

# Navigate the Self-Assessment Overview Dashboard

The [Self-Assessment Overview Dashboard](#) allows you to manage the following elements of the programs assessment:

- [View Program Assessment Progress](#)
- [Add & Delete Additional Programs](#)
- [Toggle Between Programs](#)
- [Change the Principle Self-Assessment Language](#)
- [Begin a Program Assessment](#)

## View Program Assessment Progress

**1.0** This dashboard displays the progress and completion status for each section of the Principles Framework.

**1.1** A blue progress bar as well as a percentage is used to display the progress for each principle.

SELF-ASSESSMENT OVERVIEW  
Test Program #1

PROGRESS

Be intentional	80% complete
Be context oriented	31% complete
Be outcomes-focused	0% complete
Be diligent and ensure well-being	0% complete
Be realistic and accountable	0% complete

CONTINUE PRINCIPLE  
Be context oriented

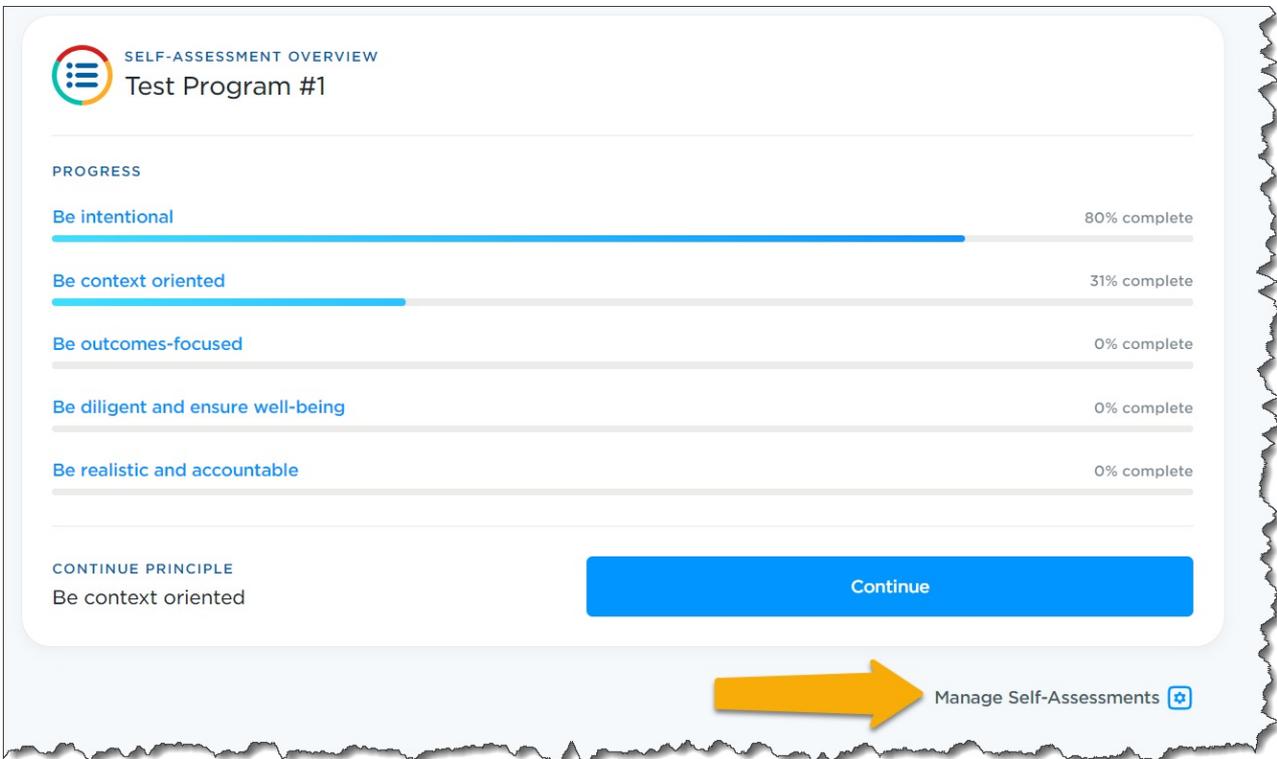
Continue

Manage Self-Assessments

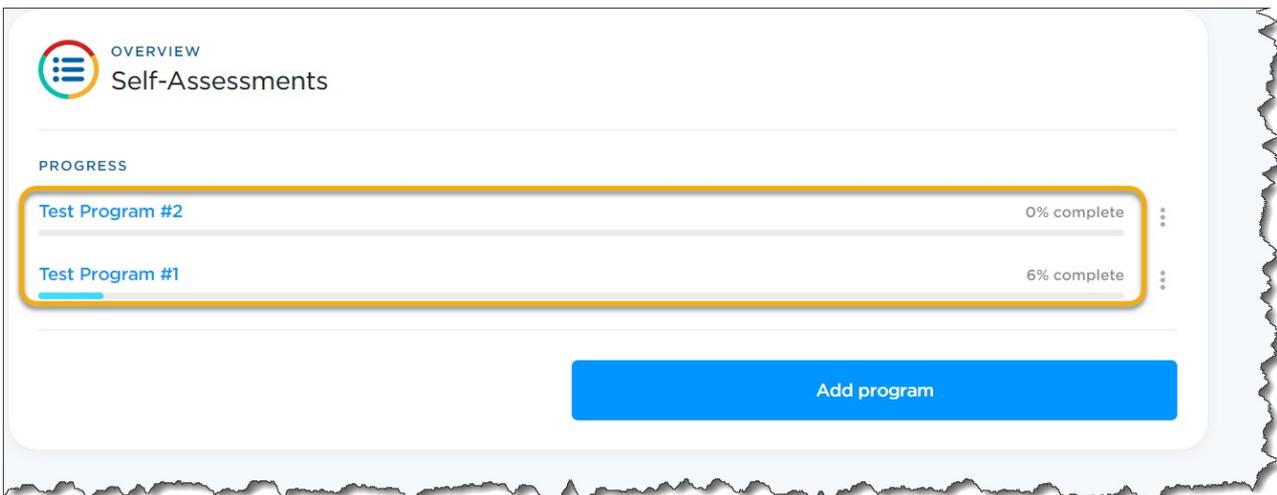
**1.2** If you have multiple program assessments in progress and you wish to see them all at a glance, click

[Manage Program Assessments](#)

at the bottom right-hand side of the dashboard.



1.3 The following page displays the overall completion status of all your program assessments.



## Add and Delete Additional Programs

### Add

If you have multiple programs to assess, it is possible to add another program from the [Assessment Overview Dashboard](#).

2.0 Click  at the bottom right-hand side of the dashboard.

**SELF-ASSESSMENT OVERVIEW**  
Test Program #1

**PROGRESS**

Be intentional	80% complete
Be context oriented	31% complete
Be outcomes-focused	0% complete
Be diligent and ensure well-being	0% complete
Be realistic and accountable	0% complete

**CONTINUE PRINCIPLE**  
Be context oriented

[Continue](#)

[Manage Self-Assessments](#)

2.1 On the following page, click [Add program](#)

**OVERVIEW**  
Self-Assessments

**PROGRESS**

Test Program #1	6% complete	⋮
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[Add program](#)

**Add a new program**

Begin by entering the name of the program for which you'd like to perform the self-assessment.

Program name

[Continue](#)

2.2 You will be brought back to the program submission page.

2.3 Enter your new Program Name.

## 2.4 Click

Continue

2.5 After submitting this additional program, you will be brought back to the *Self-Assessment Overview Dashboard* page but this time the newly submitted program overview is displayed.

SELF-ASSESSMENT OVERVIEW  
Test Program #2 **New Program Name**

PROGRESS

Be intentional 0% complete

Be context oriented 0% complete

Be outcomes-focused 0% complete

Be diligent and ensure well-being 0% complete

Be realistic and accountable 0% complete

GET STARTED  
Be intentional **Begin**

Test Program #2 Manage Self-Assessments

## Delete

2.6 To delete a program from the self-assessment tool, click **Manage Program Assessments** at the bottom right-hand side of the dashboard.

SELF-ASSESSMENT OVERVIEW  
Test Program #2

PROGRESS

Be intentional 0% complete

Be context oriented 0% complete

Be outcomes-focused 0% complete

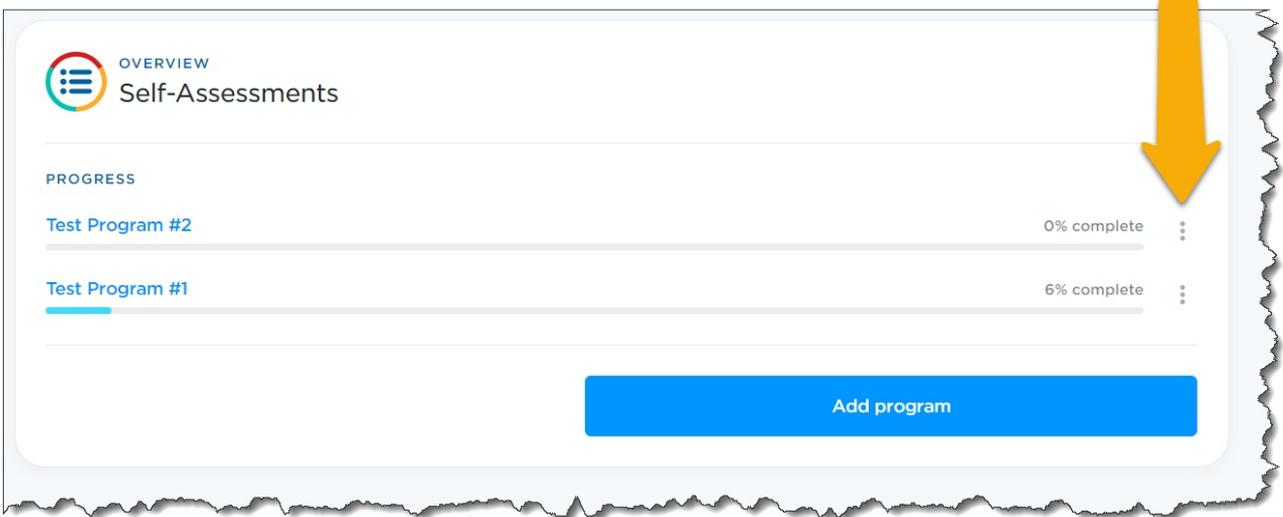
Be diligent and ensure well-being 0% complete

Be realistic and accountable 0% complete

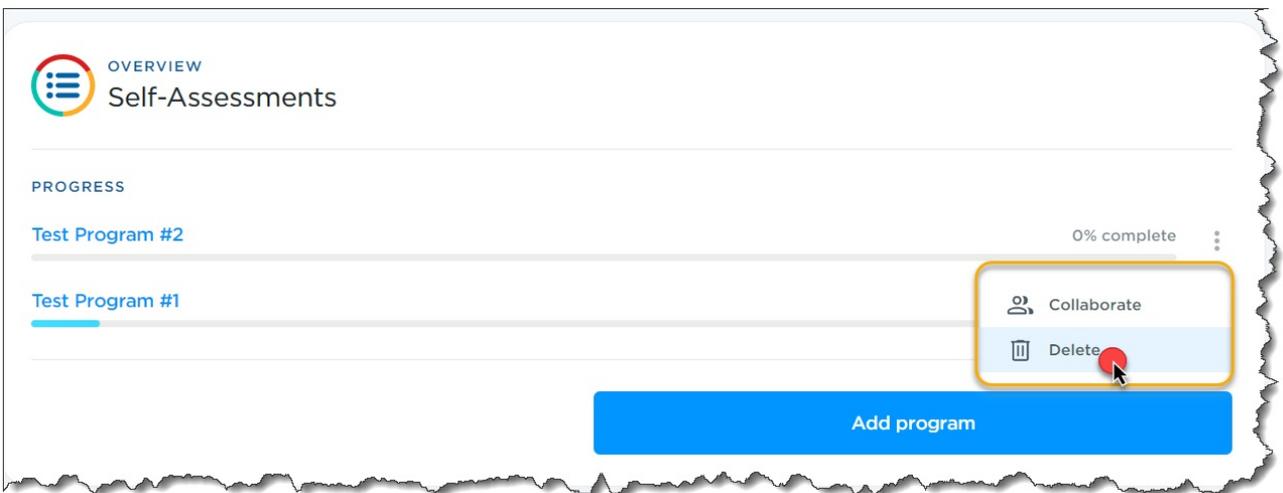
GET STARTED  
Be intentional **Begin**

Test Program #2 Manage Self-Assessments

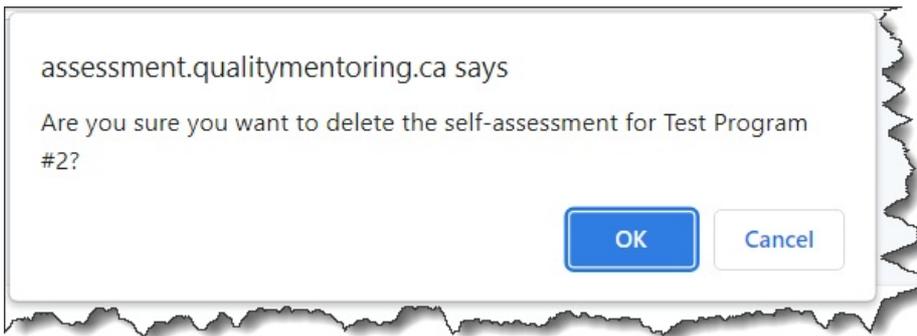
2.7 Click the  icon beside the program you wish to delete.



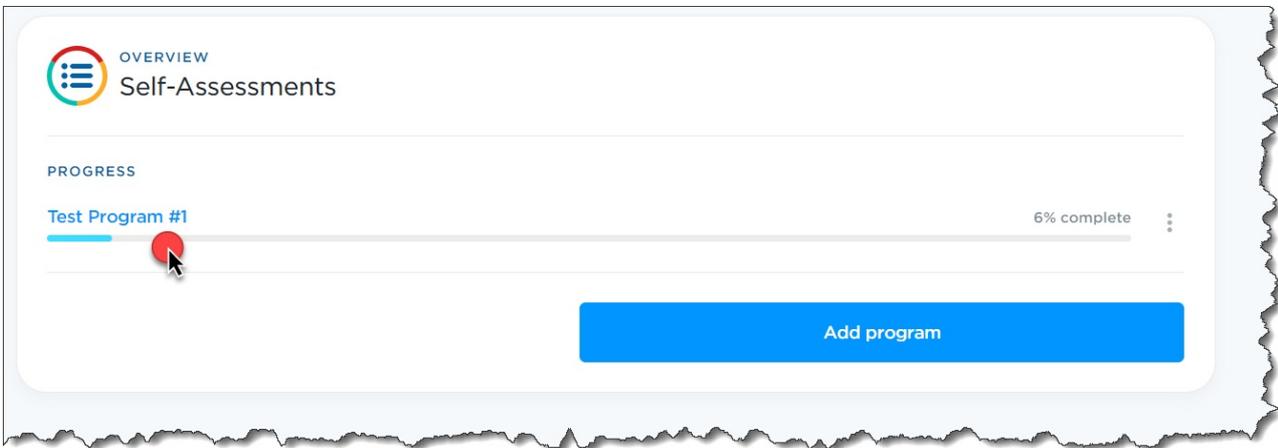
2.8 The options will expand, click  Delete



2.9 You will be asked to confirm the deletion, click 



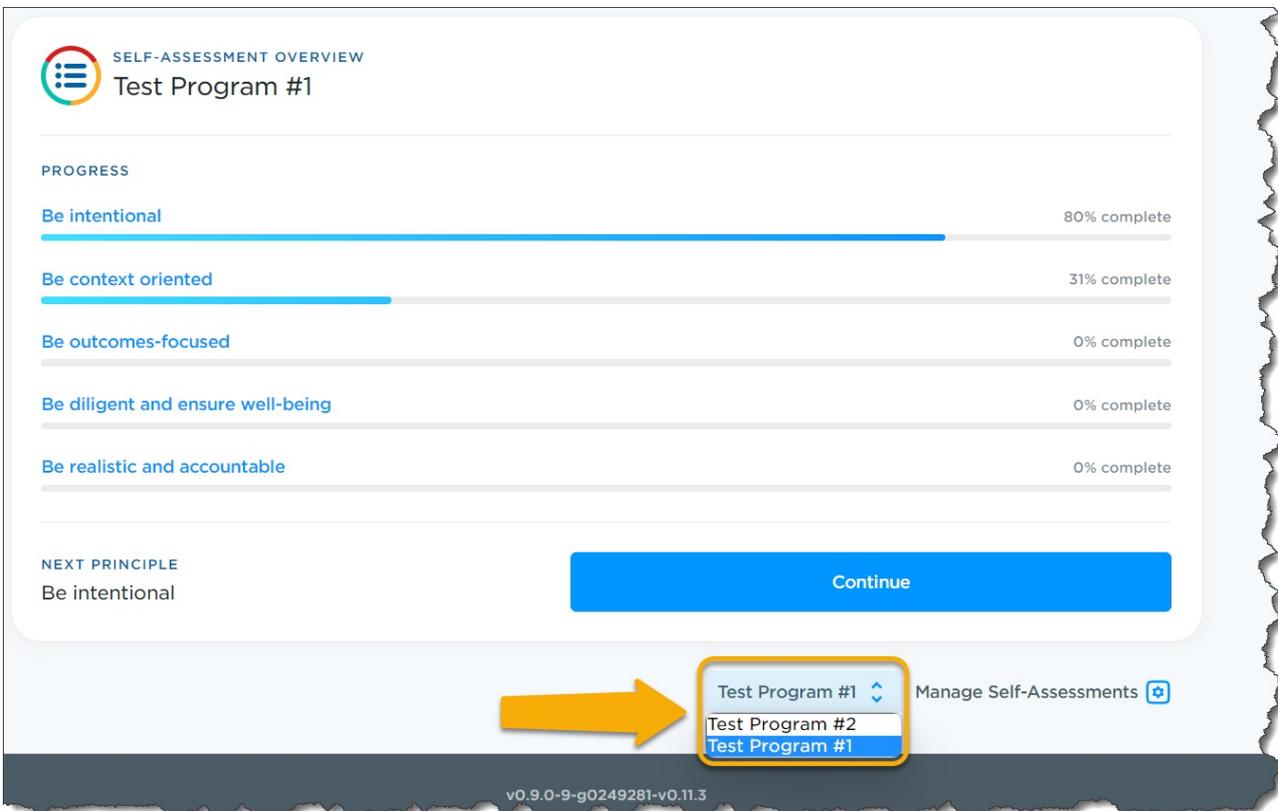
2.9.1 The program is now gone from this page. Click the program name to return to their [Self-Assessment Overview](#).



## Toggle Between Programs

**3.0** If you have multiple programs and wish to toggle between, click the program name drop-down menu at the bottom of the [Assessment Overview Dashboard](#).

**3.1** Select the program to view to proceed with the view change.



## Change the Principles Self-Assessment Language

**4.0** The self-assessment is available in both English and French. To change the displayed language, click the language icon  in the top right-hand corner.



## Begin a Program Assessment

**5.0** To get started with a program assessment, make sure the correct program is listed at the top of the page and click

Begin

**SELF-ASSESSMENT OVERVIEW**  
**Test Program #1**

**PROGRESS**

Be intentional	0% complete
Be context oriented	0% complete
Be outcomes-focused	0% complete
Be diligent and ensure well-being	0% complete
Be realistic and accountable	0% complete

**GET STARTED**  
Be intentional

Begin

**NEXT**

🔗Revision #38

★Created Tue, Nov 29, 2022 11:01 PM by Michèle Mantero

✎Updated Wed, Jan 18, 2023 10:40 PM by Michèle Mantero