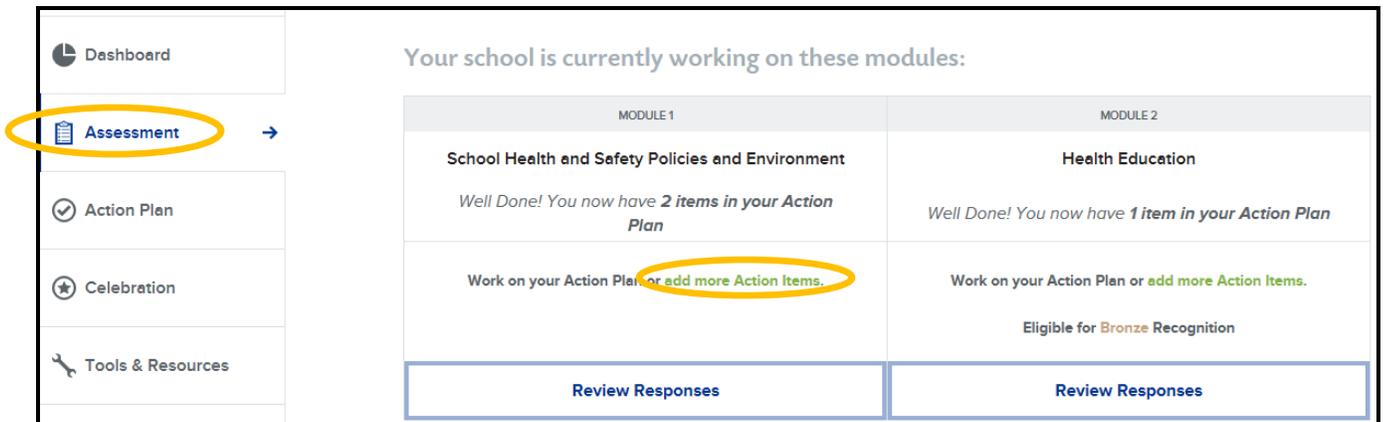


## Healthy Schools Program Website: Step-by-Step Guide

### How To: Develop an Action Plan

1. **Log in** (as a Team Member)
2. Once you have answered all questions within a module, Click **Assessment**
3. Click **“add more action items”** within the module



Dashboard

**Assessment** →

Action Plan

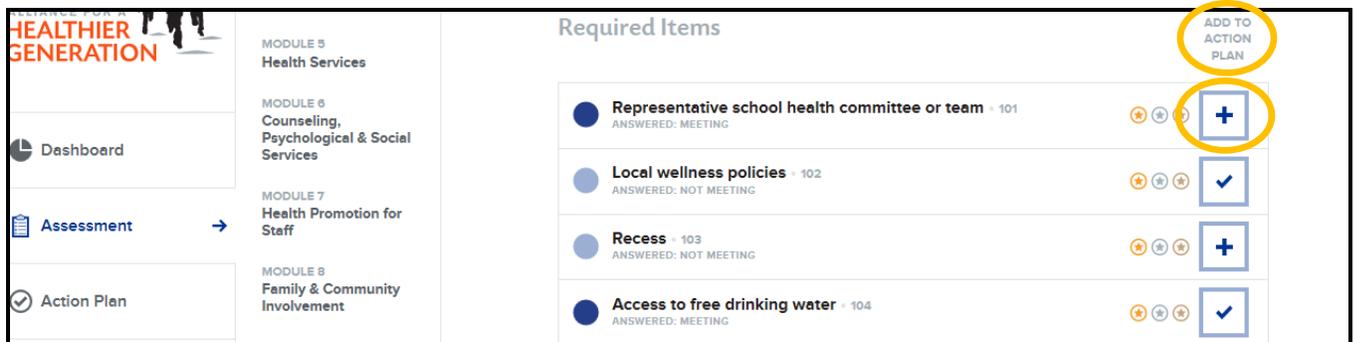
Celebration

Tools & Resources

Your school is currently working on these modules:

MODULE 1	MODULE 2
School Health and Safety Policies and Environment	Health Education
Well Done! You now have <b>2 items in your Action Plan</b>	Well Done! You now have <b>1 item in your Action Plan</b>
Work on your Action Plan or <b>add more Action Items.</b>	Work on your Action Plan or <b>add more Action Items.</b>
Eligible for <b>Bronze Recognition</b>	
<a href="#">Review Responses</a>	<a href="#">Review Responses</a>

4. From this page you may select items that you wish to work on by clicking the + sign to the right (under Add to Action Plan)



HEALTHIER GENERATION

Dashboard

**Assessment** →

Action Plan

MODULE 5 Health Services

MODULE 6 Counseling, Psychological & Social Services

MODULE 7 Health Promotion for Staff

MODULE 8 Family & Community Involvement

Required Items

**ADD TO ACTION PLAN**

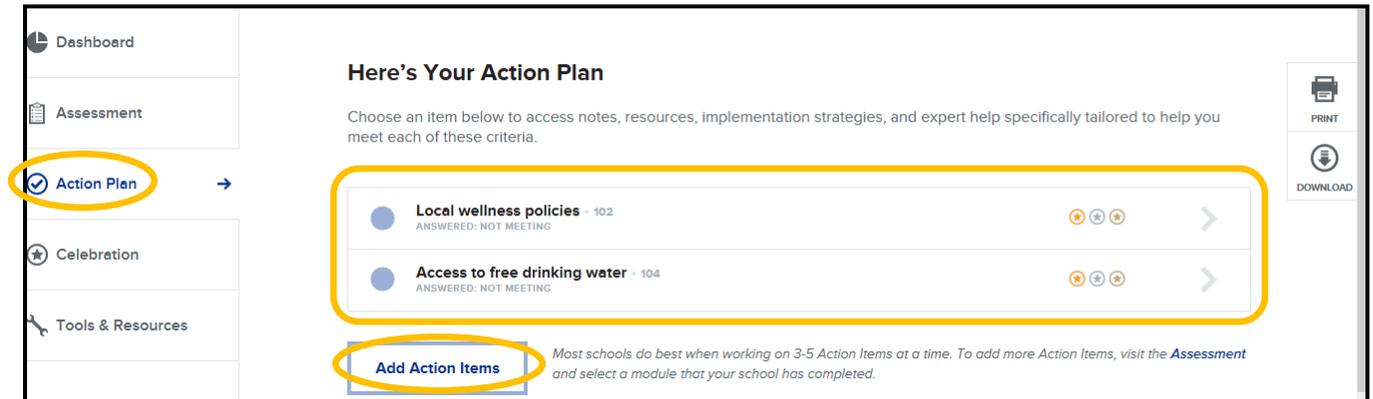
<b>Representative school health committee or team</b> - 101 ANSWERED: MEETING	⊕ ⊖ ⊕ ⊖	<b>+</b>
<b>Local wellness policies</b> - 102 ANSWERED: NOT MEETING	⊕ ⊖ ⊕ ⊖	✓
<b>Recess</b> - 103 ANSWERED: NOT MEETING	⊕ ⊖ ⊕ ⊖	<b>+</b>
<b>Access to free drinking water</b> - 104 ANSWERED: MEETING	⊕ ⊖ ⊕ ⊖	✓

5. Clicking the + will add it to your Action Plan, if you click it again it will be a - and will remove it from your Action Plan
6. Noted next to each Action Item is whether it is needed for Bronze, Silver and/or Gold. 

## How To: Develop an Action Plan

### Working on or changing your Action Plan

1. Click **Action Plan**
2. Each item that you have added to your action plan is listed



3. Open items are listed first, followed by completed items
4. Click on an item to reveal detail for that item (**see Action Item Detail section below**)
5. To add more items go back to the Action Plan and click the **Add More Items** button
6. When an item is marked "Complete" the answer is automatically updated to Yes/All in the Assessment

### Action Item Detail

**This page provides information, resources and support for implementing each item:**

**Question Detail** - The text of the question

**Notes** - You may type in notes about follow-up, action steps, resources or anything that you want to write down about this item. Multiple notes may be added for each item. Shows the author, date and edit history of the note.

**Resources** - Specific resource that we have identified as helpful in implementing this item plus a link to our full listing of resources

**Implementation Strategies** - Direction on steps to take to implement this criteria

**Impact & Outcomes** - How implementation of this criteria will benefit your students

**Help** - Contact an expert with questions or guidance on implementing this criteria

**Action Item History** - View the transaction history of this item, when team members added it, marked it complete, etc.