Searching and filtering diagnostics

Getting started

eProve diagnostics has a **Filter by** drop-down option that enables you to filter diagnostics by template type and status:

1. All
2. AdvancED Certified Content
3. My Custom Content
4. Shared Custom Content
5. Status

Once you select a template type, all the corresponding templates are available in a second drop-down menu. All the diagnostics that have been created using the selected template appear on the screen underneath the **Filter by** bar.

**Note:** If you are viewing the diagnostics as an administrator, you will see both diagnostics that have been created in your account and diagnostics created in the associated child accounts.
Searching

The Filter by bar includes a Search function. To use the Search function, click the magnifying glass icon. Type your search criteria into the Search field. The resulting list shows all the diagnostics that match your criteria, and the criteria are highlighted for each diagnostic displayed.

This Search function searches through all the diagnostics that belong to the current institution. If you have administrative permissions, it will search the full list of diagnostics within your account and associated child accounts (parent and children), even those that do not appear in the list.

Administrators may grant access to users (viewers and editors) at their institutions to view diagnostics belonging to that account. To grant access to a diagnostic at a child institution, administrators must navigate to the child institution and grant access from there.

Template types available in the Filter by function

**AdvancED Certified Content** – This menu choice displays all the diagnostics that were created using AdvancED templates. The second drop-down menu includes retired templates. The display shows all the diagnostics that were created using the retired template, but you may not create any new diagnostics with it. The institutions must be active for the associated diagnostics to display.

**My Custom Content** – The diagnostics that display with this menu choice were created with templates that are owned by the account that you are currently using to search.

**Shared Custom Content** – The diagnostics that display were created with templates that belong to the parent institution, and which have been shared with the child institutions. Note that the only available filter for Shared Custom Content is All.

**Status** – This menu choice filters the diagnostics by status:

- **All**
- **Draft** – a newly created diagnostic that has not been opened for responses.
- **Open** – a diagnostic that has been opened for responses, and which can accept additional responses.
- **Locked** – a diagnostic that cannot accept additional responses until a user unlocks it. Both Open and Complete diagnostics may be locked and unlocked.
- **Complete** – all required questions in the diagnostic have been answered.