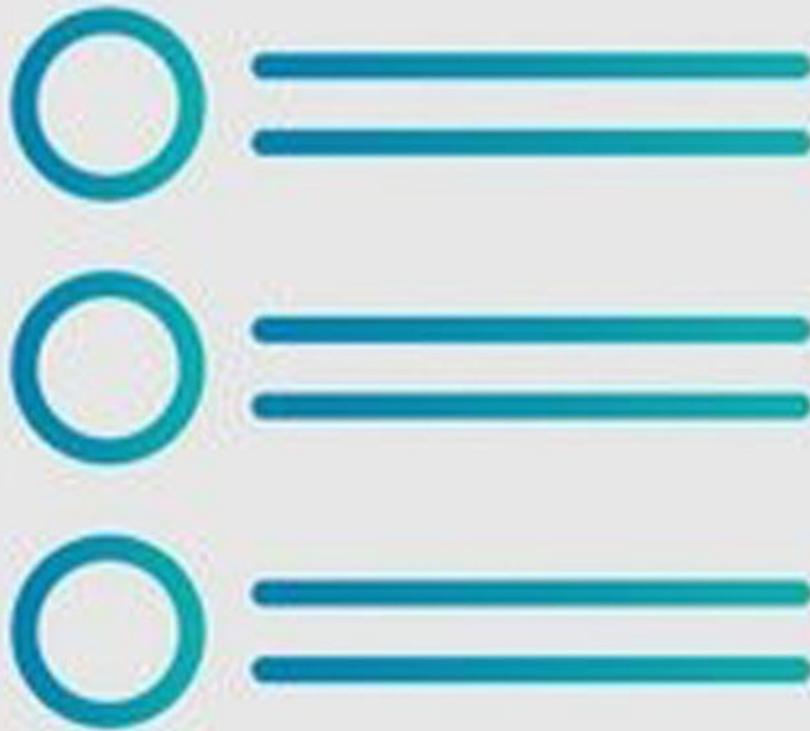




# How to Set Up and Implement Trainer Assessments

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Written By: Dozuki System

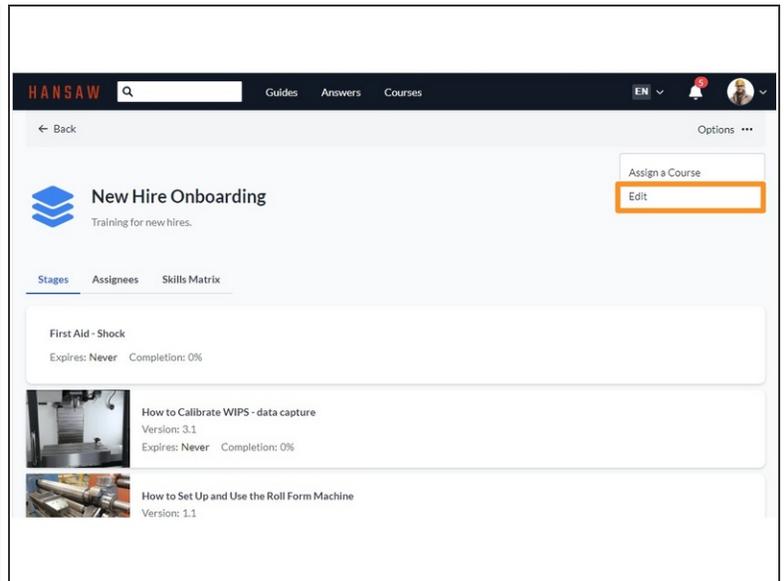
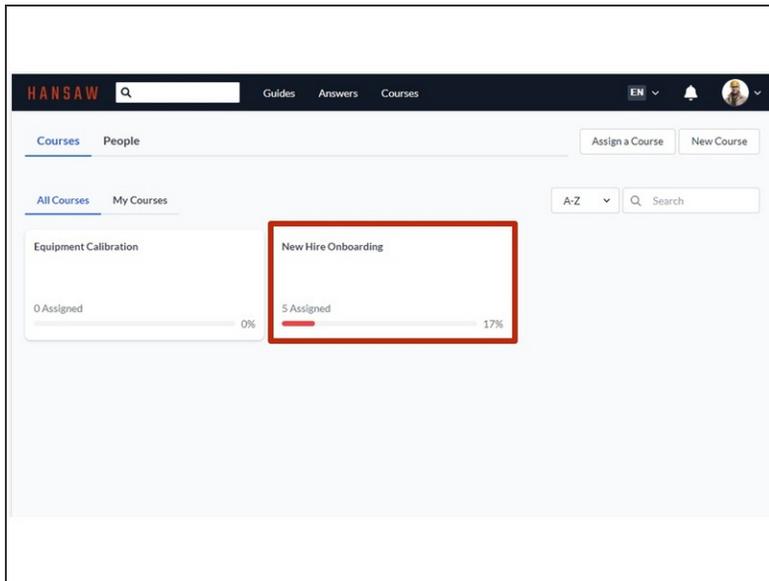


## INTRODUCTION

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**.

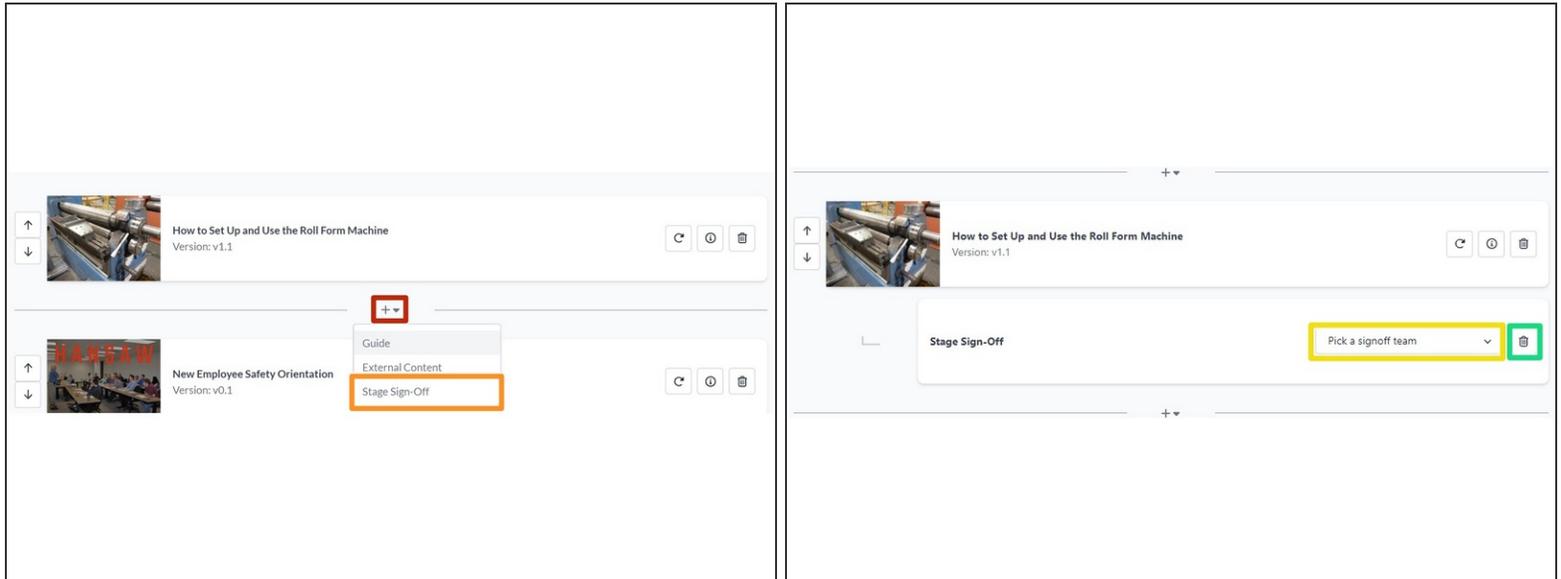
This can be done either asynchronously or in person, allowing for an "over-the-shoulder" type of training.

## Step 1 — How to Set Up a Trainer Assessment



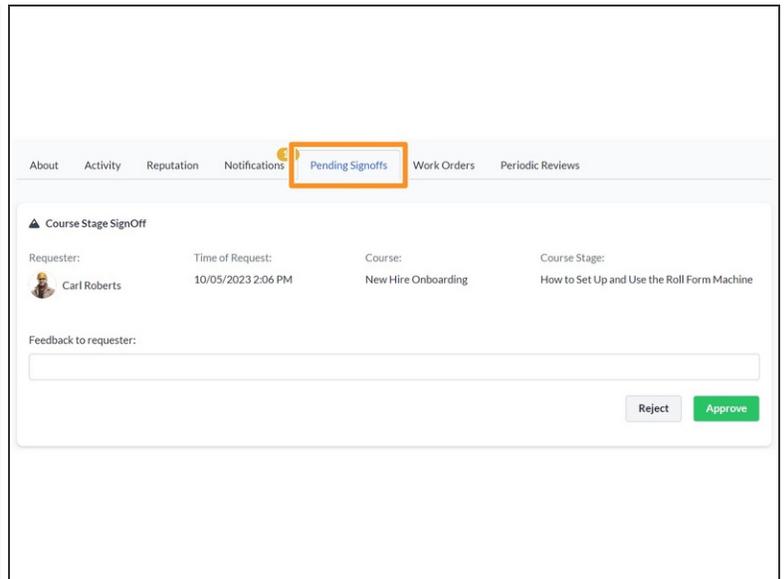
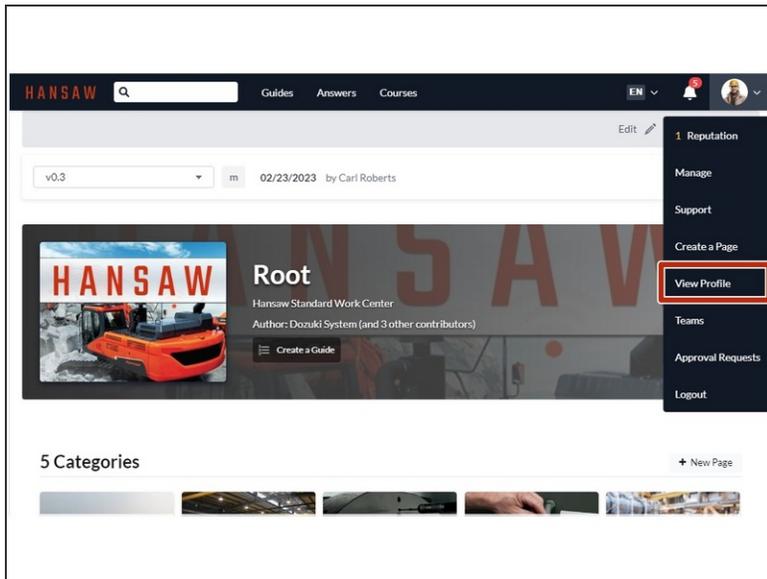
- Select a Course from the **Courses** page.
- Open the **Options** menu and select **Edit** to edit course stages.

## Step 2



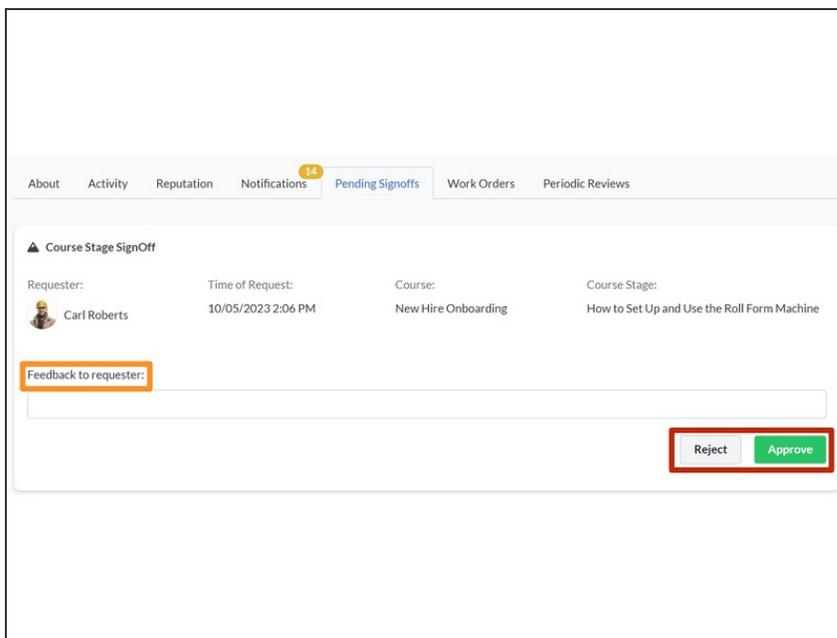
- Click the **+** icon on a stage to open a drop-down menu of options.
- Select **Stage Sign-Off**, which opens a new sub-menu.
- You will have to assign the Stage Sign-Off to a team before you can save your changes.
- Alternatively, click the **trashcan** icon to delete the Stage Sign-Off.
- Click **Save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

## Step 3 — Signing Off on a Trainer Assessment



- 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



- 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.