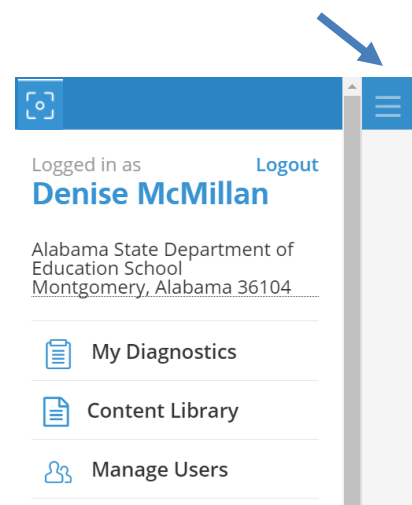
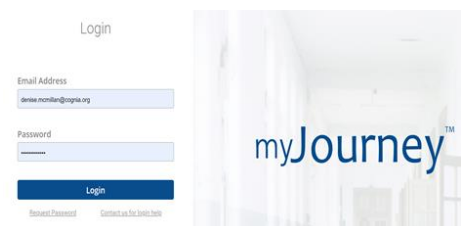


Creating a diagnostic and starting an administration with eProve Diagnostics

This document will provide a simple explanation about what Cognia Diagnostics is and how it can guide you to identify areas of strength and opportunities to elevate the quality of your school. You and your team are the experts about your school and system.

Getting started

1. Log in to MyJourney.
2. Enter your credentials here. Log in with your email address and password. If you do not have a password, click Request Password and enter the email address associated with the Cognia account to request a password.
3. If you have access to more than one institution, type the name of the institution you want to access. Select the correct institution from the drop-down list to navigate to the myJourney dashboard for that institution. If you have access to one institution, logging in takes you directly to the dashboard.
4. Navigate to the diagnostics widget and select **Go to diagnostics**.
5. Select the administrative menu (three lines) to access My Diagnostics (diagnostics in progress); Cognia's Content Library; and manage users.
6. Select Content Library from the menu.

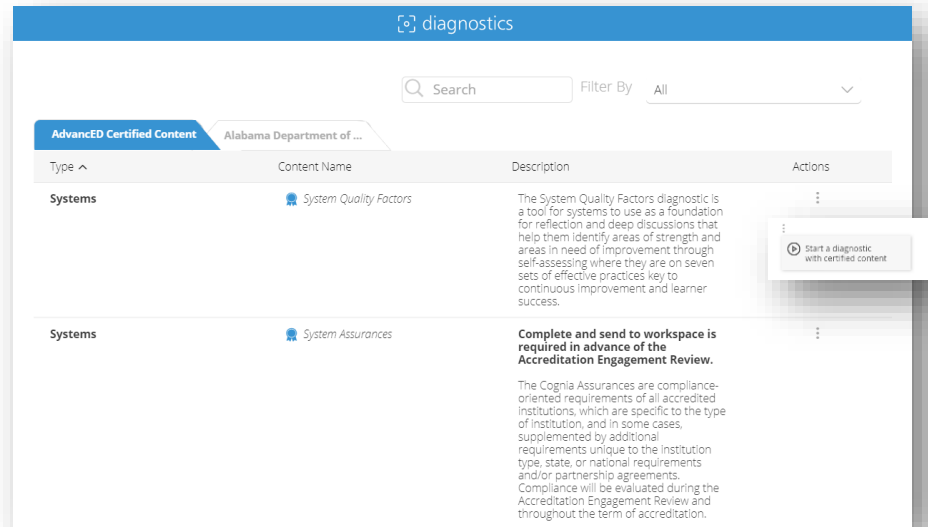


Starting a diagnostic

7. Choose the diagnostic you want to administer.
8. Click the action menu (3 vertical dots).
9. The tabs will show the different diagnostics for either Cognia Certified Content or diagnostics already created by ALSDE.

10. Click on the appropriate tab and choose the diagnostic you want to administer.

11. Select start a diagnostic



Type of diagnostics

There are several different types of diagnostics available

- **Cognia Certified Content:** This choice displays all the diagnostic that were created using Cognia's templates. Different diagnostics are available for:

Diagnostics is the eProve tool where you will find:

- System and School Quality Factors
- System and School Assurances



- **My Custom Content:** The diagnostics that display with this choice have been created by the institution.
- **Shared Custom Content:** These diagnostics are created using templates that belong to the parent institution (ALSDE or district) and have been shared with the institutions/schools under their direction.

Status

Diagnostics will be displayed by status of the administration.

- **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.