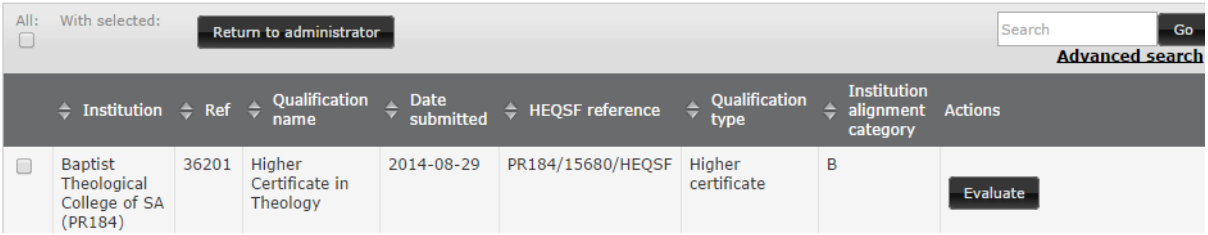
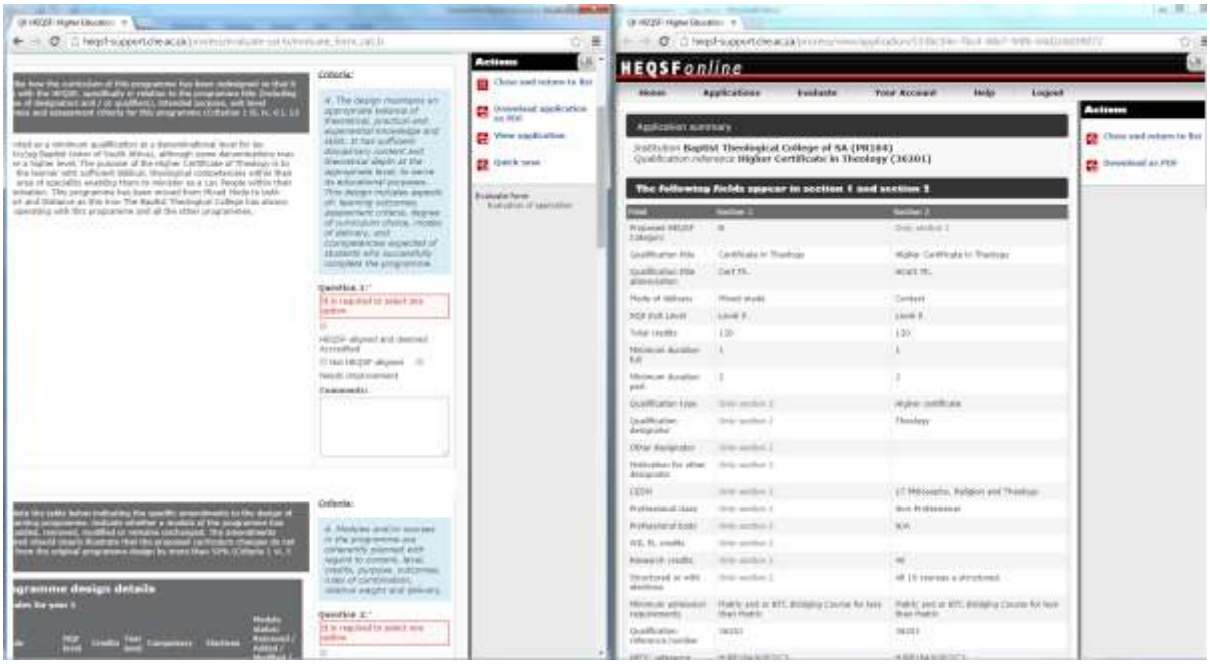
Evaluate category B applications

The Evaluate interface displays all the applications that you must evaluate.



How to evaluate category B applications (5 steps):

1. Click on menu option Evaluate to see the list of applications to evaluate.
2. Click on Evaluate to open the evaluation form for the application. View the application. The recommended way is to right click on and select the option *Open link in new window.* Arrange the windows so you can see all the information you need. See View evaluation and application side by side image below.
3. For each question it is required that you select an option: HEQSF-aligned and deemed accredited, Not HEQSF-aligned or needs improvement. A comment is required for options: Not HEQSF-aligned or needs improvement.
4. <u>If you have NOT finished your evaluation</u>: Leave the status as Evaluating in **Evaluation Status:*** Evaluating and click on Save and return to list.
5. <u>If you have finished your evaluation</u>: Complete your evaluation by selecting evaluation status: **Evaluation Status:*** Ready for review or **Evaluation Status:*** Ready for review. Note: Selecting one of these statuses automatically returns the application to the administrator and clicking on Save and return.

View evaluation and application side by side