

**Proctoring Instructions – [Class/Grade]**

[School]

*For full proctoring instructions, see the rest of this document.*

Overview:

1. Explain to students that they will be taking a survey that will help them discover their own unique behaviors and motivators. It is not a test; there are no right or wrong answers. They can use the information in the report to help make choices that bring them joy, happiness, and fulfillment.
2. Show this video: [Insert appropriate video]
3. Emphasize the following important points to students:

* There is no right or wrong answer – pick the answer that is true for you
* Double check your email address when you enter it to ensure you receive your report
* If you don’t know what a word means, ask or use Google
* Be sure to read each section’s instructions. Make sure you order statements in the order the instructions say.
* On the last page, you should select “Save”. The report will be emailed to you.

1. Provide the survey link:

**Here is the URL for [class]: [INSERT LINK]**

1. If a student does not receive a report, they should NOT retake the assessment. Instruct them to send an email to [support@indigoproject.org](mailto:support@indigoproject.org) with their full name and the name of the school and ask for the report to be resent.



**Proctoring Indigo in a Group Setting – IndigoMe**

**[School and Class]**

Items *italicized* are instructions that should be communicated out loud to students. You can read direct or restate in your own words.

**Intro: Who is Indigo**

*Indigo is all about helping students dive deeper in the discovery of who they are. If we can help you have a clear idea about the environments and situations that give you energy, and those activities that motivate and drive you, then you can choose to do* ***THOSE THINGS****. Only about 30% of adults in the working world today say that they enjoy the work they do, that they find it fulfilling. That is a pretty sad statistic and we don’t want any of you to be a part of that statistic.*

*Indigo also believes that you already are exactly who you are supposed to be. You have a unique set of behaviors and motivators, which is what our survey helps lay out. By knowing how to more clearly describe those qualities about yourself, we empower you to make choices about next steps in your life that support you in being* ***YOUR BEST YOU****.*

*Let’s watch a short video about Indigo.*

**Watch Indigo Video:** Ideal situation is to project onto one screen with sound. Other options include one computer per table/group or have everyone watch on their own with headphones. You can write this out on a front board or just tell them so they can type it in as a group.

[INSERT APPROPRIATE VIDEO]

**Start Indigo Assessment:**

*This survey was originally written for, and is still used by, executives in Fortune 500 companies for hiring big wigs. They use it to make sure they hire the right person for the job and they pay hundreds, sometimes thousands of dollars, to give this assessment to figure it out. Indigo has taken the same survey questions and changed the report so it makes sense and is useful for students.*

*You may encounter some terms you are unfamiliar with. If you encounter any, please ask. Just because you may not have heard of the term doesn’t mean that you haven’t already formed an opinion on it. It is your opinion that matters, not how vast your vocabulary.*

*Remember there are no wrong answers. Don’t over think it and go with your gut. As long as you pick what is right and true for you, THAT is the right answer.*

*Be sure to read each section’s instructions. Some ask you to rate the terms from most agree to least agree, and others it is the opposite. Make sure you are ordering them in the way they actually matter to you. This should take about 30 minutes.*

*Let’s go ahead and type in the assessment address.*

**Have URL written on a front board or on handouts for each student.**

**Here is the URL for [Class]: [**INSERT LINK]

**Please provide the appropriate details based on the schedule you have laid out.** If your students do best being walked through instructions, please proceed reading through the following set of detailed steps. If they do well following the instructions as they are written, you can skip the instructions within the \*\*\*\*\* and proceed to what is below this section**.**

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*Once you are in, you will see the welcome page.*

*Click “NEXT”, which takes you to the survey selection page. Click on “Complete Now” at the end of the line that says Indigo Me.*

*This takes you to a page to fill out some personal information. Please double check your email address after you type it. Any errors or typo’s will prevent you from getting your report when you’re finished. Make sure you click on the small box in the blue bar at the bottom of the screen agreeing to the terms and conditions and click “NEXT”.*

*As you complete each page, click “NEXT” to advance to the next screen. Continue until you reach the last page where you are prompted to hit “SAVE”. Once you have saved your responses, you are finished.*

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*When you’re finished, you will be redirected to an Indigo’s webpage. At that point you are finished and your report should be in your email inbox.*

As students are taking the assessment, be available to answer questions they have on vocabulary and remind them of what to do when they are finished.

When they reach the last page of the assessment, they should select the “SAVE” option. This will then direct them to Indigo’s homepage. Once they are here, they know they are finished the survey. If there is time between when they finish and when their break starts, they can start on the activity outlined below.

**Follow-Up to Indigo Activity Instructions *(should time permit):***

Write the following instructions somewhere students can read them once they are finished:

**Once you are finished the survey, go to your email and open the Indigo Report.**

**In the top left of the front page are some of your strengths. Pick one and write it out on a post-it note. Write large and clear enough that I can read it.**

**You are welcome to read through the rest of your report to see even more cool things about you until everyone has finished.**

Have a place somewhere in the classroom that students can place their post-it notes.

Once all students have finished taking Indigo and have written a strength on their post-it note, you can do one of the following to complete this activity:

1. Have students who are willing share the strength they wrote, then all should post their notes in the designated area.

2. Have students post their notes in the designated area and choose a few that you read out loud.

The goal is for them to hear the unique variety of strengths that they possess as a group.