they are finished.
4. Once you have created the link for the Main User, you can register this user as usual for the assessment.
5. If you have decided to **let the Main User invite their own Observers, skip to number 8**. If you have decided to invite the Observers on behalf of your Main User, please continue with the next step.
6. Once the Main User has been registered for the assessment, you will go to your **Assessment Users** page. On this page, you will find the Main User’s name. Select the **gear icon** to the left of their name, and select **Impersonate User** in the pop-up menu.
7. This will log you into their assessment, but **ONLY YOU** as the admin will be able to see their Observer portion. You can then follow with the next steps to invite the Observers.
8. Once the Main User is on their own assessment page, or you as the admin have impersonated the user, an **Invite Observers** section will be available on the screen. **See screen shot below**. You will see 3 clear and easy steps on completing the **Observer Invite** process. You will have the option to copy and paste our template to the Observers through your own email, or you can email Observers right from this page by entering their names and emails. You even have a section to monitor your Observers.
9. Your final step will be downloading the report. The Main User, if granted access when you created the link, can download their report right from this page. Or you, as the Account Admin, can go to your **Assessment Users** page, select the **gear icon** to the left of the Main User’s name, and select **View Reports**. NOTE: 360 reports can take up to 30 seconds to download.

The screenshot shows the 'Invite Observers' page with a blue header and a red 'Admin View Only' button. The main content area has a blue background and contains three numbered steps:

- 1 Make sure you complete your own assessments!**
Before you invite any observers, complete all of your assessments in the list above.
- 2 Choose how to invite your Observers.**
There are two ways to invite Observers, choose the one that best fits your needs.
Two radio buttons are present: 'I want to send invitations via my own email.' (selected) and 'I want to send invitations using the form on this page.'
Below the buttons is a text area with instructions and a 'View Template' button.
Below the text area is a 'DISC360' link: <https://www.assessments247.net/EndUserAdmin/?%3azz3ZZ+y%22PIP4==R> and a 'Copy Link' button.
- 3 Monitor your Observer feedback.**
Below is a list of the Observers you have invited. You can modify their information, send reminders if needed, as well as remove observers. Make sure all your Observers have completed their assessments before you view your final report.

At the bottom, there is a table with columns: Tools, Observer, and Assessments Complete/Incomplete.

Red arrows in the image point to the 'Admin View Only' button, the first step, the second step, the radio buttons, the 'View Template' button, the 'Copy Link' button, and the third step.