

Organizational Development Assessment - 5 Disciplines Instruction Guide

1. Create an **Assessment Access Link** just as you do for any of your other assessments. (If you have not done this before, I suggest watching the full Virtual Tour of your account here <https://www.assessments24x7.com/virtual-tour>, before sending out your first assessments.)
2. When creating your Assessment Access Links please note, the **Email a Copy of the Report** option, as well as the **Send Report To** option will not be relevant for this assessment. **There are NO individual reports for this assessment, there is only a Team Report.**
3. Register your 5 Disciplines assessment users just as you usually do for your other assessments. You can either send the users the **Assessment Access Link** directly from your own email, or register the users with your link on the **Homepage** of your account in the **Send Assessment** area.
4. Once all of the users have completed their assessments, you will go to your **Group Reporting** page. This is located under the **Manage Assessments** tab on your top menu.
5. Once on this page, you will select the **5 Disciplines Assessment – 5D Team Report** option on the left, use the filters to find certain users if necessary, then select the **check boxes** next to all users' names that you would like added to the report. You will then select **Add Selected Users to Group Report**.
6. You will notice their names move to the left side of the page. You can now select the **Generate Report** button. Note, the report can take 15 – 45 seconds to upload, depending on the number of users added to the report.

Click here for detailed instructions regarding GROUP REPORTING.
SAVED Previous Report List(s)

Select Item

Group Reports

Select Report:
5 Disciplines Assessment - 5D Team Report

Completion Date Filter:
to

Select User Group:
Any Group

Select Assessment Access Link:
Any Link

(16 records available for selection)

First name	Last Name		
Jackie	Parsons	12/28/2020	<input checked="" type="checkbox"/>
Ian	Ingles	12/28/2020	<input checked="" type="checkbox"/>
Jane	Jones	12/28/2020	<input checked="" type="checkbox"/>
Harriet	Henderson	12/28/2020	<input checked="" type="checkbox"/>
Gretchen	Griffiths	12/28/2020	<input checked="" type="checkbox"/>
Frank	Fellows	12/28/2020	<input checked="" type="checkbox"/>
Eddie	Edwards	12/28/2020	<input type="checkbox"/>

Add Selected Users to Group Report

Click here for detailed instructions regarding GROUP REPORTING.
SAVED Previous Report List(s)

Select Item

Add New

Current Group Report Users

Generate Report (6 selected) Clear Users

Group Report Label:

First Name	Last Name	
Jackie	Parsons	<input type="checkbox"/>
Ian	Ingles	<input type="checkbox"/>
Jane	Jones	<input type="checkbox"/>
Harriet	Henderson	<input type="checkbox"/>
Gretchen	Griffiths	<input type="checkbox"/>
Frank	Fellows	<input type="checkbox"/>

Generate Report (6 selected)