

IBM® Kenexa® Assess on Cloud

Session Management Quick Start



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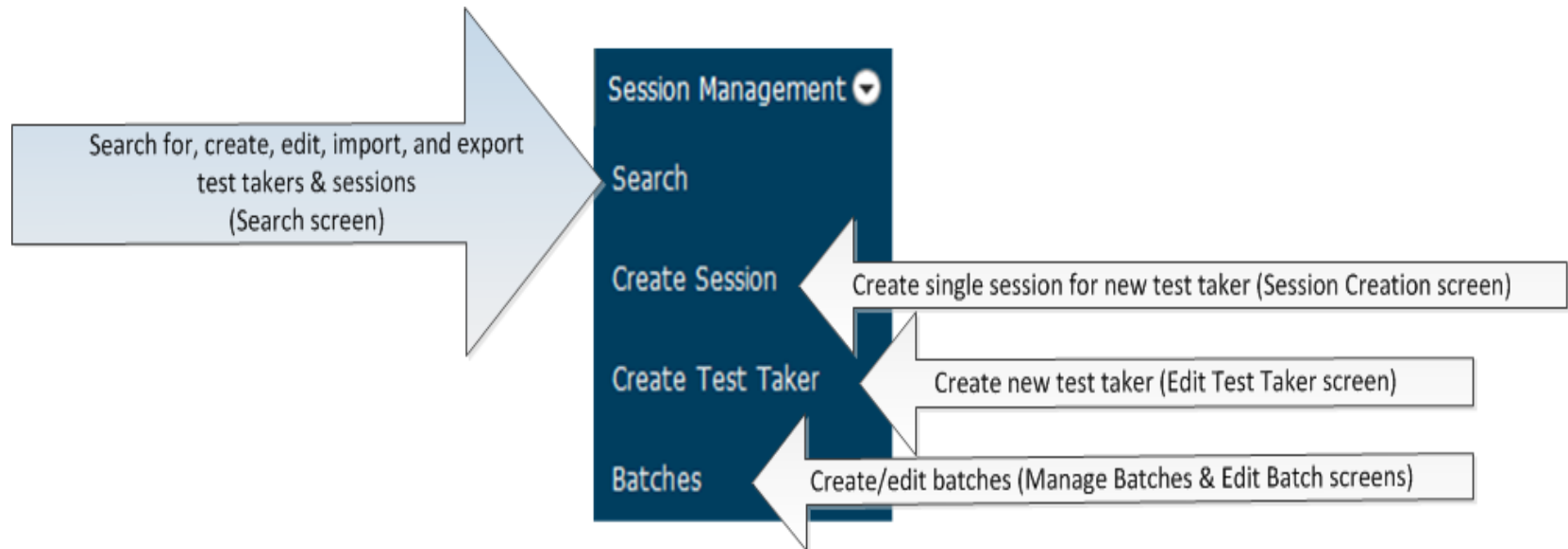
Accessing Kenexa Assess for Session Management

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

The screenshot shows the 'Session Creation' screen in the IBM Kenexa Assess on Cloud interface. The page title is 'Session Creation' and the breadcrumb is 'Manage > Settings > Session Management > Session Creation'. The main heading is 'Single Session'. The form includes fields for 'Test Taker Id', 'First Name', 'Last Name', and 'Email'. Below these are 'Session Assessment Title' (with a 'Select Assessment' dropdown), 'Extend time to complete session by' (set to 0 seconds), and 'Session Completion Deadline'. There are checkboxes for 'Email this sessions invitation to' and 'Email this sessions results report to', both with 'The Test Taker entered above' selected. The 'Results' field contains the email address 'jane.jdoe@hotmail.com'. A 'Create Session' button is at the bottom. Green arrows point to the 'Results' field (labeled 'Unique Session URL'), the 'Create Session' button (labeled 'Create Session'), and the two checkboxes (labeled 'Email session invitation' and 'Email session results report').

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

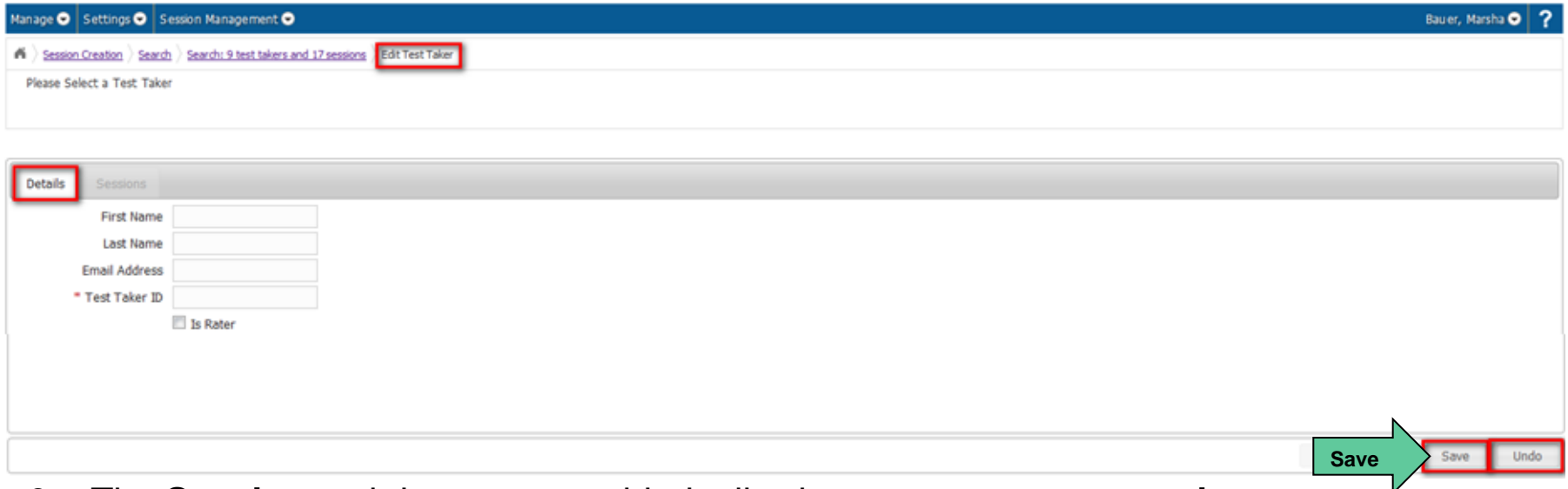
- Invitation to test taker.
- Results report to test taker.

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



The screenshot shows the 'Edit Test Taker' screen in the 'Details' tab. The 'Details' tab is highlighted with a red box. The form contains the following fields:

- First Name
- Last Name
- Email Address
- Test Taker ID (marked with a red asterisk)
- Is Rater (checkbox)

At the bottom right, there are 'Save' and 'Undo' buttons. A green arrow points to the 'Save' button.

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

Manage ▾ Settings ▾ Session Management ▾

Home Search

Please select a session

Search Criteria

Test Taker ID	Session Status	Session Date
<input type="text"/>	<input type="checkbox"/> Not started	Created <input type="text"/> - <input type="text"/>
First Name <input type="text"/> Last Name <input type="text"/> Email Address <input type="text"/>	<input type="checkbox"/> In progress	Completed <input type="text"/> - <input type="text"/>
Assessment Name <input type="text"/> Batch Name <input type="text"/>	<input type="checkbox"/> Abandoned	Session Score <input type="text"/>
	<input type="checkbox"/> Expired	Overall Score <input type="text"/>

Search Button Search

Test Takers Sessions **Test Taker and Sessions Tabs**

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

Test Taker ID	First Name	Last Name	Email Address	Actions
anonymousTrailClient 034cb104 eb5a 4413 9aa1 508506536741	anonymous	anonymous	anonymous@2xademo	
anonymousTrailClient 10a27fa6 d6ea 45 c2d2706f4e	anonymous	anonymous	anonymous@2xademo4.com	

Buttons at the bottom: **Create Test Taker**, **Import From Spreadsheet**, **Export Test Takers**

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

The screenshot shows the 'Sessions' tab in the 'Test Takers' section. The table below lists session details. Annotations with arrows point to various UI elements: 'Create Session' points to the bottom-left button; 'Import From Spreadsheet' points to the bottom-left button; 'View URL link' and 'Go to Session link' point to the links in the second row; 'View Reports icon' points to the report icon in the first row; 'View Detailed Scores icon' points to the chart icon in the first row; and 'Reset Session icon' points to the reset icon in the first row.

Session Id	Test Taker ID	First Name	Last Name	Email Address	Status	Assessment Name	Overall Score	Started On	Completed On	Expiration Date	Session Link
0090245e542 04151bb9376 67f1fa3596	anonymousTr ailClient ba80058d 1c27 4c89 851f ff959	anonymous	anonymous	anonymous@ 2xademo4.co m	Completed	CAT Logical Reasoning Test	58	12/18/2013 02:23 PM	12/18/2013 02:25 PM		
0421533eb7b b47d4a8d84 d9738eeea	anonymousTr ailClient ba80058d 1c27 4c89 851f ff959	anonymous	anonymous	anonymous@ 2xademo4.co m	Completed	CAT Logical Reasoning Test	1	12/18/2013 02:21 PM	12/18/2013 02:25 PM		View URL Go to Session

Buttons at the bottom: **Create Session**, **Import From Spreadsheet**, **Export Sessions**, **Export Sessions**.

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

The screenshot shows the 'Manage Batches' screen. At the top, there is a navigation bar with 'Manage', 'Settings', and 'Session Management' menus. Below this is a 'Manage Batches' header with a sub-header 'Please select a Batch'. A search bar is located below the header, with a 'Keyword Search' label and a 'Search' button. A table of batches is displayed below the search bar, with columns for 'Name', 'Description', 'Self Registration Link', and 'Actions'. The 'Actions' column contains an edit icon (a pencil) for each batch. At the bottom left, there is an 'Add New Batch' button. Green arrows point to the search bar, the 'Add New Batch' button, and the edit icon in the Actions column.

Name	Description	Self Registration Link	Actions
abc123	ij		
Badgley	Badgley Description x	https://2x-releasega1.kenexa.com/2xAssess/2xademo1/batch/jake/5409a953cbfa4fcd85eb35eb043038ec	
batch 101	batch		
batch 6-11	batch		
Batch2	Batch2		
Batch3	Batch3		
Batch4	Batch4		
0000	0000		
bbbb	bbbb		

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

Manage Batches **Add New Batch**

Please select a Batch

Details Assessments Test Takers Sessions

Name

Description

Session Expiry Date All sessions will be locked out at end of day.

Email this batch's invitations to All Test Takers to whom this batch will be assigned.

Manage Locales **Save** Undo

Tip – From this screen, you can optionally email an invitation to all test takers to whom this batch will be assigned.

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

The screenshot displays the 'Test Takers' tab of the 'Edit Batch' screen. It features a table with the following data:

Test Taker ID	First Name	Last Name	Email Address	Batch Link	Actions
121212		Badgley	anonymous	View URL Go to Batch	
131313	Parent	Badgley	anonymous@Quademo1.com	View URL Go to Batch	

Annotations in the image include:

- + Add Test Takers** (button)
- Add a New Test Taker** (arrow pointing to the button)
- View URL link** (arrow pointing to the View URL icon)
- Go to Batch link** (arrow pointing to the Go to Batch icon)
- Edit icon** (arrow pointing to the Edit icon)
- Create Session icon** (arrow pointing to the Create Session icon)
- Import Test Takers** (arrow pointing to the Import Test Takers button)
- Export Test Takers** (arrow pointing to the Export Test Takers button)

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

Test Taker ID	First Name	Last Name
121212	brooke	Badgley
131313	Brent	Badgley

Test Takers Tab

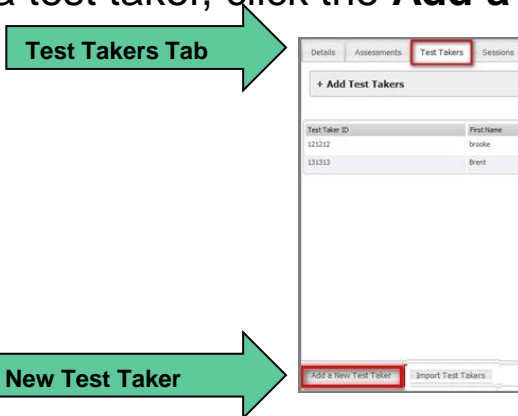
+ Add Test Takers

Added Test Takers display here

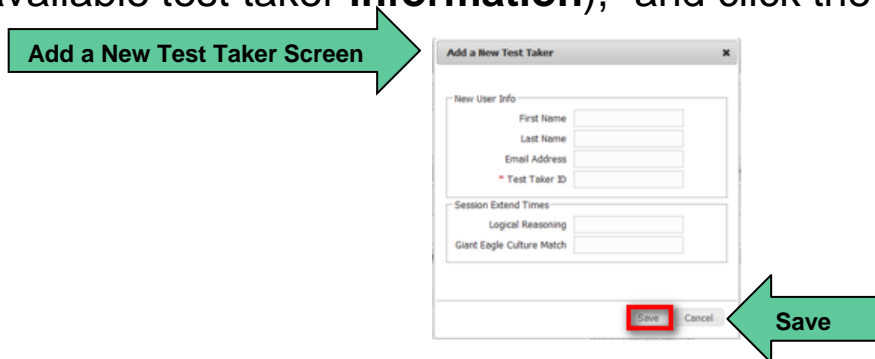
Tip: Once you add test takers to a batch, you cannot add/remove assessments on the Assessments tab.

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.



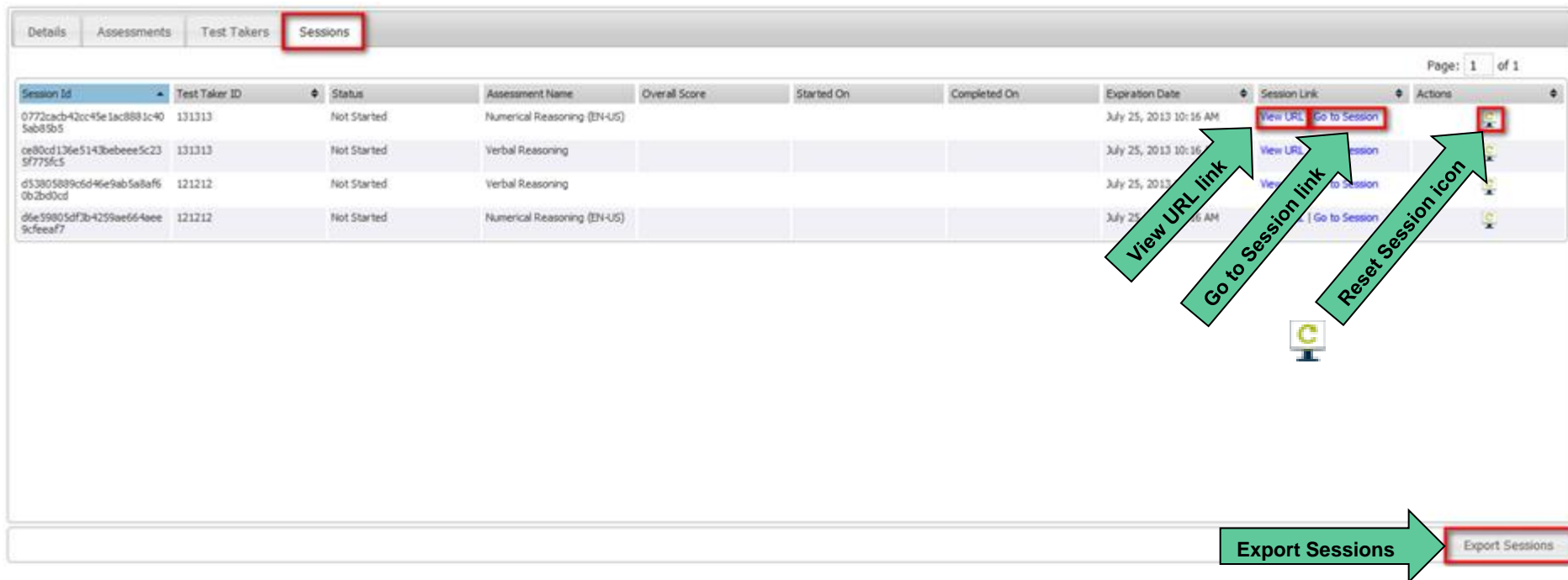
4. On the **Edit Batch** screen, the **new test taker** displays on the **Test Takers** tab, and the **session information** displays on the **Sessions** tab.





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



Session ID	Test Taker ID	Status	Assessment Name	Overall Score	Started On	Completed On	Expiration Date	Session Link	Actions
0772cacb42cc45e1ac8881c405ab85b5	131313	Not Started	Numerical Reasoning (EN-US)				July 25, 2013 10:16 AM	View URL Go to Session	
ce80cd136e5143bebeee5c235f775f5	131313	Not Started	Verbal Reasoning				July 25, 2013 10:16 AM	View URL Go to Session	
d53805889cd46e9ab5abaf60b2bd0cd	121212	Not Started	Verbal Reasoning				July 25, 2013 10:16 AM	View URL Go to Session	
d6e59805df3b4259ae664ee9cfeef7	121212	Not Started	Numerical Reasoning (EN-US)				July 25, 2013 10:16 AM	View URL Go to Session	

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Export Sessions

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.