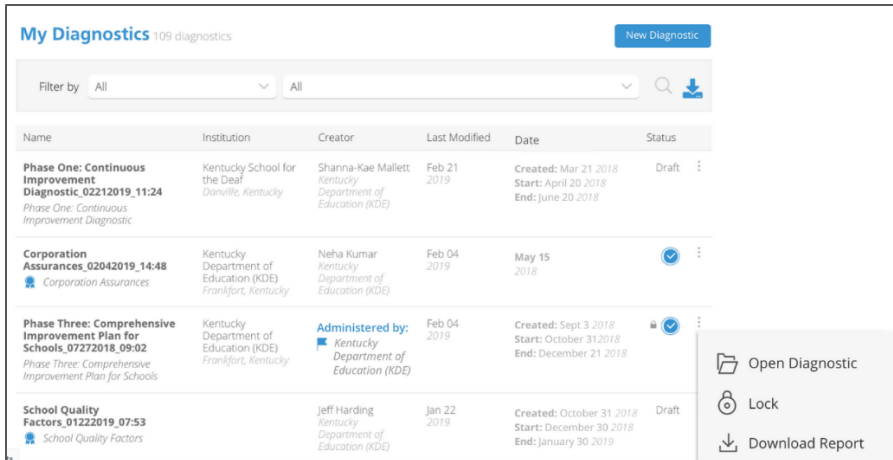


# Responding to an administered diagnostic

## Getting started

1. Log in to myJourney. If you have permissions for more than one school or district, select the desired school/district from the list.
2. Navigate to eProve diagnostics widget and select **Go to diagnostics**.

If your institution has a diagnostic assigned to it, you should see a flag denoting the diagnostic on your eProve dashboard. Note that the administered diagnostic appears on your institution's dashboard only after the administration's start date. In addition, your institution's HOI (Head of Institution) and PC (Primary Contact) receive notifications that the diagnostic has been assigned.



Name	Institution	Creator	Last Modified	Date	Status
Phase One: Continuous Improvement Diagnostic_02212019_11:24 <small>Phase One: Continuous Improvement Diagnostic</small>	Kentucky School for the Deaf Darville, Kentucky	Shanna-Kae Mallett Kentucky Department of Education (KDE)	Feb 21 2019	Created: Mar 21 2018 Start: April 20 2018 End: June 20 2018	Draft
Corporation Assurances_02042019_14:48 <small>Corporation Assurances</small>	Kentucky Department of Education (KDE) Frankfort, Kentucky	Neha Kumar Kentucky Department of Education (KDE)	Feb 04 2019	May 15 2018	
Phase Three: Comprehensive Improvement Plan for Schools_07272018_09:02 <small>Phase Three: Comprehensive Improvement Plan for Schools</small>	Kentucky Department of Education (KDE) Frankfort, Kentucky	<b>Administered by:</b> Kentucky Department of Education (KDE)	Feb 04 2019	Created: Sept 3 2018 Start: October 31 2018 End: December 21 2018	
School Quality Factors_01222019_07:53 <small>School Quality Factors</small>		Jeff Harding Kentucky Department of Education (KDE)	Jan 22 2019	Created: October 31 2018 Start: December 30 2018 End: January 30 2019	Draft

- Open Diagnostic
- Lock
- Download Report

3. Select the vertical ellipsis (three dots) next to the diagnostic. The drop-down menu for a participating institution contains these options:
  - Open Diagnostic or View Diagnostic
  - Lock/Unlock
  - Download Report
  - Download Status Monitoring Report
  - View History Log
  - Delete
4. Select Open Diagnostic from the drop-down menu and respond to each of the items in the diagnostic.
5. To add a comment to a diagnostic question, select Comment. Add your comment in the box that appears below the drop-down.

## Attaching files and relevant links

7. To attach files or relevant links to your diagnostic questions, select Attachments below the question. The Attachments dialog box contains two tabs: one for attaching a file up to 10 MB, and the other for adding relevant links.
8. Upload an attachment or add a link, and then select “Add Items” to connect the attachment or link to the relevant part of the diagnostic. If you add an attachment, but do not connect it to a specific item in the diagnostic, the attachment appears at the bottom of the diagnostic.

9. When you have finished with the diagnostic, select Save, and then select Send to Workspace. This action sends your completed diagnostic, with all uploaded attachments, to your selected Workspace review. Send to Workspace also automatically notifies the administration owner and the team lead for the review that you have sent the diagnostic.

**Note:** You may upload attachments without having a review assigned. After you select Send to Workspace, a Review Not Found error appears. When you have a review assigned, you can send the attachments to the Workspace review.

**Note:** To change the name of the administration on your dashboard, select Settings from the menu. The diagnostic scrolls to the dashboard to enable you to edit the name in the Administration

Display Name field. You may also add users who need to receive access to your diagnostic from the Diagnostic Settings area.

## Downloading reports

1. Log in to myJourney. If you have permissions for more than one school or district, select the desired school/district from the list.
2. Navigate to eProve diagnostics and select **Go to diagnostics**.
3. Select the ellipsis next to the diagnostic.
4. Select Download Report from the drop-down.
5. From the dialog box, select the option for the report you want to download (Diagnostic Content PDF or CSV, or Status Monitoring CSV).
6. Click Download.
7. For PDF reports: Choose Open or Save As from the Acrobat dialog. For reports in CSV format: Choose Open or Save As from the Open Raw Data dialog box.