

Navigating the Assessment Status and Approving Assessments

9 Steps [View most recent version](#) 

Created by

Nicki Patnaude

Creation Date

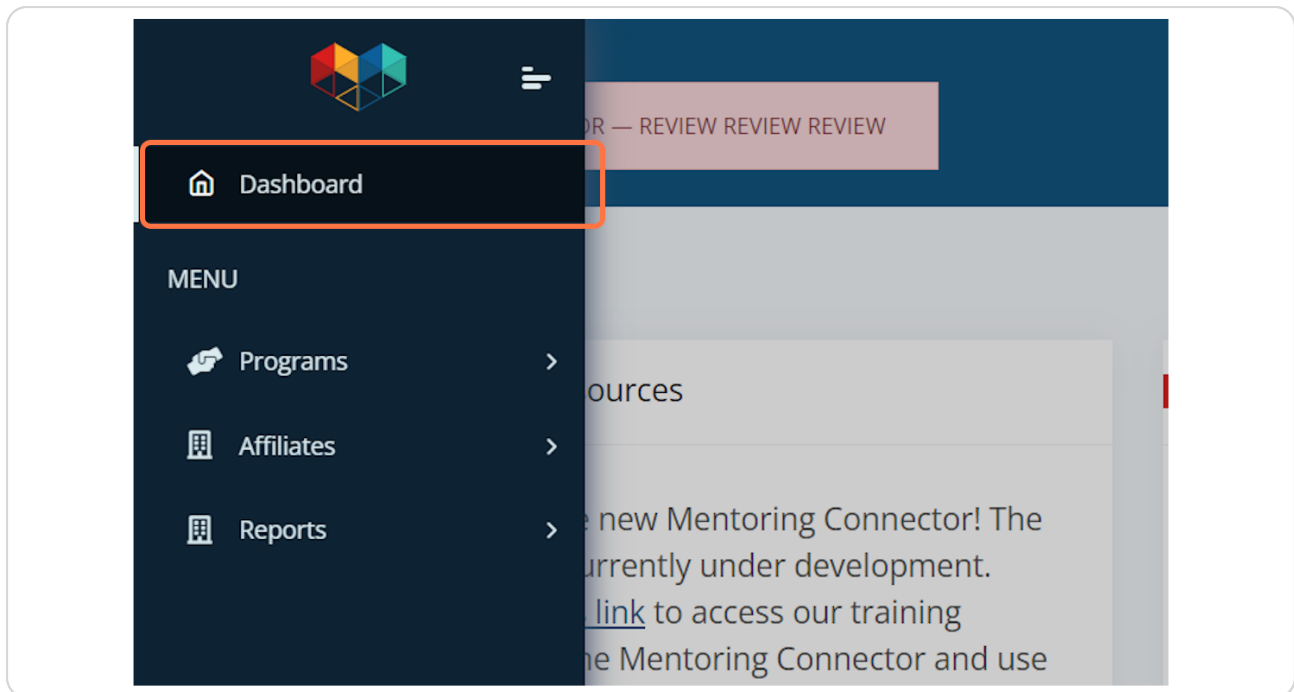
August 22, 2023

Last Updated

September 25, 2023

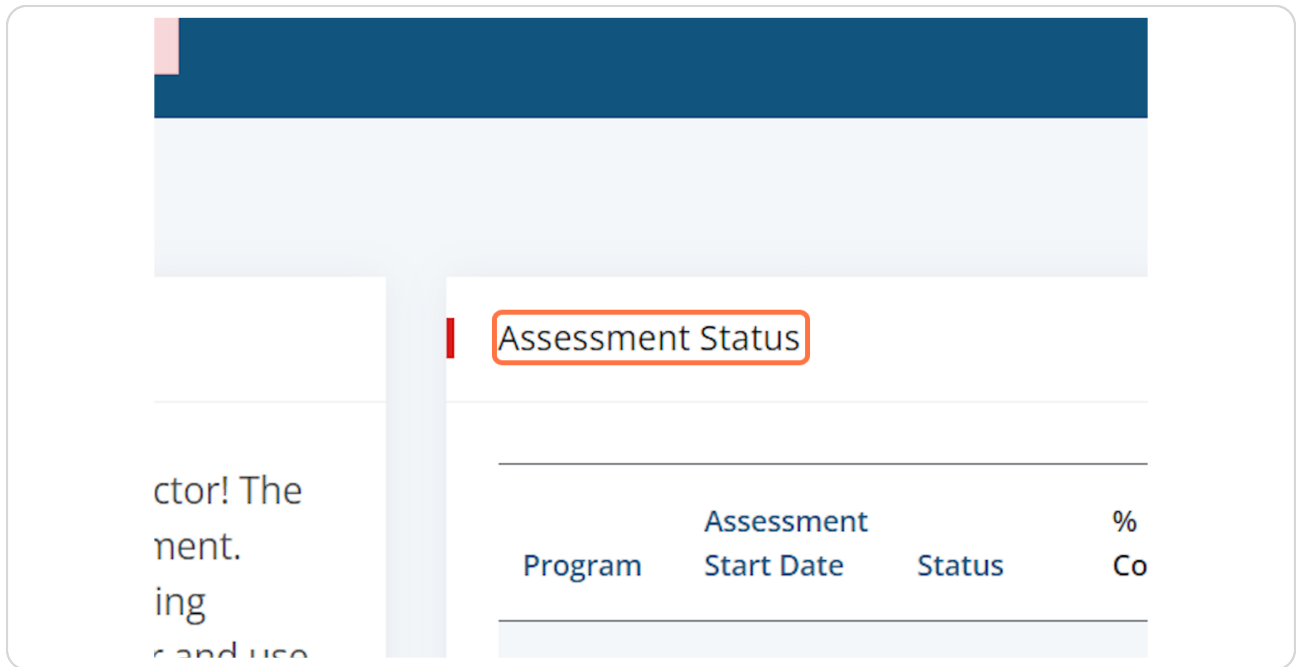
STEP 1

Once a review has been completed, it is time to review and approve their assessment. Log-in to the Mentoring Connector - NQMS system and click on "Dashboard".



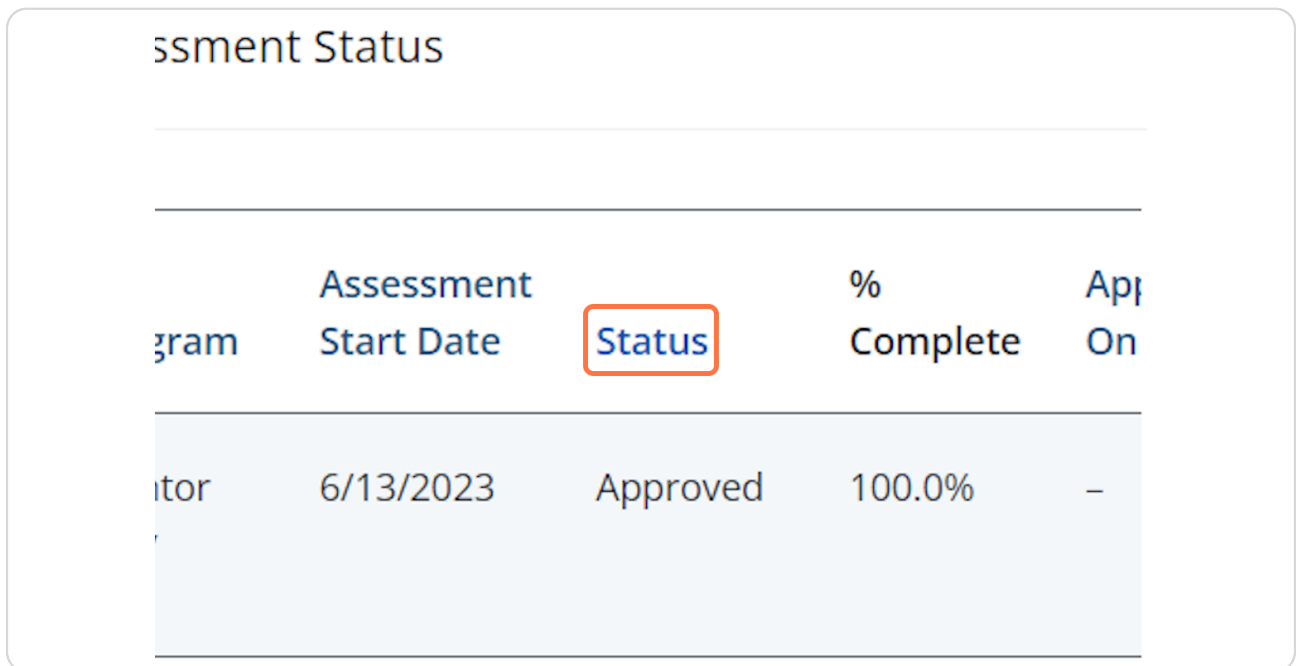
STEP 2

Navigate to the "Assessment Status" widget on the dashboard.



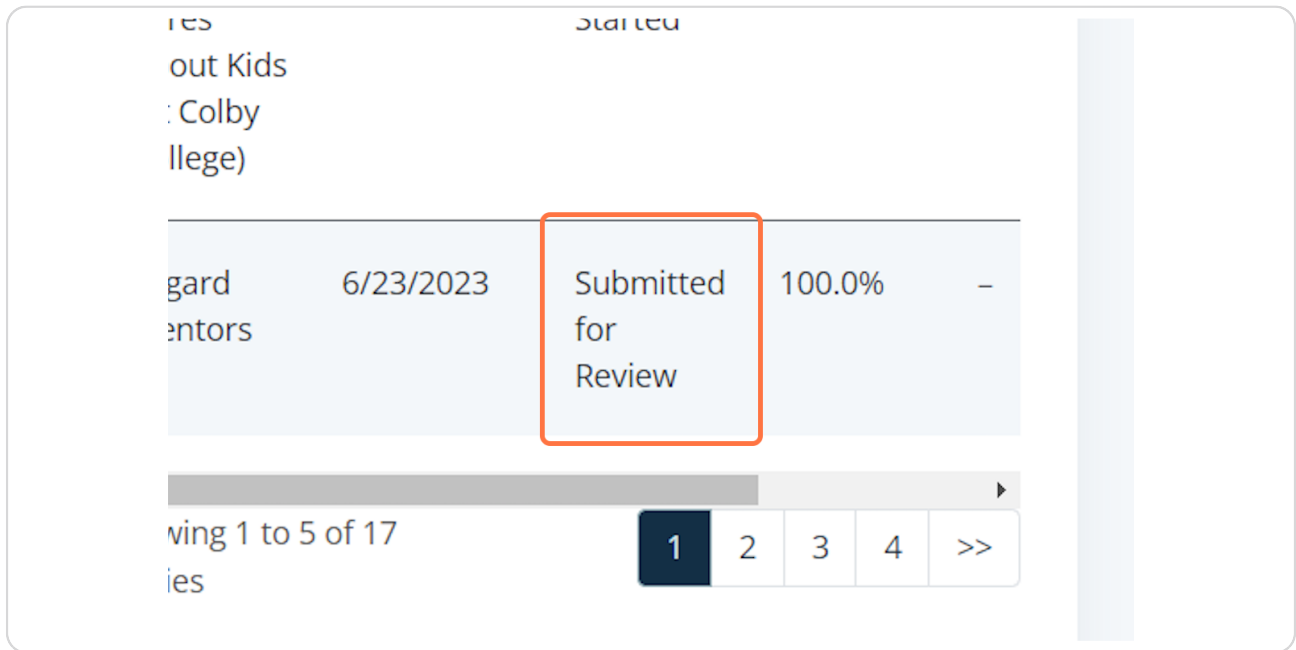
STEP 3

Click on "Status" to sort program's NQMS status.



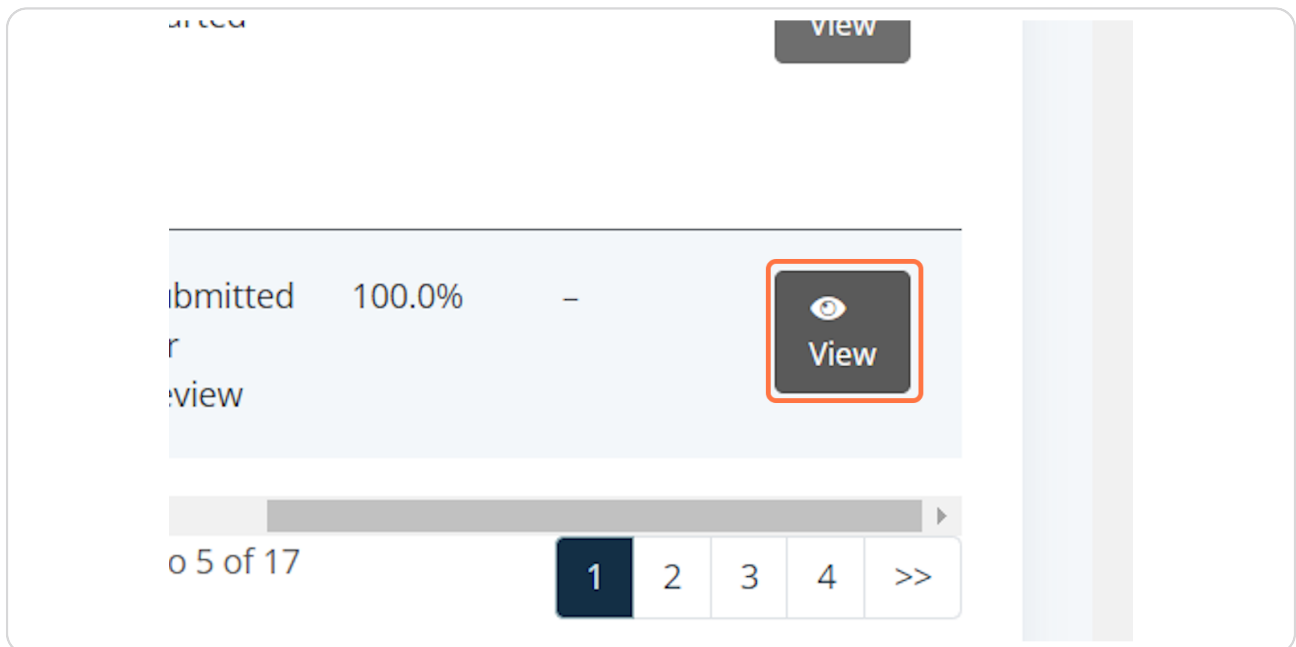
STEP 4

Locate the program you are searching for, ensuring "Submitted for Review" is listed as the status.



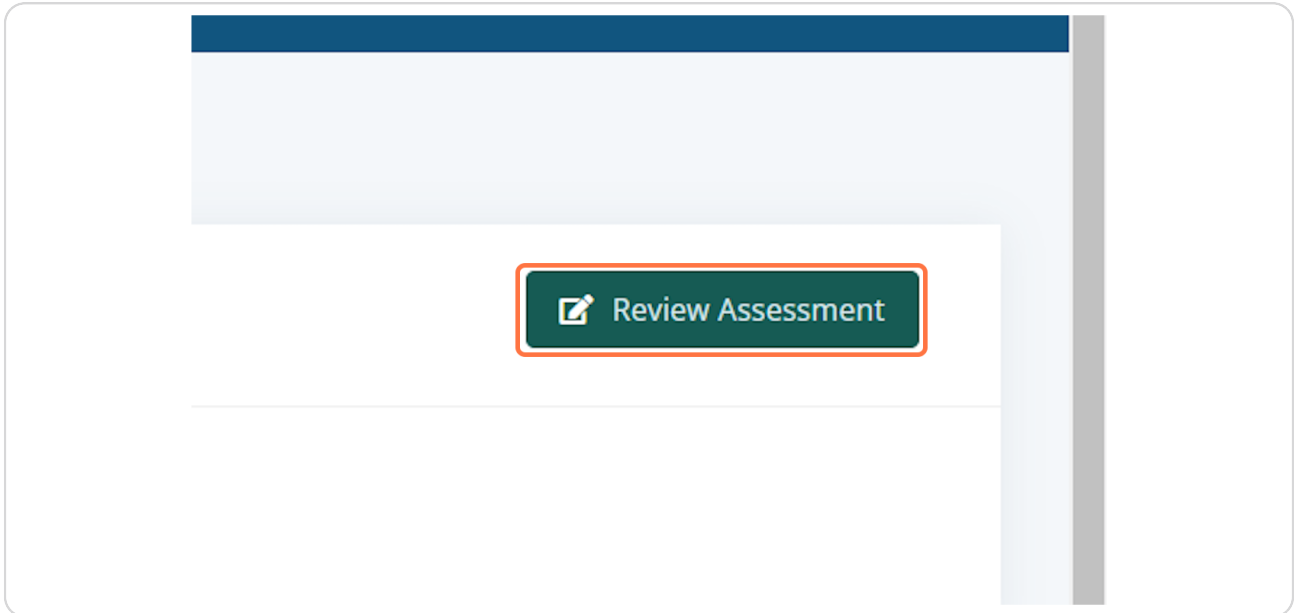
STEP 5

Click on "View" to view the program's assessment.



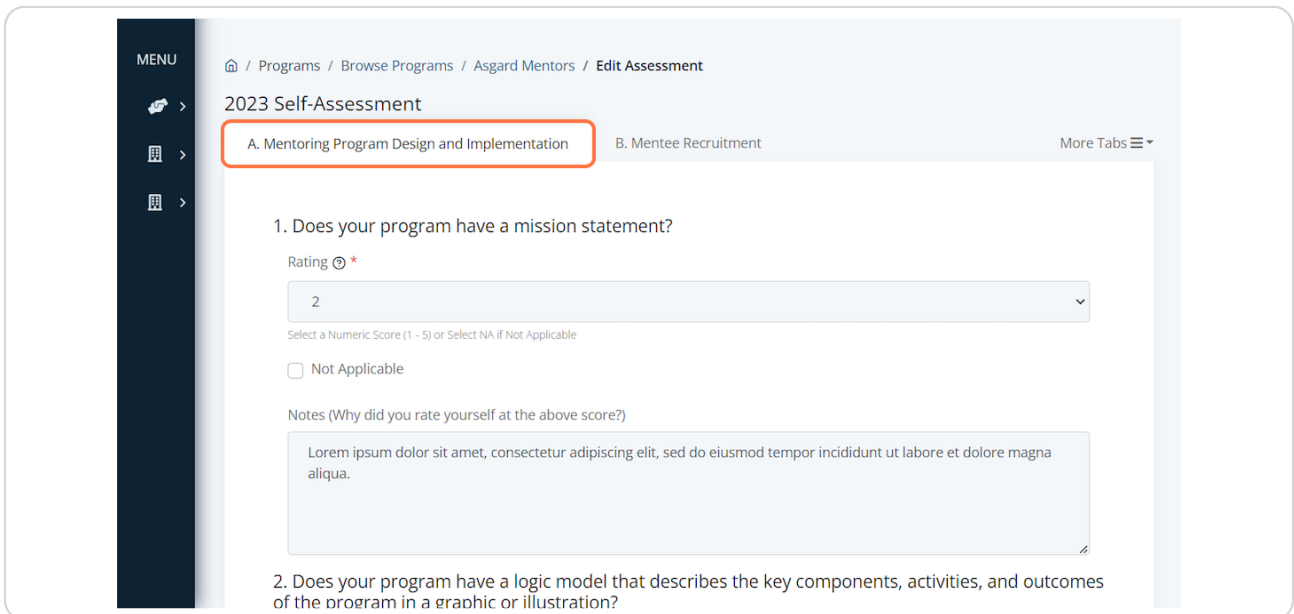
STEP 6

In the program profile, click on "Review Assessment" to begin reviewing the program's assessment.



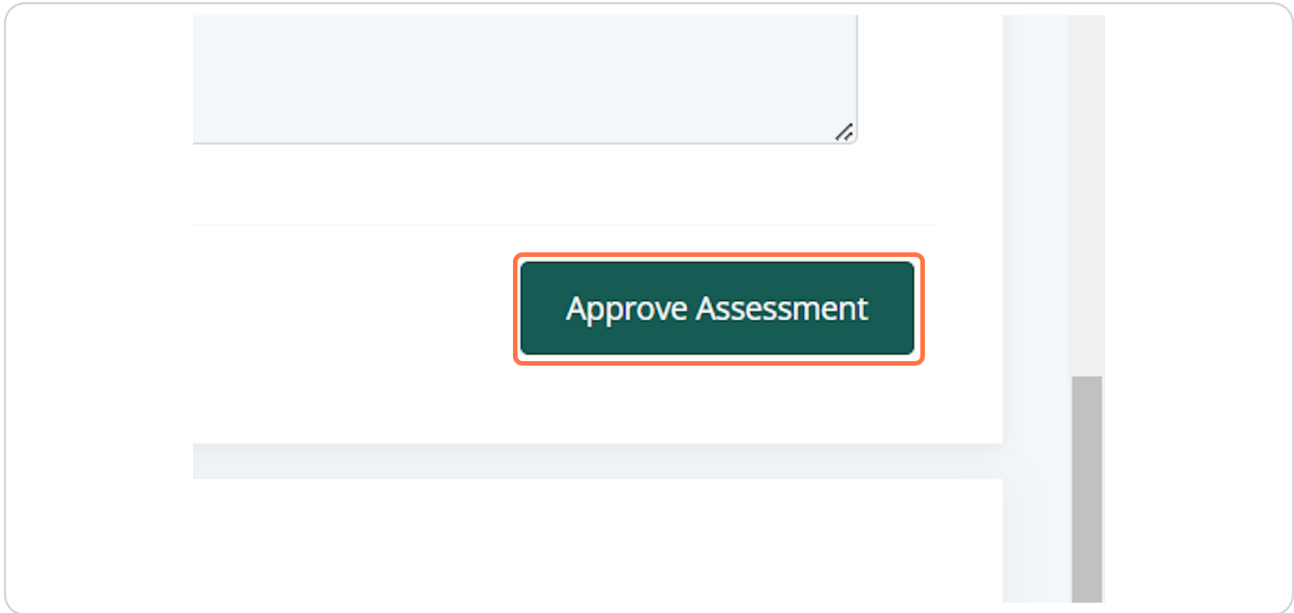
STEP 7

Begin reviewing the program's responses based on the conversation from the review meeting. Make any changes to questions by going section by section.



STEP 8

Once all changes have been made, click on "Approve Assessment" to lock in the program's baseline responses.



STEP 9

Check for the green box indicating that "The assessment has been approved," and that the status in the Self-Assessment table has changed to "Approved".

