



# Workplace Personality Inventory™-II for Pharmacy Students Quick Start Guide for Schools

## Getting Started

### ➤ Create an Account

1. Log on to the Pearson TalentLens platform by clicking this link or entering it in your browser:

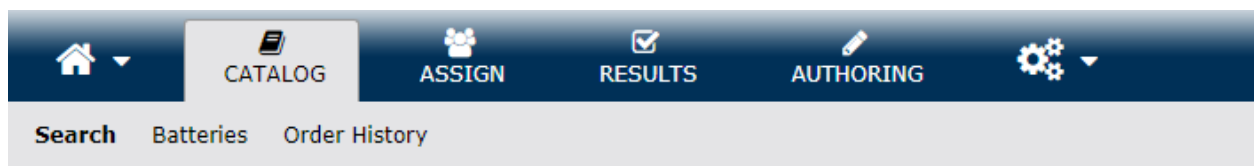
<https://tara.vitapowered.com/PharmacySchool>

2. At the bottom of the screen, click **Register Today!** and enter the requested information. Keep track of the user name and password you enter here—you will need them to purchase assessments.
3. When your registration is approved, you will receive an email with a link to log on. This can take up to 2 business days.

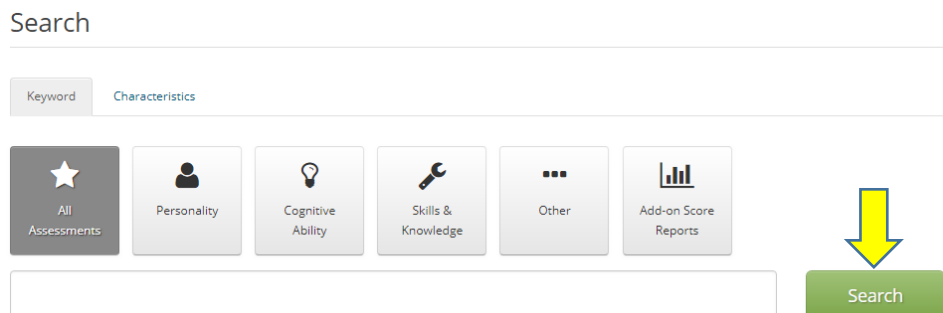
You will need a valid credit card, a list of the students to be assessed, and their email addresses.

### ➤ Purchase Assessments

1. Click the logon link you received in your email or enter it in your browser.
2. Click **Log On** in the upper right corner of the screen and enter the username and password you provided during registration.
3. When the **Administrator Dashboard** appears, look at the options in menu bar. Select **Catalog**, and then select **Search**.



4. When the following screen appears, simply click on the **Search** button to bring up the Workplace Personality Inventory-II for Pharmacy Students.

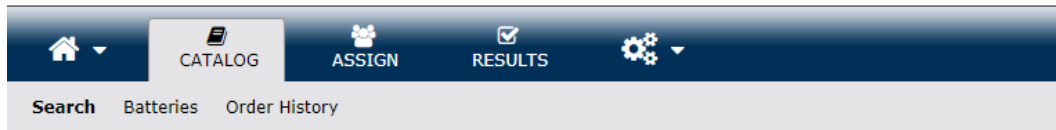


## Search Results

Show Filters

Search Relevancy	Instrument	Description	Publisher	Language	Estimated Time (min)	# Items	Price (USD)	Action
*****	<a href="#">Workplace Personality Inventory-II for Pharmacy Students</a>	Pearson's Workplace Personality Inventory-II is a flexible assessment that builds upon the original	Pearson Sample Corporation	English (United States)	35	192	15 <sup>00</sup> -20 <sup>00</sup>	<a href="#">Add to Cart</a>

5. Select **Add to Cart** and enter the number of assessments you want to purchase. The cost is \$20 per assessment when purchased individually, and \$15 per assessment when purchasing more than one.
6. When you are ready to complete your purchase or if you need to modify the quantity of assessments to purchase, click the **Cart** button.



Search

[Cart \(1\)](#)

7. In the Shopping Cart, check the quantity of assessments to be purchased, and then click **Continue**.



## Shopping Cart

This page allows you to edit your shopping cart and purchase its contents.

[Continue Shopping](#)

	Product	Price	Qty	Total
	<b>PEARSON</b> <a href="#">Workplace Personality Inventory™-II for Pharmacy Students</a>	<a href="#">\$20.00 USD</a>	<input type="text" value="1"/>	\$20.00 USD

Subtotal: \$20.00 USD

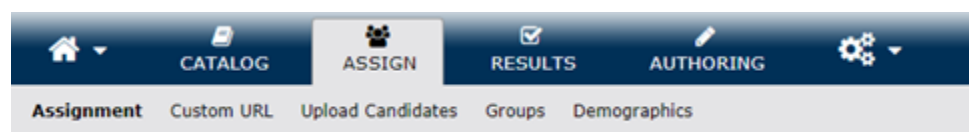
[Have a discount code?](#)

[Continue](#)

8. Complete the requested information on the Checkout page, and then click **Submit**.

## ➤ Assign Assessments to Students

After you have purchased assessments, select **Assign** in the menu bar.

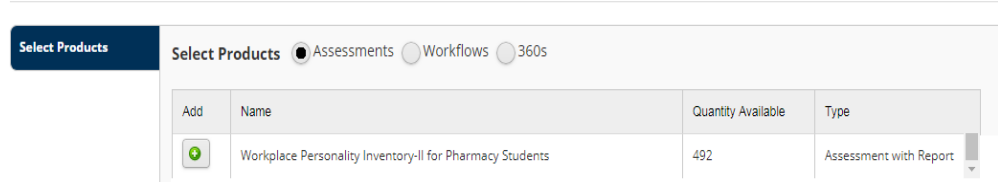


You have several ways to assign assessments to students. We recommend that you use **Manual Entry or Batch Upload** to assign assessments (described below). These two options make it easy to

track student progress, to control the number of assessments you are charged for, and to contact students. The system sends a link directly to the students and later sends reminder emails if the assessment hasn't been completed.

**Manually Entering Student Information.** Select **Assignment** to manually enter student information, one student at a time. At the **Assignment** screen, click the green plus icon in the **Add** column to select the Workplace Personality Inventory-II for Pharmacy Students then click **Continue**.

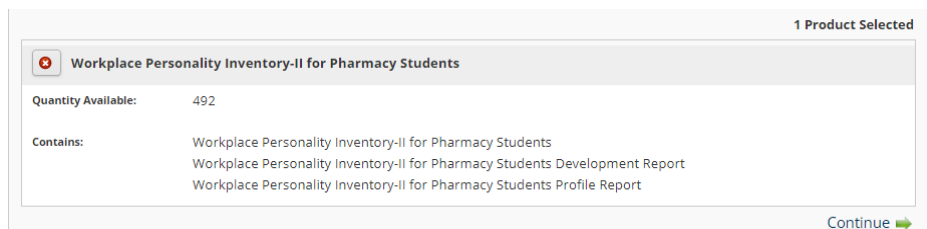
## Assignment



The screenshot shows the 'Assignment' screen with a 'Select Products' button and three radio buttons: 'Assessments' (selected), 'Workflows', and '360s'. Below is a table with the following data:

Add	Name	Quantity Available	Type
	Workplace Personality Inventory-II for Pharmacy Students	492	Assessment with Report

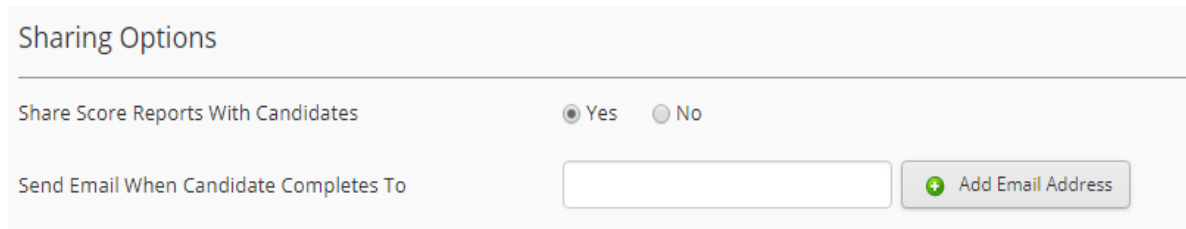
On the next screen, click **Continue**.



The screenshot shows the '1 Product Selected' screen. It displays the product name 'Workplace Personality Inventory-II for Pharmacy Students' with a quantity of 492. Under 'Contains:', it lists three items: 'Workplace Personality Inventory-II for Pharmacy Students', 'Workplace Personality Inventory-II for Pharmacy Students Development Report', and 'Workplace Personality Inventory-II for Pharmacy Students Profile Report'. A 'Continue' button with a green arrow is at the bottom right.

Then, click **Create Candidate** and enter the student's information. Click **Continue**.

The next screen provides several options. We recommend sharing the results directly with the student(s) by selecting **Yes**. When you choose this option, the student(s) will receive the Development Report. You can also share the results with others (faculty, department head, etc.) by entering their email in the space provided and clicking **Add Email Address**.

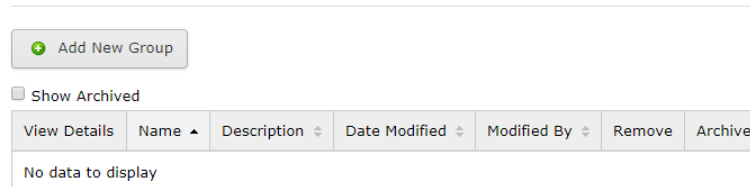


The screenshot shows the 'Sharing Options' screen. It has two sections: 'Share Score Reports With Candidates' with radio buttons for 'Yes' (selected) and 'No'; and 'Send Email When Candidate Completes To' with an empty text input field and an 'Add Email Address' button with a green plus icon.

**Batch Uploading Student Information.** If you have a large number of students to assess, it may be more efficient to create and upload a file containing all of the students to be assessed.

1. Create a group by selecting **Assign** and then **Group** from the menu bar. On the **Group Management** screen, click the green plus next to **Add New Group**.

## Group Management



The screenshot shows the 'Group Management' screen. It features an 'Add New Group' button with a green plus icon, a 'Show Archived' checkbox, and a table with the following columns: 'View Details', 'Name', 'Description', 'Date Modified', 'Modified By', 'Remove', and 'Archive'. The table currently displays 'No data to display'.

# Group Management


**\*Group Name**

**\*Description**

2. Enter a name and description for your group of students (e.g., Spring2019 First Year Students). Then click **Save Group** at the bottom of the screen.
3. Next, select **Assign** and then select **Upload Candidates**. (NOTE: This function also is located on the **Assignment** page.)


Upload Candidates

**Select File to Upload**

FORMAT 

Default

Custom

SELECT FILE 


*No file selected.*

Use this template file to add candidates into the appropriate columns and then upload the file.

4. Download the **Default Template** and then add a row of information for each student to be assessed. (NOTE: If you have an existing spreadsheet of student information, you may want to use the Custom Format option here.)
5. To upload your excel file, click **Select File**. In the Open dialog, navigate to your file and click **Open**. Then, on the Upload Candidates screen, click **Continue**.
6. On the next page, add these students to the group you created earlier by clicking the radio button next to “Existing” and selecting your group from the list provided. Then click **Continue**.


Upload Candidates

**Add Candidates to a Group**

ADD TO GROUP 

None

New

Existing  

7. On the **Review** screen, click **Upload Candidates**. Follow the on-screen instructions.
8. Next, select **Assignment** from the menu bar and then click the green plus icon in the **Add** column to select the assessment (Workplace Personality Inventory-II for Pharmacy Students) then click **Continue**. Then search for and select the candidates to be assessed.
9. The next screen provides several options. We recommend sharing the results directly with the student(s) by selecting **Yes**. When you choose this option, the student(s) will receive the Development Report. You can also share the results with others (faculty, department head, etc.) by entering their email in the space provided and clicking **Add Email Address**.

### Sharing Options

Share Score Reports With Candidates  Yes  No

Send Email When Candidate Completes To  [Add Email Address](#)

Regardless of the option you use, you can review and modify your selections (see example below). When you click **Assign** at the bottom of this screen, the system sends email notifications to students.

### Assignment

Select Products

Select Candidates

Select Options

Review and Assign

#### Review Selections

Assigning the following products [Change Products](#)

- Workplace Personality Inventory-II for Pharmacy Students
  - Workplace Personality Inventory-II for Pharmacy Students
  - Workplace Personality Inventory-II for Pharmacy Students Development Report
  - Workplace Personality Inventory-II for Pharmacy Students Profile Report

Assigning to 2 candidates. [Change Candidates](#)

Email template **Tester Assigned** - English will be sent to candidates. [Change Email](#)

[Go Back](#)

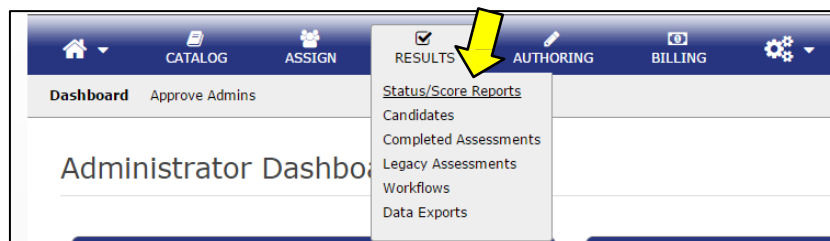
[Assign](#)

**Notifying Students.** The default is a standard email sent to students, letting them know they have been registered to take the assessment. The email provides a link to the assessment and your contact information in case they have questions. You may revise and tailor this email as needed.

We also recommend that you send an email directly to the candidates as well, letting them know that they will receive a link to the assessment.

### ➤ Track Student Progress and View/Download Reports

1. You can use the Administrator Dashboard to track student progress and to download and view the students' Profile and Development reports when they have completed the assessment. Select **Results** from the menu bar and then select **Status/Score Reports**.



2. At the Product Status Matrix screen, you can review the number of assessments you've assigned, how many remain to be assigned, and how many have been completed.


[Home](#)
[CATALOG](#)
[ASSIGN](#)
[RESULTS](#)
[AUTHORING](#)

[Status/Score Reports](#)
[Candidates](#)
[Workflows](#)
[Data Exports](#)

### Product Status Matrix

\* View by Status

Product Title	Available	Assigned	Completed	Expired	Withdrawn
Workplace Personality Inventory-II for Pharmacy Students	6	1	1	-	-



- Click on the number of completed assessments to see a list of the student reports available (in this case, the number 1). Then, click **View Report** to download a particular student's reports.

#### Product Results - Workplace Personality Inventory-II for Pharmacy Students

Search:  Date Range: 12/28/2017 to 03/28/2018 Group:  Search

Select which scores to display

Results Per Page: 25

<< 1 >>

<input type="checkbox"/>		Assigned By	Date Completed	Name
<input type="checkbox"/>	<a href="#">View Report</a>	Shanita, Kerwin	03/19/2018	<a href="#">Latif, Hanna</a>
<input type="checkbox"/>	<a href="#">View Report</a>	Shanita, Kerwin	03/19/2018	<a href="#">Archuleta, Latif</a>
<input type="checkbox"/>	<a href="#">View Report</a>	Shanita, Kerwin	03/19/2018	<a href="#">Cathy, Cathy</a>
<input type="checkbox"/>	<a href="#">View Report</a>	Shanita, Kerwin	03/19/2018	<a href="#">Bach, Cathy</a>
<input type="checkbox"/>	<a href="#">View Report</a>	Shanita, Kerwin	02/20/2018	<a href="#">Zoe, Kerwin</a>

Merge Selected Results

## Questions?

The PCAT web site provides additional information: <http://pcatweb.info/PCAT-Information-for-Administrators-and-Faculty>

If you encounter problems purchasing or administering assessments, contact Pearson TalentLens at [talentlens@pearson.com](mailto:talentlens@pearson.com) or (888) 298-6227.