

Status Report

1. This section is meant to be completed before the start of your next assessment reporting year. To begin, please **"Check Out"** this requirement (using the green button to the right above the directions). Make sure the current year is selected on the left hand side of the screen (the year 2022 is used in example below)

The screenshot shows the 'Status Report (2023)' page. On the left sidebar, the '2022 Assessment Cycle' is highlighted with a red box and an arrow. The main content area features a yellow banner with 'Work Not Started | Due: 06/30/2023'. Below this, the 'Directions' section provides instructions: 'Provide a status update on any previous action steps. Outline current status and include next steps in the action is ongoing. See Section VII in the attached handbook for more information.' A green 'CHECK OUT' button is circled in red at the top right of the page.

2. Under the *Action Statuses* dropdown, click the gray **"Add Status"** button to open a screen to enter the status of your action step.

The screenshot shows the 'Action Statuses' dropdown menu. The 'Add Status' button is circled in red. The menu displays the following information:

- Action:** Update learning outcome for future cycles.
- Additional Details:** Learning outcome was too low of a level. We can develop this further in future.
- Implementation Plan (timeline):** Update before next cycle.
- Key/Responsible Personnel:** Hillary and Alison
- Budget request rationale (optional):** No budget needed
- Budget request amount:** \$0.00
- Priority:** Low

At the bottom of the menu, there is a text input field for 'Status for Update learning outcome for future cycles.' and a circled 'Add Status' button.

3. Complete the information and click the blue **“Submit”** button. You will NOT be penalized for indicating something is **“not implemented”** or other statuses. Assessment is a continuous improvement process.

Status Report for Update learning outcome for future cycles.
Outcome: Open Workspace (Training participants will be able to open their Taskstream workspace.)

Enter information for each action defined in the operational plan.
* Required Fields

* Current Status:	- Select -
Budget Status:	- Select -
Additional information:	<input type="text"/>
Next Steps:	<input type="text"/>

Cancel Check Spelling **SUBMIT**

Fill out fields

4. Once a status has been added you may add any supporting attachments or weblinks to that action using the gray **“Add/Edit Attachments and Links”** button.

Status Report (2018) VIEW LOG WORD PDF PRINT SHARE CHECK IN

Goal: Open Workspace
Training participants will be able to open their Taskstream workspace.

Action: Update learning outcome for future cycles.

Additional Details: Learning outcome was too low of a level. We can develop this further in future.
Implementation Plan (timeline): Update before next cycle.
Key/Responsible Personnel: Hillary and Alison
Budget request rationale (optional): No budget needed
Budget request amount: \$0.00
Priority: Low

Status: Update learning outcome for future cycles. Edit Remove

Current Status: Completed
Budget Status:
Additional information: draft
Next Steps: draft
Substantiating Evidence:
Add/Edit Attachments and Links

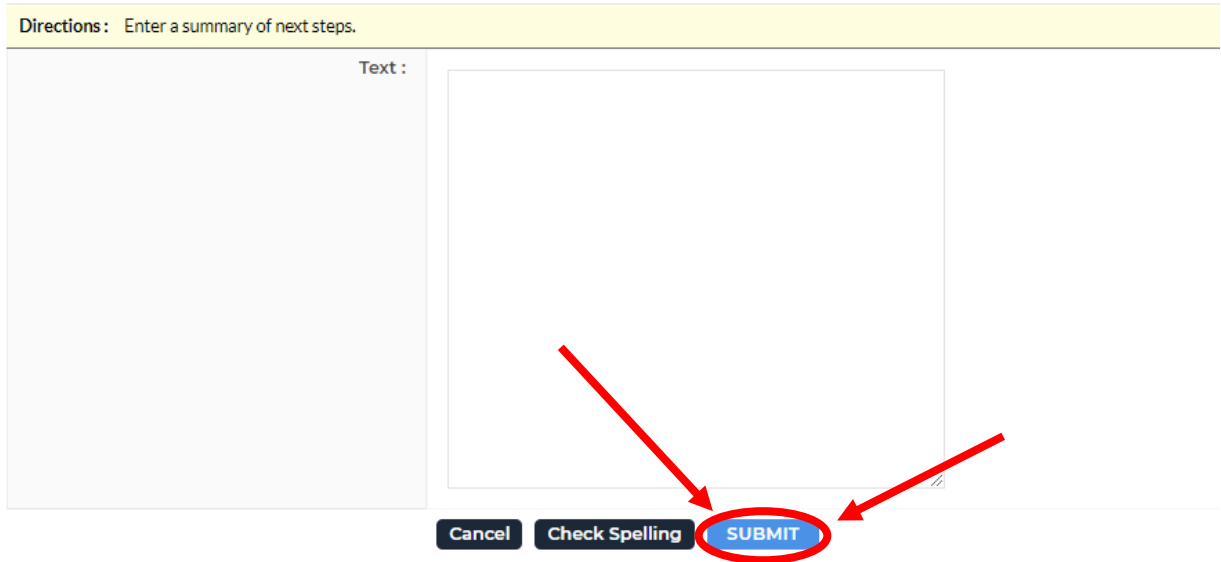
5. Continue adding a status for all action steps you included in the past cycle.
6. After updating the status of your action steps, under the *Summary of Next Steps* dropdown, click the dark blue **“Edit”** button. **THIS STEP IS OPTIONAL.**

The screenshot displays a web interface for a 'Status Report (2018)'. At the top, a green navigation bar contains links for 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and a 'CHECK IN' button. Below this, a light blue box contains the text 'Status for Revise training on entering methods in cycle.' with 'Edit' and 'Remove' buttons. A table-like structure shows the following details: Current Status: Completed; Budget Status: (blank); Additional information: draft; Next Steps: draft; Substantiating Evidence: (blank). Below the table is a button labeled 'Add/Edit Attachments and Links'. At the bottom, a section titled 'Summary of Next Steps' (indicated by a red underline) contains the text 'No text specified'. A red circle highlights an 'Edit' button in the bottom right corner of this section, with two red arrows pointing to it from the right side of the image.

7. Use this textbox to include a narrative summary of next steps related to the statuses/action steps you had for this outcome and/or your assessment process in general. When you are finished, click the blue **“Submit”** button.

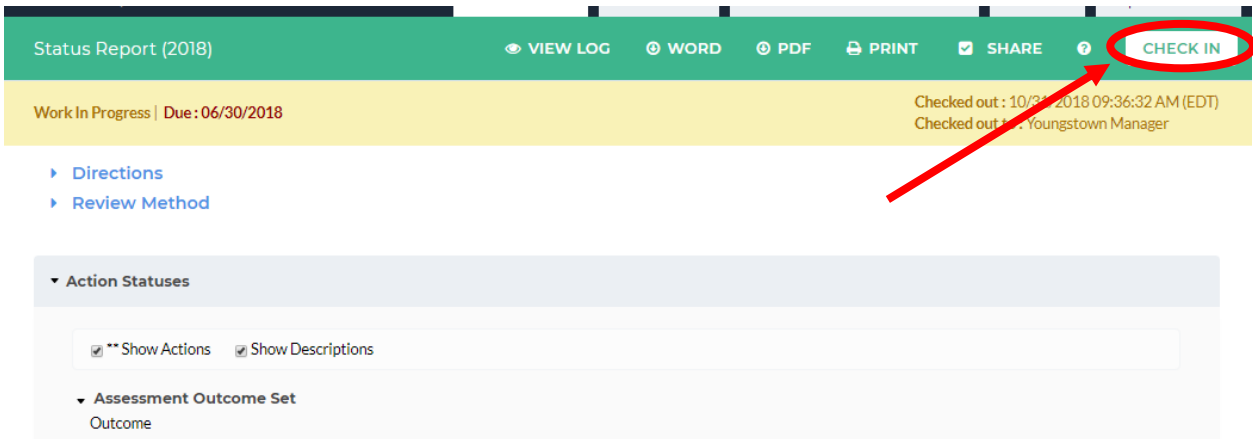
Directions: Enter a summary of next steps.

Text :



The screenshot shows a text input area with a large empty box for entering a summary of next steps. Below the text box are three buttons: 'Cancel', 'Check Spelling', and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red circle, and two red arrows point towards it from the left and right sides.

8. In order for others to access this requirement you will need to **“Check In”** (using the white button at the top right of your screen) the requirement when you are finished.



The screenshot displays a software interface with a green header bar. The header bar contains the text 'Status Report (2018)' on the left and a series of icons and buttons on the right: 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and 'CHECK IN'. The 'CHECK IN' button is circled in red, and a red arrow points to it from the bottom right. Below the header bar, there is a yellow status bar with the text 'Work In Progress | Due: 06/30/2018' on the left and 'Checked out : 10/30/2018 09:36:32 AM (EDT)' and 'Checked out by : Youngstown Manager' on the right. Below the yellow bar, there are two blue links: 'Directions' and 'Review Method'. At the bottom, there is a section titled 'Action Statuses' with a dropdown arrow, and a checkbox labeled '** Show Actions' which is checked, and another checkbox labeled 'Show Descriptions' which is also checked. Below this, there is a section titled 'Assessment Outcome Set' with a dropdown arrow and the text 'Outcome' below it.