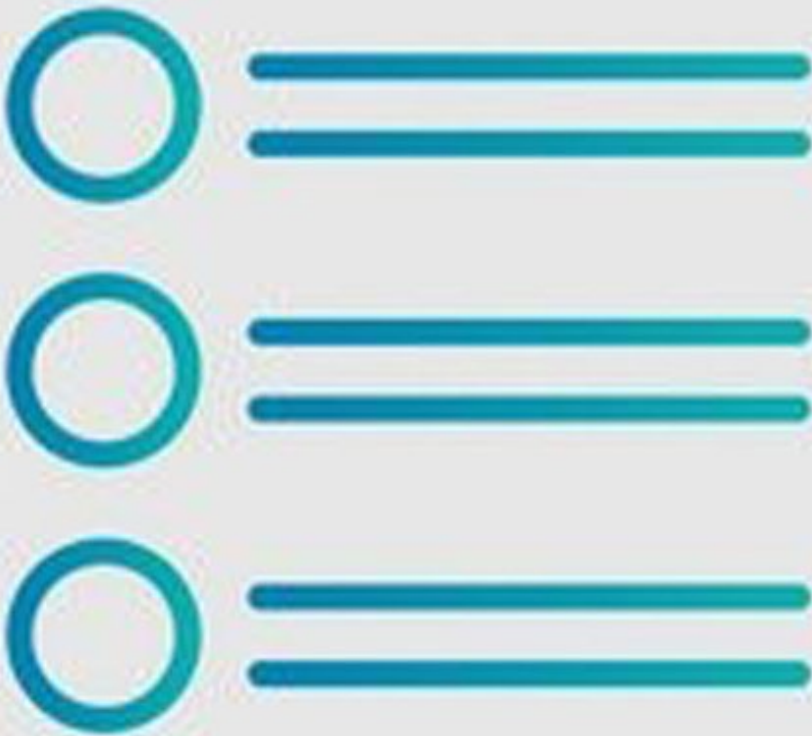




How to Set Up and Implement Trainer Assessments

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Written By: Dozuki System

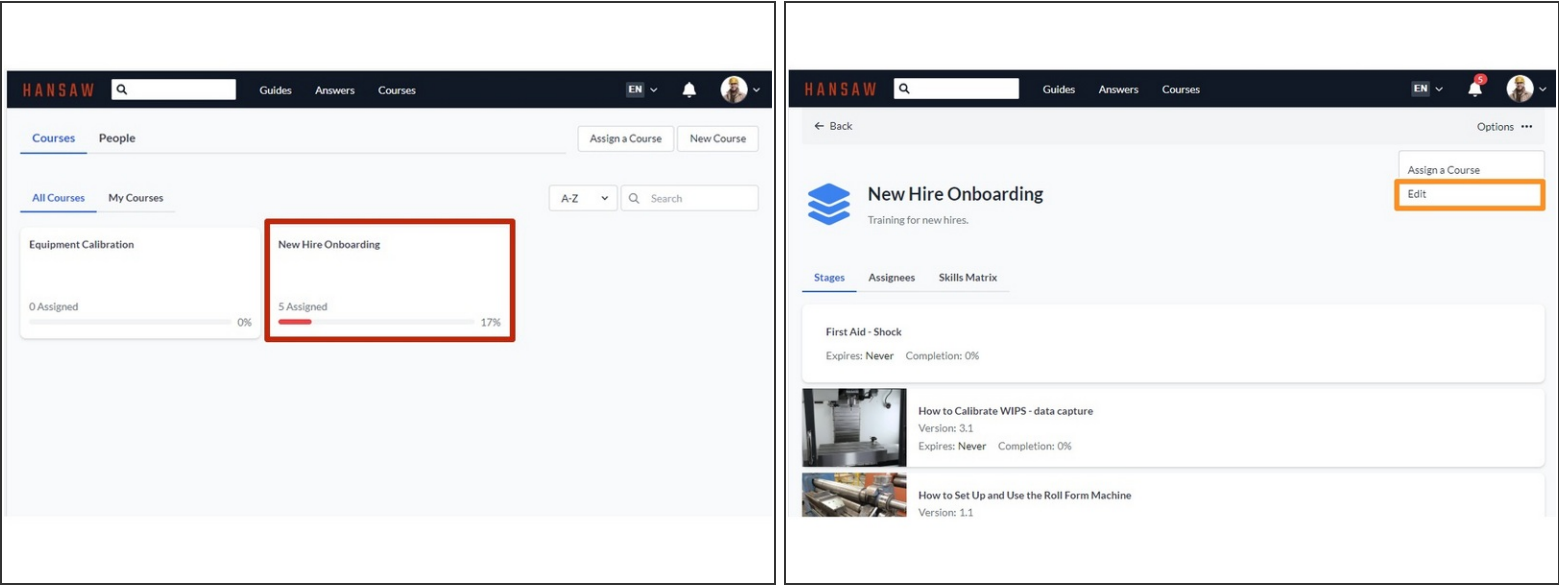


INTRODUCTION

When a Stage Signoff is in place for a Course Stage, a trainer can complete a course for a trainee, signing off **Pass** or **Fail**.

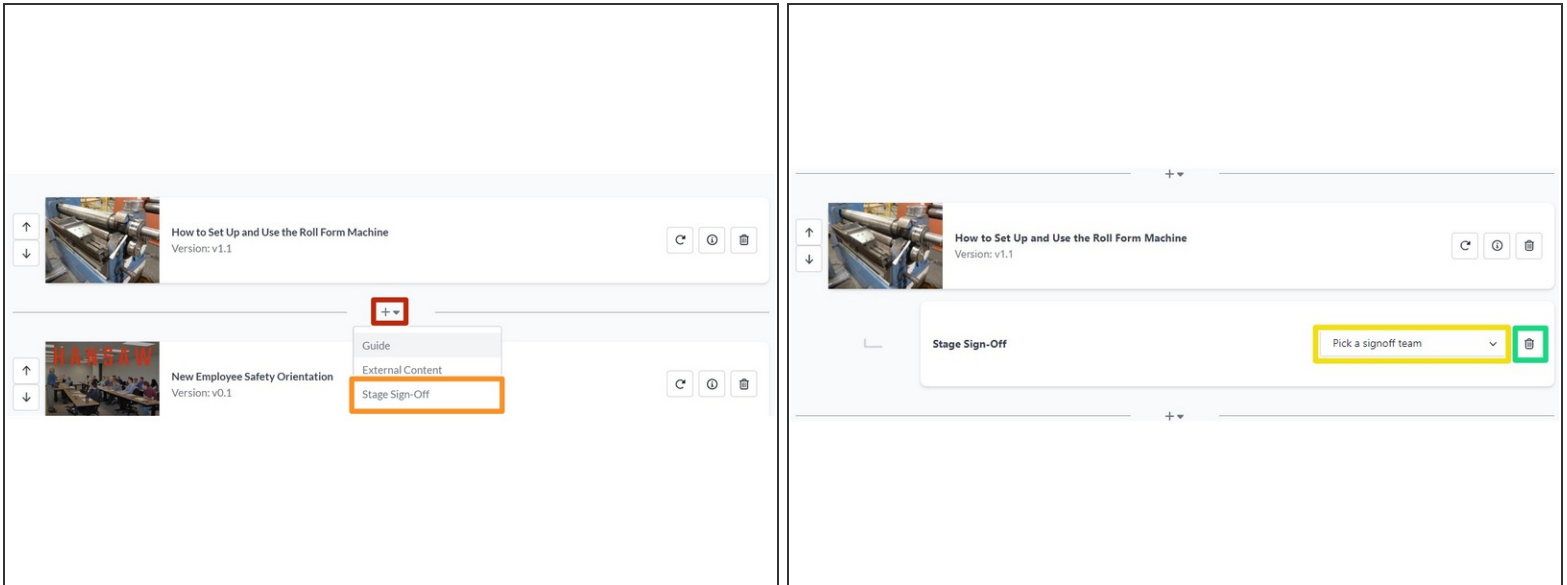
This can be done either asynchronously or in person, allowing for an "over-the-shoulder" type of training.

Step 1 — How to Set Up a Trainer Assessment



- Select a Course from the **Courses** page.
- Open the **Options** menu and select **Edit** to edit course stages.

Step 2



- Click the **+** icon on a stage to open a drop-down menu of options.
- Select **Stage Sign-Off**, which opens a new sub-menu.
- You will have to assign the Stage Sign-Off to a team before you can save your changes.
- Alternatively, click the **trashcan** icon to delete the Stage Sign-Off.
- Click **Save Changes** at the top of the screen to finalize.

Step 3 — Signing Off on a Trainer Assessment

The left screenshot shows the Dozuki user interface. At the top, there's a search bar and navigation links for Guides, Answers, and Courses. Below this, there's a section for 'Root' (Hansaw Standard Work Center) with a 'Create a Guide' button. A user menu is open on the right, showing options like Reputation, Manage, Support, Create a Page, View Profile (highlighted with a red box), Teams, Approval Requests, and Logout. Below the user menu, there's a section for '5 Categories' with a '+ New Page' button.

The right screenshot shows the 'Pending Signoffs' tab. It displays a 'Course Stage SignOff' for Carl Roberts, requested on 10/05/2023 2:06 PM, for the course 'New Hire Onboarding' at the stage 'How to Set Up and Use the Roll Form Machine'. There's a text field for 'Feedback to requester:' and two buttons: 'Reject' and 'Approve'.

- After logging in to Dozuki, click on **View Profile** in the User drop-down menu.
- From the User Profile page, click the **Pending Signoffs** tab.

Step 4

The screenshot shows the 'Pending Signoffs' tab. It displays a 'Course Stage SignOff' for Carl Roberts, requested on 10/05/2023 2:06 PM, for the course 'New Hire Onboarding' at the stage 'How to Set Up and Use the Roll Form Machine'. There's a text field for 'Feedback to requester:' (highlighted with a red box) and two buttons: 'Reject' and 'Approve' (highlighted with a red box).

- When viewing a pending signoff, click **Approve** or **Reject**.
- Feedback must be provided to the requester using the text field.
- ❗ After the signoff is Approved or Rejected the trainee will receive a prompt to acknowledge the results. The course stage will not be considered complete until the results are acknowledged.