

Searching and filtering diagnostics

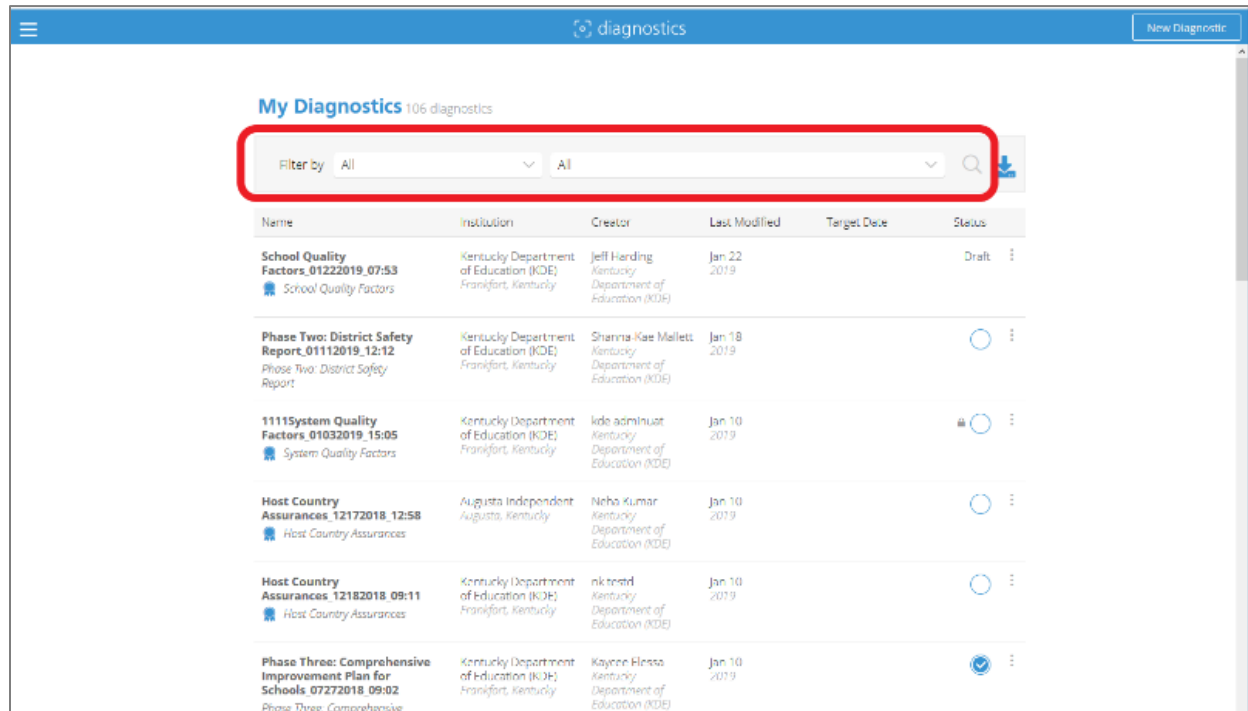
Getting started

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.



The screenshot shows the 'My Diagnostics' page in the eProve interface. At the top, there is a blue header with the 'diagnostics' logo and a 'New Diagnostic' button. Below the header, the page title is 'My Diagnostics' with a sub-header '106 diagnostics'. A red box highlights the 'Filter by' section, which contains two dropdown menus: the first is set to 'All' and the second is set to 'All'. Below the filter bar is a table of diagnostics.

Name	Institution	Creator	Last Modified	Target Date	Status
School Quality Factors_01222019_07:53 School Quality Factors	Kentucky Department of Education (KDE) Frankfort, Kentucky	Jeff Harding Kentucky Department of Education (KDE)	Jan 22 2019		Draft
Phase Two: District Safety Report_01112019_12:12 Phase Two: District Safety Report	Kentucky Department of Education (KDE) Frankfort, Kentucky	Shanna-Kae Mallett Kentucky Department of Education (KDE)	Jan 18 2019		
1111System Quality Factors_01032019_15:05 System Quality Factors	Kentucky Department of Education (KDE) Frankfort, Kentucky	kde adminuat Kentucky Department of Education (KDE)	Jan 10 2019		
Host Country Assurances_12172018_12:58 Host Country Assurances	Augusta Independent Augusta, Kentucky	Neha Kumar Kentucky Department of Education (KDE)	Jan 10 2019		
Host Country Assurances_12182018_09:11 Host Country Assurances	Kentucky Department of Education (KDE) Frankfort, Kentucky	niktrend Kentucky Department of Education (KDE)	Jan 10 2019		
Phase Three: Comprehensive Improvement Plan for Schools_07272018_09:02 Phase Three: Comprehensive	Kentucky Department of Education (KDE) Frankfort, Kentucky	Kayrene Hessa Kentucky Department of Education (KDE)	Jan 10 2019		

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.