



Preparing for Mock and Final Assessments

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Objectives

This session will ensure you understand

- Different assessment roles and how they impact your assessment.
- How to use best practices to better support access to your assessment.
- How to create your mock and final assessors in your site.
- How to assign your Mock and Final assessors to their roles.



A few things to note:

- This session is being recorded.
- The recording will be automatically e-mailed to all registrants of this session as soon as it becomes available.
- **You can and should** download a copy of this presentation from that Handouts section of the GoToWebinar sidebar.
- You can type in your questions at any time within the questions field GoToWebinar interface.

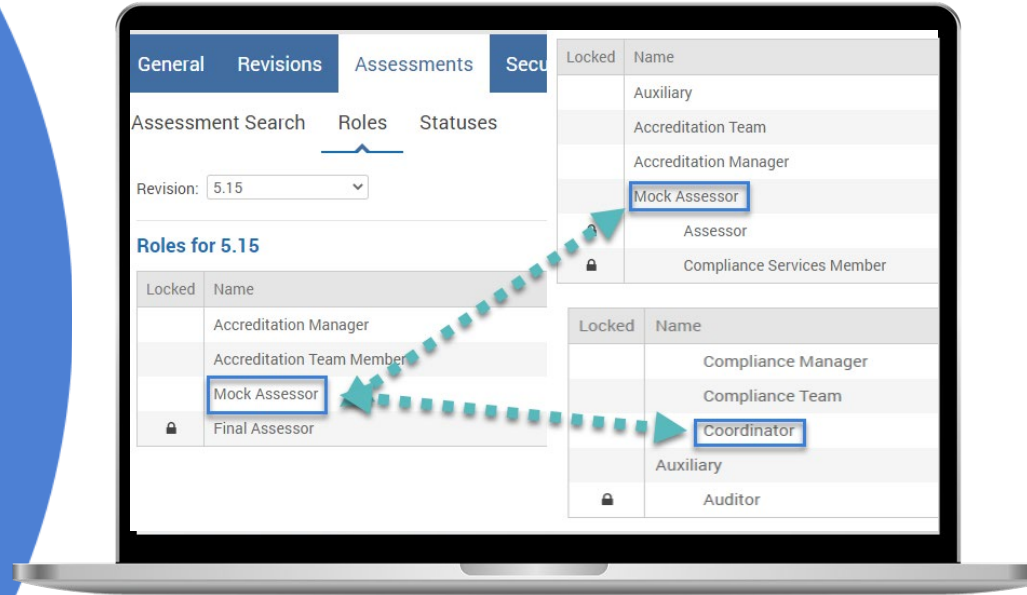


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What are assessment roles?

Same/similar responsibilitydifferent name.

Assessment roles are set by the respective accrediting body to identify the various level of execution one may have within your assessment.



Important details...

- ✓ The padlock icon indicates that role must request a role key from the manual publisher to unlock the role in order to participate in the assessment.
 - The publisher may be from the accrediting body or from PowerDMS. Unsure, call the Service Team and they will help.
- ✓ Roles are not hierarchical by nature, which means assigning a user to one role doesn't automatically give him or her privileges to observe or participate in the activity of a seemingly "lower-rung" role.
 - This is why you must assign users to *all roles they need access to* individually.





What's the Best Practice?

Always leverage a group when assigning users to content or providing accessibility to content in your site.

Create Your Groups

Groups help you...

Differentiate the personnel from within your organization intended to support your assessment build.

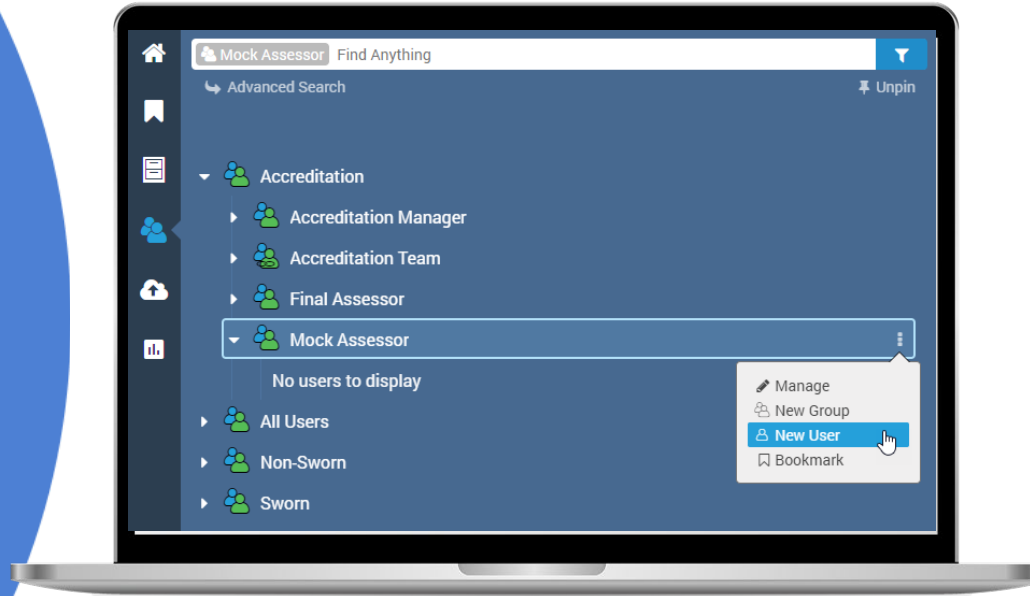
Properly differentiate external users who need to access your site and your assessment due to their affiliation with your accrediting body (Mock or Final Assessor).



Create a User

Easiest Way:

- Select New User within the 3 dot menu option on the group you'd like to affiliate your new user with.
- This automatically positions your user to be associated with your intended group.



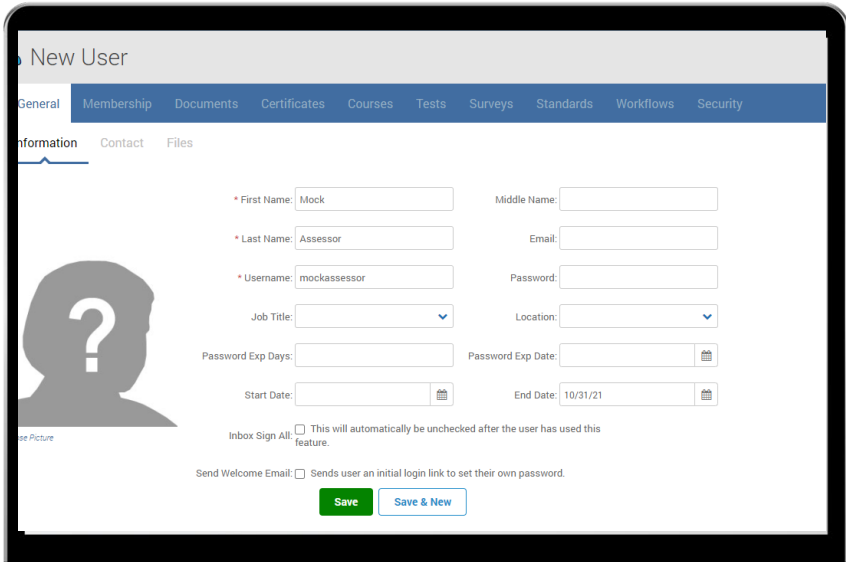
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Create a User

Red asterisk indicates required information.

***Tip:** Use the End Date to automate the deactivation of your Mock or Final Assessors profile.

Typically, only needed short term and it will immediately free up a license otherwise consumed by the Mock or Final Assessor.



The screenshot shows the 'New User' form in the PowerDMS application. The form is displayed on a laptop screen. The form has a header bar with the title 'New User' and a navigation menu with tabs: General, Membership, Documents, Certificates, Courses, Tests, Surveys, Standards, Workflows, and Security. The 'General' tab is selected. The form is divided into three sections: Information, Contact, and Files. The 'Information' section is active and contains the following fields:

- * First Name: Mock
- Middle Name: (empty)
- * Last Name: Assessor
- Email: (empty)
- * Username: mockassessor
- Password: (empty)
- Job Title: (dropdown menu)
- Location: (dropdown menu)
- Password Exp Days: (empty)
- Password Exp Date: (calendar icon)
- Start Date: (calendar icon)
- End Date: 10/31/21 (calendar icon)

Below the fields, there is a section for 'Inbox Sign All' with a checkbox and a note: 'This will automatically be unchecked after the user has used this feature.' Below this, there is a section for 'Send Welcome Email' with a checkbox and a note: 'Sends user an initial login link to set their own password.'

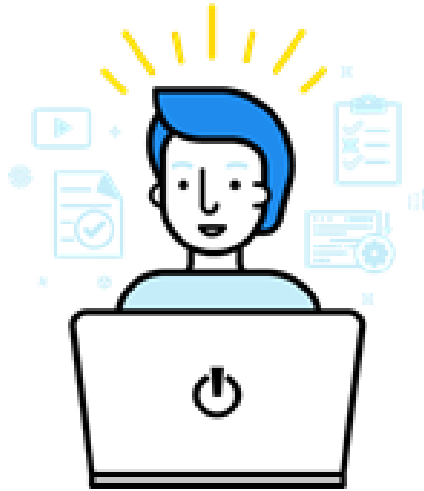
At the bottom of the form, there are two buttons: 'Save' (green) and 'Save & New' (blue).

Password Options

To email or not to email...that is the question



Email	<p>Using the Mock/Final Assessors email, you can:</p> <p>Send them an email directly from your site which will allow them to create their own password and get logged in directly with minimal support.</p>
Manual	<p>Creating a password for the Mock/Final Assessor means:</p> <p>You will need to provide them with your Site Key, their Username and Password manually.</p> <p>The site will automatically require them to reset their password upon their initial log in attempt to keep their password secure.</p>



Assign Groups to Roles

Remember....















Roles are not hierarchical by nature, which means assigning a user to one role doesn't automatically give him or her privileges to observe or participate in the activity of a seemingly "lower-rung" role.



Assign Mock/Final Assessor Groups

Layered access to the role(s) that they should be able to **participate** as but also role(s) they should be able to **observe** where your attachments have been made.

These responsibilities should be set at the root of the assessment to ensure accessibility to the entire assessment.

+ Add New Assignment			
User / Group	Role	Responsibility	
Accreditation Team	Accreditation Team Member	Participate	 
Accreditation Manager	Accreditation Team Member	Participate	 
Accreditation Manager	Accreditation Manager	Participate	 
Mock Assessor	Accreditation Manager	Observe	 
Final Assessor	Accreditation Manager	Observe	 
Mock Assessor	CP Mock Assessor	Participate	 
Final Assessor	CP Program Assessor	Participate	 

Check Your Work

- Mock Assessor can participate as the Mock Assessor
- Mock Assessor can observe the Accreditation Manager
- Final Assessor can participate as the Final Assessor
- Final Assessor can observe the Accreditation Manager

**This example assumes all prepared/finalized attachments are being maintained within the Accreditation Manager role.

You should now know:

- ✓ Different assessment roles and how they impact your assessment.
- ✓ How to use best practices to better support access to your assessment.
- ✓ How to create your mock and final assessors in your site.
- ✓ How to assign your Mock and Final assessors to their roles.



QUESTIONS?

A person wearing a dark blue suit and a light blue shirt is holding a white rectangular sign with both hands. The sign has the word "QUESTIONS?" written on it in a bold, dark blue, sans-serif font. The background is a plain, light grey.

Support Resources

PowerDMS Support Team: 1-888-959-5158 or support@powerdms.com

PowerDMS University Courses:

Self-Paced:

- PowerDMS Administration

- Creating Groups and Managing Security

Boot Camp: Administration ([ILT](#))

Self-Paced:

- Getting Started with Your Accreditation in PowerDMS

- Final Assessment Preparation

Boot Camp: Accreditation in PowerDMS ([ILT](#))

Success Community Articles:

[Creating Groups](#)

[Creating Users](#)

[Preparing for Your Mock or Final Assessment](#)

[Standards Series](#)

[ILT: Instructor Led Training \(Virtual Classroom\)](#)

