



Setting up a 360 project

Go to your SEI Account: <http://quest.6seconds.it> at the home page, click under “Credits” and order 125 credits. I will approve the request and you will have these credits in your account.

Ask your participant for raters – at least 12 raters; they need to be in categories (colleagues, friends, family, etc) w/first and last names and email addresses.

On SEI homepage, click on 360

Go to new projects

- 1) Click on new project
 - a) Complete project name
 - b) Your project name
 - c) Dates open
 - d) # reminders
 - e) Who provides raters (click Me – coach)
 - f) Who can view report (click Me – coach)
 - g) Click next
- 2) Project participants
 - a) First, last, email address, gender of your participant
 - b) Click next
- 3) Emails (do not edit this page)
 - a) Sample of emails to participant
 - b) Raters
 - c) Reminder emails to raters
 - d) Click next
- 4) Deduct credits
 - a) This deducts credits
 - b) Click deduct credits
- 5) Project Creation completed
 - a) Click back to project list
- 6) Click your project

- 7) Project options (This is the page to go to after you have completed your project to check for undelivered emails, who is completed, etc). The following is the list of options on this page:
 - a) Undelivered emails
 - b) Participants
 - c) Raters (view to add raters)
 - i) Click to add raters
 - ii) Read the message in red
 - iii) Click raters
 - (1) Pick categories
 - (2) To add categories go to bottom of page – Add another rater type
 - (3) Click save changes
- 8) You're back to the Participant list again
 - a) Note the red message
 - b) Click send emails
- 9) After you've set up the 360, check the project a few times, especially for undelivered emails – sometimes the address was written incorrectly
- 10) To generate the report, go to your Project Options list and click participants
 - a) Click raters
 - b) Click generate report
- 11) Send report to clients about 24 hours prior to their debrief date