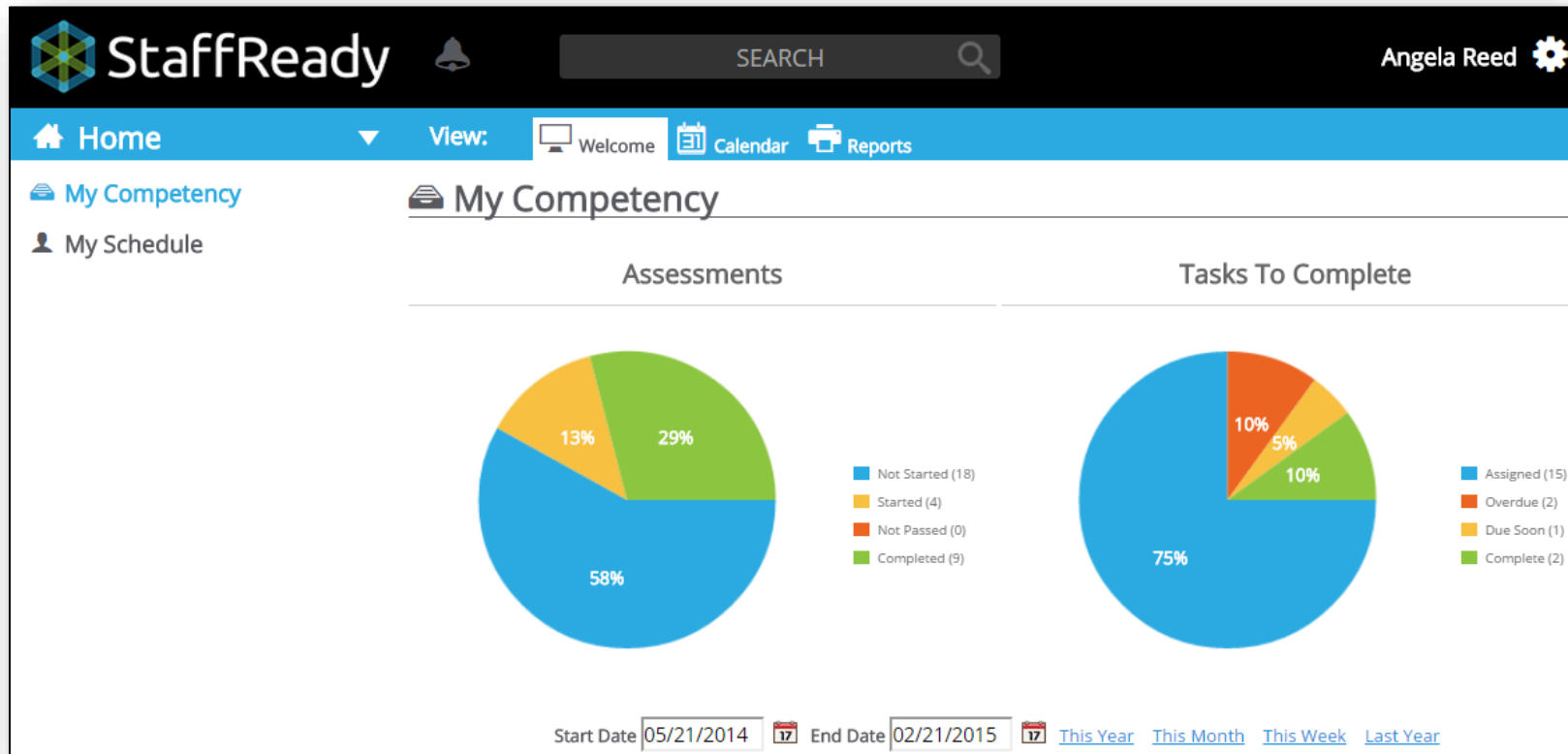


Welcome View – My Competency Menu Assessments Colorbar

This reference guide provides an overview of the **My Competency** submenu **Assessments** colorbar within StaffReady. The following process steps and instructional information are provided within this document:

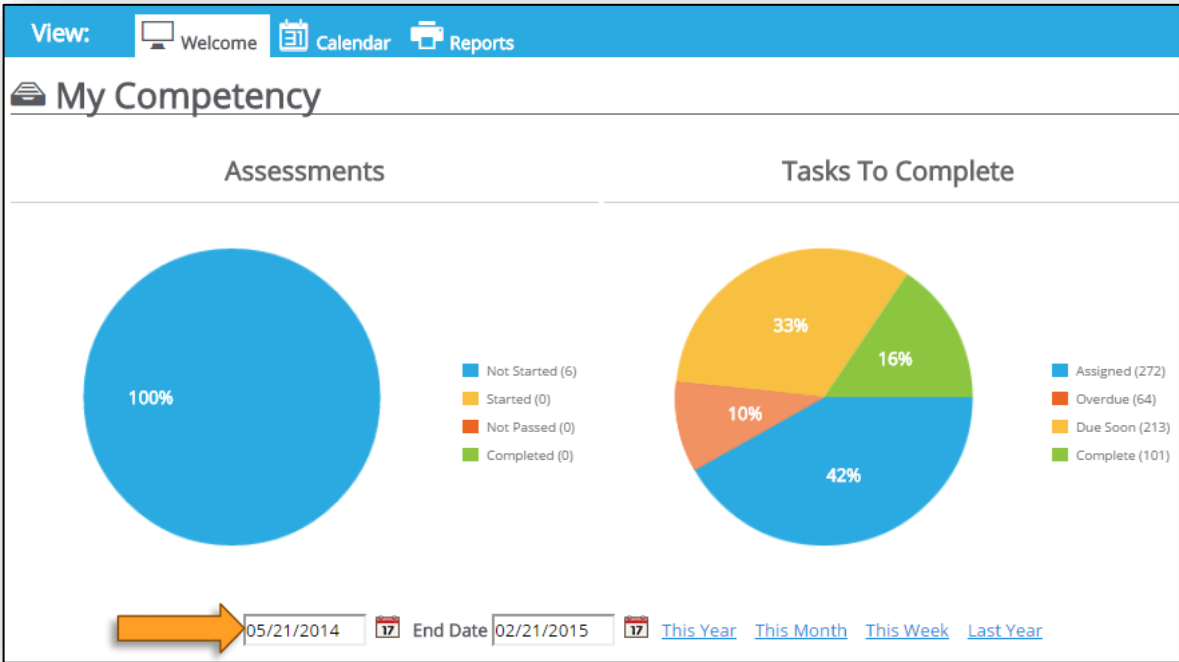
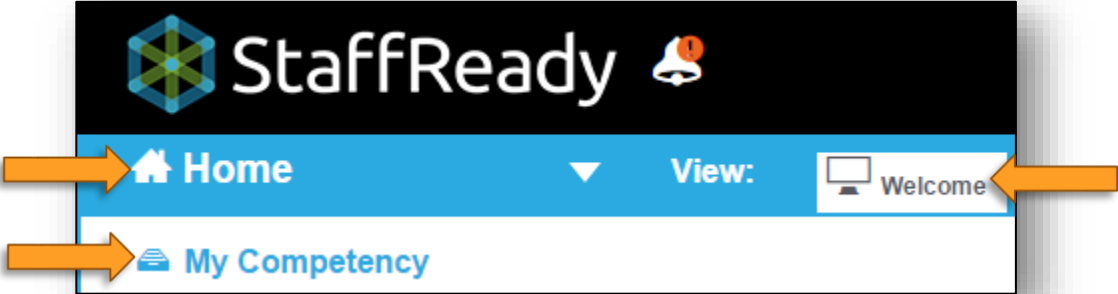
- Review Assessment Task Attempts
- Review Assessment Document Details
- Print Assessments List



1 | Review Assessment Task Attempts

Review Assessment Task Attempts

- 1. Select the **Welcome View** within the **Home** option of the **Product** menu.
- 2. Select **My Competency** submenu.
- 3. Adjust date values for viewing **Tasks to Complete**.



4. Click to open the **Assessments** colorbar.



Assessments

Feedback Help Export

<< 1 2 3 >>

Search	Subject	Document	Requirement	Skillset	Status (Score)	Assigned	Completed	Attempts
	Subject	Document	Requirement	Skillset	Show All			
	Angela Reed	Direct Observation	Direct Observation	Autostainer (SF)	Overdue (Incomplete)	12/16/2016		
		Monitoring Test	Monitoring Test	Autostainer	Overdue			

5. Use serch filters to locate specific assessments.



6. Click [Attempt\(s\)](#).

Assessments

Feedback Help Export

<< 1 >>

Search	Clear	Subject	Document	Requirement	Skillset	Status (Score)	Assigned	Completed	Attempts
		Subject	Document	Requirement	cobas	Show All			
		Angela Reed	Direct Observation	Direct Observation	Cobas (C)	Completed (100%)	04/12/2016		attempt(s)



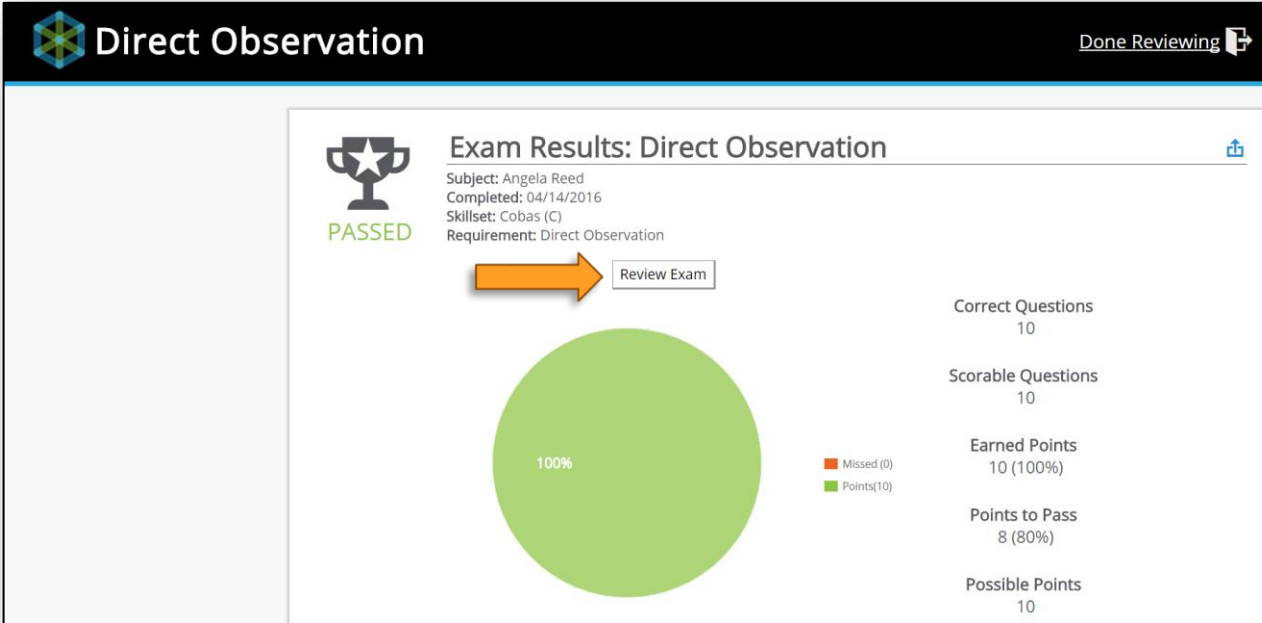
7. Click [Review Results](#).

Assessment Attempts X


Attempt #	Score	Earned Points	Points Needed	Total Points	Complete Date	
1	100%	9	9	9	10/20/2016	Review Results



6. Click **Review Exam**.




Direct Observation Done Reviewing

 **Exam Results: Direct Observation**

Subject: Angela Reed
Completed: 04/14/2016
Skillset: Cobas (C)
Requirement: Direct Observation

PASSED

 [Review Exam](#)

100%

■ Missed (0) ■ Points(10)

Correct Questions	10
Scorable Questions	10
Earned Points	10 (100%)
Points to Pass	8 (80%)
Possible Points	10

2 | Review Assessment Document Details

Review Assessment Document Details

1. Click on the [Document](#).

Assessments

Feedback Help Export

<< 1 >>

Search	Clear	Subject	Document	Requirement	Skillset	Status (Score)	Assigned	Completed	Attempts
		Subject	Document	Requirement	cobas	Show All			
			Direct Observation	Direct Observation	Cobas (C)	Completed (100%)	04/12/2016	04/14/2016	attempt(s)

3 | Print Assessments List

Print Assessments List

1. Click [Export](#).

The screenshot shows the 'Assessments' interface. At the top right, there are links for 'Feedback' and 'Export'. An orange arrow points to the 'Export' link. Below the links is a pagination control '<<< 1 >>>'. A search bar contains 'cobas' and a 'Show All' dropdown menu. The table below has columns for Subject, Document, Requirement, Skillset, Status (Score), Assigned, Completed, and Attempts. The first row shows 'Angela Reed' for Subject, 'Direct Observation' for Document, 'Direct Observation' for Requirement, 'Cobas (C)' for Skillset, 'Completed (100%)' for Status, '04/12/2016' for Assigned, '04/14/2016' for Completed, and 'attempt(s)' for Attempts.

2. Click [Print](#), which will open an additional tab in a print preview format.

This screenshot is similar to the one above, but the 'Export' dropdown menu is open, showing options for 'Print' and 'Excel'. An orange arrow points to the 'Print' option. The rest of the interface, including the search bar and table, is identical to the previous screenshot.

3 | Print Assessments List

Print Assessments List

1. Click [Print](#).

Note: This will send the print job to your local print manager.

Assessments: 01/01/2016 - 12/31/2016



Subject	Document	Requirement	Skillset	Status (Score)	Assigned On	Completed On
Angela Reed	Direct Observation	Direct Observation	Cobas (C)	Completed (100%)	04/12/2016	04/14/2016
Angela Reed	Remedial Document Review	Direct Observation	Cobas (C)	Completed (100%)	02/10/2016	02/10/2016
Angela Reed	Monitoring Test Results	Monitoring Test Results	Cobas (C)	Overdue (Incomplete)	04/12/2016	
Angela Reed	Performance of Maintenance	Performance of Maintenance	Cobas (C)	Overdue (Incomplete)	04/12/2016	
Angela Reed	Problem Solving	Problem Solving	Cobas (C)	Overdue (Incomplete)	04/12/2016	
Angela Reed	Proficiency Testing	Proficiency Testing	Cobas (C)	Overdue (Incomplete)	04/12/2016	
Angela Reed	Record Review	Record Review	Cobas (C)	Overdue (Incomplete)	04/12/2016	
Angela Reed	Direct Observation	Direct Observation	Cobas (CORE)	Overdue (Incomplete)	04/12/2016	
Angela Reed	Monitoring Test Results	Monitoring Test Results	Cobas (CORE)	Overdue (Incomplete)	04/12/2016	