



OASIS

Online Assessment System & Information Site Quick Start User Guide



OASIS Quick Start User Guide for Lead Like Jesus
Certified Biblical DISC Practitioners

OASIS Account– Quick Start User Guide

All Certified Biblical DISC® Practitioners are assigned an exclusive OASIS (Online Assessment System & Information Site) for purchasing online-assessments and administering the assignment of assessment access codes and links. OASIS also contains training and learning resources including workshop handouts, PowerPoint Presentations, research reports, training videos, assessment debrief guides and training tools, as well as customizable marketing collateral and resources.

Welcome aboard!!!!

Thank you for joining us on this journey to share Biblical DISC®, Classic DISC and Kids DISC Assessments out into your spheres of influence. This document can be used as a guideline of where to start and what steps to take when becoming familiar with your new OASIS account. Once you get familiar with OASIS you will find it to be an easy and intuitive system to support your assessment administration.

STEP 1 – General Account Settings

STEP 2 - Purchase Assessment Credits

STEP 3 – Send Assessments-Access Assessment Users

STEP 4 - Personalize your Reports with a Custom Logo

STEP 5 - Modify your OASIS Site Design

STEP 6 – Review Resource Center

STEP 7 – OASIS and Assessment Support

Auxiliary Reports available on OASIS

Generating Auxiliary Reports

Kids DISC Profile

There is a comprehensive 35-page Instruction Guide in your OASIS located under the Resources Tab.

STEP 1 - CHECK YOUR GENERAL ACCOUNT SETTINGS

When you first log into your OASIS account, check to verify that the information we used to set up your account is accurate. To access your OASIS account:

1. Log into OASIS: www.lljoasis.com
2. Click on **ACCOUNT LOGIN**
3. Enter your username and password → Log in.
4. Hover over the “**Account Settings**” option on the top menu bar.
5. Select “**Account**” in the drop-down menu.
6. Review the information such as ministry/company name, contact, address, phone, website, username, password, etc. You can change any of the information as well as your password or username as often as you like.
7. Make any desired edits and then select the “**Save Company Information**” button.

Please note: Your ministry/company name, phone number and website are merged into the footers of your assessment reports. You will want to make sure this information is correct.

STEP 2 – PURCHASE ASSESSMENT CREDITS

You have access to purchase Biblical DISC® , Classic DISC and Kids DISC assessments (credits) directly on your home page. **One credit equals one assessment.**

Below are the details on how to purchase Biblical DISC®, Classic DISC and Kids DISC credits from your home page.

1. On the Home Page- Under Available Assessments: Hover over the name of the assessment and click the **“Add Credits”** button. You can also click directly on the assessment name.
2. You will be asked to enter a total and click **“Add to Order”**. You can repeat this process if you want to bundle multiple assessments into one order.
3. To complete your order, fill in the credit card details below the total and click **“Submit Order”**. Your credits will immediately be added to your account. Your credit card will also be immediately billed.
4. If you have put your credit card on file via the **Account** page, there will be an option to use your card on file. You can then click that option followed by **“Submit Order”**.

Assessments that are currently available on OASIS

Biblical DISC Assessment	\$25 Ministry Price (\$49 Marketplace Price)
Classic DISC Assessment	\$30 Ministry Price (\$59 Marketplace Price)
Kids DISC Assessment	\$20 Ministry Price (\$39 Marketplace Price)

(Kids DISC Assessment is available upon request)

STEP 3 - SEND ASSESSMENTS

You have two options for inviting people to complete assessments using your OASIS account.

Option 1: Use your OASIS built-in system for manually inviting individuals one by one, or via an import for multiple users. Assessment link emails from your OASIS will generate from **reports@lljoasis.com**

Option 2: Copy and paste assessment links into an email you send from your personal email account (Gmail, Outlook, AOL).

NOTE: To create additional Assessment Links in your OASIS see full Instruction Guide located under the **Resources Tab** on the Menu Bar.

Option 1: Send an Assessment from your OASIS.

1. From the Home page under Send Assessment - Select the Assessment Link
2. Type in the email address, first name and last name of the assessment user
3. Decide if you want to modify the default email (Yes or No).
4. Click the "Send Assessment Link" button
5. The email will come from: reports@lljoasis.com.

An email will be sent to the Assessment User with the assessment link embedded in the email. If you wish to edit the email for a particular Assessment User, you can click Yes under "Custom Email".

This will bring up an email editor where you can make your text adjustments. When finished, click the same "Send Assessment Link" button.

Send Assessment

Select Assessment Link:
 Customer Service Team

Email Address:
 Harold@Carrington.com

First Name:
 Harold

Last Name:
 Carrington

Custom Email
 No Yes

Email Subject
 Assessment confirmation email

Email Content

Dear %%e_FirstName%%:

%%A_Name%% thanks you for taking our assessment.

Please click on the link provided below to gain future access back to your account.

%%enduseraccesslink%%

If you are experiencing trouble using the above link, please copy the URL and paste it into your browser:

%%enduseraccesslink%%

Please save this email so you can easily log back into your account with the link above.

Design HTML Preview Words: 87 Characters: 577

Import Users Send Assessment Link

Option 2: Send an Assessment Link from your email (Outlook, Gmail, AOL).

1. From the Home Page go to **Manage Assessments** on the Menu Bar
2. A drop down menu will appear, click on **Manage Assessment Links**
3. Copy the link that is associated with the Assessment you want to send
4. Paste the link into your email with your personalized message.
5. Send.

To find a list of people who have completed assessments or have been invited to complete an assessment(s) click **Managing Assessments** on the Menu Bar. A drop down menu will appear, select **Assessment Users**.

STEP 4 – PERSONALIZE YOUR REPORTS WITH A CUSTOM LOGO

One of the many features on OASIS is the ability for you to upload a custom logo on the back covers of Biblical and Classic DISC assessments, Collaboration, Relationship and Team Dynamics reports and on the front cover of the Kids DISC Assessments. This allows you to add personalized, custom branding to the assessments and reports you offer your Assessment Users.

To upload a custom logo:

1. Hover over the “**Account Settings**” selection on your top menu.
2. Select “**Account**” in the drop-down menu.
3. Select the “**Upload Logo**” button on the bottom of the page.
4. Once this page loads, browse your computer to find the logo. A preview will appear on the screen.
5. To remove the logo, click on the “**Remove Logo**” button. You can also upload another logo which will overwrite the previous one. You can use jpg, .png or .gif files.

Logo requirements:


1. The logo should not exceed 500 pixels wide by 300 pixels tall.
2. Your logo might look better if it is smaller.
3. **Make sure to upload a logo that is not too big as that can result in a distorted back page.** If the logo is too big it may force other elements down to another page.
4. The ideal logo size would be around 250 pixels X 250 pixels.

STEP 5 – MODIFY YOUR OASIS DESIGN

The OASIS software allows you to create a custom header (banner across the top of your OAISS) and footer on your OASIS site. This design will be seen by your Assessment Users when they login to take an assessment. This design will appear on the initial registration page and assessment completion pages as your Assessment Users respond to the assessment. By adding a custom banner, you are adding yet another level of branding for your clients, employees and groups.

Note: If you do not customize your OASIS site, the Lead Like Jesus banner will appear on your site.

To modify your header and footer on your OASIS site:

1. From the **Account Settings** tab on your top menu bar, click on **Header/Footer**.
2. Here you can create a header and footer which will override the default design of the software. You can copy in HTML code which contains design elements from an existing website or you can create a custom design. Your design will appear for all your Assessment Users.
3. **To add your logo to your Header:** Click on the Header. Click on the  icon. This will allow you to browse your own computer and upload a logo or graphic for your design.
4. Click on the upload button, find the logo/ image on your computer, scroll to the bottom and click "**Upload**".
5. Once you upload the image into your image admin area you can "**Insert**" them into the appropriate places in the editor box.
6. Once you have loaded your image into the editor click on the "**Save**" button.
7. To remove the logo, select the image and click on the scissors icon.
8. **Preview your logo.** If the logo appears too big or too small, you'll need to remove it and resizyour logo.
9. **To add text to your Footer:** Click on the Footer and type your company name, phone number, email and website (any info you want) in the box. Click on the save button on the bottom.

For more details on modifying your site design, you can view screen shots and detailed instructions in the OASIS Full Instruction Guide.

STEP 6 – REVIEW RESOURCE CENTER

Access the Resource Center on the home page. Biblical and Classic DISC resources include training, marketing and educational resources to help build your knowledge and skills in using DISC Assessments in training, coaching/counseling and consulting.

Take a Tour of the Resource Center on your OASIS and get familiar with all the resources provided here:

Biblical DISC Resources – Biblical DISC Session handouts, workshop materials, trainer guides, PowerPoints and several training resources are available here. There are audio and video files and DISC learning games that you can build into your training sessions. DISC Practitioner Digging Deeper into DISC monthly calls are achieved here.

Classic DISC Resources- The training resources here apply to DISC in general as well as the Classic DISC Assessment.

Biblical and Classic Marketing Resources- The resources here offer flyers and information you can use to market the assessments and your workshops.

Sample Reports- Spend time reviewing the sample reports and explore the many applications for the reports in training and coaching.

STEP 7 – OASIS and BIBLICAL DISC ASSESSMENT SUPPORT

For technical issues or comments/questions about OASIS, contact our Support Team. Click on the **Resources Tab** on the top menu bar. From the drop-down menu select **Support**. Type your comment/question/issue in the box. Click **Send Message**.

For questions on using the Biblical or Classic DISC Assessments in your training, coaching or consulting or any questions pertaining to OASIS or your relationship as a Certified Biblical DISC Practitioner with Lead Like Jesus contact:

Barbara Meiss, Director of Leadership Development
Barbara.Meiss@LeadLikeJesus.com 612-965-0587

Rich Meiss, Master Biblical DISC Trainer:
Rich.Meiss@LeadLikeJesus.com 612-965-0586

Kim Rider, VP of Administration
Kim.Rider@LeadLikeJesus.com 770-540-6558

For specific questions about the Biblical DISC Assessment or the Biblical characters contact Ken Voges, author of the Biblical DISC Assessment and DTS Professor at Krvoges@aol.com - Email to set up a phone call.

For complete instructions on using OASIS, refer to the **OASIS Full Instruction Guide on OASIS** - under the Resources tab on the menu bar of the Home page. The Full Instruction Guide will provide detailed directions and screen shots for administering and managing all aspects of your OASIS site.

OASIS

Online Assessment System & Information Site

Assessments that are currently available on OASIS

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Kids DISC Profile	\$20 Ministry Price	\$39 Marketplace Price

Auxiliary Reports that are currently available on OASIS

Team Dynamics Report	DISC Collaboration Report
Group Graphs	DISC Relationship Report
Team Wheel	Behavioral Tendencies Report

All DISC auxiliary reports are available at NO ADDITIONAL CHARGE (no credits are used for auxiliary reports). The reports can be generated for anyone who has completed a Biblical DISC Assessment or Classic DISC Assessment on your OASIS.

Sample Assessments and Reports are available on OASIS for your perusal.

To access your OASIS:

Go to www.ljjoasis.com

Click on Account Login

Enter your username and password

BIBLICAL and CLASSIC DISC ASSESSMENTS



Biblical DISC® Assessment

The Biblical DISC model combines years of scientific and theological research, citing Biblical examples of people who embodied each trait, and who God used to accomplish His purposes. It shows how Jesus modeled each trait to perfection and creates a common language that people can use to better understand themselves and to adapt their behaviors with others. This assessment can be used within a ministry team, a leadership position, or other relationships. 45 pages



Classic DISC Assessment

The Classic DISC is based on the DISC Model of Human Behavior, the leading personal assessment tool used by over 1 million people every year. DISC improves individual productivity, teamwork and communication. Classic DISC provides individuals a road map of their behavioral strengths. Knowing your unique behavioral style and strengths is key to healthy relationships and organizational success. 40 pages

Classic DISC Assessment contrasted with Biblical DISC Assessment

There are two major differences between Classic DISC and Biblical DISC:

- 1) Classic DISC has no scriptural references
- 2) Classic DISC does not reference the Biblical characters that correlate to the D-I-S-C behavioral styles, nor does it contain the additional five pages in the center of the report that reference the behavioral styles of Jesus. While the Biblical DISC contains three sections, the Classic DISC contains just two: Part I of Classic DISC is titled "Understanding Yourself Through the DISC Behavioral Model". Part II is titled "Applying the DISC Behavioral Model for Enhanced Relationships and Results."

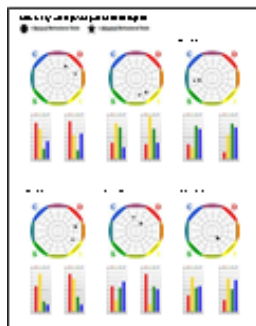
AUXILIARY DISC REPORTS

The DISC auxiliary reports are generated in your OASIS account. Listed below is an explanation of each report and the information provided therein.



Team Dynamics Report assists in better understanding and developing how well a team functions and performs. The report provides an overview of the combination of different behavioral styles within the team created from the individual DISC Assessments. It measures the team’s tendencies of observable behaviors based on the DISC model of directness/indirectness and guarded/openness.

The Team Dynamics Report provides information on both the Adapted and Natural Style tendencies of those on the team. There is also a resources section that provides information regarding communication and adaptability for the four DISC styles. You’ll find graphs in the report that provide the breakdown of the team by style, coaching and awareness-building questions, comparisons of style on the Behavioral Pattern View (wheel) and interpretation questions, descriptions for each style based on their placement, and suggestions to help blend the team as effectively as possible. 23 pages.



Group Graphs Report gives you a summary in pictorial format of each individual’s Natural and Adapted graphs, as well as the Behavioral Pattern View (wheel) with both the star and circle plotted to show Natural and Adapted locations. This graphic report shows up to 6 individuals on each page. Names are listed in alphabetical order. The number of pages is determined by the number of graphs included.



Behavioral Tendencies Team Report (BTR) allows you to see the Natural and Adapted Behavioral Tendencies with all selected members on a team. The report breaks down high and low behavioral tendencies of each team member and how that member functions within the team. In debriefing the BTR with the team, take special note of high and low tendencies. The report may also identify where potential conflict or misunderstandings may occur with teammates who exhibit opposite scores.



Team Wheel Report allows you to see the Natural and Adapted Behavioral Pattern View with all selected team members plotted together on the wheel. This report has one page with the wheel plotting natural styles, and another page plotting the adapted style. A key is included to easily identify the individuals who have initials represented on the wheel.



DISC Collaboration Report can be generated for any two individuals in a work or business relationship who have completed a Biblical or Classic DISC assessment. It presents the key features of the inter-relationship between two people, highlighting side-by-side the likely areas where they have both similar and dissimilar perspectives and behavioral tendencies.

The report shows specific areas where differences in perspective could lead to potential misunderstandings and offers possible solutions for conflict resolution. Areas examined in the collaboration report include DISC behavioral style overviews, strengths, communication do's and don'ts, and struggles. Two additional pages include Work Style Tendencies and Motivations/Ideal Work Environments.
17 pages



DISC Relationship Report is similar to the DISC Collaboration report in that it can be generated for any two individuals who have completed the Classic or Biblical DISC assessment. The main difference is that this report is for individuals in a personal relationship – typically couples in a dating relationship, married couples. Also is appropriate for family members (father to son, sister to sister, etc.) It highlights side-by-side the likely areas where the two individuals have similar and dissimilar perspectives and behavioral tendencies.

The report shows specific areas where differences in perspective could lead to potential misunderstandings and offers possible solutions for conflict resolution. Areas examined in the relationship report include DISC behavioral style overviews, strengths, struggles, communication do's and don'ts and task style tendencies. 15 pages

GENERATING AUXILLARY REPORTS

Generating a Collaboration Report

1. On the OASIS Home Page above the Resource Center click the down arrow on **Quick Links**. Click on **DISC Collaboration**
2. Under **Completion Date**, populate dates to search for your Assessment Users.
3. Under **Add Selected Users to Report** find the two individuals you want to compare and check the little box to the right of their name
4. Click on the blue button **Add Selected Users to Report**
5. The two reports – one for each person you selected will populate as pdf reports.
6. Click on the pdf to view/print/save. It may take several minutes for the reports to generate.

Generating a Relationship Report

1. On the OASIS Home Page above the Resource Center click the down arrow on **Quick Links**. Click on **DISC Collaboration**
2. Click on the blue button **Generate Relationship Reports**
3. Under **Completion Date**, populate dates to search for your Assessment Users.
4. Under **Add Selected Users to Report** find the two individuals you want to compare and check the little box to the right of their name
5. Click on the blue button **Add Selected Users to Report**
6. The two reports – one for each person you selected will populate as pdf reports.
7. Click on the pdf to view/print/save. It may take several minutes for the reports to generate.

Generating Group Reports

Group reporting varies depending on what assessments you are using. In most cases the report will produce a graph or series of graphs that show collaborative data from a selected group of assessment users.

Below are the steps to run group reports.

1. On the OASIS Home Page above the Resource Center click the down arrow on **Quick Links**. Click on **Group Reporting**
2. Under **Group Reports** - select the report you wish to run. For example: Team Report, Team Wheel, Group Graphs
3. Under **Completion Date Filter** -filter by completion date, beginning and ending date of when the Users completed the assessment. This will populate all your Users within that date range.
4. You may also select a User Group or Assessment Access Link from the drop down arrow
5. Check Users via the checkboxes of each name you wish to include in the group report. Then click on the “**Add Selected Users to Group Report**” button.
6. Type in a **Group Report Label**
7. Once you have selected the users, a grid of names will appear on the left of the screen showing your selected assessment users. You can search for more users to add to the report, or if you are finished, click on “**Generate Report**”.

Please allow up to 30-45 seconds for the group report PDF to be created.

SEE FULL INSTRUCTION MANUAL ON OASIS FOR DETAILED INFORMATION ON GENERATING GROUP REPORTS

KIDS DISC Profile



The Kids DISC Profile report will help kids/students discover what makes them tick, how special and unique they are. They will learn about their behavioral style by identifying which bird style is like them:

D - Eagle I - Parrot S - Dove C - Owl

By linking the four DISC styles to four birds, children can discover and value who they are and explore how God uniquely created them. The report unveils their strengths and talents as well as strategies for getting along with others. 12 pages

KIDS DISC Report for Parents-Teachers-Coaches



The Kids DISC Profile Report for adults who oversee the child/student includes four sections. The first section introduces the birds, so you gain a better understanding of the traits, needs, and dislikes of each of the bird styles. The second section is written for the child to help them gain a deeper understanding of themselves. The third section helps parents discover how to raise their child by embracing the child's innate style and supporting them on the path to becoming a happy, healthy, and successful adult.

Parents, teachers, and coaches learn how to guide the child as they navigate their way at home, in school, sports, and extracurricular activities. 30 pages

If you requested to have the Kids DISC Assessment added to your OASIS, you will find a Kids DISC Profile link set up for you. One link includes both the Kids DISC Only Profile and the full Kids DISC Adult Report.



Kids DISC Assessments in your OASIS

You will find **ONE** Assessment Link- **Kids DISC Profile** in your OASIS. The Kids DISC Profile link has two assessments assigned to this one link:

- Kids DISC Birds Full Report (for parents, teachers, coaches)
- Kids DISC Birds Kids Only Profile (for the child/student)

Emailing Kids DISC Assessment Link

You will email the Kids DISC Profile link to the student (or parent's email account) for the student to respond. The Adult does not complete the assessment. Once the child has completed the assessment, 2 assessments will populate in your OASIS:

- Kids DISC Birds Full Report (for parents, teachers, coaches)
- Kids DISC Birds Kids Only Profile (for the child/student)

The view report option **has not** been activated for the Kids DISC assessments. After the child/student responds to the assessment you will have the option to email the Kids Only Profile to the student and the person who has requested/authorized the Kids DISC Profile. And secondly, you will have the option to email the Kids DISC Full Report to parents, teacher and/or coach.

If the child/student does not have their own email account, all this activity will be fulfilled through the parent's or the adult's email account who has requested the Kids DISC Profile.

You will notice a large number of Kids DISC Birds Kid Only Profile credits in your account. and the price is set at \$0. This is because it is a FREE report that can only be used with the Kids DISC Birds Full Report (adult report). You will need to purchase Kids DISC Birds Full Report credits at \$25. After you have purchased these credits, you can assign the Kids DISC Profile credit to the Assessment User (Child). Once you deplete the Kids DISC Birds Only Profile credits in your OASIS account, simply request more and we'll add credits to your OASIS account.

See Sample Kids DISC Assessments in your OASIS account.

Recommended age for the Kids DISC Profile is 8-16.