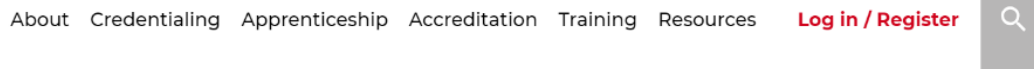




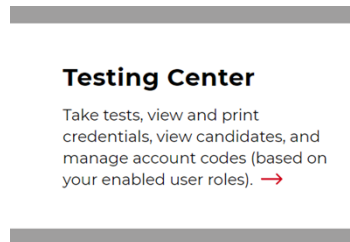
Assigning an Evaluator

This tutorial for account administrators covers how to assign evaluators to candidates.

1. Go to www.nims-skills.org and click **Log in / Register** in the top-right corner.



2. On the welcome screen, navigate to the Testing Center link.

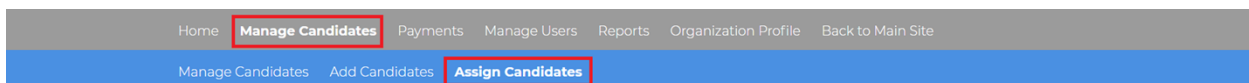


3. Check to make sure you have selected **Account Administrator** in the top right hand corner of the screen.



Welcome Samuel Logout Account Admin ▾

4. Go to the **Manage Candidates** link and click on the link in the blue bar labeled **Assign Candidates**. This will take you to the page where you will assign evaluators to candidates.



- Using the select option, choose one or more credentials and then search for candidates by name, username, and other options.

Select Test(s)

Basic Hydraulic Systems

First Name sam	Last Name Last Name	Username Username
Date Registered From Date	To Date	Notes Notes

SEARCH

- Next, select the checkbox next to the candidate who will receive the evaluator assignment. After this you can click the **Assign Evaluator** button.

Search:

↑↓	First Name	↑↓	Last Name	↑↓	Username	↑↓	Date Registered	↑↓	Status	↑↓	Notes	↑↓
<input checked="" type="checkbox"/>	Samuel		Marcus		smarcus4		05/22/2018		Active			
First Name	Last Name	Username	Date Registered	Status	Notes							

Showing 1 to 1 of 1 entries

Previous 1 Next

ASSIGN PROCTOR **ASSIGN EVALUATOR**

- Finally, choose the evaluator from the list of eligible individuals you would like to assign to that candidate. You will also be required to select a due date for each affidavit. Click the **Update** button on the right side next to each evaluator you wish to add.

Back

Assign Evaluators

Select a Evaluator to associate with candidate's credential.

Candidate Name	Credential Name	Assign Evaluators			
		No	Due Date	Select Evaluator	Action
Samuel Marcus (smarcus4)	Basic Mechanical Systems	1	09/01/2018	Ernest Hemingway	Update
		2		Select Evaluator 2	Update
		3		Select Evaluator 3	Update

When you see the green check mark appear, that means that you have successfully assigned the evaluator and they can now submit the affidavit for the candidate.