5.1 Coaching Assessments

WHY: *The Coaching Assessment is used in Mentors and Coaches. The following section will explain how the assessment is built. Here you are able to add and edit Assessment Categories, add and edit Assessments and delete categories and assessments.*

WHERE: *The path to Assessment Builder is* ***System Administration | Modules | e-Learning | Assessment Builder.***

5.2 Question List

Before an assessment can be compiled all the questions should be added to the system.

- Select Assessment Builder | Question List

5.2 Question List

- The Question Management screen opens.



- From here the user can add, edit and delete categories and questions
- Answers should also be added to questions; or answer groups linked to the question.
- **Note:** Indicate on the question whether a comment box should display as well as whether the comment should be mandatory.

5.3 Answer Groups

- To set up Answer Groups select Assessment Builder | Answer Groups

5.3 Answer Groups

- The Answer Groups screen will display.
- From here you can create answer groups that can be added to questions.



5.4 Add Assessment Category

- Click on the Root node ‘eAssess Assessments’
- Then click on ‘Add Assessment Category’

5.4 Add Assessment Category

5.5 Assessment Category Detail

- Provide an ‘Assessment Category Description’ and click on ‘Save’

5.5 Assessment Category Detail

5.6 Categories

- To add a new category, click on ‘Add’; multiple Categories can be loaded(this is not a compulsory step).

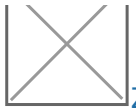
5.6 Categories

5.7 Assessments

- Add an assessment.
- Note that the type HAS to be coaching assessment in order to be viewed from mentoring and coaching.
- Also remember that the Training Intervention should already exist before creating the assessment, should it be required that a learner record is created from the assessment. (See Training Intervention creation in the next section.)

5.7 AssessmentsZoom: 5.7 Assessments

- After the assessment has been created, Questions should be linked to the assessment from the ‘Question Section’ on the screen.

Zoom:

Revision #1
Created 2021-03-28 20:10:39 UTC
Updated 2021-03-28 20:10:49 UTC