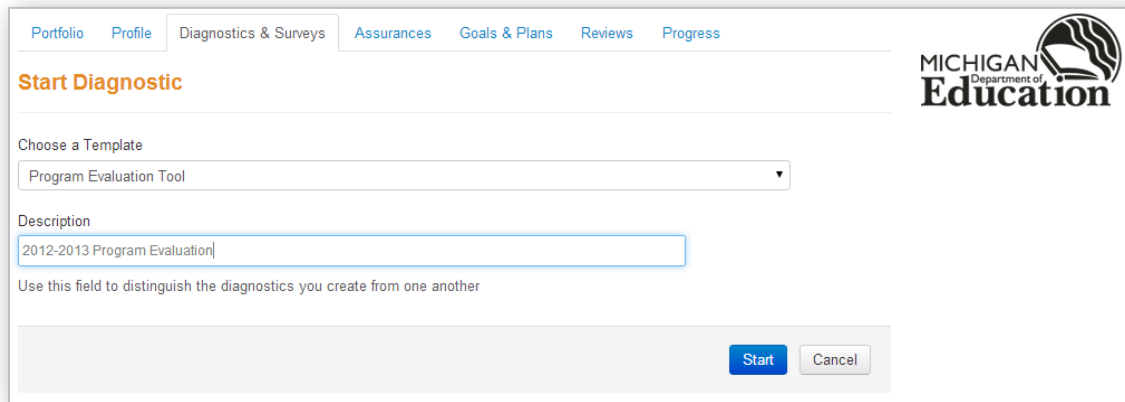


Completing The Program Evaluation Tool:

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.

