**Completing a Diagnostic for School Systems Review (SSR) and**

**District Systems Review (DSR):**

*Any upcoming report will be displayed on the portfolio page along with the due date.*

1. Select the ***Diagnostic Document*** name to view the document details required for submission.
	1. The **Report Details** page identifies the diagnostics that must be included with the report. If a component is in the Additional components section, please refer to your specific training as to whether those components are required for your individual school.
2. Review the list of diagnostics that need to completed by your school, select the **pencil icon** for the desired diagnostic (School Systems Review and/or District Systems Review).
	1. If no components have been started, select **Create New** at the top of the screen. Any component with the check box marked will be added to your report.
3. Select the name of the diagnostic, and proceed to the diagnostic page to begin work on the specific component.
4. Select **Edit** next to the diagnostic name to give the component a unique name.
5. Select the ***strand number*** and then select the ***standard number*** to view and/or respond to the items within each section. (Note the blue **strand headings** are provided for each section within the diagnostic. Colored progress bars provide a visual of section completeness.)
6. Based on the results of your Systems Review process, identify the characteristics of this Indicator that your school has implemented.
7. Please select all the ***Characteristics*** that are implemented for this Indicator
8. Identify the overall implementation rating your school selected for this Indicator.
9. Select the sample evidence you have *that could demonstrate implementation of this Indicator*
10. Once you are on the correct Indicator page to complete the diagnostic, check the appropriate responses in each section. You will see a **next button** at the bottom to continue completing the diagnostic. This will proceed to the next Indicator.
11. Review all questions to ensure a response. Select **Complete** at the bottom of the diagnostic summary screen, then select **Yes Complete** to confirm completion.