



View & Add Assessments

IWDS 2.0 TECHNICAL TRAINING DOCUMENTS



Purpose

This document is intended to explain how to use the Assessment Landing Page in the Customer profile to view and add Assessment information in the IWDS 2.0 System.

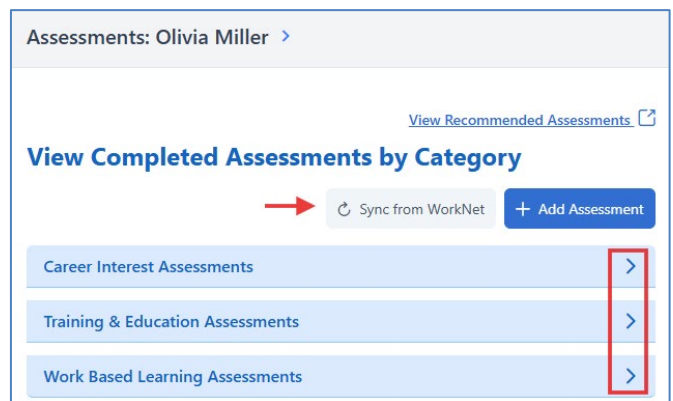
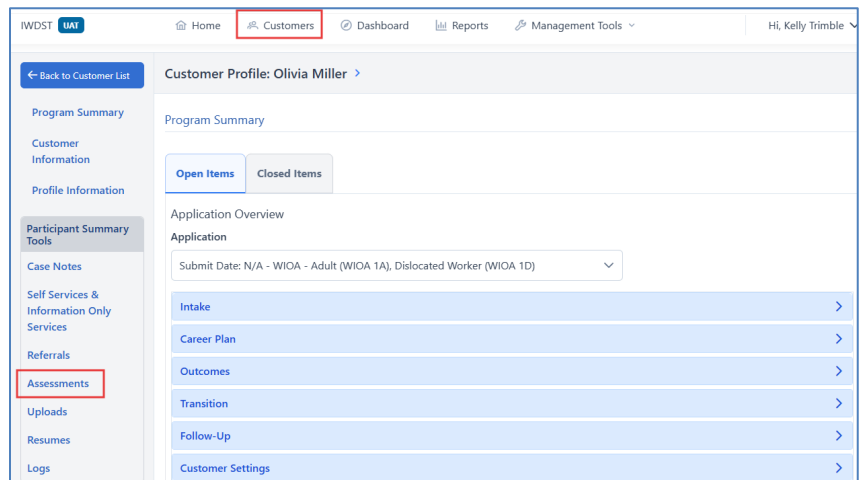
Audience

This document is designed to guide both trainers and end users through the process of utilizing the Assessment Landing Page in the IWDS 2.0 system.



Navigate to Assessment Landing Page

- Log into IWDS 2.0. ([Link](#))
- From the Customers page, select the Customer last name.
- In the customer profile, using the **Assessments** link under Participant Summary Tools, access the Assessment Landing Page.
- The Assessment Summary will be displayed. Assessments are organized into 3 categories. Utilize the arrows to expand the section.
- **Note** - Utilize the **Sync from WorkNet** button to refresh the assessment data on the landing page.



IWDS 2.0 Site



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View, Resend, Delete & Access In-Progress Assessments

- After expanding the assessment section, a list of assessments for the customer will appear with completion dates and status information.
- Select the **Eye** icon to view an assessment. A modal will open with additional information and ability to view details of the assessment.
- Select the **Envelope** icon to send assessment to the customer.
- Select the **Trash Can** icon to delete an assessment.
- An In Progress assessment will have a **Play** icon to Resume the Assessment in the system.

Career Interest Assessments					
Assessment Name	Date Completed	Type	Area	Action	
Getting Started Assessment	In Progress	Other	Interest		
Basic Skills Screening Tool	4/7/2026	Other	Skills		
Interest Profiler	4/7/2026	Other	Interest		
Self-Evaluation of Essential Skills	4/7/2026	Other	Skills		
Employment 101	4/7/2026	Other	Interest		

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View Assessment - Self-Evaluation of Essential Skills

1 evaluation(s) found in WorkNet.

Evaluator	Organization	Evaluation Date	Avg Score	Reqs Met	Action
Olivia Miller	—	4/7/2026	3.1	Yes	View Details

Created: 04/07/2026 1:45 PM by Olivia Miller | Last Updated: 04/07/2026 1:45 PM by Olivia Miller

[Cancel](#)

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Add Assessment(s)

- To Add and Assessment Record, click **Add Assessment** button.
- The Add Assessment Modal will be displayed. The user can search for assessments or narrow assessments by Category or Area.
- **Actions** for Adding Results, Sending to Customers and Completing Assessment will be displayed in the Actions column for the various Assessment Options.
- **Add Results** will open a modal to enter assessment details.
- **Send to Customer** will generate an email to the customer to complete the assessment.
- **Complete Assessment** will direct the user to the Assessment in the system to complete.

Assessments: Olivia Miller >

[View Recommended Assessments](#)

View Completed Assessments by Category

[Sync from WorkNet](#) **+ Add Assessment**

- Career Interest Assessments >
- Training & Education Assessments >
- Work Based Learning Assessments >

Add Assessment

Search for an assessment

Other x v Interest x v

Assessment Name	Type	Area	Action
Career Decision Making (CDM)	Other	Interest	Add Result
Employment 101	Other	Interest	Send to Customer
Getting Started Assessment	Other	Interest	Complete Assessment
Interest Profiler	Other	Interest	Send to Customer
My Next Move	Other	Interest	Add Result

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The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration.

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