

Evaluating by Step

If evaluating by step rather than evaluating the whole booklet at once, please remember to leave your Overall scores in the “Overall Summary” box.

Step 1 – Challenges

1. For each Challenge omitted – choose “Not Submitted” in the Fluency box.
2. If no Challenges were submitted, go to the “Summary” box and click, “Not Submitted.” This will automatically add a “Not Submitted” message to the Summary box and override other requirements for completion.
3. The Clarity score will appear in the in the Summary box as well the Comments box.
4. You must add some kind of comment in this box for the step to be considered completed. The small “abc” with a check mark icon is Spell Check, which can also be accessed by clicking, “Tools.”

Step 2 – Underlying Problem (UP)

1. If there is no Purpose in the UP, type, “No Purpose” in that field. You cannot leave this blank or the system will believe the step is incomplete.
2. You must add some kind of comment in the Summary box for the step to be considered complete.

Step 3 – Solutions

1. For each Solution omitted, choose “Not Submitted” in the Fluency box.
2. If no Solutions were submitted, go to the Summary and click, “Not Submitted.” This will automatically add a “Not Submitted” message to the Summary box and override other requirements for completion.
3. You must add some kind of comment in the Summary (comments) box for the step to be considered complete.

Step 4 – Criteria

1. If no Criteria were submitted, go to the Summary and click, “Not Submitted.” This will automatically put a “Not Submitted” message into the Summary (comments) box and override other requirements for completion.
2. Add comments to the Summary (comments) box.

Step 5 – Evaluation Matrix/Grid

1. If no Grid was submitted, click, “Not Submitted” under the left bottom corner grid box that has no numbers in it. This will automatically put a “Not Submitted” in the Summary (comments) box and override other requirements for completion.
2. Add comments to the Summary box.

Step 6 – Action Plan

1. If no Action Plan was submitted, click on the “Not Submitted” button to override other requirements for completion.
2. Add comments to the Summary box.