IBM® Kenexa® Assess on Cloud

Session Management
Quick Start

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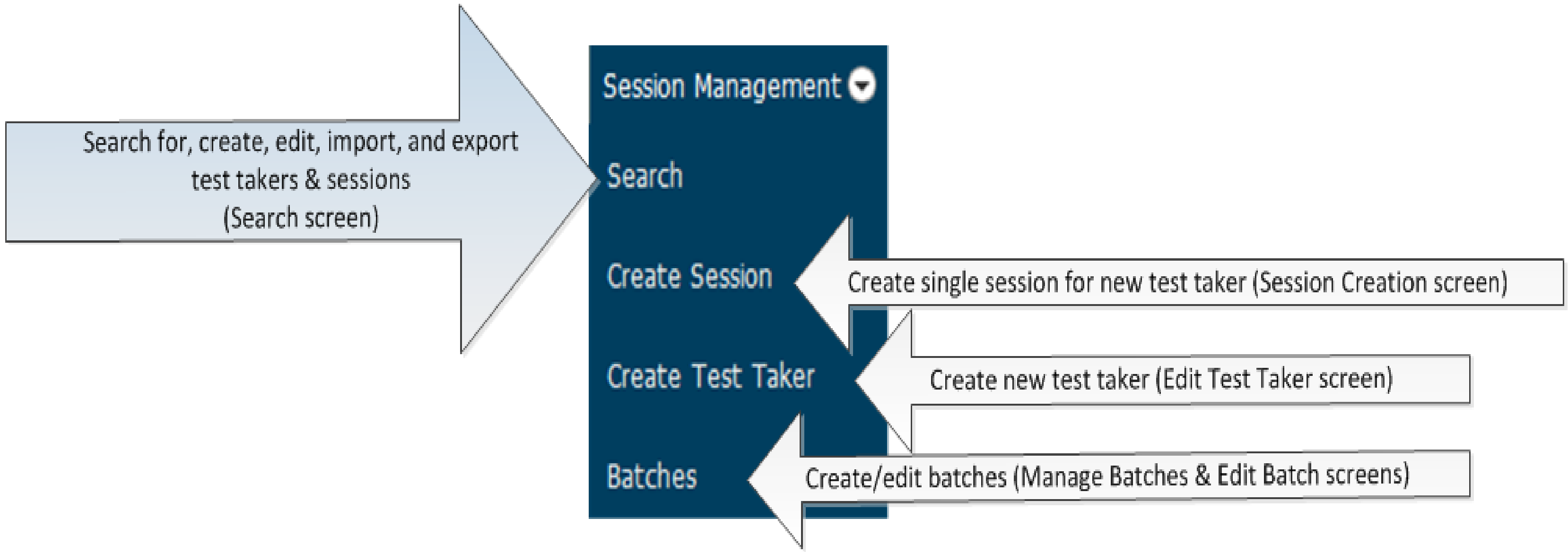
Accessing Kenexa Assess for Session Management

Logging Into Kenexa Assess

- You should have received an email containing the URL and credentials needed to launch Kenexa Assess.

Using the Session Management Menu

- Within Kenexa Assess, the Session Management menu allows you to perform session management tasks: search for and manage existing test takers and sessions, create new sessions and test takers, and manage batches.
- For more information, refer to the *Session Management Guide*.



Major Session Management Tasks – Summary

- Client HR Manager / Recruiter:
  - Creates/uploads test takers: as individuals or as part of a batch (part of a hiring campaign/program).
  - Assigns assessments to test takers.
  - Triggers system to send invitations and/or result reports.
  - Monitors test taker & assessment status in real time.
  - Views results and reports online.
  - Searches/filters on test taker details, assessment name, status, scores, etc.
  - Exports search results to a spreadsheet.

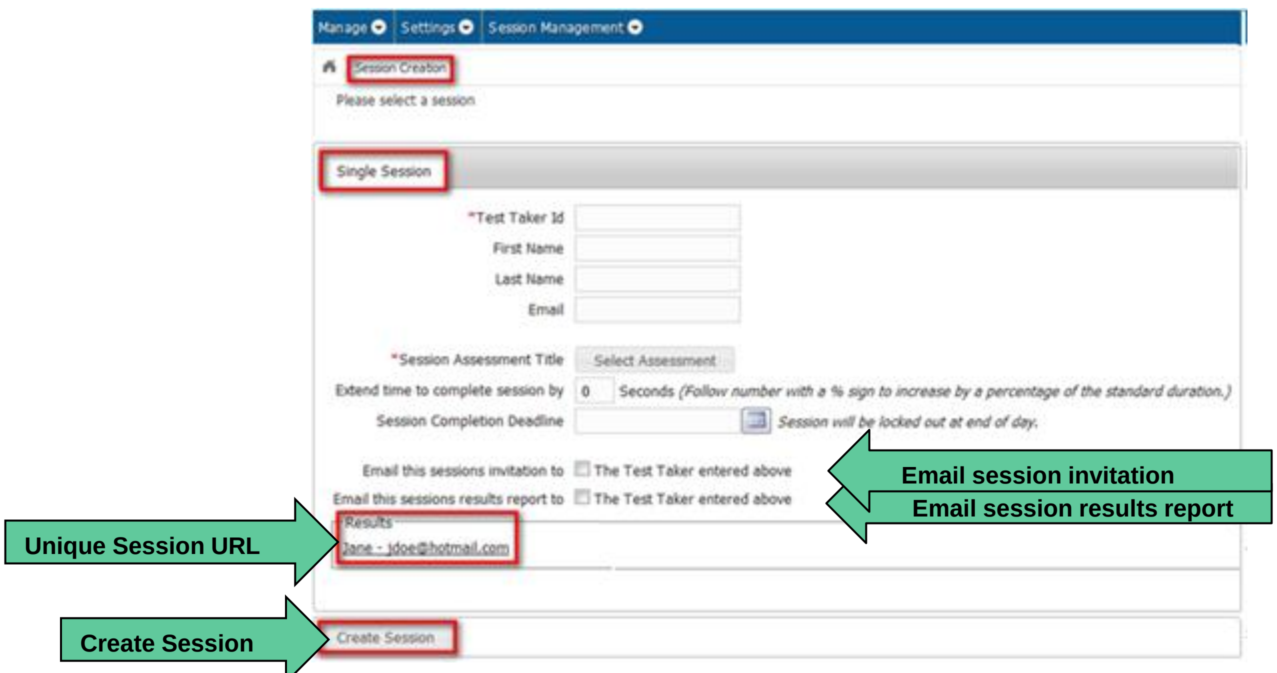
- Test Takers take assessments online using either:
  - Unique session URL created for them.
  - Static session URL where test taker self-registers.

Creating a Single Assessment Session for a New Test Taker

Use a **session** to administer one assessment to one test taker. A session allows the test taker to access/complete the assessment, and stores the test taker's responses.

1. From the **Session Management** menu, click **Create Session**. The **Session Creation** screen displays. It allows you to create **both a new test taker and a session**.
2. Enter a unique **Test Taker ID** (along with all available test taker **information**), select a **Session Assessment Title**, and click **Create Session**. A unique session **URL** displays in the **Results** field. Send this URL to the test taker so he/she can take the assessment.

Session Creation Screen



Tip – From this screen, you can optionally send emails for a session:

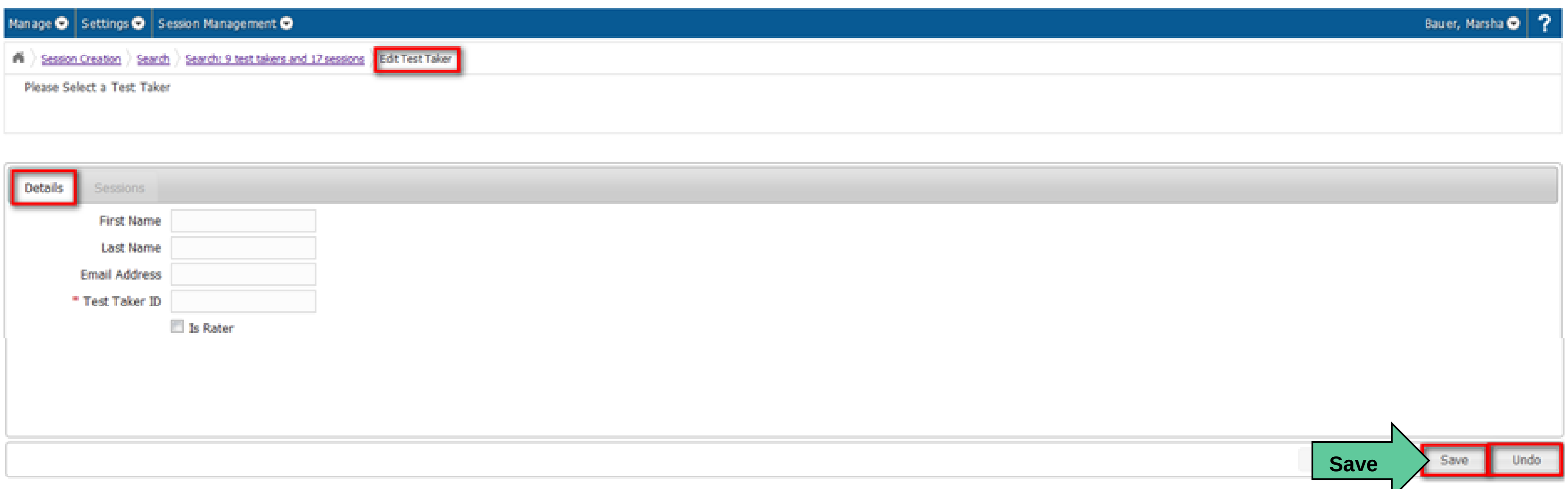
- **Invitation to test taker.**
- **Results report to test taker.**

Adding a New Test Taker, Then Adding a Session

A **test taker** is an individual assigned to take assessment(s) that may measure aspects of his or her personality, knowledge, and/or skills. You can assign each test taker to take one or more assessments.

1. From the **Session Management** menu, click **Create Test Taker**. The **Edit Test Taker** screen displays. It has two tabs: Details and Sessions.
2. On the **Details** tab, enter a unique **Test Taker ID** (along with all available test taker **information**), and click the **Save** button.

Edit Test Taker Screen – Details Tab



3. The **Sessions** tab becomes enabled, allowing you to create a **session**.

Creating a Single Assessment Session for Newly Created Test Taker

Once you create a new test taker, you can create a single session.

1. On the **Edit Test Taker** screen, click the **Sessions tab**.
2. On the **Sessions** tab, click the **Create Session** button.

Edit Test Taker Screen – Sessions Tab

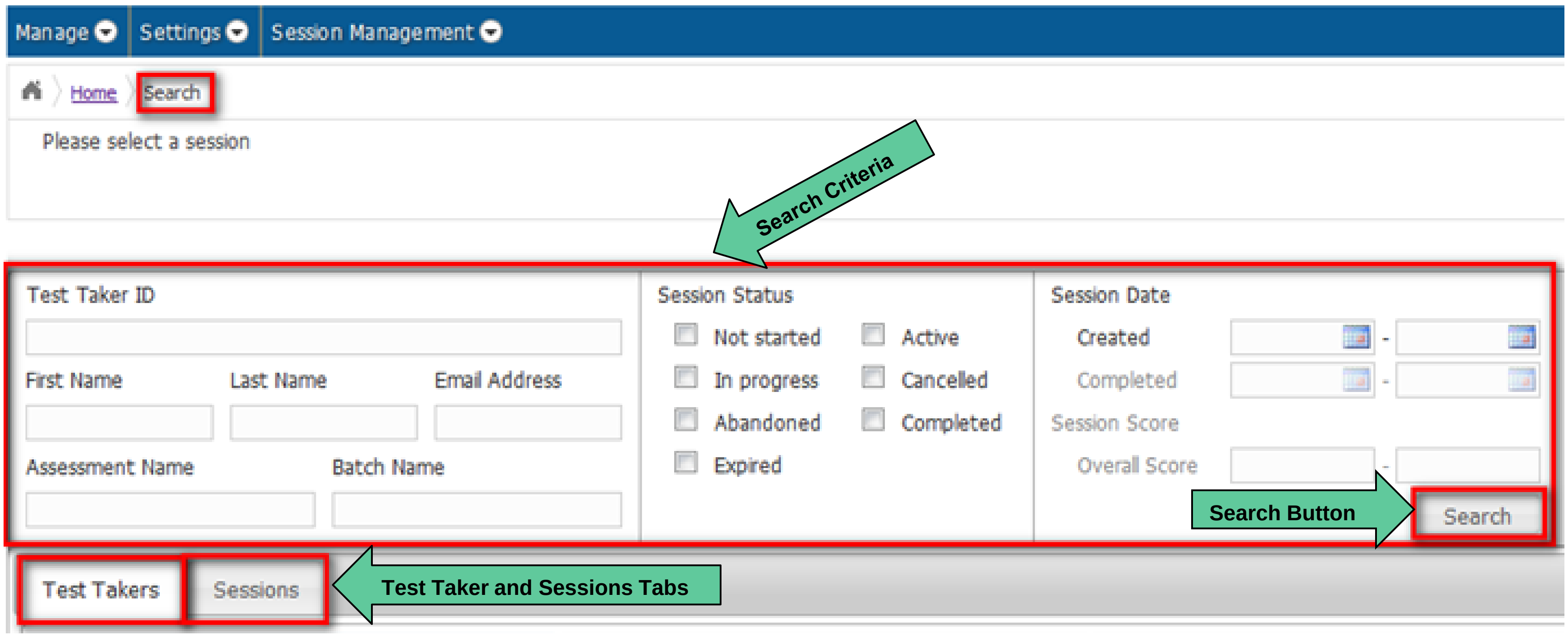
Tip – The Sessions tab only becomes enabled after you complete the Details tab.

3. The **Session Creation** Screen displays. It will be **prefilled** with the test taker **details** (refer to Page 5).

Searching for Existing Test Takers and Sessions

1. From the **Session Management** menu, click **Search**. The **Search** screen displays. It has two tabs: Test Takers and Sessions. Both are empty until you do a search.
2. Enter **Search** criteria (**Test Taker** and **Session Status/Dates/Scores** fields), and click the **Search** button. Tip: To speed up a search, always enter at least one search criteria.

Search Screen



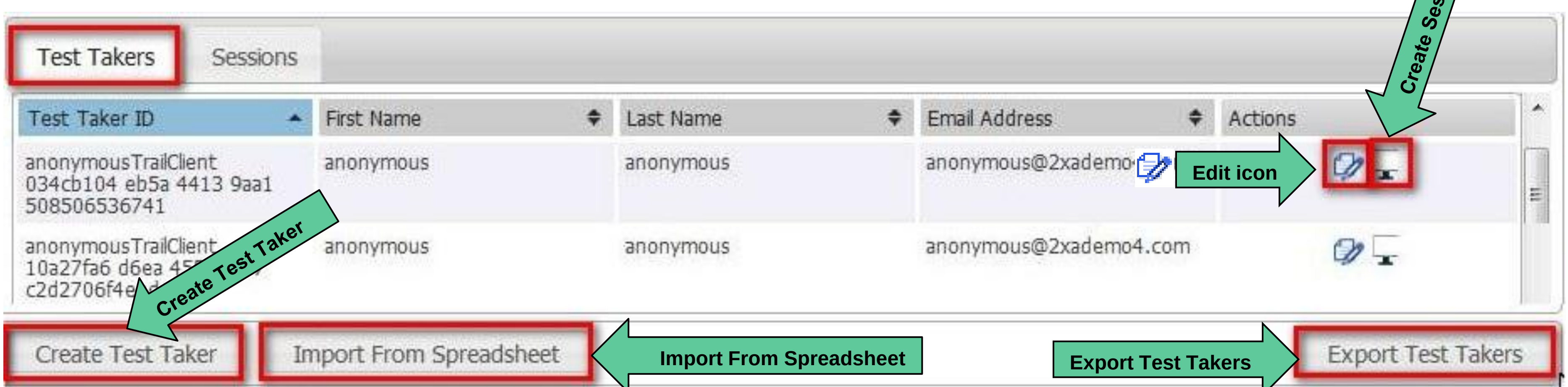
3. The **search results** display on the **Test Taker** and **Sessions** tabs.

Managing Existing Test Takers

On the **Search** screen, you can search/manage test takers, using the **Test Takers tab**.

- To **edit a test taker**, click the **Edit** icon . The **Edit Test Taker** screen displays.
- To **create a new session** for the test taker, click the **Create Session** icon . The **Session Creation** screen displays.
- To **import test taker** data from a spreadsheet, click the **Import From Spreadsheet** button. The **Import From Spreadsheet** screen displays.
- To **export test taker** data to a spreadsheet, click the **Export Test Takers** button.
- To **create a new test taker**, click the **Create Test Taker** button. The **Edit Test Taker** screen displays.

Search Screen – Test Takers Tab

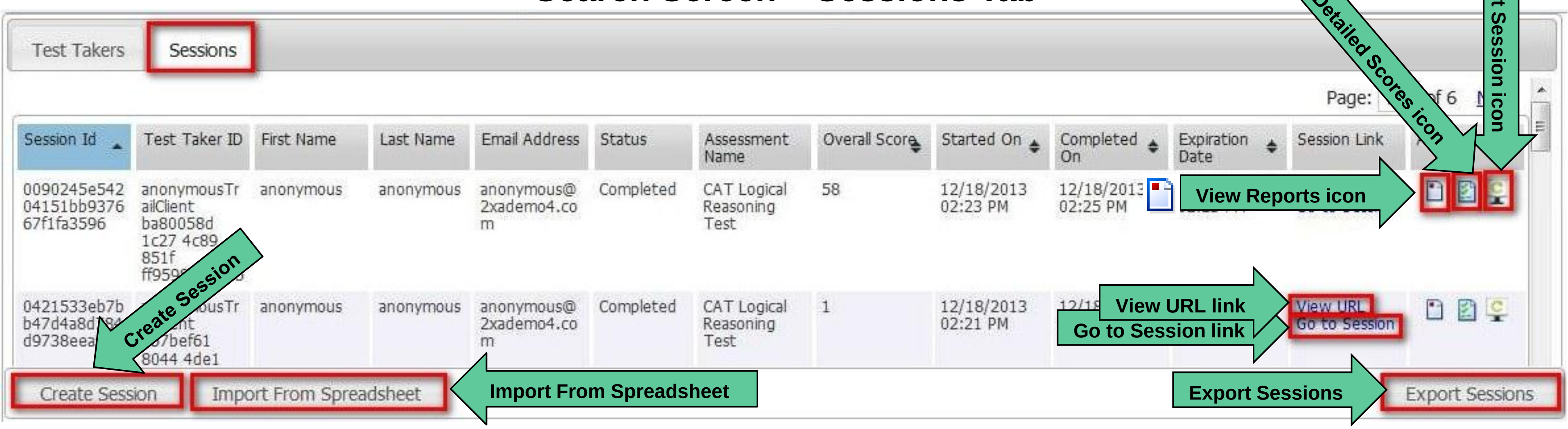


Managing Existing Sessions

On the **Search** screen, you can manage sessions, using the **Sessions tab**.

- To **view assessment reports**, click the **View Reports** icon. The **View Assessment Reports** screen displays.
- To **view detailed assessment scores**, click the **View Detailed Scores** icon. The **View Assessment Results** screen displays.
- To **reset a session** for a test taker, click the **Reset Session** icon . The session resets.
- To **view a session URL**, click the **View URL** link. The URL displays in a pop-up.
- To **launch a session**, click the **Go to Session** link. The assessment displays in its own window, allowing you to access each session.
- To **import session** data from a spreadsheet, click the **Import From Spreadsheet** button. The **Import From Spreadsheet** screen displays.
- To **create** a new session, click the **Create Session** button. The **Session Creation** screen displays
- To **export session** data to a spreadsheet, click the **Export Sessions** button.

Search Screen – Sessions Tab

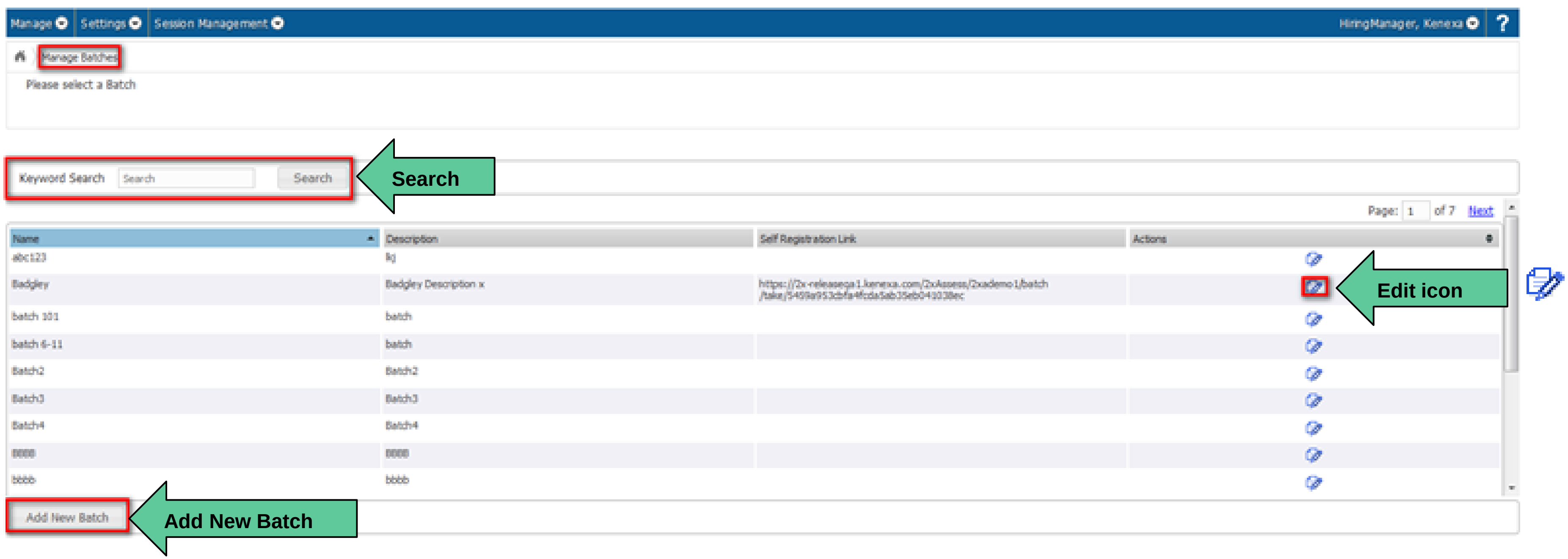


Setting Up an Assessment Batch (Hiring Campaign/Program)

A **batch** contains one or more assessments to be administered to a test taker. Once you set up a batch and its parameters, you can easily add/delete test takers and sessions to manage your campaigns/programs.

1. From the **Session Management** menu, click **Batches**. The **Manage Batches** screen displays.
2. You can **search** for, **create**, and **edit** batches.

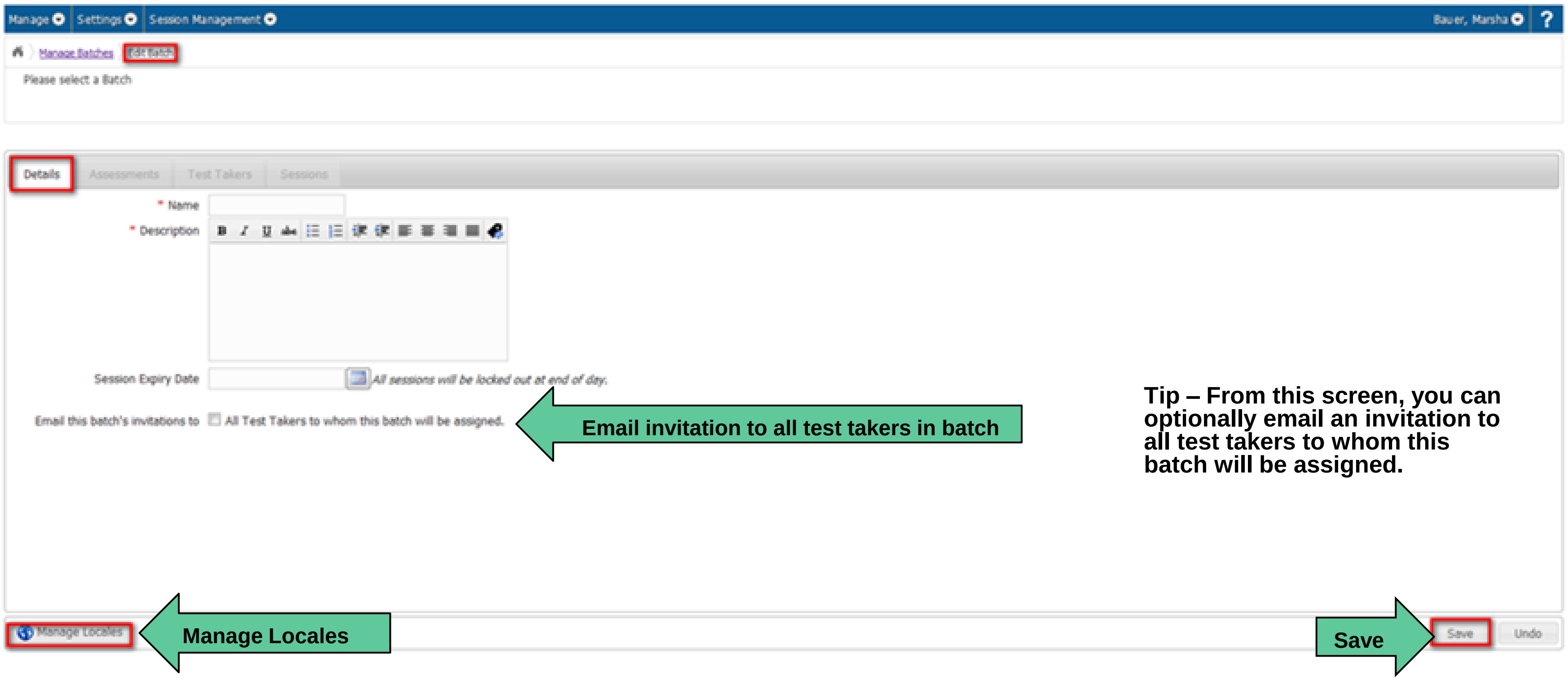
Manage Batches Screen



Creating an Assessment Batch

1. From the **Manage Batches** screen, click the **Add New Batch** button. The **Edit Batch** screen displays. It contains four tabs: **Details**, **Assessments**, **Test Takers**, and **Sessions**.
2. Enter a batch **Name** and **Description**, and click the **Save** button.

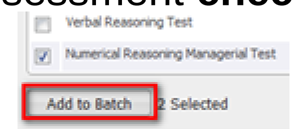
Edit Batch Screen – Details Tab



Adding Assessments to a Batch

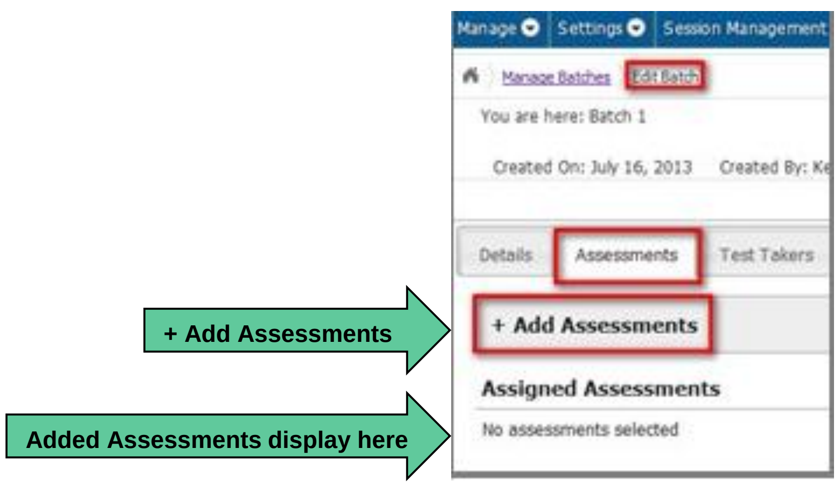
1. On the **Edit Batch** screen, click the **Assessments tab.**
2. To **add** (and **remove**) assessments, click **+ Add Assessments.** In the resulting **search field** that displays, enter an assessment **Name** or **Description**, and click **Search.**

3. From the **results**, select assessment **check boxes**, and click the **Add to Batch** button.



4. The added assessments display in the **Assigned Assessments** portion of the screen.

Edit Batch Screen – Assessments Tab



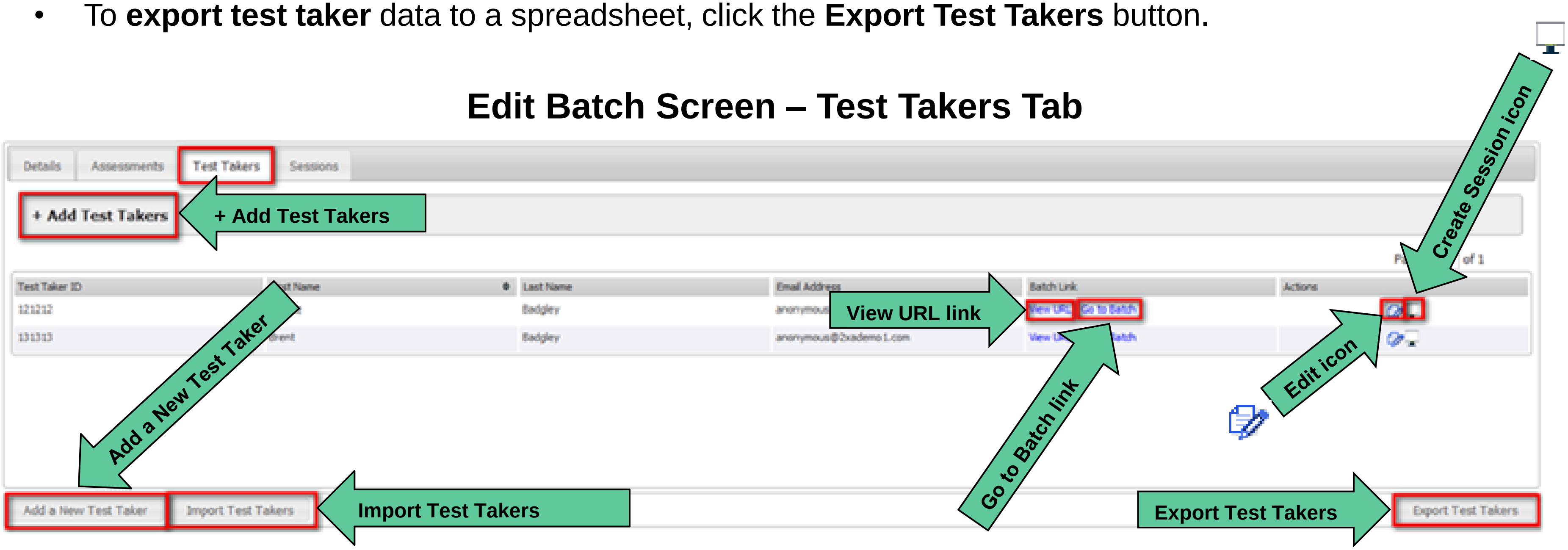
Tip: Once you add test takers to a batch, you cannot add/remove assessments. + Add Assessments does not display.

Managing Batch Test Takers

On the **Test Takers** tab of the **Edit Batch** screen, you can manage batch test takers.

- To **add test takers to a batch**, click **+Add Test Takers**. **Search** fields display that allow you to add test takers.
- To **edit a test taker**, click the **Edit** icon . The **Edit Test Taker** screen displays.
- To **create a single session** for a test taker, click the **Create Session** icon . The **Session Creation** screen displays.
- To **view the session URL**, click the **View URL** link. The URL displays in a pop-up.
- To **launch the batch**, click the **Go to Batch** link. The batch assessment displays in its own window.
- To **import test taker** data from a spreadsheet, click the **Import Test Takers** button. A separate **Import Test Takers** pop-up screen displays.
- To **export test taker** data to a spreadsheet, click the **Export Test Takers** button.

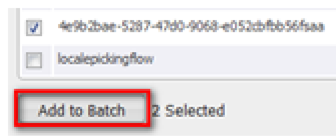
Edit Batch Screen – Test Takers Tab



Adding Existing Test Takers to a Batch

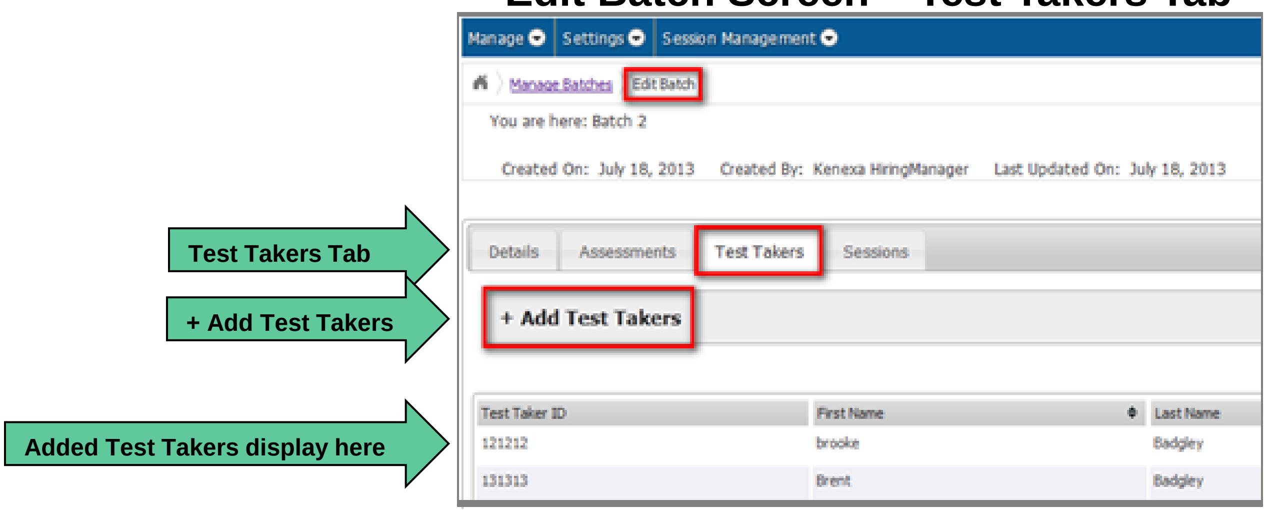
1. On the **Edit Batch** screen, click the **Test Takers tab**.
2. To **add** test takers, click **+ Add Test Takers**. In the resulting **search fields** that display, enter a **Test Taker ID**, **First/Last Name**, and/or **Email Address**, and click **Search**.

3. From the **results**, select test taker **check boxes**, and click the **Add to Batch** button.



4. The added test takers display in the **Test Takers tab.**

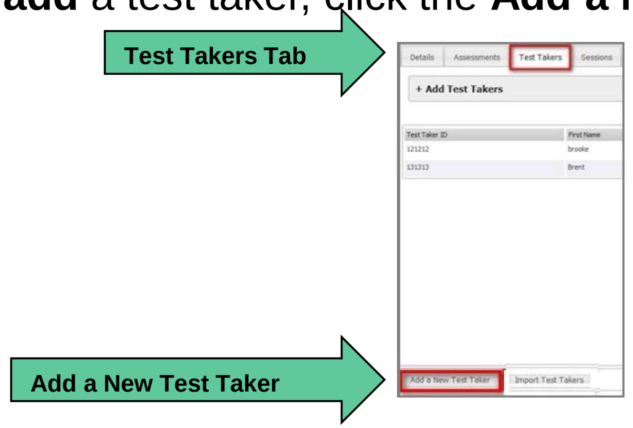
Edit Batch Screen – Test Takers Tab



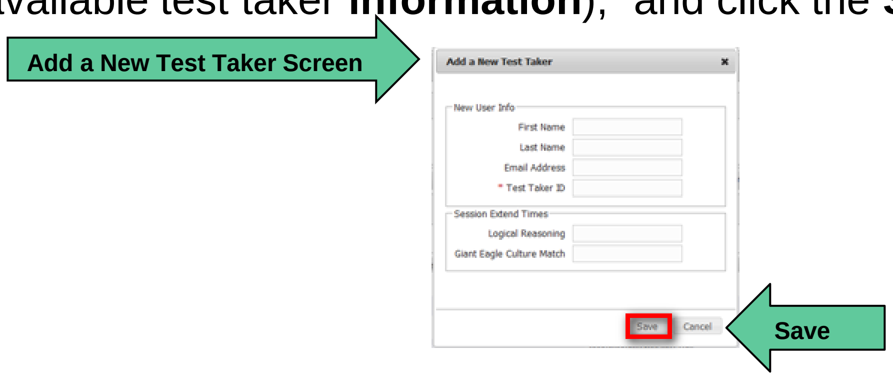
Tip: Once you add test takers to a batch, you cannot add/remove assessments on the Assessments tab.

Adding New Test Takers to a Batch

1. On the **Edit Batch** screen, click the **Test Takers tab**.
2. To **add** a test taker, click the **Add a New Test Taker** button.



3. The **Add a New Test Taker** screen displays. Enter a unique **Test Taker ID** (along with all available test taker **information**), and click the **Save** button.



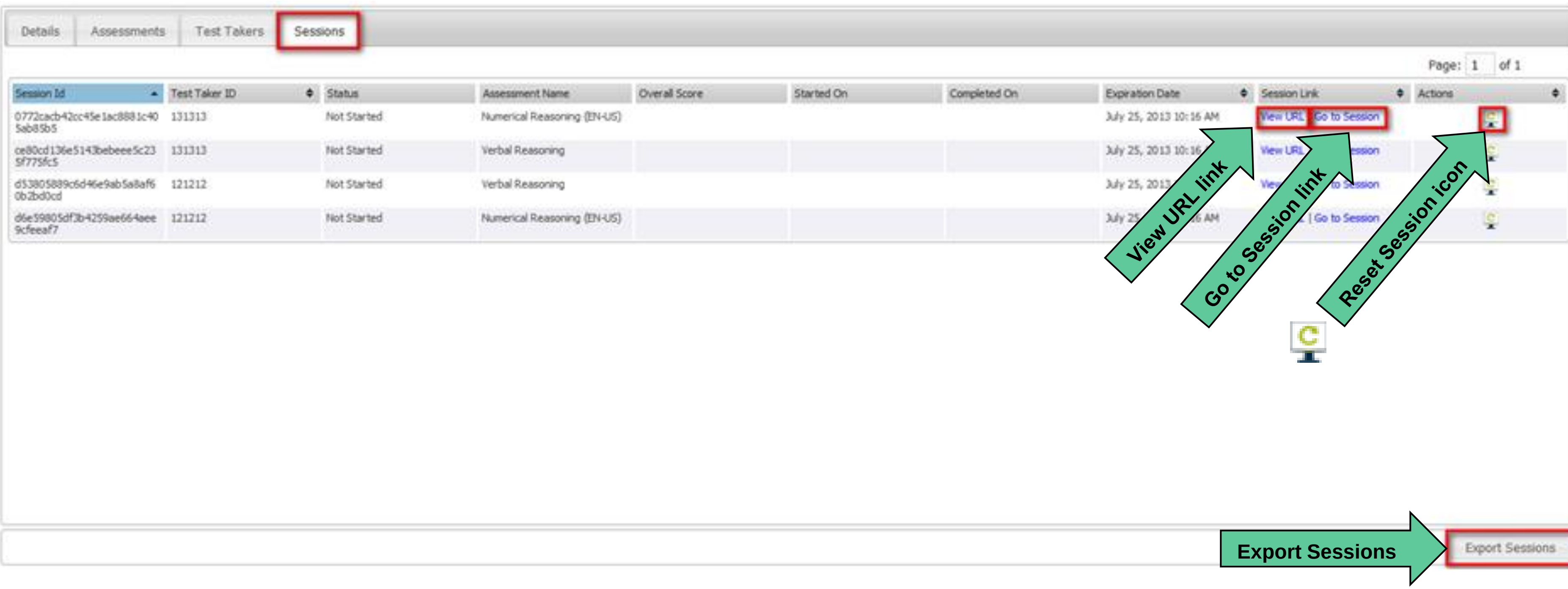
4. On the **Edit Batch** screen, the **new test taker** displays on the **Test Takers** tab, and the **session information** displays on the **Sessions** tab.

Managing Batch Sessions

On the **Sessions** tab of the **Edit Batch** screen, you can manage batch sessions.

- To **view the session URL**, click the **View URL** link. The URL displays in a pop-up.
- To **launch the session**, click the **Go to Session** link. The assessment displays in its own window, allowing you to access each session.
- To **reset a session** for a test taker, click the **Reset Session** icon . The session resets.
- To **export session** data to a spreadsheet, click the **Export Sessions** button.

Edit Batch Screen – Sessions Tab



Glossary

Assessment – Test taken by test takers that that may measure aspects of his or her personality, knowledge, and/or skills. It consists of a set of items (questions for an assessment).

Batch – One or more assessments to be administered to a test taker. When assigning a batch to a test taker, assessment sessions are created for each assessment in the batch. Batches can be used to group/organize assessments by campaign, user, job family, etc.

Session – Used to administer one assessment to one test taker. A session allows the test taker to access/complete the assessment, and stores the test taker's responses.

Test Taker – Individual assigned to take assessment(s) that may measure aspects of his or her personality, knowledge, and/or skills. Each test taker can be assigned to take one or more assessments.