



Using the PAN System

CREATING CUSTOM DEMOGRAPHICS

Updated: April 11, 2018

What is the “Demographics” feature?



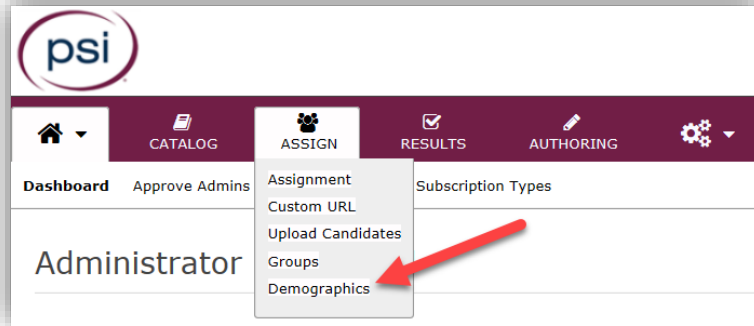
- The “Demographics” feature allows an Administrator to add custom demographic questions to one or more assessments.

Who sees the custom “Demographics”?

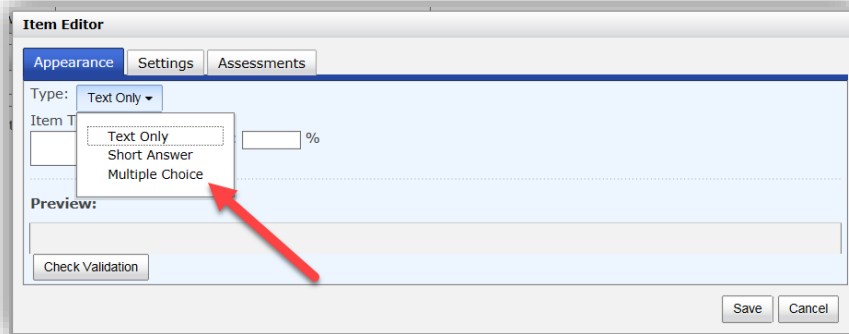
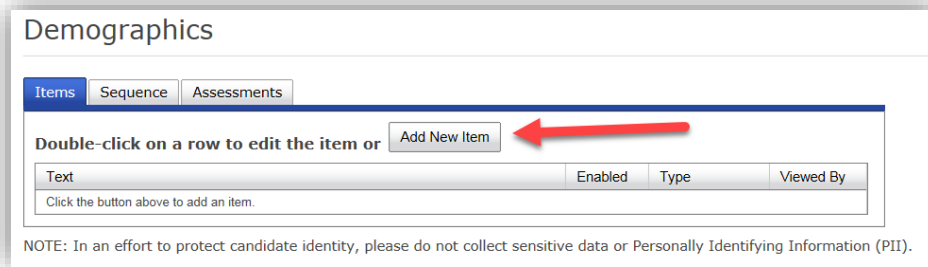


- The custom demographic questions can be candidate-facing or administrator-facing.
 - Administrator-facing questions are presented during the assignment process for the administrator to answer
 - Candidate-facing questions are presented to the candidate during the assessment session

Creating Custom Demographics



1. Click “Demographics” under the “Assign” tab
2. To create a question, click the “Add New Item” button
3. A new window will open. From the drop-down list, select the “Type” of question you want to add

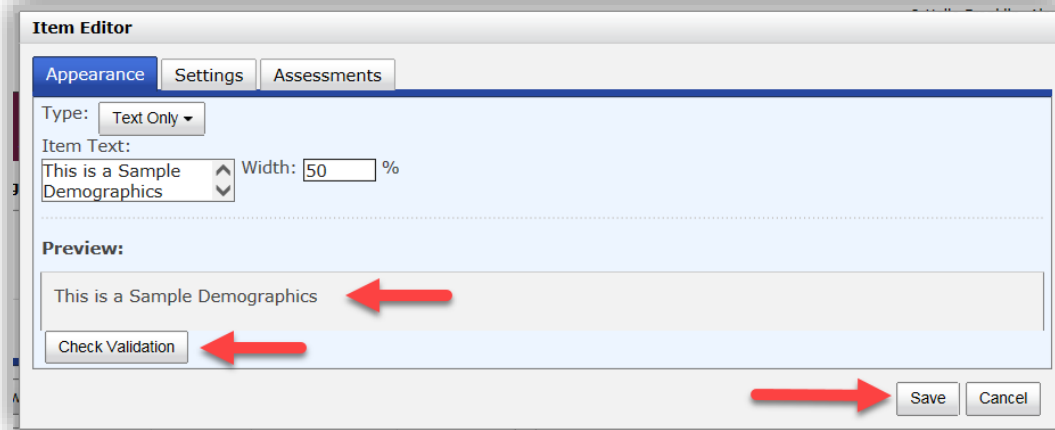


Creating Custom Demographics

A screenshot of the "Item Editor" dialog box, which is used for configuring assessment items. The dialog has three tabs: "Appearance" (selected), "Settings", and "Assessments". Under the "Appearance" tab, there is a "Type" dropdown menu set to "Text Only". Below that is the "Item Text" section, which contains a text input field with the text "This is a Sample Demographics" and a "Width" field set to "50%". Two red arrows point to the text input field and the "50" in the width field. Below the "Item Text" section is a "Preview" section with a preview of the text "This is a Sample Demographics" and a "Check Validation" button. At the bottom right of the dialog are "Save" and "Cancel" buttons.

4. Type the question in the “Item Text” box and choose your preferred “Width” percentage
5. Use the “Preview” section to review the question and to make edits, if necessary

Creating Custom Demographics

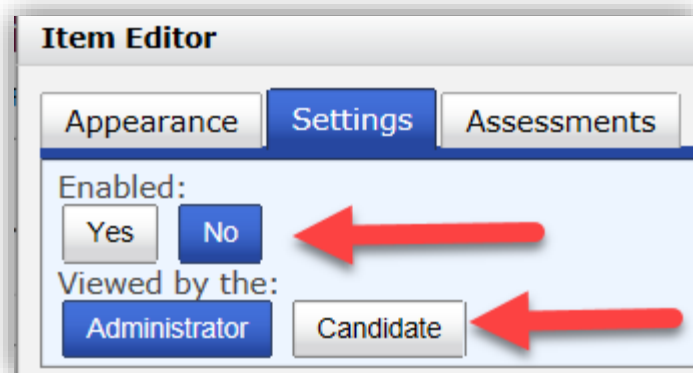
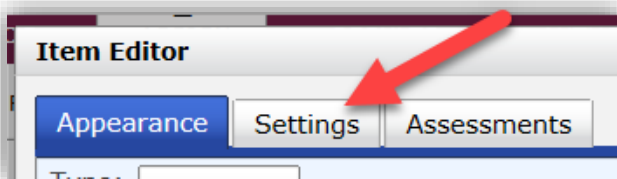


6. Click "Check Validation" to ensure there are no errors, then click "Save"

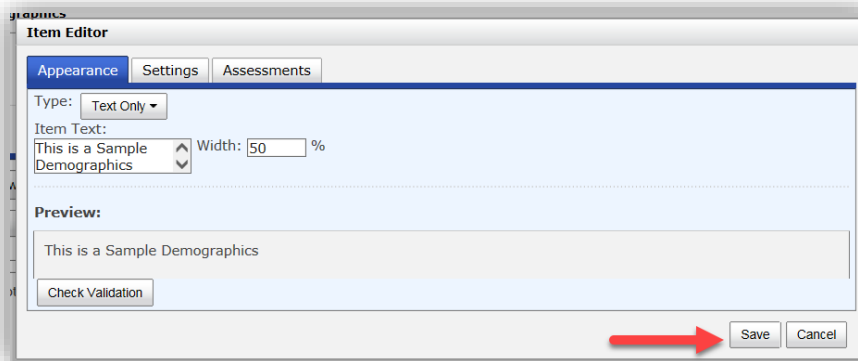
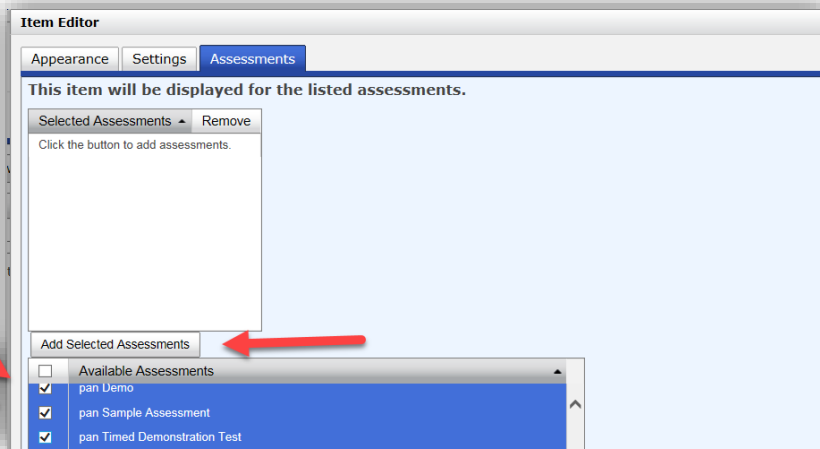
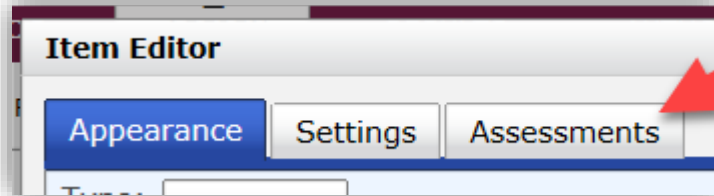
7. Click the "Settings" tab

–Select "Yes" to enable the question

–Choose whether this is an "Administrator" or "Candidate" question

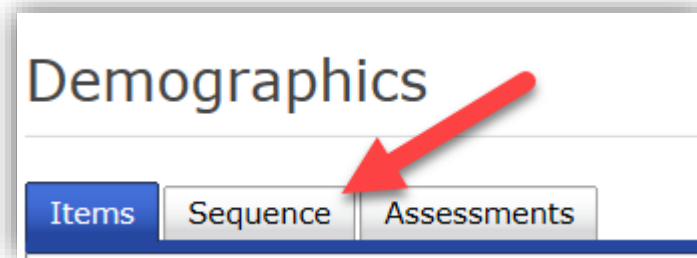


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


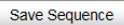

8. Next, click the “Assessments” tab
9. Choose the assessment(s) that are to include this demographic question, and then click “Add Selected Assessments”
10. Click “Save” to go to the “Demographics” page where you can repeat the process, adding more questions, as needed

Creating Custom Demographics



Viewed by the Candidate:

Text	Type	Display Order
This is a Sample Demographics	Text Only	
This is yet another sample	Text Only	 

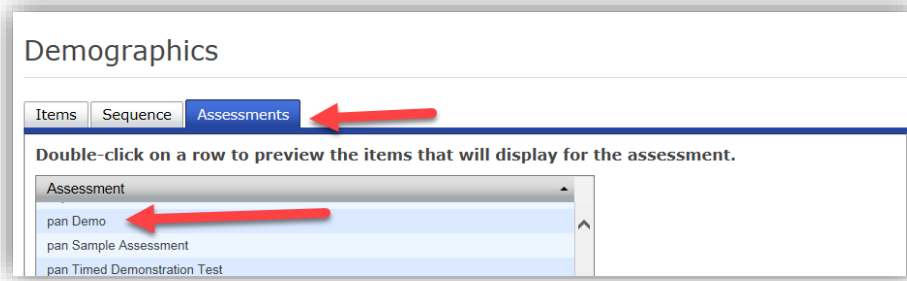
NOTE: In an effort to protect candidate identity, please do not collect sensitive data or Personally Identifying Information (PII).

11. To change the order in which the questions are presented, click “Sequence”
12. Click the arrow buttons to arrange the order of the questions
13. Click “Save Sequence” when you are satisfied with the order of the questions

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14. Click the “Assessments” tab. Then, to preview how the questions will appear to the Administrator and/or Candidate, double click on the assessment name.
15. Review the “Viewed by Administrator” and “Viewed by Candidate” information to ensure the demographic questions are displaying properly and adjust as necessary.





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QUESTIONS?

Contact Your PAN Account Representative