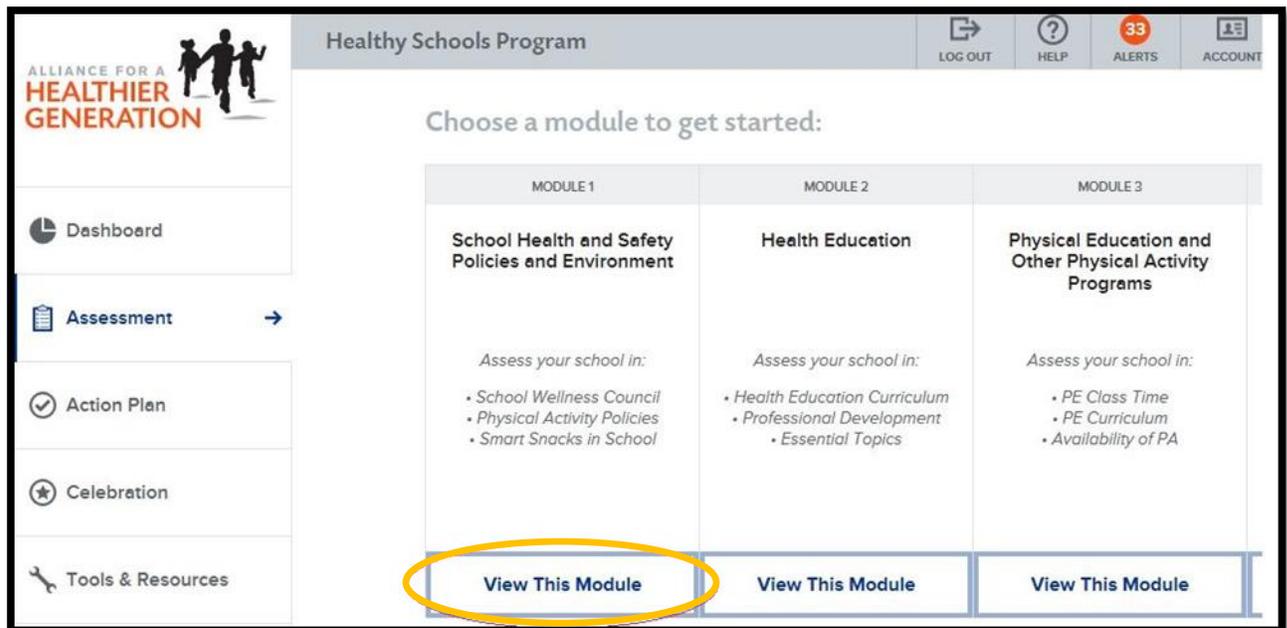


# Healthy Schools Program Website: Step-by-Step Guide

## How To: Complete Your Assessment

### Complete Your Assessment

1. [Log In](#) (as a Team Member).
2. Click **Assessment**.
3. Choose a module to begin.

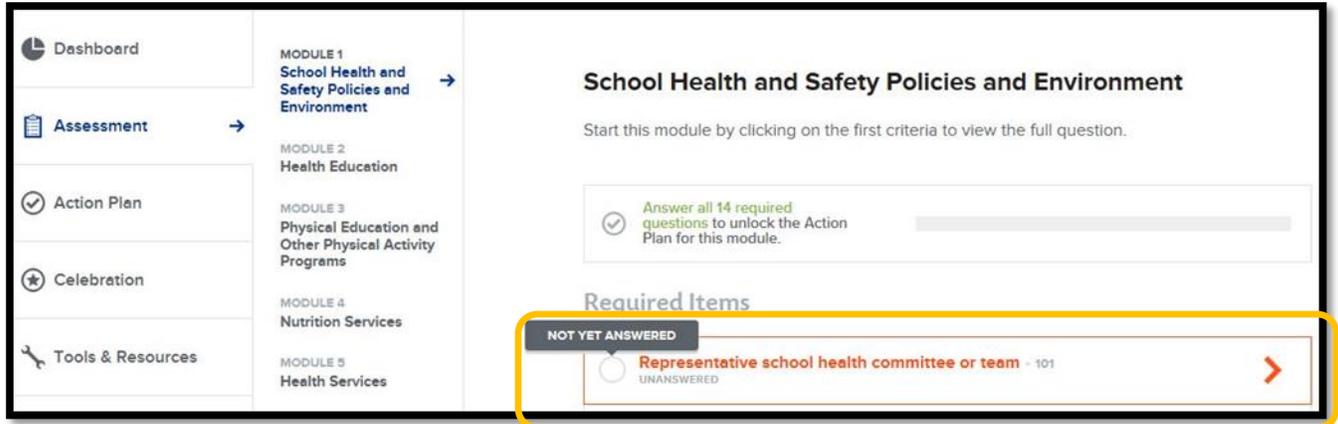


The screenshot shows the 'Healthy Schools Program' website interface. On the left is a navigation sidebar with options: Dashboard, Assessment (highlighted with a right arrow), Action Plan, Celebration, and Tools & Resources. The main content area is titled 'Choose a module to get started:' and contains a table with three columns: MODULE 1, MODULE 2, and MODULE 3. Each column lists a module title, a brief description of what to assess, and a 'View This Module' button. The 'View This Module' button for Module 1 is circled in yellow.

| MODULE 1  | MODULE 2  | MODULE 3   |
|---|---|--|
| <b>School Health and Safety Policies and Environment</b>  | <b>Health Education</b>   | <b>Physical Education and Other Physical Activity Programs</b>   |
| <i>Assess your school in:</i> <ul style="list-style-type: none"><li>• School Wellness Council</li><li>• Physical Activity Policies</li><li>• Smart Snacks in School</li></ul> | <i>Assess your school in:</i> <ul style="list-style-type: none"><li>• Health Education Curriculum</li><li>• Professional Development</li><li>• Essential Topics</li></ul> | <i>Assess your school in:</i> <ul style="list-style-type: none"><li>• PE Class Time</li><li>• PE Curriculum</li><li>• Availability of PA</li></ul> |
| <a href="#">View This Module</a>  | <a href="#">View This Module</a>  | <a href="#">View This Module</a>   |

## How To: Complete Your Assessment

4. Click on the first question to view the full question and the answer options - choose your answer.



5. After answering a question, click **Save and Next** at the bottom to move to next page (or **Save** to stay on the current page).



6. Your answers save with each question saved.
7. If any question is answered anything other than Yes or All, you have the option to add it to your Action Plan at that time. You do not have to add items at this time, they can easily be added later.

**Note:** All required questions within a module must be answered before you can begin an Action Plan in that module. All required questions must be answered in all modules to be eligible for a Healthy Schools National Award. Required questions are noted as such at the top right of the question.

### Review your Assessment

1. If a question is answered All or Yes, the circle next to the question will be dark blue.
2. If a question is answered anything else, the circle will be light blue.
3. If a question is unanswered, the circle will be very faint blue (almost white).

This is to give you an indication of whether or not you are meeting the criteria. These colors correspond to the graphs on your Dashboard.