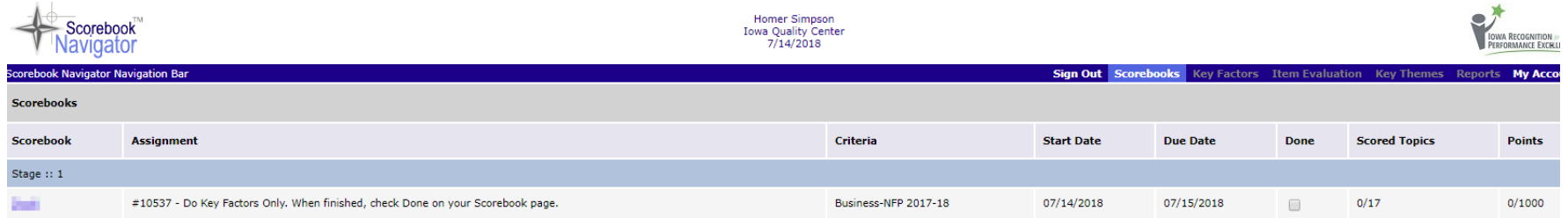


SBN Team Lead Key Factor Quick Reference

1. Select Scorebook

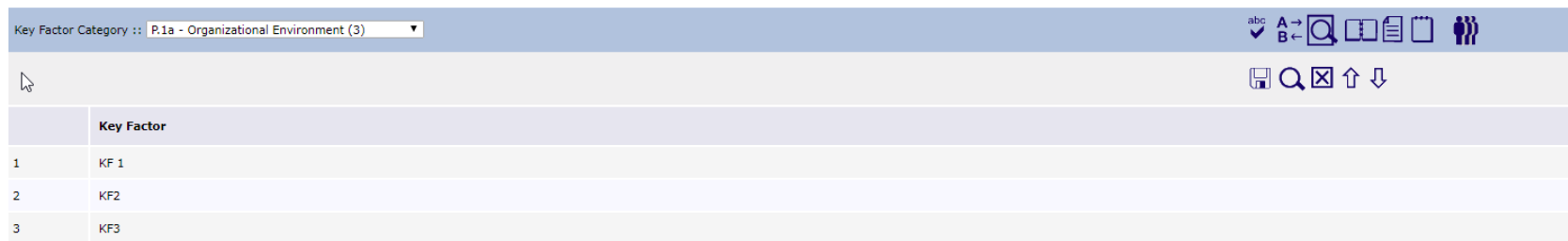


Scorebook Navigator Navigation Bar Sign Out Scorebooks Key Factors Item Evaluation Key Themes Reports My Account

Scorebooks

Scorebook	Assignment	Criteria	Start Date	Due Date	Done	Scored Topics	Points
Stage :: 1							
	#10537 - Do Key Factors Only. When finished, check Done on your Scorebook page.	Business-NFP 2017-18	07/14/2018	07/15/2018	<input type="checkbox"/>	0/17	0/1000

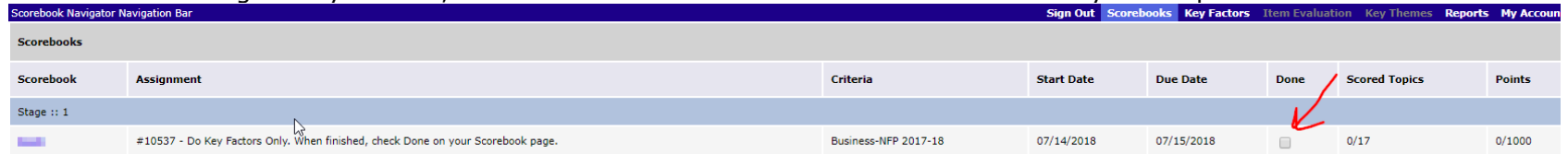
2. Enter key factors by category – you can copy and paste from other document(s) (be sure to save frequently).



Key Factor Category :: P.1a - Organizational Environment (3)

	Key Factor
1	KF 1
2	KF2
3	KF3

3. When finished entering all Key Factors, Click Scorebooks and click done on the Scorebook you completed.



Scorebook Navigator Navigation Bar Sign Out Scorebooks Key Factors Item Evaluation Key Themes Reports My Account

Scorebooks

Scorebook	Assignment	Criteria	Start Date	Due Date	Done	Scored Topics	Points
Stage :: 1							
	#10537 - Do Key Factors Only. When finished, check Done on your Scorebook page.	Business-NFP 2017-18	07/14/2018	07/15/2018	<input type="checkbox"/>	0/17	0/1000



4. Select Scorebook

Scorebook Navigator
Homer Simpson
Iowa Quality Center
7/14/2018

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							
	#10537 - Do Key Factors Only. When finished, check Done on your Scorebook page.	Business-NFP 2017-18	07/14/2018	07/15/2018	<input type="checkbox"/>	0/17	0/1000

5. Select Team and Team Steps – enter the due date and click apply.

Scorebook Navigator Navigation Bar

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

#	Stage	Description	Due Date	Instructions	Status
#10537	1	Step 1: Each examiner receives a separate stage 1 scorebook with an instruction to complete Key Factors only. Program managers must apply this step.	7/15/2018	Do Key Factors Only. When finished, check Done on your Scorebook page.	Assigned 07/14/2018
#10538	1	Step 2: Examiner Key Factors inputs are combined in one scorebook. The scorebook is then sent only to Homer Simpson to consolidate. After the proposed consolidation is completed, use Sharing to provide other examiners with a read-only copy of the above examiner's scorebook to reach consensus on the key factors.	07/29/2018	Consolidate/combine Key Factors - be sure to delete any that are not to be used going forward. When finished, check Done on your Scorebook page.	Apply
#10539	1	Step 3: Each examiner receives a separate copy of the stage 1 scorebook consolidated by Homer Simpson in step 2 above to complete his/her individual review. DO NOT CHANGE THE NAME IN THIS BOX.		Complete individual review. When finished, check Done on your Scorebook page.	Apply
#10540	2	Step 4: Examiners use the scorebook of Homer Simpson in step 4 above to complete their assigned items. DO NOT CHANGE THE NAME IN THIS BOX. When this step is assigned, the software checks to see if any team member has modified a key factor. The team lead gets a message reporting the results of this check. If changes have been made, the team should evaluate the change and, if appropriate, modify the key factors copied into the Step 5 scorebook. To assign items to examiners, click the Item Assignments link on this page. The new scorebook will not appear on team member's scorebook page until these assignments are made. Only those that receive assignments will see the scorebook. If you have read-only members, contact your program manager to reapply their read-only status.		Complete your assigned items. Do not check Done when done. Your team leader will.	Apply
#10541	2	Step 5: Submit the completed scorebook to the Program Manager(s).		The team is done. Prepare the final report.	Apply

6. Goto Scorebooks and click "Done" for the Consolidate/combine

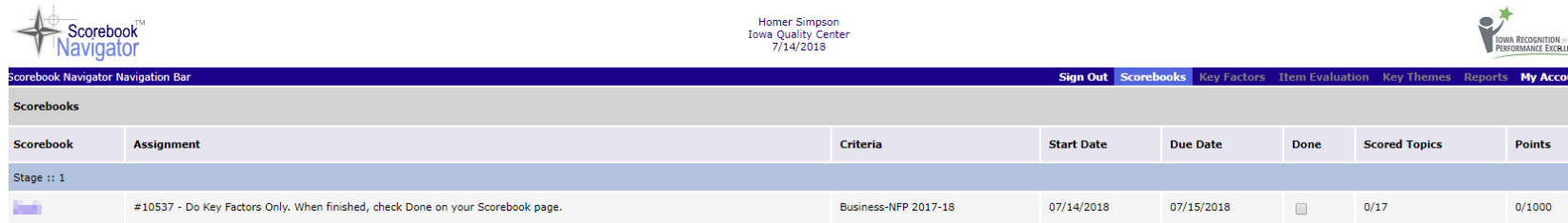
Scorebook Navigator Navigation Bar

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							
	#10537 - Do Key Factors Only. When finished, check Done on your Scorebook page.	Business-NFP 2017-18	07/14/2018	07/15/2018	<input checked="" type="checkbox"/>	0/17	0/1000
	#10538 - Consolidate/combine Key Factors - be sure to delete any that are not to be used going forward. When finished, check Done on your Scorebook page.	Business-NFP 2017-18	07/14/2018	07/29/2018	<input type="checkbox"/>	0/17	0/1000

7. Team>Team Steps – update Step 3 with date and click apply

8. Select Scorebook

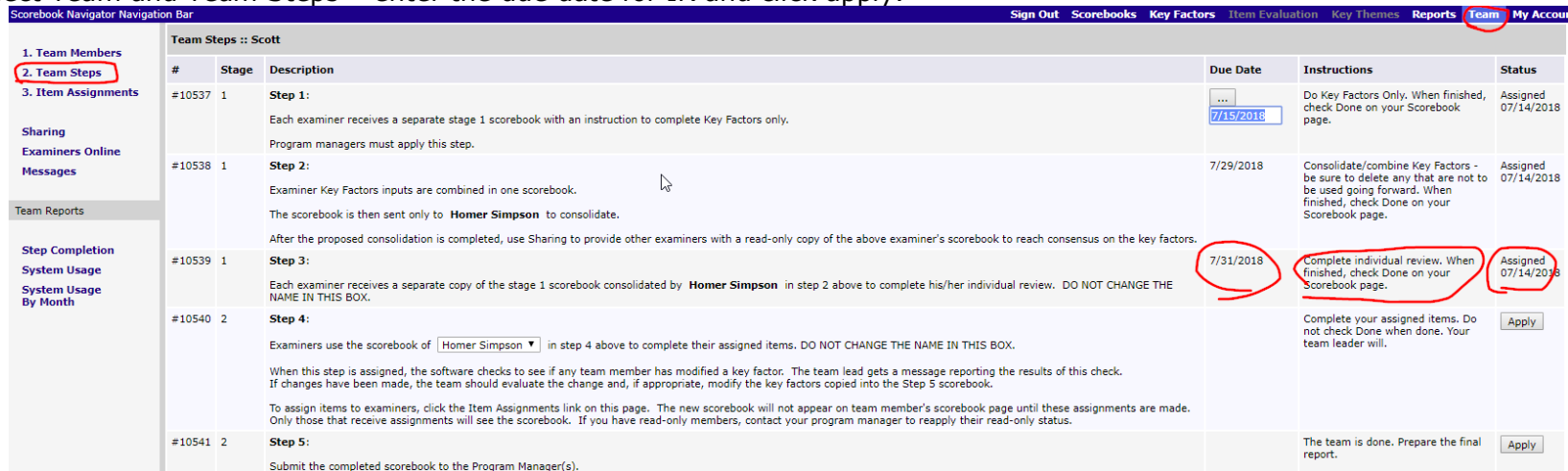


Scorebook Navigator Navigation Bar: Sign Out | Scorebooks | Key Factors | Item Evaluation | Key Themes | Reports | My Account

Scorebooks

Scorebook	Assignment	Criteria	Start Date	Due Date	Done	Scored Topics	Points
Stage :: 1							
	#10537 - Do Key Factors Only. When finished, check Done on your Scorebook page.	Business-NFP 2017-18	07/14/2018	07/15/2018	<input type="checkbox"/>	0/17	0/1000

9. Select Team and Team Steps – enter the due date for IR and click apply.



Scorebook Navigator Navigation Bar: Sign Out | Scorebooks | Key Factors | Item Evaluation | Key Themes | Reports | Team | My Account

Team Steps :: Scott

#	Stage	Description	Due Date	Instructions	Status
#10537	1	Step 1: Each examiner receives a separate stage 1 scorebook with an instruction to complete Key Factors only. Program managers must apply this step.	7/15/2018	Do Key Factors Only. When finished, check Done on your Scorebook page.	Assigned 07/14/2018
#10538	1	Step 2: Examiner Key Factors inputs are combined in one scorebook. The scorebook is then sent only to Homer Simpson to consolidate. After the proposed consolidation is completed, use Sharing to provide other examiners with a read-only copy of the above examiner's scorebook to reach consensus on the key factors.	7/29/2018	Consolidate/combine Key Factors - be sure to delete any that are not to be used going forward. When finished, check Done on your Scorebook page.	Assigned 07/14/2018
#10539	1	Step 3: Each examiner receives a separate copy of the stage 1 scorebook consolidated by Homer Simpson in step 2 above to complete his/her individual review. DO NOT CHANGE THE NAME IN THIS BOX.	7/31/2018	Complete individual review. When finished, check Done on your Scorebook page.	Assigned 07/14/2018
#10540	2	Step 4: Examiners use the scorebook of Homer Simpson in step 4 above to complete their assigned items. DO NOT CHANGE THE NAME IN THIS BOX. When this step is assigned, the software checks to see if any team member has modified a key factor. The team lead gets a message reporting the results of this check. If changes have been made, the team should evaluate the change and, if appropriate, modify the key factors copied into the Step 5 scorebook. To assign items to examiners, click the Item Assignments link on this page. The new scorebook will not appear on team member's scorebook page until these assignments are made. Only those that receive assignments will see the scorebook. If you have read-only members, contact your program manager to reapply their read-only status.		Complete your assigned items. Do not check Done when done. Your team leader will.	Apply
#10541	2	Step 5: Submit the completed scorebook to the Program Manager(s).		The team is done. Prepare the final report.	Apply

10. Notify Executive Director when complete to update team names in SBN. ****NOTE – if you don't do this, the team will not be able to complete their independent review.**