



# Completing All Steps of the Appraisal

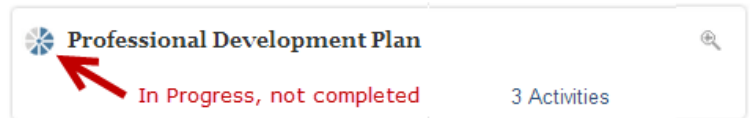
This document explains how to determine if you have successfully completed all parts of your appraisal.

## How do I know if an appraisal step is completed correctly?

All appraisal steps should have a green check on the outside of the container.

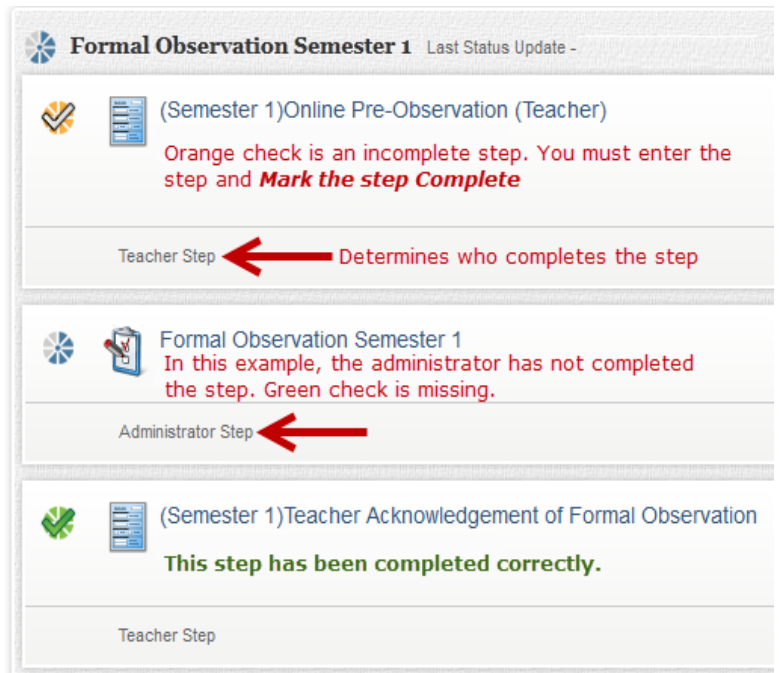


You will know the step has not been completed if you see the In Progress symbol and green checks are missing.



## How do I get my step from In-progress to complete ?

Any steps with an orange step are incomplete. In this example, it is the teacher step. Teacher must navigate in the step and mark it complete.



Any steps with the in-progress symbol are also incomplete. In this example, the Administrator is required to complete this step.

Both the teacher and administrator must have all their steps completed in order for the outside container to have a green check.



## How do I get my check from orange to green ?

Steps with an orange check mean you have not selected [Mark Complete](#) for the Step. Navigate into the step, open the menu button to the right of the Back button, and select [Mark Complete](#)

