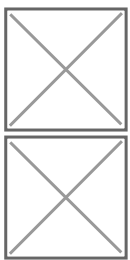


How To View a Users Assessment Attempts/Results

How to get there?

Click on System Administration (1), then with your cursor hover over Modules (2) | Manage Employees (3).



What to do?

- Use the search criteria to search for the user (1).
- Click on Action (2) for the relevant user.
- Then click on View / Edit (3)

Search Employees

Current Employees Previous Employees All

Employee Number Name Surname ID Number

Job Code Position

Number of Employees in All Employees: 1710

Actions	Employee Number	Surname	Name	ID Number	Position	Location in organisation	Schema
<input type="button" value="Action"/>	Captain	93091350190873	Learner	TRS One Coal RSA	[4] Orange / Purple

View / Edit
Terminate Employee
View Employee Profile
View Learner Records
View Licences

- Click on Employee Development (4).
- Then Navigate to and click on Assessment List (5).
- On this screen all the users assessments that were attempted are displayed.

- Click on the Please select (6) drop down and click on View attempts for more detailed information.

Home
Employees
Employee Assessments (Captain Kurk, Captain Kurk)

A register of all online assessments that an employee is currently INVOLVED in - both completed or in progress.
NOTE: Selecting Reset attempt count will completely reset this assessment as if the employee had never attempted it.

Action	Assessment Name	Last Date Started	Last Score	Maximum Number of Tries	Number of Attempts
Please select	Fire Fighting Clicker Assessment	2019/03/19		0	1
Please select Please select Reset attempt count View attempts View Moderations	Active Listening - Assessment	2019/05/21	53.33	0	1

- Here you can print the assessment attempt by clicking on Export to PDF (7).
- Click on View Details (8) to view the users answers.

View Attempts Report

Employee Current Schema	[4] Orange / Purple
Employee Number	Captain Kurk
Employee Name	Captain Kurk
Position Title	Learner
Transcript For Assessment	Active Listening - Assessment

Back (7) Export to PDF View Historic Attempts

Action	Assessment Name	Start Date	End Date	Invigilator Name	Invigilator Number	Total Attempts	Competent	Completed	Score		
									%	Raw	Max
(8) View Details	Active Listening - Assessment	2019/05/21	2019/05/21			1	Not Yet Competent	Completed	53.33	8	15

Candidate name: _____ Candidate signature: _____

Assessor name: _____ Assessor signature: _____

There are various reports that can be loaded to view assessment attempts. Please contact support@signify.co.za to ask for assistance.

Revision #1

Created 2021-03-28 18:40:18 UTC

Updated 2021-03-31 17:52:03 UTC