Morrisby Aspirations Administration Guide

September 2020

Aspirations Administration Guide

It is important for reliable and accurate results that the Aspirations session runs smoothly and follows a standard format. This guide covers the planning and administration of such a session. Students are more likely to engage positively with the process if they feel it is a worthwhile and valuable exercise. This requires a little planning and preparation.

Before the Profiling Session

Technical Requirements

To ensure the assessments run smoothly a number of technical requirements must be met. These are listed on: http://app.morrisby.com/technical-requirements Please ask your IT staff to review these conditions. They are not particularly demanding and most school systems comply readily. We'd recommend your IT colleagues to run a test scan using a student device, with standard permissions. They will need your "centre code" to run this scan. This code is shown in the Settings menu of Morrisby Manager. The scan verifies your infrastructure set-up, automatically checking various settings. It will also indicate if there is an upper limit to the number of concurrent users that can be handled by your network.

Ensure that a sufficient number of compatible devices are available for the session, and that they have internet access. Please ensure that mobile devices are charged or have power and that desktops have a mouse and keyboard.

Student Sign Up

Students sign up at www.morrisby.com using the Registration Code provided to the school or centre. Registration codes are also displayed in the Settings menu of Morrisby Manager. The same code is used by all of your students.

If you suspect unauthorised use of a Registration Code, please call or email Morrisby. We will identify when and where unauthorised access occurred and ensure you are not charged and if necessary that the code is invalidated. Similarly, if a student registers more than once by mistake, please contact us, and we will delete any duplicate accounts.

Whether the students are using Morrisby Aspirations via the school's **Morrisby Careers** licence, or whether they are taking Aspirations early as part of the individually priced **Morrisby Profile** service, the process is exactly the same. The school will have been provided with the relevant code and students will sign up in the same way.

Venue

Ensure that the venue is booked for the appropriate length of time, allowing around 5 - 10 minutes for set-up.

Student Preparation

In advance of the session, it is important to explain to students the purpose and nature of the session.

• The purpose of the session is to complete some questionnaires, which will help them discover their preferences, and interests. These will be interpreted and analysed in the context of careers and educational choices, giving them suggestions for career areas, subject choices and educational routes.

• No special preparation is required for the session, although if any students require glasses to read a screen, they should bring them.

• The session will last 10-15 mins.

Administration Instructions

Introduction

The administrator should include the following points in their introduction.

1. Welcome and introduce yourself and any assistants.

2. During the session they will complete a set of questionnaires, the results of which describe their make-up and help them with their subject and career choices.

3. Ensure all mobile phones are switched off, and that they do not have any other programmes open on their computer.

4. The process will take about 15 minutes, after which they will be able to access their results as soon as they have completed the assessments.

5. Translation devices may be used by ESL students as required.

6. In a moment they will be taken through the sign-up process. Although their login details will be confirmed to them by email, they can if they wish make a note of the email address and password they use.

7. General advice: The validity of the results and therefore the value they will be later can be impacted by the approach they take. Therefore it is important to be honest in answering the questions. Their answers should be based on their own interests and not what they think they should be answering. Advise them not to dwell too long on any question. The best approach is to answer with the first thing that comes into their head, as this will usually be the most accurate answer. Remind them that if their interests change, they can retake the questionnaires.

8. Ask if there are any questions. Answer these as appropriate.

Session Instructions

SAY	**DO**
Open your browser and visit: www.morrisby.com	[Show web address on the board]
Click 'Sign Up'	
Enter the following Registration code: _____	[Show Registration Code on the board]
Then, add your name, date of birth, email address and choose a memorable password. [* Please make a note of the email and password you used.]	
Once you have entered these, click the Submit button. [* A copy of your login details will be sent to the email address you entered, but you do not need to check that now.]	[* Omit instructions as appropriate.]
As soon as you are ready to begin, click the 'Start' button, and complete the Aspirations Questionnaire.	