

This guide is designed to help you use the 360 assessment tool.

The purpose of the 360

The 360 is a diagnostic tool designed to help you find out where your strengths and areas for development lie in terms of leadership. The 360 is so named as it aims to give you an all-round view of your leadership skills, from a wide range of different people.

You complete a set of questions based on leadership competencies, rating yourself on a scale of 1-4. You also invite other people to rate you on those same competencies. Once 5 of your raters have responded, you will be able to view a report which aggregates and anonymises their feedback, and compares it against the ratings you gave yourself. You can invite as many raters as you like.

You go through this process twice – once at the beginning of your course, and once at the end. This will give you a chance to see the change in your leadership competencies over time.

Solving problems

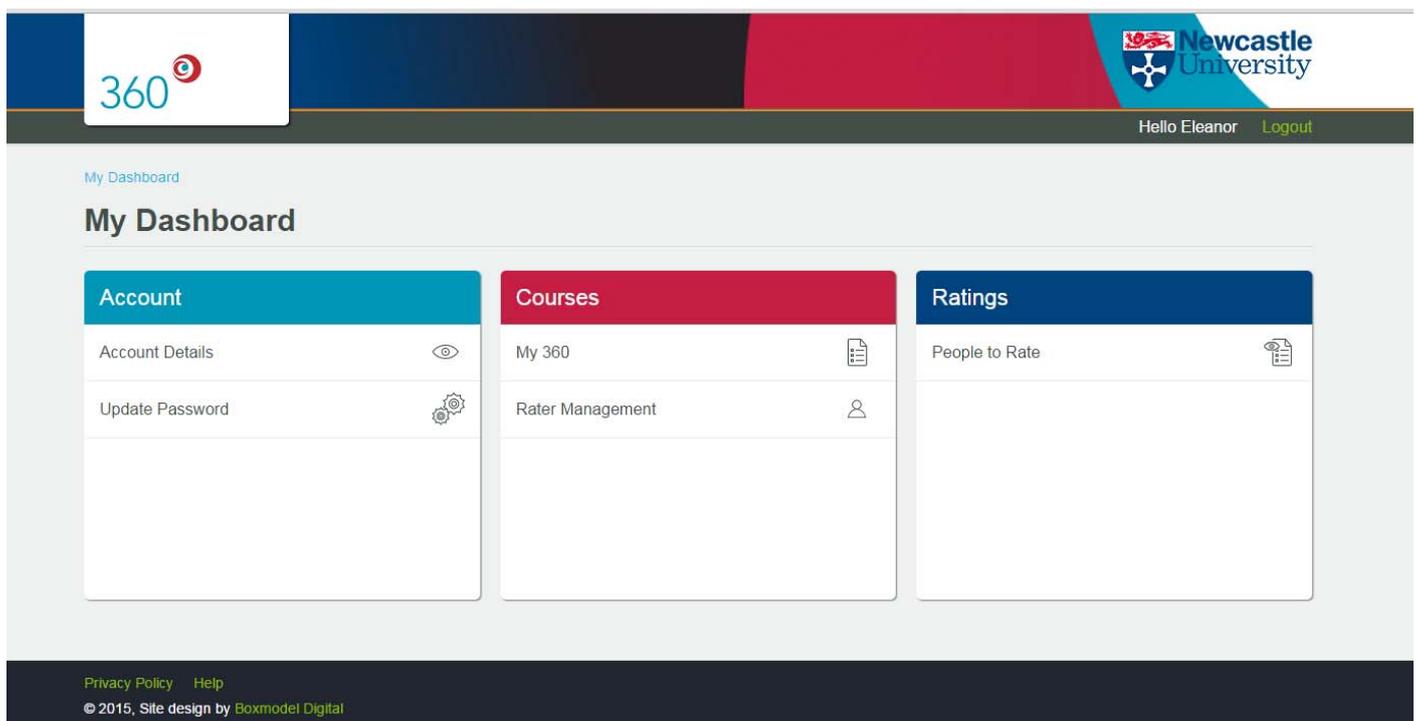
If you have any issues with the 360 that this guide does not resolve, please get in touch with the office. If you are receiving error messages, please either take a screenshot or copy down the exact error received and put it in your email. If the query relates to raters, please give the full name email address of any rater affected by your issue. We will then be able to assist you quickly.

Please note that almost all issues with logging in can be solved straight away by using the password reset process on the login page, as this will reset your password. Full instructions are given on the login page itself.

User Guide

My Dashboard

This is your homepage, or “Dashboard”. It contains links to all the other aspects of the 360.



The screenshot shows the 'My Dashboard' interface. At the top, there is a header with the '360' logo on the left and the Newcastle University logo on the right. Below the header, the text 'Hello Eleanor Logout' is visible. The main content area is titled 'My Dashboard' and contains three columns of cards:

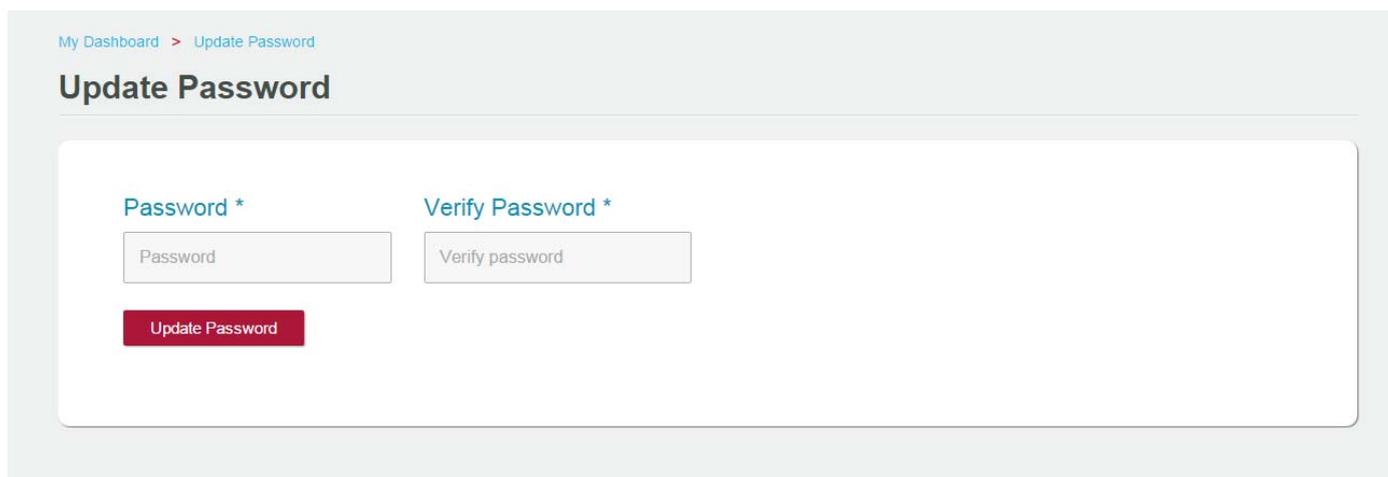
- Account** (teal header):
 - Account Details (with an eye icon)
 - Update Password (with a gear icon)
- Courses** (red header):
 - My 360 (with a document icon)
 - Rater Management (with a person icon)
- Ratings** (dark blue header):
 - People to Rate (with a document icon)

At the bottom of the dashboard, there is a footer with links for 'Privacy Policy' and 'Help', and a copyright notice: '© 2015, Site design by Boxmodel Digital'.

You can view your account details by clicking on “Account Details”. This will display the details currently held on the 360. There is also a link from here to change your password.

Changing your password

You can also change your password by clicking on “Update Password” on from the Dashboard.



My Dashboard > Update Password

Update Password

Password *

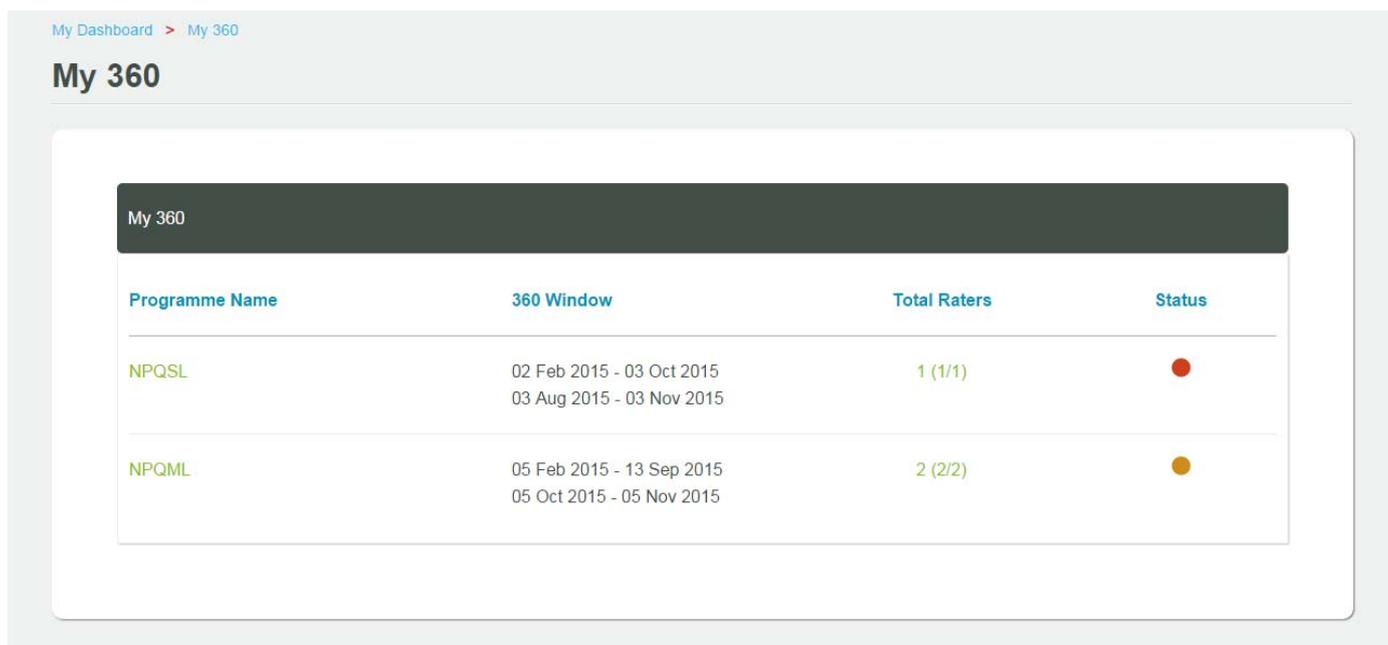
Verify Password *

Update Password

Type your new password into each field and click “Update Password”.

Your 360

From your dashboard, click “My 360” under “courses” in the centre of the page. You will see programmes you are currently enrolled in. Click on the programme that you would like to complete the 360 for, e.g. NPQSL. (In most cases, you will only see one programme here).



My Dashboard > My 360

My 360

Programme Name	360 Window	Total Raters	Status
NPQSL	02 Feb 2015 - 03 Oct 2015 03 Aug 2015 - 03 Nov 2015	1 (1/1)	●
NPQML	05 Feb 2015 - 13 Sep 2015 05 Oct 2015 - 05 Nov 2015	2 (2/2)	●

This will take you to the course progress screen.

Course progress

Rater Management

Initial Rating: 02 Feb 2015 - 03 Oct 2015

Rater Name	Rating	Status	Progress	Email Rater
Self	Initial Rating	●	<input type="button" value="Start"/>	<input type="button" value="✉ Email Rater"/>

Final Rating: 03 Aug 2015 - 03 Nov 2015

Rating Reports:

On the course progress screen, you can see your progress in completing the 360. Once you have added raters, you will also see them here. In the example below, I have not yet assigned any raters, and I have not begun to rate myself. To start rating yourself, click “Start”. This will take you to the questions.

NPQSL: Gordon, Eleanor

Operational Management - Developing others

Someone who is strong on developing others develops and empowers colleagues so that they experience real, significant personal growth. Proactively looks for ways to develop others even when they are not required to do so. This involves continually seeking out opportunities to develop colleagues through activities such as mentoring, supporting, championing and guiding, in order to bring out the very best in them.

Why it matters: Our school leaders need to demonstrate a genuine commitment to developing others. They need to support and empower others to reach their full potential.

Key question: Are you passionate about developing others? Are others more capable and do they feel empowered as a result of your actions?

Level 1

Indicates the competency is being applied at a level which requires development

- Openly expresses faith or belief in the abilities of others
- Looks for the chance to help others to grow
- Shows intent to help others
- Takes time to understand the needs of others



Level 2

Indicates the competency is being applied at an emergent level

- Provides practical support to help others to accomplish tasks
- Gives reasons and rationale to help others learn from their mistakes
- Delegates work activities with the development of the individual in mind



Level 3

Indicates the competency is being applied at an effective level

- Demonstrates a strong understanding of individuals' strengths and development needs
- Gives clear and balanced feedback to encourage ongoing development
- Provides specific advice or suggestions for performance improvement



Level 4

Indicates the competency is being applied at a level which is a strength

- Regularly provides in-depth mentoring or coaching, both formally and informally
- Creates opportunities for the long-term development of others
- Helps others to think through their development priorities and creates a clear plan for addressing these needs

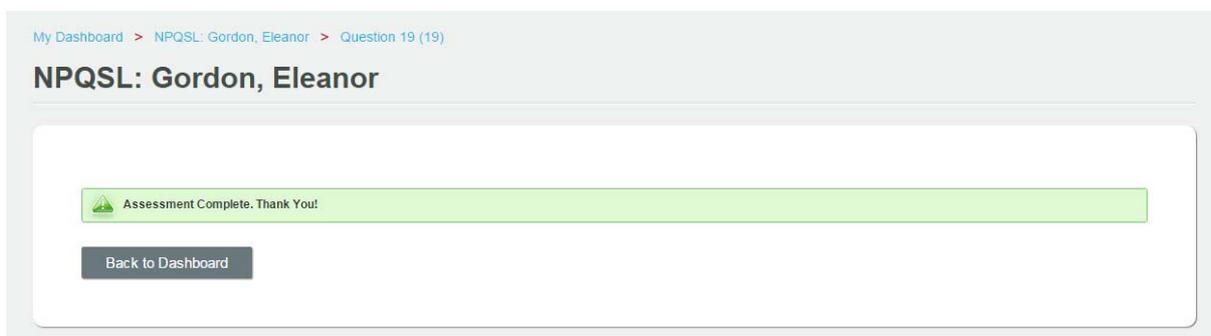


Read each question carefully, and select the level you feel best describes you. The more carefully you consider the statements, the better insight you will gain into your own competencies in your final report. The 360 and its report is intended for your use only, and does not form any part of any formal assessment process.

If you close your browser window or are interrupted, the system will save your place. When you log back in and go back to the “course progress” page, you will see a “continue” button instead of “start”.

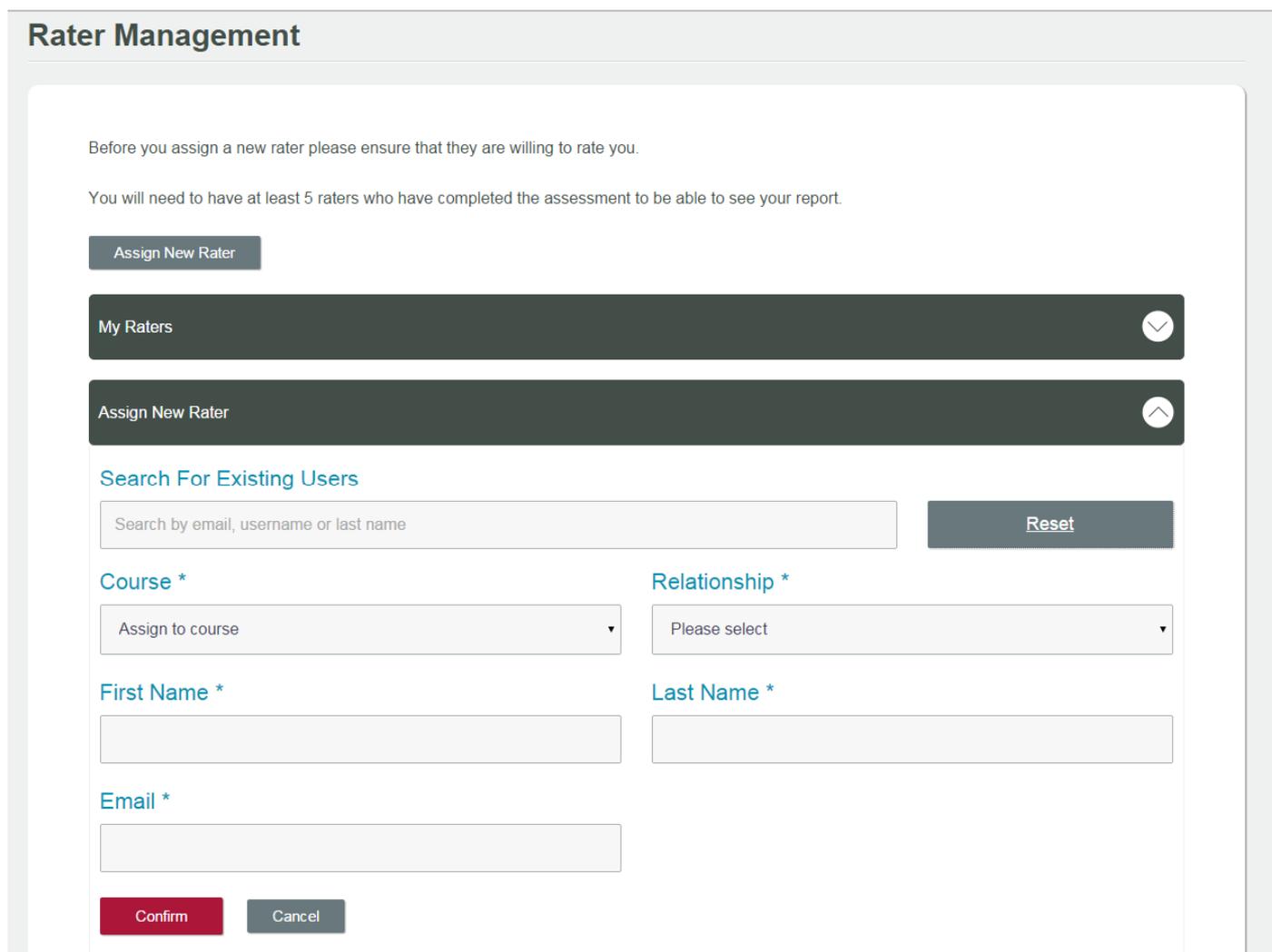
You can navigate through the 360 questions using “previous question” and “next question” buttons. When you have gone through all of the questions, you will see “complete assessment”. Once you click it, your answers will be saved. Please do not click “complete assessment” until you are sure you have answered all questions as you would like to, as you cannot go back to this assessment afterwards.

Once you have clicked on “complete assessment” you will see this confirmation screen.



Assigning people to rate you

You can assign raters at any time during your 360 window, but we recommend that you assign them as soon as you get access. You may wish to ask potential raters if they will have time to rate you before sending them a request, and ask which email address they would like you to send their invitation to.



From your dashboard, click on “Rater management”. This will bring you to the Rater Management screen. Click on “assign new raters” to bring up the form.

Choose the course you wish them to rate you on (your current programme), and their relationship to you. You will then need to type in their name and their email address. Please take extra care that you enter their email address correctly, as this will become their username.

Once you click “confirm”, they will be sent an invitation to rate you. If you are the first person who has invited them to the 360, they will also receive an email with the details of their new account, and instructions on how to log in.

The login page contains instructions on logging in. Please note that even if your rater doesn’t receive their initial login email, they will still be able to log in by following the instructions on the login page, as their account is created when you click “confirm”.

Viewing your raters and their progress

You can check on your raters’ progress by clicking on “my raters” on the “Rater Management” screen. You will see a list of your raters with a traffic-light status of where they are with your assessment. A red light indicates they have not started, amber indicates they have partially completed, and green indicates they have fully completed your rating. Remember that they will rate you once at the beginning (Initial Rating), and once at the end of your course (Final Rating), so there will be a different traffic light for each.

The screenshot shows the 'Rater Management' page. At the top, there is a breadcrumb 'My Dashboard > Rater Management' and a title 'Rater Management'. Below the title, there are two informational messages: 'Before you assign a new rater please ensure that they are willing to rate you.' and 'You will need to have at least 5 raters who have completed the assessment to be able to see your report.' There are two 'Assign New Rater' buttons, one above and one below the main content area. The main content area is titled 'My Raters' and contains a 'Filter by course' dropdown menu. Below the filter is a table with the following columns: 'Programme Name', 'Rater Name', 'Initial Rating', 'Final Rating', and 'Edit Rater'. The table contains one row for 'NPQML' with the rater 'Barber, Francis'. The 'Initial Rating' is represented by an amber circle, and the 'Final Rating' is represented by a red circle. An 'Edit Rater' link is provided for this rater.

Programme Name	Rater Name	Initial Rating	Final Rating	Edit Rater
NPQML	✉ Barber, Francis	●	●	Edit Rater

You can edit the details saved for your rater by clicking “edit rater”.

Rating others

Once you have logged in, you will see a “people to rate” option on your “My Dashboard” screen. Clicking it will bring you to the “People to rate” screen.

People to Rate

[View All Ratings](#)

Participant Name	Programme Name	360 Window	Status	Progress
Barber, Francis	NPQSL	02 Feb 2015 - 03 Oct 2015	●	Start
Barber, Francis	NPQSL	03 Aug 2015 - 03 Nov 2015	●	Start
Barber, Francis	NPQML	01 Nov 2015 - 01 Dec 2015	●	Closed
Reid, Anna	NPQML	01 Nov 2015 - 01 Dec 2015	●	Closed
Barber, Francis	NPQML	01 Jan 2015 - 01 Jun 2015	●	Closed
Reid, Anna	NPQML	01 Jan 2015 - 01 Jun 2015	●	Closed

You will see a list of people to rate down the left hand side of the screen, along with which programme they are doing and the dates the assessment is open for you to complete. The windows are set at the beginning of the particular programme and stay open for several months. The length of time available to you to complete the assessment depends at which point during their programme the participant invited you – the deadlines are absolute, rather than being relative to when you were invited. We advise participants to invite their raters as soon as they have access to the 360 at the beginning of their course.

You can use this screen to check on your progress for each participant using the traffic lights under “status”. A green traffic light indicates the assessment has been completed by you, amber indicates it is partially completed, and red indicates you have not yet begun to rate this person.

You will see a button under “progress” which will enable you to complete or start your assessment of a participant. If the assessment window is closed, you will see “closed”. This appears both before the assessment window is opened, and after it has closed.

People to Rate

View All Ratings

Participant Name	Programme Name	360 Window	Status	Progress
Barber, Francis	NPQSL	02 Feb 2015 - 03 Oct 2015		Continue
Barber, Francis	NPQSL	03 Aug 2015 - 03 Nov 2015		Start
Barber, Francis	NPQML	01 Nov 2015 - 01 Dec 2015		Closed
Reid, Anna	NPQML	01 Nov 2015 - 01 Dec 2015		Closed
Barber, Francis	NPQML	01 Jan 2015 - 01 Jun 2015		Closed
Reid, Anna	NPQML	01 Jan 2015 - 01 Jun 2015		Closed

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[Previous question](#)

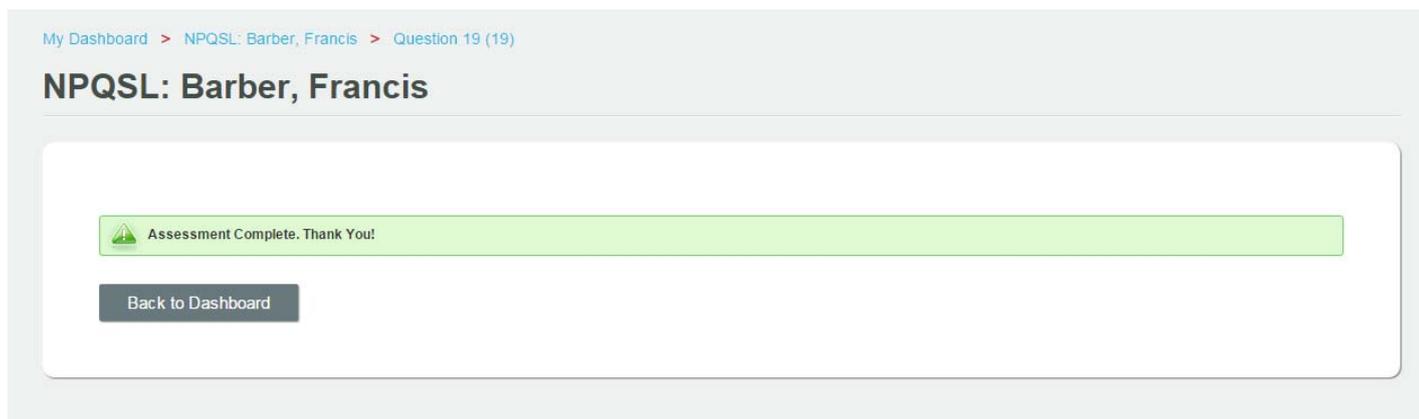
[Complete Assessment](#)

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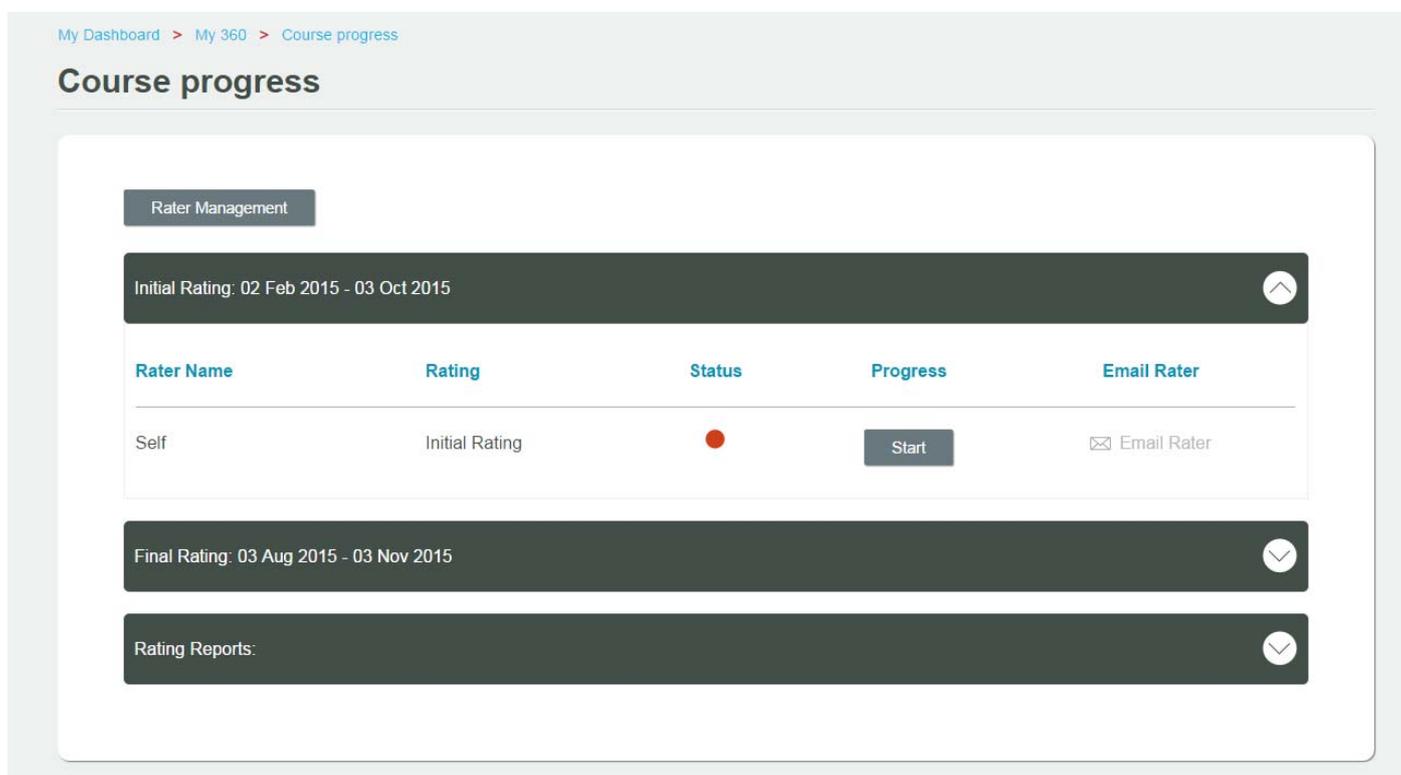
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Your Report

You can access your 360 report, when available, from your dashboard. Click on "My 360", and click the name of the programme you would like to view your report for.



This will bring up the "Course Progress" screen. You can access your reports under "rating reports". Click on the heading to expand it.

Course progress

Rater Management

Initial Rating: 02 Feb 2015 - 03 Oct 2015



Final Rating: 03 Aug 2015 - 03 Nov 2015



Rating Reports:



Initial Rating

Final Rating

Unavailable

Unavailable

Two reports are available per programme, one for the first rating and one for the second rating. When your report is available, you will see a “download” link. Simply click this to obtain your report in PDF format.

If your report is unavailable, either you have not completed your self-assessment for that programme, or you do not have 5 raters who have completed the assessment on that programme for you. You can check this under the Initial Rating / Final rating heading, using the traffic lights to determine their progress.