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.

   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](image1.png)

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

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

![New Multi-Rater Assessment link](image2.png)

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

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.
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.

![Select Competencies](image)

**Figure 7 – Select checkboxes and 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.

![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.

![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 submit a helpdesk ticket at: [http://intrahr.od.nih.gov/helpdeskform.htm](http://intrahr.od.nih.gov/helpdeskform.htm)