

# 360 Assessment Instructions

You can also watch the short instructional video here <https://vault.assessments24x7.com/virtualtours12.asp>

1. You will set up a **360 Assessment Access Link** for the Main User (person that will be observed by others), just as you do for the other assessments. Please refer to **Assessment Access Link** instruction guide on the **Manage Assessment Links** page if you have not done this before.
2. If you decide you would like to invite the Observers on behalf of the Main User, you will leave the **Allow Observers** button **OFF**. If you decide you would like the Main User to invite their own Observers, you will turn the **Allow Observers** button **ON**.
3. NOTE: The “**Email a Copy of Report to User**” toggle, as well as the “**Send Report to**” field will **NOT** work for 360 assessments when creating your **Assessment Access Link**. The system has no way of knowing how many Observers need to complete assessments before generating and emailing the report. You will need to obtain the report manually within your account once they are finished.
4. Once you have created the link for the Main User, you can register this user as usual for the assessment.
5. If you have decided to **let the Main User invite their own Observers**, skip to number **8**. If you have decided to invite the Observers on behalf of your Main User, please continue with the next step.
6. Once the Main User has been registered for the assessment, you will go to your **Assessment Users** page. On this page, you will find the Main User’s name. Select the **gear icon** to the left of their name, and select **Impersonate User** in the pop-up menu.
7. This will log you into their assessment, but ONLY YOU as the admin will be able to see their Observer portion. You can then follow with the next steps to invite the Observers.
8. Once the Main User is on their own assessment page, or you as the admin have impersonated the user, an **Invite Observers** section will be available on the screen. **See screen shot below**. You will see 3 clear and easy steps on completing the **Observer Invite** process. You will have the option to copy and paste our template to the Observers through your own email, or you can email Observers right from this page by entering their names and emails. You even have a section to monitor your Observers.
9. Your final step will be downloading the report. The Main User, if granted access when you created the link, can download their report right from this page. Or you, as the Account Admin, can go to your **Assessment Users** page, select the **gear icon** to the left of the Main User’s name, and select **View Reports**. NOTE: 360 reports can take up to 30 seconds to download.

The screenshot shows the 'Invite Observers' page with the following steps highlighted:

- 1 Make sure you complete your own assessments!**: A red arrow points to the first step, which instructs users to complete all assessments in the list before inviting observers.
- 2 Choose how to invite your Observers.**: A red arrow points to the second step, which offers two options: sending invitations via email or using a form on the page.
- 3 Monitor your Observer feedback.**: A red arrow points to the third step, which lists the observers invited and provides links to modify information, send reminders, and remove observers.

The page includes a 'View Template' button, a 'Copy Link' button, and a 'DISC360' URL at the bottom.