



Completing a Diagnostic:

Any upcoming Report will be displayed on the portfolio page along with the due date.

1. Select the Diagnostic Document name to view the document details required for submission.
 - a. The Report Details page identifies the diagnostics that must be included for the report. If a component is in the Additional components section, please refer to your specific training as to whether those components are required for your individual school.
2. Review the list of diagnostics that need to be completed by your school, select the pencil icon within the Components section to create or select a diagnostic.
 - a. If no components have been started, select **Create New** at the top of the screen. Any component with the check box marked will be added to your report.
3. Select the name of the diagnostic, and proceed to the diagnostic page to begin work on the specific component.
4. Select **Edit** next to the diagnostic name to give the component a unique name.
5. Select the section heading to view and/or respond to the items within each section. (Note the blue section headings are provided for each section within the diagnostic. Colored progress bars provide a visual of section completeness.)
6. Look for a table that provides the items for that section. Respond to an item by selecting the **Respond** link. Items with a checkmark have already received a response.
7. Review all questions to ensure a response. Select **Complete** at the bottom of the diagnostic summary screen, then select **Yes Complete** to confirm completion.