

Profiling Instructions for School Staff

School name:

Step 1:

Write on whiteboard (all highlighted text):

Type in browser: app.morrisby.com

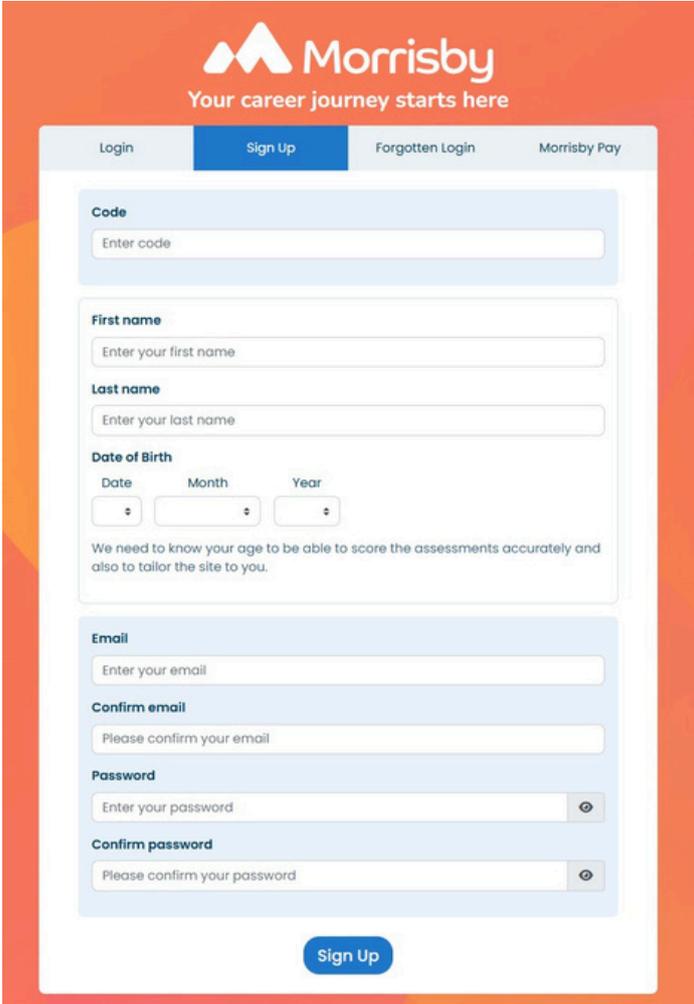
Click SIGN UP tab & enter this code:

Step 2:

Students visit app.morrisby.com

Click SIGN UP tab & enter registration code.

Then name, DOB, school email and password (have students record password somewhere). Click 'Sign up'

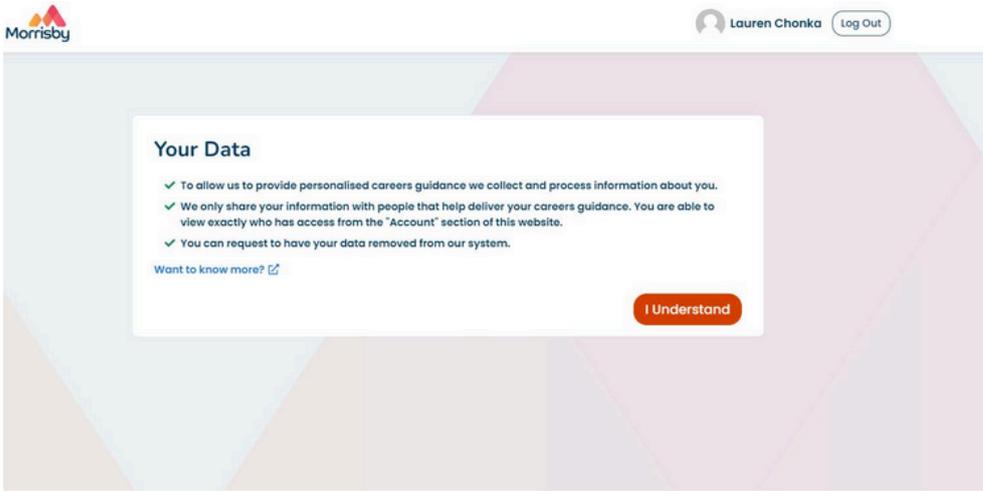


The screenshot shows the Morrisby Sign Up form. At the top, the Morrisby logo is displayed with the tagline "Your career journey starts here". Below the logo, there are four navigation tabs: "Login", "Sign Up" (which is highlighted in blue), "Forgotten Login", and "Morrisby Pay". The form itself is divided into several sections:

- Code:** A text input field labeled "Enter code".
- First name:** A text input field labeled "Enter your first name".
- Last name:** A text input field labeled "Enter your last name".
- Date of Birth:** Three dropdown menus for "Date", "Month", and "Year". Below these is a note: "We need to know your age to be able to score the assessments accurately and also to tailor the site to you."
- Email:** A text input field labeled "Enter your email".
- Confirm email:** A text input field labeled "Please confirm your email".
- Password:** A text input field labeled "Enter your password" with a toggle icon for visibility.
- Confirm password:** A text input field labeled "Please confirm your password" with a toggle icon for visibility.

At the bottom of the form, there is a blue "Sign Up" button.

1st screen after sign up Click 'I understand'



Morrisby Lauren Chonka Log Out

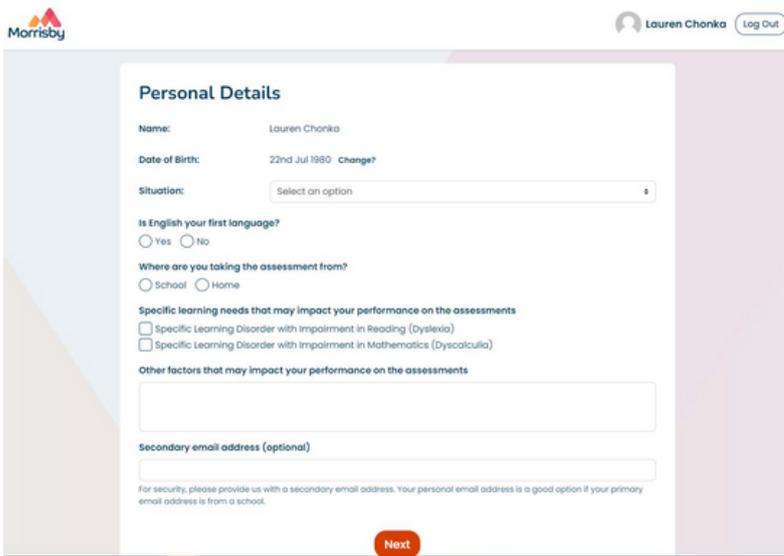
Your Data

- ✓ To allow us to provide personalised careers guidance we collect and process information about you.
- ✓ We only share your information with people that help deliver your careers guidance. You are able to view exactly who has access from the "Account" section of this website.
- ✓ You can request to have your data removed from our system.

[Want to know more?](#)

I Understand

2nd screen after sign up Check any relevant details Click 'Next'



Morrisby Lauren Chonka Log Out

Personal Details

Name: Lauren Chonka

Date of Birth: 22nd Jul 1980 [Change?](#)

Situation:

Is English your first language?
 Yes No

Where are you taking the assessment from?
 School Home

Specific learning needs that may impact your performance on the assessments

Specific Learning Disorder with Impairment in Reading (Dyslexia)
 Specific Learning Disorder with Impairment in Mathematics (Dyscalculia)

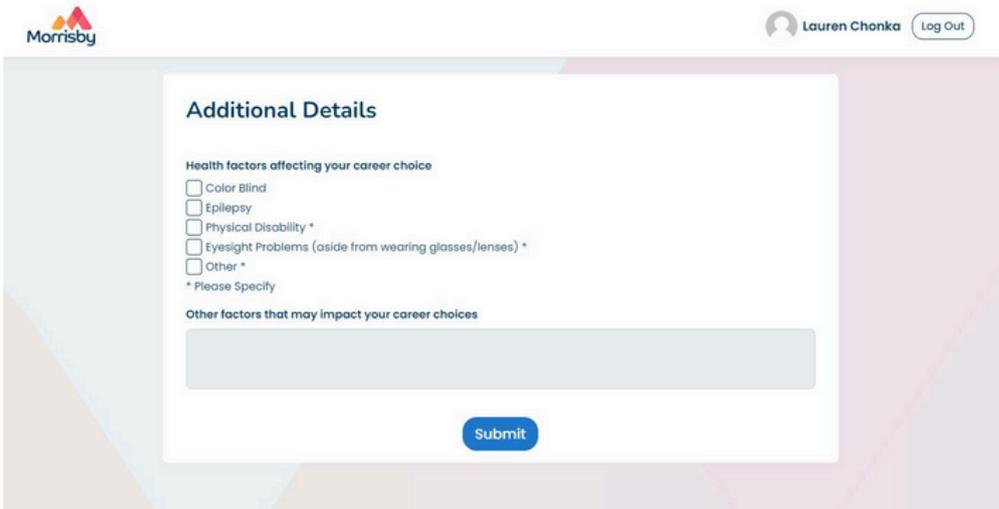
Other factors that may impact your performance on the assessments

Secondary email address (optional)

For security, please provide us with a secondary email address. Your personal email address is a good option if your primary email address is from a school.

Next

3rd screen after sign up Check any health factors Click 'Submit'



Morrisby Lauren Chonka Log Out

Additional Details

Health factors affecting your career choice

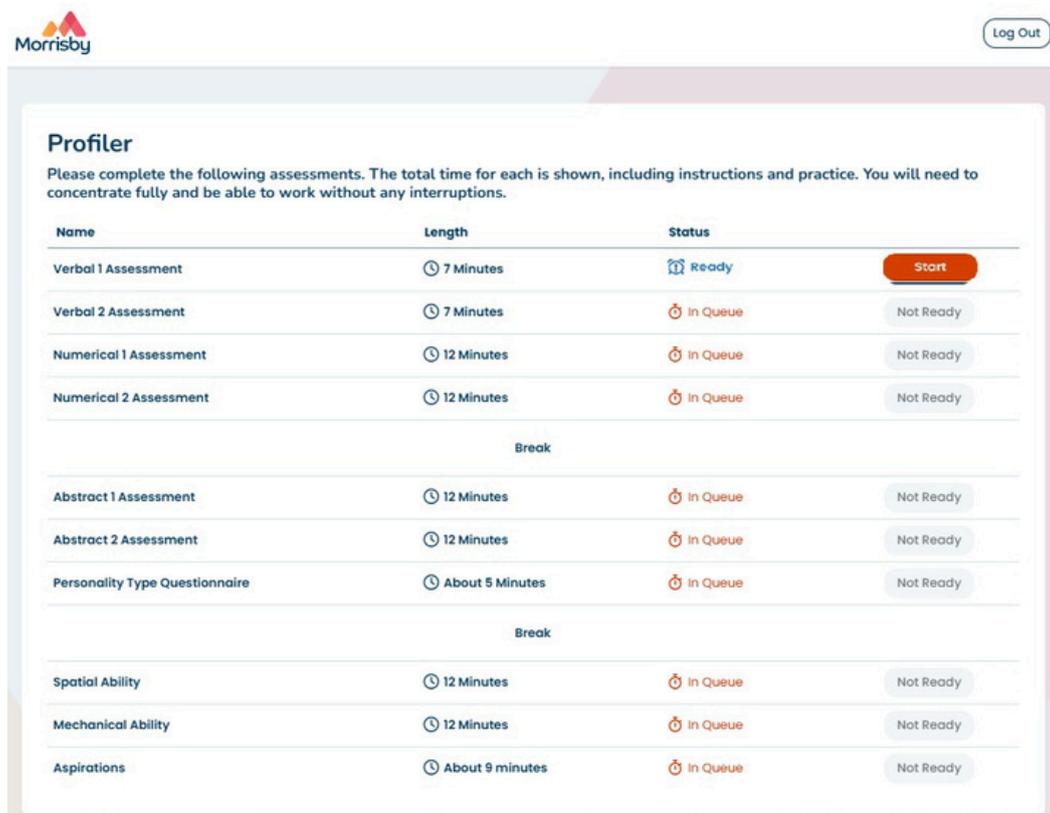
Color Blind
 Epilepsy
 Physical Disability *
 Eyesight Problems (aside from wearing glasses/lenses) *
 Other *

* Please Specify

Other factors that may impact your career choices

Submit

4th screen after sign up - profiling menu. Press 'Start' to begin profiling.



Profiler

Please complete the following assessments. The total time for each is shown, including instructions and practice. You will need to concentrate fully and be able to work without any interruptions.

Name	Length	Status	Action
Verbal 1 Assessment	🕒 7 Minutes	🟢 Ready	Start
Verbal 2 Assessment	🕒 7 Minutes	🟡 In Queue	Not Ready
Numerical 1 Assessment	🕒 12 Minutes	🟡 In Queue	Not Ready
Numerical 2 Assessment	🕒 12 Minutes	🟡 In Queue	Not Ready
Break			
Abstract 1 Assessment	🕒 12 Minutes	🟡 In Queue	Not Ready
Abstract 2 Assessment	🕒 12 Minutes	🟡 In Queue	Not Ready
Personality Type Questionnaire	🕒 About 5 Minutes	🟡 In Queue	Not Ready
Break			
Spatial Ability	🕒 12 Minutes	🟡 In Queue	Not Ready
Mechanical Ability	🕒 12 Minutes	🟡 In Queue	Not Ready
Aspirations	🕒 About 9 minutes	🟡 In Queue	Not Ready

Things to note:

1. Profiling will take around 120 minutes
2. Inform students that during the session, they will complete a set of assessments and questionnaires, the results of which will help them with future conversations about subject selection and career choices.
3. The idea of the profile is to help students identify their strengths and interests, and careers/pathways that may suit these.
4. There are practice questions at the start of each aptitude section. These are also timed, take your time and answer as many as you can.
5. **If students finish an assessment early, they will need to wait for the timer to finish before moving on to the next section. If this happens, they should use this time to review their answers.**
6. **IMPORTANT:** Avoid closing laptops in the middle of an assessment. Ensure students have finished an assessment, so it saves correctly.
7. Aim to have all students complete profiling in this session so they are eligible for an interview.
8. For any profiling issues, please contact Morrisby support on 9433 8033, or Lauren Chonka (Program Coordinator) 0477 020 425.

HELPFUL TIPS FOR RUNNING A SUCCESSFUL PROFILING SESSION

The administrator is the nominated person who is overseeing the physical administration of the assessment.

The following is a summary of an end-to-end best practice profiling session.

1. Welcome and introduce yourself and any other staff or support people who will be supervising the profiling session
2. Some questions may seem easy, and some may seem hard, but students are not expected to finish all of the questions in each section in the time allowed.
3. To get the best results, they must work quietly and carefully during the session as if in a test situation. It's important to not just 'click through' the results because their profile will not be accurate if they aren't actively engaged
4. If anyone has a question, they must raise their hand to gain attention. You can help with meaning and clarification of questions but not give answers.
5. Ensure all mobile phones are switched off, and that students don't have other programs open on their computer.
6. Students should carefully read the instructions at the start of each section. There are examples and some practice questions before each part begins.
7. The time allowance for each assessment is precise, and a countdown timer will display the time remaining.
8. The session concludes with a careers interest questionnaire called Aspirations. This is untimed.
9. Translation devices and integration supports may be used by students who speak English as another language
10. Calculators are not required and using one will slow the student's response rate. (If a student is overly anxious about this, allow them access to their calculator during the numerical assessment, to alleviate potential stress.
11. Assist the students to progress through the Sign-Up process. They should make a note of the email address and password they used so they can return to the site at a later date.