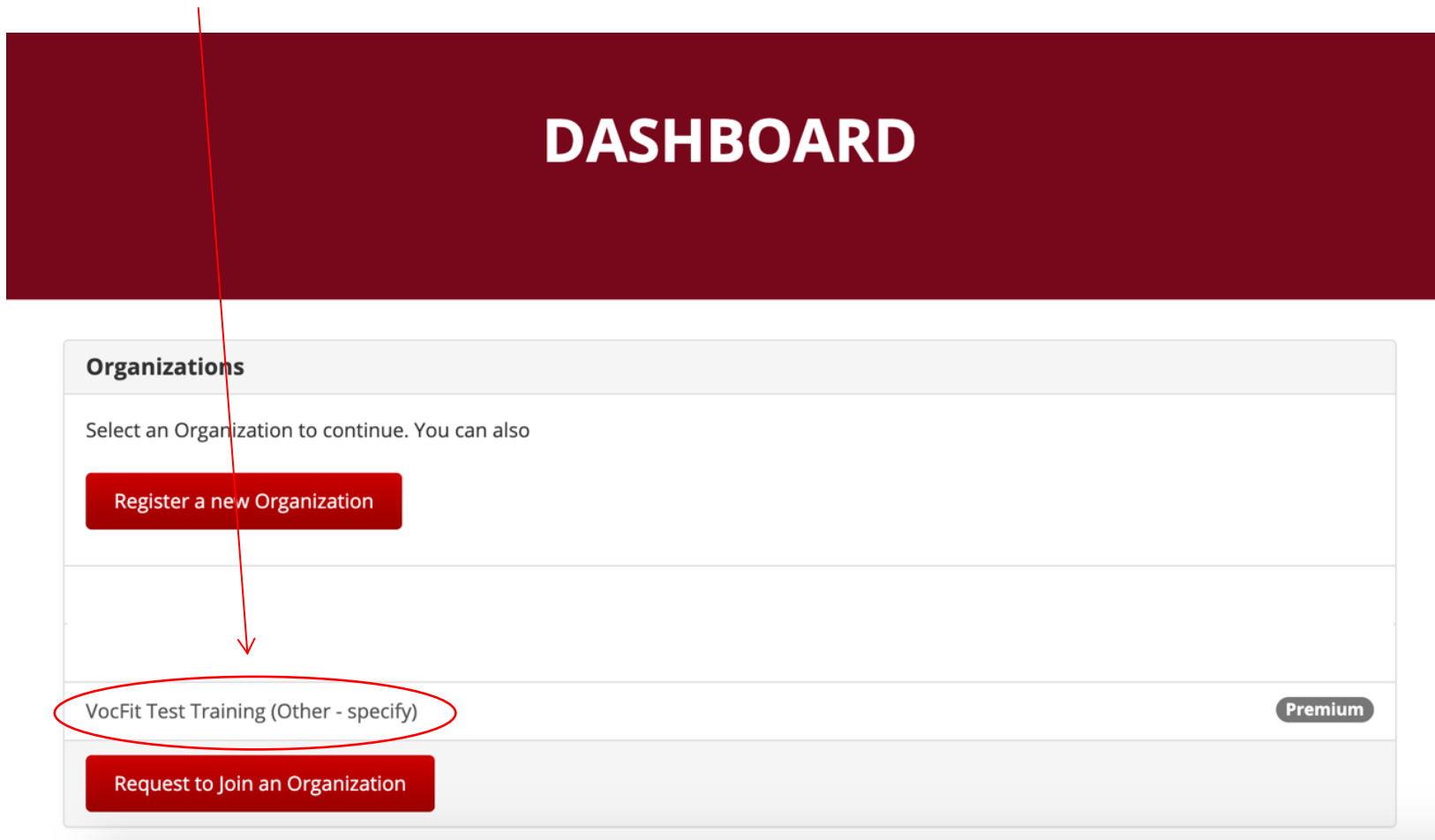


Running a Student/Intern/Worker Report

VocFit.com

Step 1. Select your Organization from your “Dashboard”

- On your dashboard, select which organization you would like to enter (you can return to dashboard at any time by clicking “Dashboard” at the top right of the webpage *not shown in this image*).
- Click on your Organization.



Step 2. Click “Manage Students/Interns/Workers”

- In this tutorial we will be focusing on running a student/intern/worker report.
- To complete a student/intern/worker report, select “Manage Students/Interns/Workers” button on the left of the screen.

VOCFIT TEST TRAINING

Manage Organization

Manage Organization

You are a member of the following Sites

Main

1 Student/Intern/Worker, 0 Jobs

Students/Interns/Workers and Jobs

Manage Students/Interns/Workers

Manage Jobs

Step 3. Click “Details”

- All created workers will populate in this section.
- If you want to search for a particular worker, you can search for their profile by looking up either their “Name”, “Site”, or “Year” and clicking the “Search” button.
- Once a worker is created (refer to “Adding a Student/Intern/Worker” module) and a student/intern/worker assessment is completed (refer to “Completing a Student/Intern/Worker Assessment”) you can run a student/intern/worker report to get an overview of the student’s/intern’s/worker’s ability level at each subscale.
- To run a student/intern/worker report select “Details”.

The screenshot shows the VocFit.com interface. At the top left is the logo "VocFit.com" with the tagline "Customized Employment Support". At the top right are navigation links: "Dashboard", "Account", "Admin", and "Logout". Below these is a link "Cambiar a español". A large dark red banner across the middle contains the text "VOCFIT TEST TRAINING : STUDENTS/INTERNS/WORKERS". Below the banner, there are two blue links: "Add Student/Intern/Worker" and "Back to Organization". To the right is a search form with three input fields labeled "Name", "Site", and "Year", and a red "Search" button. Below the search form is a table with the following data:

Name	Site	Created On	Actions
Test Student	Main	Fri, Mar 27, 2020 10:05 PM	Details

Red circles and arrows highlight the search form and the "Details" button in the table.

Step 4. Click “Student/Intern/Worker Report”

- In this webpage, you can complete the student/intern/worker assessment, print out a blank hard copy of the assessment to have someone else fill it out, or send the assessment to someone who may know the individual in more depth (more information on this tool will be described in “Sending an Email Student/Intern/Worker Assessment Request”).
- You can also edit a student’s/intern’s/worker’s profile or remove a student/intern/worker on this page.
- If you want like to look at the student’s/intern’s/worker’s abilities, select “Student/Intern/Worker Report”.

TEST STUDENT

Student/Intern Assessments

- [Email Student/Intern/Worker Assessment Request](#)
- [Complete Student/Intern/Worker Assessment now](#)
- [Download Student/Intern/Worker Assessment PDF](#)

Reports

- [Student/Intern/Worker Report](#)
- [Measurable Skills Change Report](#)
- [Job/Internship Matching Report](#)
- [Rater Agreement Report](#)

Student/Intern Management

- [Edit Student/Intern/Worker](#)
- [Remove Student/Intern/Worker](#)

Basic Information

Site: Main
Primary Area of Disability: Autism
Birth Year: 1998
Race: White
Gender: Male
Currently Employed: No
Currently Seeking Employment: Yes
Desired Employment Setting: Food Service
Hours per week: 0.00 to 20.50
Wage per hour: \$11.00 to \$40.00

Student/Intern/Worker Assessments

Email	Date Requested	Status	Actions
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Step 5. Click “Run”

- Select which student/intern/worker assessment you would like to view the report for and click “Run”.

RUN STUDENT/INTERN/WORKER REPORT

[Back to Student/Intern/Worker](#)

Student/Intern/Worker Assessment To Use

Fri, Mar 27, 2020 10:22 PM by

Run



Step 6. (Optional) Click “Generate Sharing Link”

- If you would like to share the student/intern/worker report results, click on the “Generate Sharing Link”.
- From here, you can copy and paste the private link into an email.

STUDENT/INTERN/WORKER REPORT: TEST STUDENT

[Back to Student/Intern/Worker](#)

[Generate Sharing Link](#)

Ability Scale by Subscore (Percentage)

