

Remote On-Screen Administration (ROSA)

How to Assign an Assessment using Remote On-Screen Administration (ROSA)

1. Assign an Assessment to an Examinee (see *managing assessments*).
2. Complete the required fields and any additional information.
3. Select **Remote On-Screen Administration** radio button as the delivery method.
4. Complete the required fields for ROSA.
5. Click the **Preview and Send Invitation** button. The Assessment Invitation email will display.

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Assessment Details: Ruth Manning

Save Save and Close **Preview and Send Invitation** Cancel * Required

Examinee Details

First Name: Ruth
Middle Name: E

Page break for illustration purposes only.

Assessment Details

Assessment: **BASC-2 PRS-Child**
Batch ID:
Status: **Ready for Administration**
Administration Date: 30/11/2017
Age at Administration: 20 years 6 months
Examiner: [None] **New Examiner**

Delivery: Manual Entry **On-Screen Administration**

Launch with Test Session Lock
Test Session Lock will block examinees from accessing your computer during And after testing. When finished, press **Ctrl + Shift + Q** to unlock. To use this feature, you must download and install **Test Session Lock (one time only)**.

Examiner: [None] **New Examiner**

Remote On-Screen Administration

An email invitation to complete the Remote On-Screen Administration of the assessment will be sent to the recipient specified below. The recipient will have 30 days to complete the assessment before it expires.

Send the email invitation to the Examinee
 Send the email invitation to someone other than the Examinee (Rater)

-First Name: Ruth
-Last Name: Manning
-Email:

Add email addresses separated by commas

* Send Email Completion Notification To: armando.bustos@pearson.com

Do not send notification email

Assessment Invitation Email

1. Complete the required fields (recipient name, email, subject line, etc). *Verify that the email address is correct.*
2. Click the **Send Invitation** button. A confirmation message will display on the page.
3. Click **Close**.

The screenshot displays the 'Assessment Invitation Email' configuration page. At the top left, there is a '< Back' link. The main title is 'Assessment Invitation Email'. On the right side, there is a 'Required' indicator. The form includes several sections:

- View Templates:** A dropdown menu set to 'All Templates'.
- Apply Template:** A dropdown menu set to 'Examinee Invitation En'.
- Type:** 'System Generated'.
- Recipient Information:** Fields for 'Recipient First Name' (Claire), 'Recipient Last Name' (Reeves), 'Recipient Email Address' (creeves@email.com), and 'From Email Address' (ssample@email.com).
- Subject:** 'Invitation to Take Assesme'.
- Copy Me:** A checked checkbox.

Below the form are five buttons: 'Delete Template', 'Save', 'Save as New Template', 'Send Invitation', and 'Close'. The 'Save as New Template' and 'Send Invitation' buttons are highlighted with red boxes. Below the buttons is a preview window showing the email content:

Dear {examinee_first_name},

You have been registered to take one or more assessments on Q-global, Pearson's online scoring and reporting system. To take the assessment(s), please click the following link:

{rosa_production_ur!}

NOTE: In some cases, select email editors may alter the link above, causing it to display an incomplete ("active") link (i.e. part of the link is not underlined). Should you experience difficulties in accessing the assessment(s), ensure that the complete link text – including any part of it that is not underlined – is displaying in the browser window.

Follow the directions on the screen. If you have any questions, please contact your Assessment Administrator (DO NOT REPLY TO THIS EMAIL):

{user_first_name} {user_last_name}
{user_phone}
{user_email}

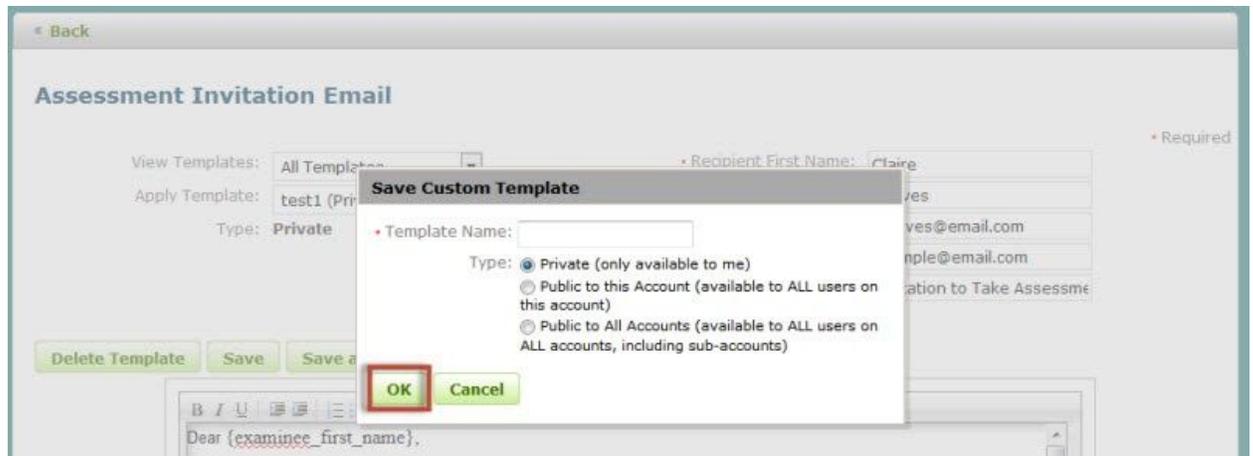
At the bottom of the preview window, there are five buttons: 'Delete Template', 'Save', 'Save as New Template', 'Send Invitation', and 'Close'.

Customizing the Assessment Invitation Email

You have the ability to create customized assessment invitation email letters to meet the needs of your organization.

To Create a Custom Template

1. Make any changes to the body of the email.
2. Click the **Save as New Template** button. A pop up window will display.
3. Enter a **Template Name**.
4. Select the **Type** (private, public or public all).
5. Click **Ok**. The pop up window will close.
6. A confirmation message will display on the page.



Add a Token to the Template

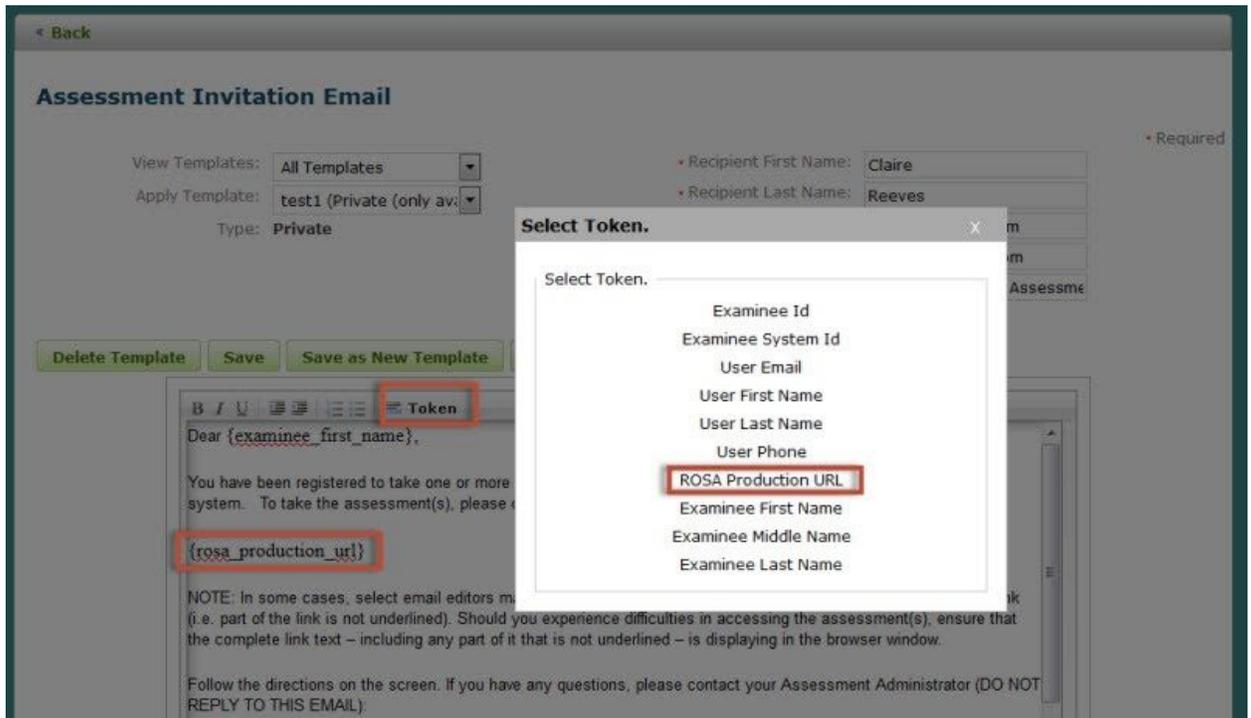
You also have the ability to add/remove tokens (commonly known as a data source) to the body of the email letter. The token will use information from your data source and insert it into the body of the email. All Q-global templates have imbedded tokens. They are displayed in a set of brackets { } (see images below for an example).

To Add a Token

1. Place your cursor in the body of the email template and locate it where you want the new token to appear.
2. Click the **Token** link on the toolbar menu located at the top of the email template. A pop up window will appear.
3. Select a **token** from the list. The pop up window will close.
4. The new token will now appear in the template.

To Remove a Token

1. Locate the **token** in the body of the email template.
2. Place your cursor behind or in front of the token.
3. Click the backspace button (or delete button) to remove the token (remember to also delete the " { } " symbols).



ROSA Email Notifications

Q-global sends out email notifications prior to and after the ROSA is complete:

- 1. Invitation Email**

The invitation email is delivered to an examinee/rater when an assessment is assigned. The examinee/rater can click on the link in the email to launch the assessment.
- 2. Reminder Email**

The reminder email is delivered to the examinee/rater seven (7) days after the assessment is assigned. It serves as a reminder to the examinee/rater to complete the assessment within 30 days. If the examinee/rater has completed the assessment/questionnaire, they will not receive a reminder email.
- 3. An account owner has the ability to enable/disable this account setting. If the reminder email notification is disabled, then no one will receive reminder emails.**

Reminder Notification - Account Settings

To update the settings, please visit Manage Accounts > Details.

1. Click the **Manage Accounts** link on the header navigation menu.
2. Select your account.
3. From the Details tab (by default), click the **EDIT** command button.
4. Scroll down to the **Assessment Settings** (right column).
5. Click the Remote ROSA Notification checkbox (checked is enabled and will send out the reminds to everyone).
6. Click SAVE to save changes.

4. Completion Email

The completion email is delivered once the assessment is complete.