



Peterson Cultural Style Indicator™ Help / User Guide

- For individuals
- For instructors / trainers / professors administering the test to one or more groups of participants.

Here's a quick overview of the six basic steps in this guide:

For Individuals and Instructors:

- 1) Register yourself (create an account)
- 2) Buy a test (for yourself, then complete it), or buy multiple tests (for a group)

For Instructors:

- 3) Create a group, with a Group Name and Group Password (called the "Group ID")
- 4) Email the participants to tell them to register themselves (just like you did in Step 1), and to let them know the Group Name and Group Password (the Group ID).
- 5) Log back in later to check or manage your group and see which participants have completed the test, analyze their scores, etc.
- 6) Some extra tips are at the end.

Here's some detail on how to do the above, with examples, screenshots, and tips:

For Individuals and Instructors:

- 1) Register yourself (create an account):

First, go to **AcrossCultures.com**. In the top menu of any page, choose "**Peterson Cultural Style Indicator**", then "**Register**". Follow the simple directions to register and create a Personal ID for yourself. For example you might create:

Username: **Professor Smith**

Password: **(123whatever)**

Email: **smith@(xyz).edu**

You only need to register once (Instructors: your participants will each register separately later - you do not need to register for them). When you first register, you're automatically logged in. On subsequent visits to AcrossCultures.com, you can always log back in by using the top menu: "**Peterson Cultural Style Indicator**", then "**Log in**".

If your instructor emailed you a Group Name and Group Password (a Group ID), there's no need to buy the test - you can now use this Group ID to complete the test.

- 2) Buy a test (for yourself, then complete it), or buy multiple tests (for a group):

Once you're logged in, you will see a link to "**Buy**" in the top menu.

Individuals: Just buy one test for yourself using PayPal, then you will see a "Peterson Cultural Style Indicator" button to begin the test.

Instructors: Use the "**Buy**" link to buy however many tests you want. When you buy tests, they are immediately added to your account. If you have 12 people in your group, you would buy 12 tests. All sales are done through PayPal. (You do not need a PayPal account to pay.)

PayPal accepts credit cards.) You might use a department credit card, then include the test (\$14 per person) in the price of the training or ask students to reimburse it as a course fee.

For Instructors:

3) Create a group: The next step is to create a "Group ID" (a Group Name and Group Password) for your participants so they can take the test. This way, your participants won't need to pay separately, they'll just enter the Group ID (Group Name, Group Password) you give them and you as the group manager will be able to see their scores.

Now that you've bought some tests, you can see "Groups" in the top menu. Here are some screenshots to show you the basics of creating and managing groups:

The screenshot shows the website's navigation menu with 'Groups' circled in green. Below the menu, the breadcrumb trail is 'Home » Groups » Index'. The main heading is 'Groups' with the text 'No results found.' A green arrow points from the text 'Once you've purchased more than one Peterson Cultural Style Indicator, you will see "Groups" in the top menu and you can create your own groups here.' to the 'Groups' menu item. Another green arrow points from the same text to the 'Create Group' button, which is also circled in green. The footer contains the 'Across Cultures' logo and copyright information.

The screenshot shows the 'Create Group for Jane Q. Smith' form. The breadcrumb trail is 'Home » Groups » Create'. The form has three input fields: 'Group Name *' with the value 'Smith Group', 'Group Password *' with the value 'gj6eP4rK3', and 'Maximum Tests' with the value '34'. A green arrow points from the text 'You create the Group Name and password, which you then give to your group members.' to the 'Group Name' field. Another green arrow points from the same text to the 'Group Password' field. Below the form is a 'Create' button. The footer contains the 'Across Cultures' logo and copyright information.

(continued...)

Peterson Cultural Style Indicator™

Home **Groups** User About Buy Contact Help Logout (Jane Q. Smith)

Home » Groups » Index

Groups

If you're an instructor, you can always verify your Group Name and Group Password using the "Groups" menu.

Displaying 1-1 of 1 result.

Operations
Create Group

Group Name: **Smith Group**
Group Password: gJ6eP4rK3
Tests Taken: 0
Maximum Tests: 34

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4) Email the participants:

You might send an email like this (cut and paste this to use as a template if you wish):

Subject: Peterson Cultural Style Indicator

(Dear students, / Dear participants, / Dear customer,)

Please complete the Peterson Cultural Style Indicator (before deadline) using the following:

- 1) Go to: **AcrossCultures.com**
- 2) **Register** for the Peterson Cultural Style Indicator (do not pay)
- 3) Complete the test using this Group ID:
Group Name: **GroupXYZ Fall**
Group Password: **aBc123**

✉

To: **Comm4650 group**

Cc:

Subject: Peterson Cultural Style Indicator

Dear Communication 4650 students, **This is a sample of email instructions you might send.**

Please complete the Peterson Cultural Style Indicator before our next meeting using the following:

- 1) Go to: **AcrossCultures.com**
- 2) Register for the **Peterson Cultural Style Indicator**
- 3) Complete the test using:

Group Name: **Comm4650**
Group Password: **Uk2dW8**

← You can communicate very simple instructions to your class/group via your own regular email system, in your syllabus, verbally, on a slide, or however you wish.

Note: you do not need to buy the test, it is included in the course fee.

Best,

Jane Smith |

Jane Q. Smith, Ph.D.
Professor of XY7

It's up to you to send this email or communicate these instructions. The essential information is in bold, and many people have taken the test following simple instructions like the sample email shown here.

5) Log back in later to check or manage your group:

At any time, you can log back in to see which participants have completed the group test, check their scores, and so on.

You can buy more tests if people have been added to your class / group or if you plan on using the test with a new class / group. If you buy additional tests for a group, be sure to update the “**Group Maximum**” to make these tests available to whichever group you wish (your existing group, or a new group). The new tests you purchase are not automatically added to an existing group because some people manage multiple groups, and some might be buying the tests for a new group. Therefore (professors / instructors / managers) have total control over editing the “Group Maximum” for each group. This also means that, if you wish, you can stop people from taking new tests in a particular group by capping it with the appropriate maximum. For example, you have a particular group with a maximum of 15 tests enabled. It turns out only 13 people took the test in that group, and you are done with that group. To be sure no more take it, you would set the Group Maximum to 13. You can change this again, raising and lowering the maximum as needed. And you can always apply the unused tests to a future group you create while logged into the same account.

Peterson Cultural Style Indicator™

Home Groups User About Buy Contact Help Logout (Jane Q. Smith)

Home » Groups » Smith Group

If you manage several groups, you can manage them from here.

Group Details

Group Name	Smith Group
Group Password	gJ6eP4rK3
Tests Taken	2
Maximum Tests	34
Create Time	2014-02-18 16:34:40

Click “Update Group” to change the Group Password or the Maximum Tests available to a particular group. (For example, you might change the “Maximum Tests” if you buy more tests and want to make them available to a particular group, or if you just want to cap a particular group to a new higher or lower maximum.)

Operations

- List Groups
- Create Group
- Update Group
- Delete Group

Completed Tests

Displaying 1-1 of 1 result.

User	Completed Time	Equality	Direct	Individual	Task	Risk	
David McD.	2014-02-18 16:36:57	5.8	2.8	6	3.6	4.6	

See a user's full report here.

As the Group owner, you can see group members' scores and time completed.

Incomplete Tests

These tests have been started, but are not yet finished

You can see tests in process (or delete abandoned tests, by clicking the red "x").

Displaying 1-1 of 1 result.

User	Create Time	Update Time	% Complete	
Vera Z.	2014-02-18 16:44:48	2014-02-18 16:44:59	8%	

You can copy and paste a group's data into a spreadsheet or other software to analyze or summarize it as you see fit (see below).

Peterson Cultural Style Indicator™

Home Groups User About Buy Contact Help Logout (Jane Q. Smith)

Home » Groups » Smith Group

Group Details

Group Name	Smith Group
Group Password	gJ6eP4rK3
Tests Taken	58
Maximum Tests	58
Create Time	2014-02-18 16:34:40
Group Owner	Jane Q. Smith

Operations

List Groups
Create Group
Update Group
Delete Group

Completed Tests

Tip: It's possible to select the data from this table and paste it in a spreadsheet so you can analyze or summarize it as you see fit.

Displaying 1-30 of 57 results.

User	Completed Time	Equality	Direct	Individual	Task	Risk	
mrd	2013-10-02 16:53:01	4.2	4.4	3.4	5.2	4	Ⓜ
actc	2013-10-02 19:37:20	4.4	2.8	6.2	5.2	3.4	Ⓜ
arie	2013-10-02 19:38:41	3.6	5.4	6	4.8	6.4	Ⓜ
mel	2013-10-02 20:17:12	3.2	2.6	5	5.8	4.2	Ⓜ
Pre	2013-10-02 20:44:05	2.4	4.4	5.2	2.2	5.2	Ⓜ
Sak	2013-10-02 21:23:01	2.8	2.6	5.8	5.6	7.2	Ⓜ
smc	2013-10-09 09:58:55	2.8	4.4	7	3.2	5.2	Ⓜ
aba	2013-10-03 06:45:00	2.4	2.2	6.6	3.8	4.4	Ⓜ
zhy	2013-10-03 06:46:30	5	5	5	5	5	Ⓜ
rock	2013-10-03 06:59:28	2	4	4.8	5.2	5	Ⓜ
bha	2013-10-03 08:29:27	2.2	2.4	6.4	2.4	3.8	Ⓜ

(Actual names blocked for privacy for the purpose of this screenshot)

See a user's full report here.

6) Finally, a few extra tips:

Unused tests cannot be transferred to different accounts. It's not possible to "link" multiple accounts together or "transfer" unused tests among accounts, so be sure to buy tests while logged in as the person who will ultimately use those tests to create and manage groups, view participant scores, etc.

For future reference, check the AcrossCultures.com menus: Choose "**Peterson Cultural Style Indicator**", to find answers to **Frequently Asked Questions**, and so on.



Note: The Peterson Cultural Style Indicator area has a blue menu bar across the top (as in the screenshots above). To return to the main AcrossCultures.com site, click the bridge logo at the bottom or top of any page.

The book Cultural Intelligence: A Guide to Working with People from Other Cultures contains case studies, questions and other more in-depth discussion material related to the same culture themes covered by the Peterson Cultural Style Indicator.

More info at: **AcrossCultures.com**

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