



SBN Entering Key Themes Quick Reference

1. Sign in to SBN (https://scorebooknav.org/user_login.aspx) and Select Scorebook you will work on. Be sure it is in Stage :: 2 section.

Scorebook Navigator Navigation Bar									Sign Out	Scorebooks	Key Factors	Item Evaluation	Key Themes	Reports	My Account		
Scorebook	Assignment	Criteria	Start Date	Due Date	Done	Scored Topics	Points										
Stage :: 1																	
	10539 - Complete individual review. When finished, check Done on your Scorebook page.	Business-NFP 2017-18	07/14/2018	07/31/2018	<input checked="" type="checkbox"/>	0/17	0/1000										
Stage :: 2																	
	10540 - Complete your assigned items. Do not check Done when done. Your team leader will.	Business-NFP 2017-18	07/14/2018	07/31/2018	<input type="checkbox"/>	0/17	0/1000										

Copy An Example Scorebook

2. Key Themes

- a. From the key them worksheet, craft the Key Theme and enter into SBN

Scorebook Navigator Navigation Bar

Sign Out Scorebooks Key Factors Item Evaluation Key Themes Reports Team My Account

(Business-NFP 2017-18)

Process Strengths (1) Process OFIs (1) Results Strengths (0) Results OFIs (0)

What are the most important strengths or outstanding practices (of potential value to other organizations) identified?

Strengths (1) for Process Items

This is the feedback ready comment (1.1a(1))

Themes (Strengths)

1

2

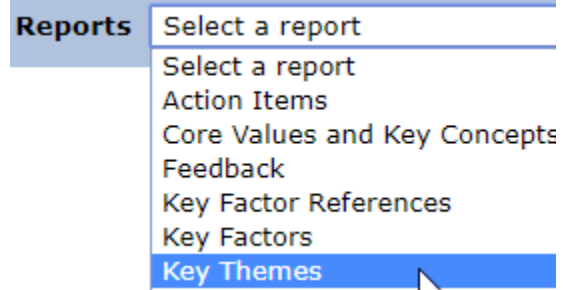
3

4

5



b. Walk the wall for key themes using the Key Themes report



c. Print the report and walk the wall to get feedback

d. Update the Key Theme in SBN – repeat until team is satisfied with Key Theme Feedback.