

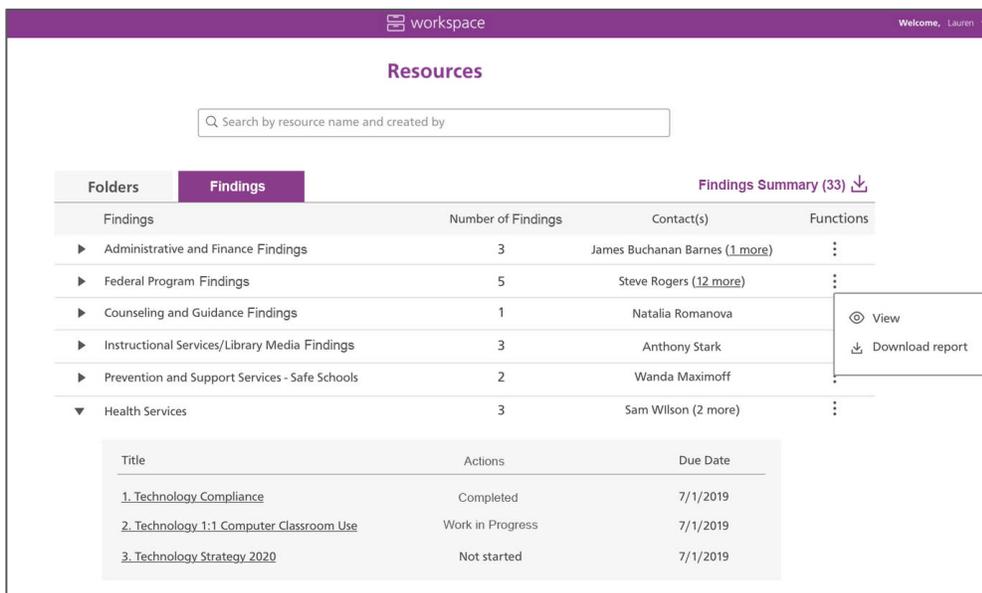
Responding to findings

As the review team completes each diagnostic, a finding is created, generating a notification email to your institution's contributors (Head Of Institution and Primary Contact). The notification email contains the title of the finding and its due date.

Note: Each diagnostic that the team completes can generate a separate Finding. This enables your contributors to respond immediately as the findings become available.

Responding to a Finding

1. Log in to myJourney for your institution and select **Go to workspace**.
2. If you are assigned to one workspace as a contributor, you will be taken directly to that workspace. If you have additional workspaces available to you, you will be taken to the workspace dashboard and can search for the review.
3. Select the **Findings** tab.
4. If findings have been assigned to you, they will be listed by section, with the number of findings within each section and the name(s) of the team member contact(s) assigned to them.
5. Select the arrow beside a section name to view the titles of each of the findings, their current status, and each finding's due date. A finding may have the status of Not Started, Work In Progress, or Completed.
6. To generate an individual CSV report of all findings from within each section, select the vertical ellipsis (three dots) and choose Download report.
7. To access a comprehensive CSV report of all actions from the entire review at the time of the download, select the Finding Summary link from the top right of the Findings dashboard.



The screenshot displays the 'Findings' dashboard in the workspace. At the top, there is a search bar labeled 'Search by resource name and created by'. Below it, the 'Findings' tab is active, showing a table with columns: Findings, Number of Findings, Contact(s), and Functions. The table lists several sections, including 'Administrative and Finance Findings', 'Federal Program Findings', 'Counseling and Guidance Findings', 'Instructional Services/Library Media Findings', 'Prevention and Support Services - Safe Schools', and 'Health Services'. A dropdown menu is open for the 'Instructional Services/Library Media Findings' section, showing 'View' and 'Download report' options. Below the main table, there is a detailed view of findings with columns: Title, Actions, and Due Date.

Findings	Number of Findings	Contact(s)	Functions
▶ Administrative and Finance Findings	3	James Buchanan Barnes (1 more)	⋮
▶ Federal Program Findings	5	Steve Rogers (12 more)	⋮
▶ Counseling and Guidance Findings	1	Natalia Romanova	⋮
▶ Instructional Services/Library Media Findings	3	Anthony Stark	⋮
▶ Prevention and Support Services - Safe Schools	2	Wanda Maximoff	⋮
▼ Health Services	3	Sam Wilson (2 more)	⋮

Title	Actions	Due Date
1. Technology Compliance	Completed	7/1/2019
2. Technology 1:1 Computer Classroom Use	Work in Progress	7/1/2019
3. Technology Strategy 2020	Not started	7/1/2019

View items associated with a Finding

Administrative and Finance Findings
Coosa County School District

Candy canes ice cream jujubes cake icing. Macaroon lollipop gummies danish muffin caramels tropping. Tiramisu tiramisu borbon macaroon. Cookie candy canes jelly-o. Icing jujubes pudding bear claw pudding gingerbread lollipop bear claw. Marzipan apple pie liquorice jelly-o. Fruitecake oat cake gingerbread jujubes wafer. Dragée marshmallow wafer wafer halvah sugar plum cake carrot cake donut. Sugar plum icing fruitcake croissant cookie cotton candy.

1. Donut chocolate tootsie roll chocolate lollipop. Due Date: 7/1/2019
Accepted

Statement
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate

Description
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Items

1.2 Does the LEA have all required program evaluations: Migrant?

1.5 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget...

1.9 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget...

Notes

Note Details	Status	Functions
> Date Created: 5/7/2019 Created by: Linda Erzah - Behrensmeier	Accepted	
> Date Created: 4/12/2019 Created by: Abigail Ellis	Implemented	
> Date Created: 2/20/2019 Created by: Linda Erzah - Behrensmeier	Rejected	
> Date Created: 2/18/2019 Created by: Abigail Ellis	In Progress	

8. To view the items associated with a Finding, select the arrow to the left of the Finding. To navigate directly to that finding, select its title.

9. To respond to the Finding, select **Add Note** below the linked items.

Within the note, you can update the institution status of the finding, add a descriptive note and attach files or links. Institution status options are:

- Not Started
- Work in Progress
- Completed

10. When you have finished adding a note, select **Save**. The note appears in the Finding. Selecting **Save** generates an email that notifies the team member contact that the finding has an update available.

Completing a Finding

11. The review team can review notes and attachments from the institution. The team can either accept the institution's response to the finding or respond and update the due date. Selecting **Save** generates an email that notifies the team member contact that the finding has an update available.

12. The notes for each section can contain responses from both your institution's contributors and the review team members.

13. When a Finding is completed and no additional responses need to be made, the review team marks it as Completed.

Add Note

Change Status ▾ Due Date: 8/1/2019

This note is associated to the following action statement :
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Nam eget dui. Etiam rhoncus. Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus.

Note*

Enter a note for this finding

4000 Characters Left

Add Attachments
Add up to 10 attachments per note.

Attach Files External Link

Drag & drop files Select File(s)

Attachment Name
Enter a file name to add an attachment **Attach**

Attached Items
No attachments have been added.

* Indicates required field

Cancel **Save**