Performance DNA Administrator Guide
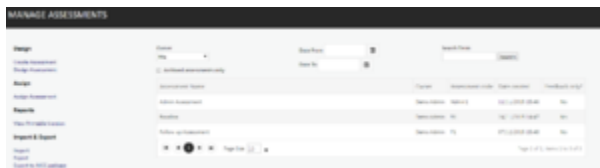
Manage Assessments

12/19/2025

Manage Assessments

Assessments are created and managed in the Assessment page.

After selecting the Assessments page, the Manage Assessments window will be presented as per the example below.

There are four functions available:

1. Design – create and design/edit the assessment
2. Assign – manually assign assessment
3. Reports – print an assessment
4. Import/Export – import pre-existing assessments, export an assessment to share or for use in an LMS

To create a new assessment, click on **Create Assessment**.