Completing The Program Evaluation Tool:

1. From your institution’s portfolio, select the Diagnostics & Surveys tab at the top of the screen.

2. From the Diagnostics tab, select Start Diagnostic.

3. Under Choose a Template, select the Program Evaluation Tool, give the component a unique name under Description, and select Start.

4. 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.)

5. 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.

6. Review all questions to ensure a response. Select Complete at the bottom of the diagnostic summary screen, then select Yes Complete to confirm completion.