



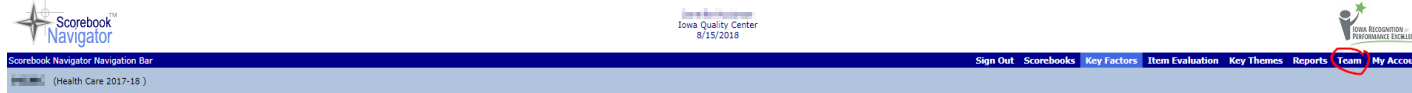
SBN Team Lead Team Status and Comment Review

1. Sign in to SBN (https://scorebooknav.org/user_login.aspx) and Select Scorebook you will work on.

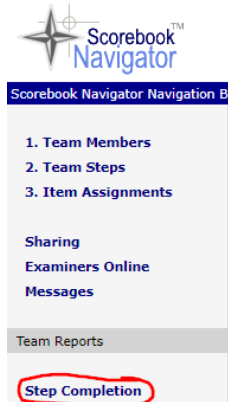
Scorebook Navigator Navigation Bar								
Scorebooks								
Scorebook	Assignment	Criteria	Start Date	Due Date	Done	Scored Topics	Points	
Stage :: 1								
#10539	Complete individual review. When finished, check Done on your Scorebook page.	Business-NFP 2017-18	07/14/2018	07/31/2018	<input checked="" type="checkbox"/>	0/17	0/1000	

2. REVIEWING TEAM PROGRESS

- a. Select Team



- b. Select Step Completion



- c. Report provides a quick snapshot of work and data entry so far.

Completion :: 100%

Stage 1 - Step 3 - **Individual Review** - Instructions: Complete individual review. When finished, check Done on your Scorebook page.

Name	Done	KF #	KT #	KFR #	Strengths/OFIs #	Rationale #	Notes #	Score #	Scorebook Start Date
James Anderson		23							8/8/2018
David Smith		23		4	4	4			8/8/2018
Francine		23							8/8/2018
Wally Smith		23		10	7	7			8/8/2018
Sum Anderson		23		12	22	22			8/8/2018
Sharon		23		4	6	6			8/8/2018
Sharon Anderson		23		12	19	19			8/8/2018
Sharon Anderson		23		12	19	8			8/8/2018
Sharon Anderson		23							8/8/2018
Sharon Anderson		23		6	5	2			8/8/2018

3. REVIEWING COMMENTS FOR FEEDBACK, ETC

a. Set-up Sharing in Team>Sharing and click into the "Stage I Scorebooks to Share area"



b. Check the team members you want to share and select the members you want to Share With/To – typically the left column will be examiners and the right column will be the team lead and coach/judge.

c. Click Save

d. Go back to Scorebooks and you will see each team members scorebook that you can dive into and review. **Note: Sharing is read only so you cannot change or alter their content.



Scorebook	Assignment	Criteria	Start Date	Due Date	Done	Scored Topics	Points
Stage :: 1	Complete individual review. When finished, check Done on your Scorebook page.	Health Care 2017-18	08/09/2018	09/10/2018	<input type="checkbox"/>	0/17	0/1000
Stage :: 1 (Shared)	Complete individual review. When finished, check Done on your Scorebook page.	Health Care 2017-18	08/09/2018	09/10/2018	<input type="checkbox"/>	0/17	0/1000
Stage :: 1 (Shared)	Complete individual review. When finished, check Done on your Scorebook page.	Health Care 2017-18	08/09/2018	09/10/2018	<input type="checkbox"/>	0/17	0/1000
Stage :: 1 (Shared)	Complete individual review. When finished, check Done on your Scorebook page.	Health Care 2017-18	08/09/2018	09/10/2018	<input type="checkbox"/>	0/17	0/1000
Stage :: 1 (Shared)	Complete individual review. When finished, check Done on your Scorebook page.	Health Care 2017-18	08/09/2018	09/10/2018	<input type="checkbox"/>	0/17	0/1000
Stage :: 1 (Shared)	Complete individual review. When finished, check Done on your Scorebook page.	Health Care 2017-18	08/09/2018	09/10/2018	<input type="checkbox"/>	0/17	0/1000
Stage :: 1 (Shared)	Complete individual review. When finished, check Done on your Scorebook page.	Health Care 2017-18	08/09/2018	09/10/2018	<input type="checkbox"/>	0/17	0/1000
Stage :: 1 (Shared)	Complete individual review. When finished, check Done on your Scorebook page.	Health Care 2017-18	08/09/2018	09/10/2018	<input type="checkbox"/>	0/17	0/1000
Stage :: 1 (Shared)	Complete individual review. When finished, check Done on your Scorebook page.	Health Care 2017-18	08/09/2018	09/10/2018	<input type="checkbox"/>	0/17	0/1000