



Accessing and Downloading Findings Report

1. See 'TAPE Accessing PIP' for directions to Access Workspace if needed
2. Click Findings Summary in the upper right-hand corner

The screenshot shows the 'Workspace' header in purple. Below it is the 'Resources' section. There are two tabs: 'Folders' and 'Findings'. In the top right of the 'Findings' section, there is a link 'Findings Summary (1)' with a download icon. Below this is a table with the following data:

Findings	Number of Findings	Contact(s)	Functions
▶ Food, Wellness and Dietetics - Student Organization (CTSOs)- Clay County2 Findings	1	[REDACTED] (4 more)	⋮

3. A message appears regarding the email link being sent, Click Ok

The screenshot shows the same 'Workspace' interface as above, but with a modal dialog box in the center. The dialog box has a purple header that says 'Download in Progress' with a download icon. The main text of the dialog reads: 'Your download is in Progress. Once the download is ready, you will receive an email with a link to access the files.' At the bottom right of the dialog is a purple button labeled 'OK'.



4. Check email for notification with link for file

☆ **Cognia** eProve Workspace - Your eProve™ workspace download is available
 To: [REDACTED]
 Reply-To: app-noreply@advanc-ed.org

Inbox - D...ark.Quintana 10:29 PM

e|Prove workspace

eProve Workspace - Download Available

Your download for CTE Tool for Assessing Program Effectiveness (TAPE) 2023-2024- [REDACTED] is available

Click on the link below to view.

If you cannot view the links in this email, please copy and paste this URL in your browser.
<https://myjourney.cognia.org/login?redirectUrl=https%3A%2F%2Feproverworkspace.advanc-ed.org%2Fdownload-report%3FdownloadAllToken%3DMzA5ODYwXzlwMTk1X2ZhbHNIX2ZpbmRpbmdzLXN1bW1hcnlfMTcxMzMyMDk1OTcwNQ%3D%3F>

This link will expire in 15 days.

[Log into workspace](#)

5. Log in to myJourney (if prompted)

Login

Email Address

 ▲ Email is required.

Password

 ▲ Password is required.

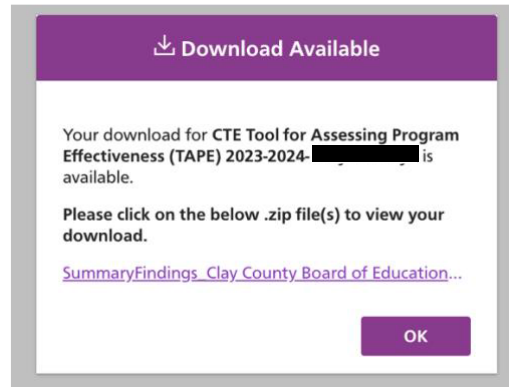
[Request Password](#) [Contact us for login help](#)

[Login](#)

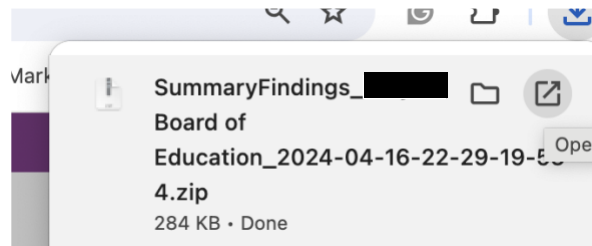




6. Click the link to download the Summary Findings Report



7. Access the Summary Finding Report on your computer



8. Open Findings Report



Findings Report



TAPE Support Resources

Teacher Schoology Group:

Link <https://alsde.schoology.com/group/6018657959>
Access Code FMKH-S6QJ-5VR47
Logging on to the ALSDE Teaching and Learning Platform is required

CTE Director Schoology:

To request to be added to the course, contact:
Email Dana Stringer, dstringer@alsde.edu
Education Specialist II
Career & Technical Education Workforce Development request to be added to the course.

Technical Assistance Request:



Diagnostics and Workspace Support:

Cognia Alabama State Office
Dr. Jeff Wooten
Senior Director, Alabama
Jeff.Wooten@cognia.org
256-366-1251

Dr. Jeff Langham
Director, Alabama
Jeff.Langham@cognia.org
334-201-5763

Gina Norris
Lead Analyst, Alabama
Gina.Norris@cognia.org
1-888-413-3669 ext. 5742

Cognia Client Care
ClientCare@cognia.org
1-888-413-3669