LEARNING MANAGEMENT SYSTEM (LMS)
CREATING A MULTI-RATER ASSESSMENT (MRA)

This QRG will guide you through the steps of creating a MRA. This allows multiple people to rate selected competencies (a set of skills or knowledge that can be defined, measured, and tracked) for a single person.

1. Log into the LMS.

   NOTE: For instructions about logging on, refer to the Log-On Instructions (TS02-L) QRG.

2. Click the Competencies link in the left menu.

![Competencies link](image)

Figure 1 – Competencies link in the left menu on the LMS home page
3. Click the **Multi-Rater Assessments** link in the left menu.

![Multi-Rater Assessments link](image)

**Figure 2 – Multi-Rater Assessments link**

4. Click the **New Multi-Rater Assessment** link.

![New Multi-Rater Assessment link](image)

**Figure 3 – New Multi-Rater Assessment link**
5. Select the **Competency-based** radio button and then click the **Next** button.

![Figure 4 – Competency-based radio button and Next button](image)

6. Enter a name in the MRA Title field, enter an appropriate description of the MRA in the Description field, enter a date to close the MRA in the Closes On field (MM/DD/YYYY format), and then click the **Add Competency** link.

![Figure 5 – Title, Description, and Closes On fields, Pick Closes On icon, and Add Competency link](image)
NOTE: You can use the Closes On pick icon to open a calendar to select the date.

Figure 5 – Calendar pop-up window

7. Select the Held or Required option from the View By pull-down menu to determine what type of competency is being assessed.

Figure 6 – View Held by pull-down menu options
8. Select the checkbox to the left of the competencies you wish to be assessed and then click the Submit button.

9. Click the Add Competency link and repeat steps 7 and 8 to add any additional competencies to the assessment.
10. Click the **Add Rater** link.
11. Enter the name of the person you wish to add as a rater in the Name field and click the **Search** button.

![Search for People](image)

**Figure 9 – Name field and Search button**

**NOTE:** You may also use Advanced Search function to find a rater by clicking the **Advanced Search** link.

12. Select the **Checkbox** next to the name of the person to be assigned as a rater and then click the **Select** button.

![Search Results](image)

**Figure 10 – Select checkbox and Select button**

13. Repeat steps 10 through 12 to add additional raters.
14. Click the **Save & Submit for Approval** button.

15. Click the **Yes** button on the approval confirmation screen that is displayed.
Figure 12 – Yes button on the Submit for Rater Approval confirmation screen
16. Your MRA has now been created.

**NOTE:** Assigned raters must still accept and complete the assessment. They may do this until the specified close date is reached.

If you experience trouble with this process, please refer to the [LMS Support Page](#).