**ASSESS, CREATE & MONITOR ACCESSED IN THE SUCCESS CYCLE LINK**

**It’ all on one web page!!**

**ASSESS AN INDICATOR** **1.)** Go to **Success Cycle**  on the Home Page and click on Assess, Create, Monitor (or go to the Assess, Create, Monitor via the gray Main Menu bar.) **2.)** Choose an indicator and follow the prompts: Fill in the bubbles, describe implementation efforts by putting todays date and description. The text field will expand with historical data. **3.)** Click save .

ASSESS

**CREATE AN OBJECTIVE** **1.)** Go to **Success Cycle**  on the Home Page and click on Assess, Create, Monitor (or go to the Assess, Create, Monitor via the gray Main Menu bar.) **2.)** Choose an indicator and scroll down to “Create & Monitor” and follow the prompts: assign a team member, establish a date and describe how it will look when objective is fully met. **4.)** Start with today’s date and then write a description of fully met: this is the Objective/Goal. **5.)** Click save .

CREATE

**ADD AN ACTION 1.)** Continue down the page to the button (or starting at the home page, go to **Success Cycle** Assess, Create Monitor, click on the indicator and scroll down to add an action by clicking on the  button. **2.)** Follow prompts to fill fields and save .

**MONITOR THE PLAN** **1.)** Go to **Success Cycle**  **2.)** Choose a previously assessed indicator that has an objective and action(s). **3.)** Scroll down to the bottom of the page to “Create & Monitor” and, if needed, change the info in the fields. **4.)** Click on the “Completed” field to add a date of completed action. Or click on the action to modify an action in the pop-up window and click save  **5.)** Once a completion date is entered, decide on “Objectives Status” in the pop-up window. **6.)** Follow prompts in the next window 7.) Click save 

MONITOR

**If an indicator is not viewable, it must be selected in the “Our Direction” links.**

**1.)** Go to **Our Direction**  on the Home Page and click on Set Direction **2.)** Click on Indicator Selection: . **3.)** Click on a Domain with the Indicator to assess. **4.)** Check the indicator to be assessed. **5.)** Click on the “View Selected Indicators”. **6.)** You are now back in the **Success Cycle.**