# How to utilise an "Open group link"

The "open group link" function enables a GeneSys online system user to administer an assessment via an emailed link. The respondent receives an invitation link and they then click on the unique link to access and complete the assessment. At the end of the assessment, the results are automatically saved on your GeneSys online account.

ALL our assessments are available for assessment in this way. However, we encourage professionals to observe the respondents who complete our formerly supervised assessments (GRT2, GRT1, TTB2, CTB2, CRTB2, ART) via an online platform such as zoom, skype, teams or Google hangouts.

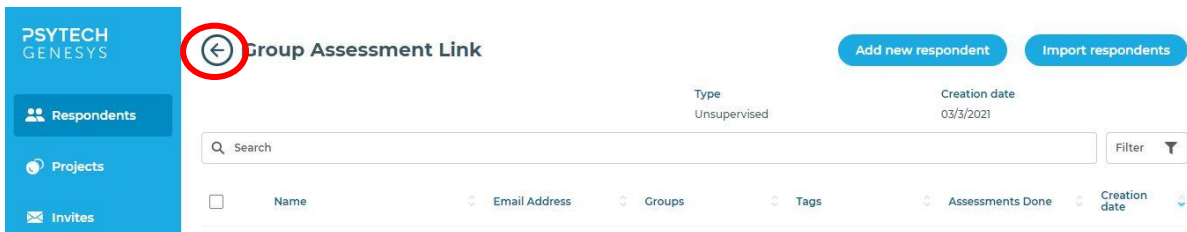See how to follow this function below:

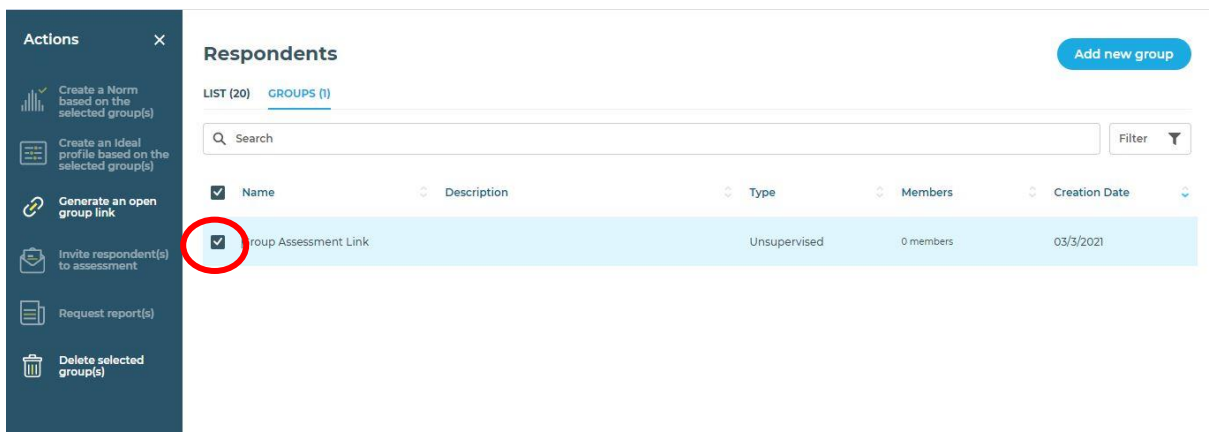- Click **respondents** tab on the left-hand side.
- Click **add new group**.
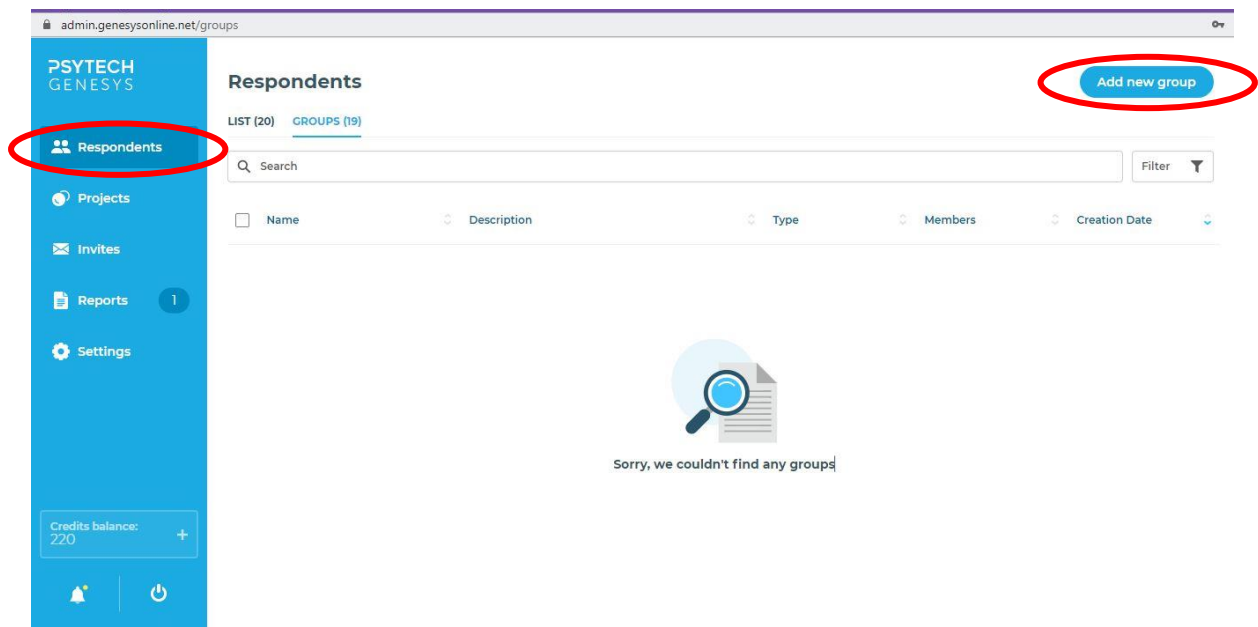
- Add a group name. The group description is optional.
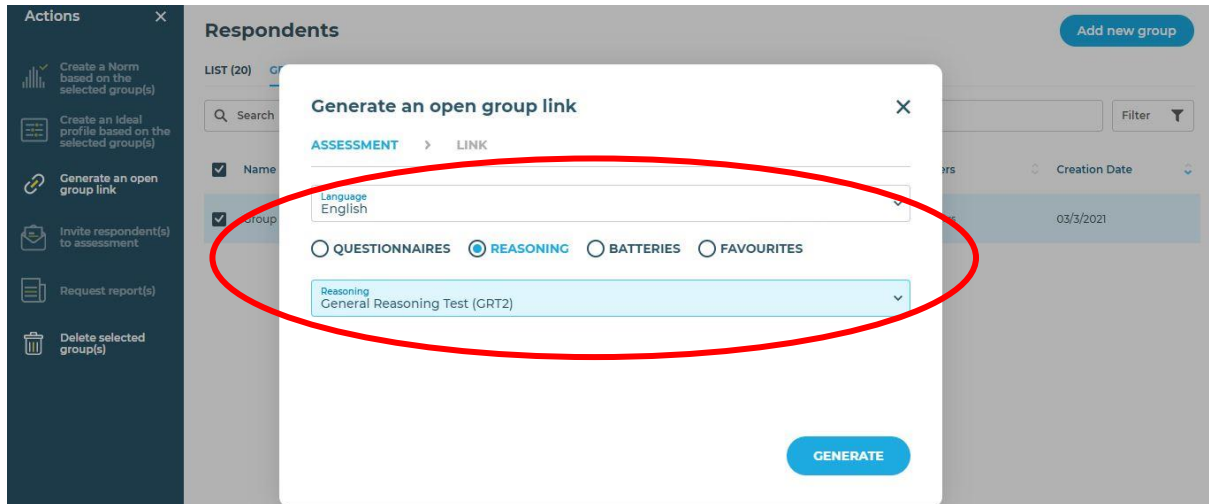- Click **create**.
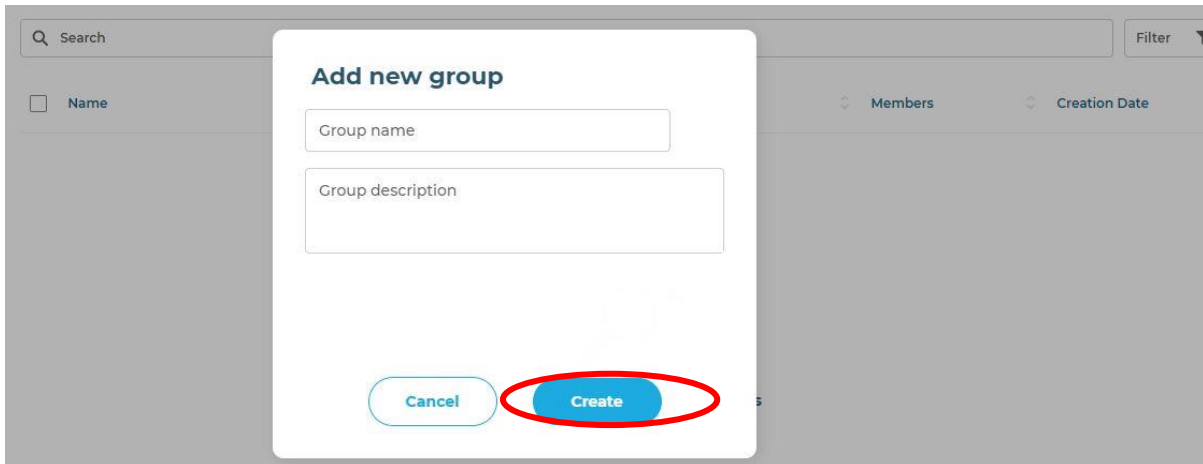
- Click the arrow next to the group name to return to the list of groups that have been created on this account.


- Click on the *check box* next to the group name in order to activate the actions bar. Click on **generate and open group link**.

- Select the language you would like to administer the assessment in. (*Reminder: the report generated will ALWAYS be in English, despite the language it is administered in. Additionally, it is essential to confirm the specific dialect of a language that you would like to select and whether or not it is appropriate for the candidate.*)
- Select the assessment that you would like to administer.
- Click **generate**.

- Click **copy link**
- This link can now be pasted in an email and shared with the respondents.
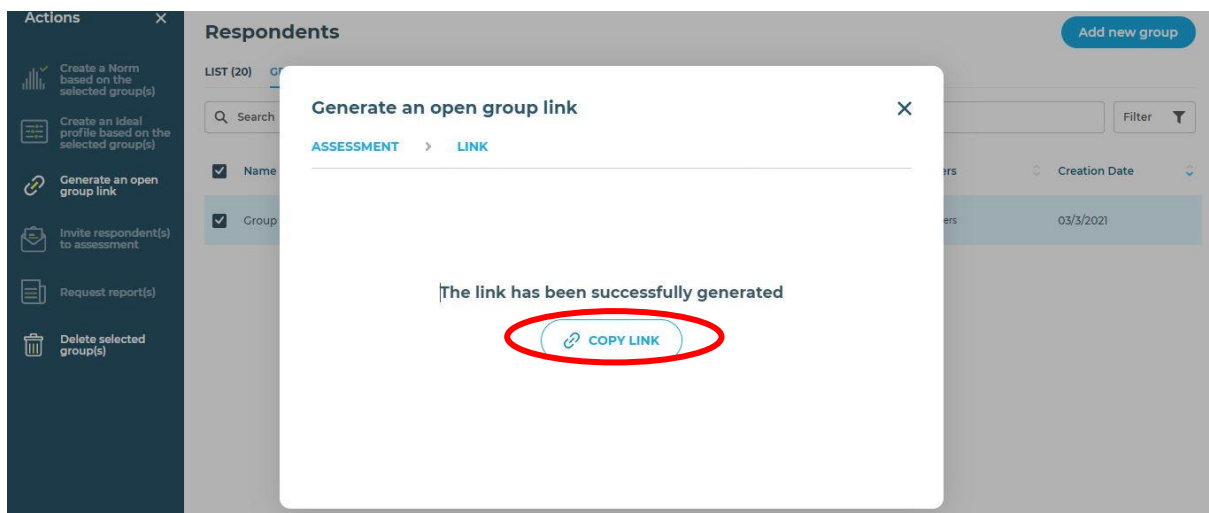
- The link will load the group invitation page for the respondent.
- Each respondent has to fill in the form on the page and click on **proceed** on the **create invitation screen**.
- Remember to inform your respondent NOT to click the generic link on the top of the page, but to populate their own unique link with these guidelines.

- The system then generates a new unique link for each respondent.
- Respondents can click on this link in order to begin the assessment / battery chosen. *(TIP: Suggest to respondents that they copy and save their unique link in a blank document / email. This will enable the candidate to use this unique link should the assessment session be interrupted by a poor internet connection / power outage, etc.)*
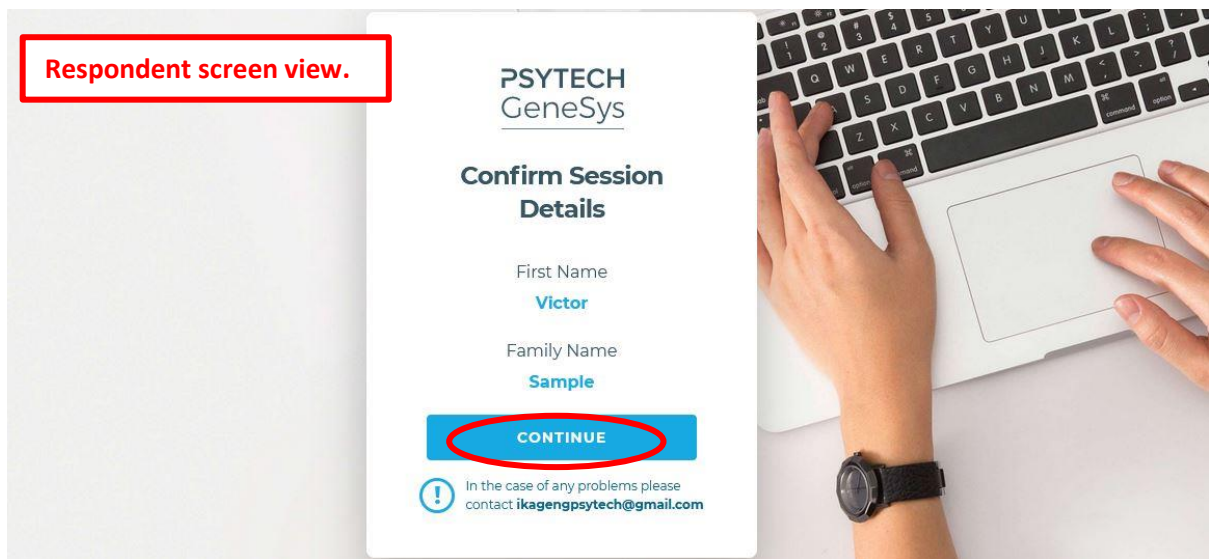
- Once the respondent clicks on their unique link, the below screen is seen where their name and surname (family name) are shown.
- The respondent should then click **continue.** This will launch the privacy statement and then a window displaying their biographical data. Please encourage the respondent to complete this screen. (This assists us in creating *anonymised* norms / calibrations for the assessments.)
- The assessment/battery will then begin.

- As each respondent generates their unique link, their names and date will appear in the group that you created on your online system.
- The name of the assessment completed will only show under the **assessments** done page only when the respondent has completed the assessment.