

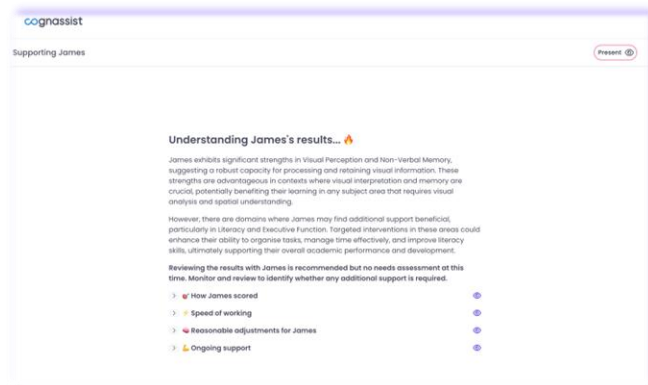
Tutor: Conduct the needs assessment to identify the gap between a learner's current abilities, knowledge, or circumstances and what they need to succeed.

2 Evaluate needs assessment

For every learner marked as “needs assessment”

Present

- Click on the “Present” mode on the right-hand side of the report to start sharing the curated sections to the learner.
- Assessment results meetings can become quite tricky, especially when navigating sensitive information. Based on the structure of the report, we recommend always leading with positives and focusing on strengths first, and areas of development second.
- Ask what strategies have helped the learner in the past.
- Identify and agree on reasonable adjustments
- Agree on support mechanisms (1:1 sessions, peer support, Cognassist modules and learning strategies).



Share

- At the end of the presentation, click on the “Send to...” button to share the learner report with the learner. Most of us need time to review and reflect at our own pace.

Download

- Click on the “Download” button to export the report.
- Ensure the learner signs the report.
- Upload the report to the E-portfolio platform.

