

## Assessment Completion

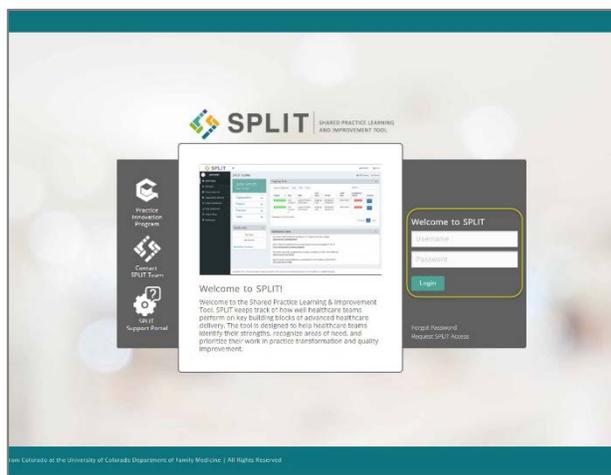
How to complete assessments in SPLIT.

### Overview:

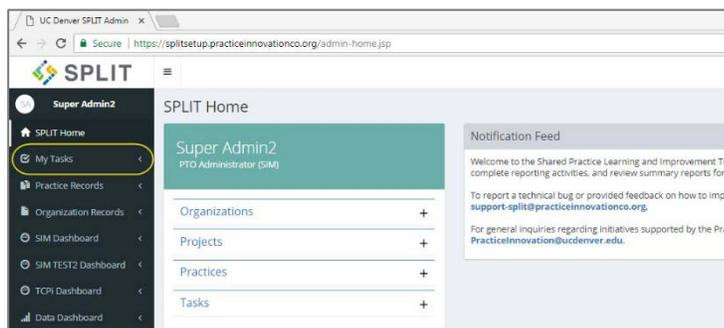
The Assessments page is found in the 'My Tasks' section in the main SPLIT navigation, and is the main place for all SPLIT users who are participating in an initiative to go to complete assessments. The modules found on this page include: Assessments Summary, Quick Links, and Assessments.

### Instructions:

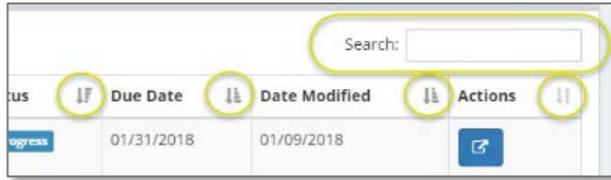
Navigate to the SPLIT Landing Page (<https://split.practiceinnovationco.org>) to log into SPLIT.



- 1) Enter your username (primary SPLIT email address) and password
- 2) Once logged into SPLIT select 'My Tasks' in the main navigation



- 3) Select the 'Assessments' page under the 'My Tasks' section.
- 4) On the 'Assessments' page in the 'Assessments module, use the sort and search functions to find an assessment task for a practice site. (Note only assessments/tasks for practice sites the user and/or PTO is associated with in SPLIT will display in the Assessments module.)



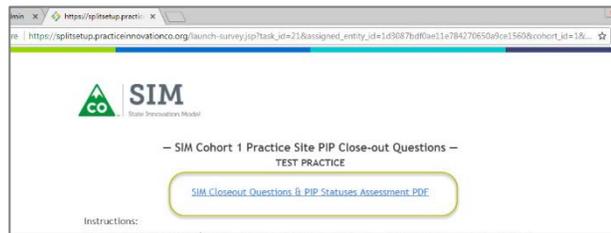
Status	Due Date	Date Modified	Actions
Progress	01/31/2018	01/09/2018	[Action Icon]

- 5) Click on the arrow icon in the 'Actions' column to access an assessment survey.  
(Note this action icon allows users to re-access an assessment survey for practice site until the survey is officially submitted, the assessment will no longer appear in the Assessment module when the survey has successfully been submitted.)



Status	Due Date	Date Modified	Actions
In Progress	01/31/2018	01/09/2018	[Action Icon]

- 6) The selected assessment survey will open in a new window/tab.  
(Note a blank PDF of the assessment is available in the survey.)



- 7) Complete all required questions for the assessment survey selected.
- 8) To resume an assessment survey later, use the 'Close' button in the lower right of the survey window to close the survey and access it at a later time.  
(Note the survey will resume from where the last user closed it or left off.)



- 9) On the final page of the assessment, enter the information for the individual submitting the assessment, and before submitting confirm all responses are complete and accurate. Assessment responses are considered final and cannot be changed after submitted.