



How to Access Student Results (For UK Careers Advisers)

If you want to look at student profiles in advance of your interviews you can access their results in Morrisby Manager (instructions below), once available. The main purpose of the interview is to give feedback to the student on their Morrisby results, explore the career and subject suggestions, and discuss and agree some action steps.

- log in to Morrisby Manager at www.morrisby.com with your username and password
- select ...(school name) using the drop down arrow at the top of the screen
- select **Students** in the menu on the left to see a list of all students who have completed a Morrisby assessment (If you wish you can further refine the list by selecting the appropriate cohort using the drop down arrow in the box labelled **Select Group** at the top right)
- find the student you are interviewing in the alphabetical list (either scroll down the list or type their name in the **Search** box)
- select the head and shoulders icon (Impersonate Student) to the right of their name to enter the student's account; here you can view and feedback their results to them during the interview

Please note: if the icon in the column headed **Interview** (in **Students>Assessment**) is yellow this indicates the student has completed **Background** and **Review** in preparation for their interview - do have a look at this information in advance. You can access it either by selecting the yellow interview icon or by entering the student's account and selecting **Locker>Careers Interview & Meetings>Careers Interview>View**.