6 Steps to Successful Administration of Kozai Assessment Tools

The following steps have been developed to help administrators be as self-sufficient as possible in managing their online administration of The Kozai Group's online assessment tools.

Step 1.   Plan

Begin planning for administration at least 7 to 10 days before you want to see the assessment results. Consider extending that planning time if you are a new administrator and might need technical support.

a. Answer These Questions

- When do you want to send the online invitation to your participants to take the assessment?
- When do you want your participants to complete the assessment?
- Do you want to send reminders to complete the assessment? If so, when?
- Do you want your participants to receive their reports immediately, or do you want to distribute the reports at a later time?
- How do you want to pay for the assessments? The three options are:
  a) Participants pay through PayPal
  b) You pay for a specific number through PayPal
  c) You pay by invoice in 30, 60, or 90 days

b. Gather Participant Information

- Determine the number of participants.
- Collect the names and email addresses of the participants.

c. Check Email Security and Web Browser Compatibility

- The invitation to take the assessments is sent from noreply@qemailserver.com. If you will be administering within a large organization or institution, we highly recommend you work with their information technology department to ensure that email from that address is not blocked as spam.
- Accessing the inventory requires a current version of any web browser with JavaScript enabled. If the web browser is Internet Explorer, it must be version 9, which only runs on Windows Vista or Windows 7.

d. Give Yourself Time

- Remember that you are working with an online system, as well as with participants whose calendars and priorities may differ from your own. Give yourself time to send reminders and download or distribute last-minute reports.
- Please note that technical support is only available between 8:00 AM and 5:00 PM PST. You and your participants may need to wait if support is needed.

  e. Run a Test

- We allow you to set up your <u>first group</u> as a test group of no more than 3-5 participants total to become familiar with the website, at no charge.
- Consider including a member of your organizations' information technology department in the test group to determine if the Kozai online assessment is compatible with your organization's computer system, and if adjustments need to be made.
- Please name your test group:
  YourName, YourOrganization, Test Group, Date

Step 2. Set-up

- Go to http://reporting.qualtrics.com/Kozai.php to log in and create your group.
- The Kozai Administration Tutorial can be found at http://www.intercultural.org/documents/Online_Tutorial.pdf for additional guidance.
- Add the participants' names and email addresses to the group you created.
  Example: email address, last name, first name
  Instructions can be found at
  http://www.intercultural.org/documents/AddEmailAddresses.pdf

Step 3. Distribute

- To prepare the participants, we recommend you send them a preliminary email. A sample message you can adapt can be found at http://www.intercultural.org/documents/Pre-InviteEmail.doc.
- Send the invitation email containing log-in information to the participants through the Kozai assessment website.
- Download the log-in information, known as the distribution list, for your records. That will help you respond to possible technical issues, such as lost or deleted invitations. Instructions can be found at http://www.intercultural.org/documents/AccessLoginInfo.pdf

Step 4. Monitor

- Log in to your account to track participants' completion of the assessment.
- Re-send the invitation email to those still listed under Survey Status as Invitation Sent.
- If participants cannot receive the invitation email from the Kozai assessment website (noreply@qemailserver.com), you can send them the link and log-in information in a message from your email address. That information can be found on the distribution list.

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Step 5.   Access Reports

You will be able to see your participants' results reports immediately upon their completion of the assessment.

- If you chose "Show PDF report upon completion" when you created the group, the participants will receive an email containing the report.
- If you chose "Hide PDF report upon completion" when you created the group, you can:
  a) Download and print the reports to distribute in person
  b) Download the reports and email them as attachments
  c) Email the reports through the Kozai assessment website
- Download the group report for a results summary.
- If you are conducting research, including pre- and post-testing, you can receive your groups' results in either SPSS or Excel format. Please contact us a minimum of 5 weekdays before you want to receive this data.

Step 6.   Evaluate

Before you decide to administer the Kozai assessment tools again, consider what worked and what may need improvement, and adjust your plans accordingly. Please let the ICI staff know if you have specific needs or concerns not outlined in the steps above.

Contact ICI:

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Hours of Service:

Monday-Friday, 9:00 AM to 5:00 PM PST. Please note there is no evening or weekend coverage for technical support.