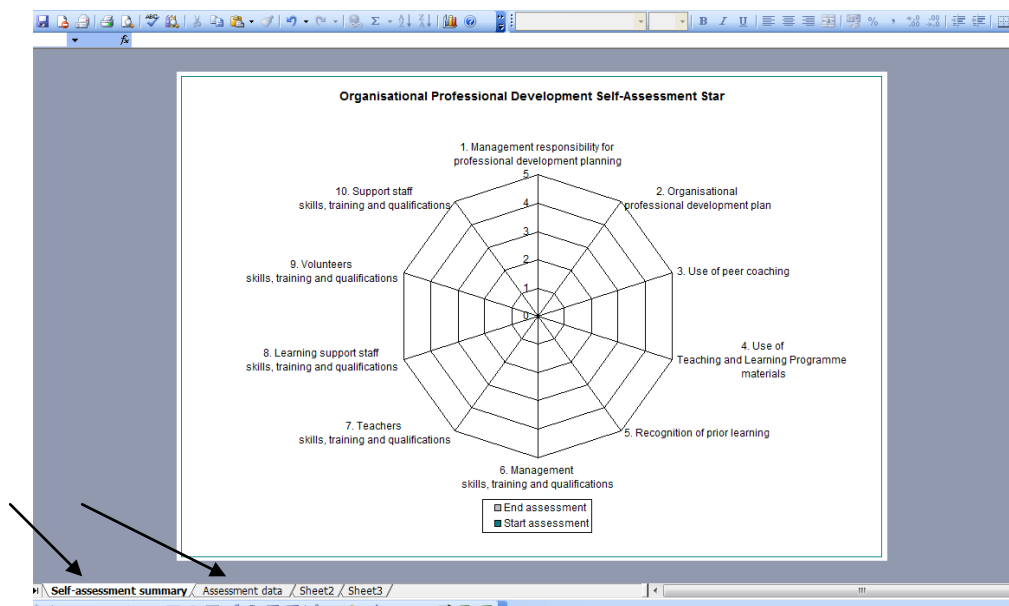


Self-Assessment Star – How To

When you open the Excel spreadsheet 'ATLC e-CPD reflection wheel' you will see two tabs at the bottom: **Self-assessment summary** and **Assessment data**.



To enter your first self-assessment data click on the Assessment data tab.

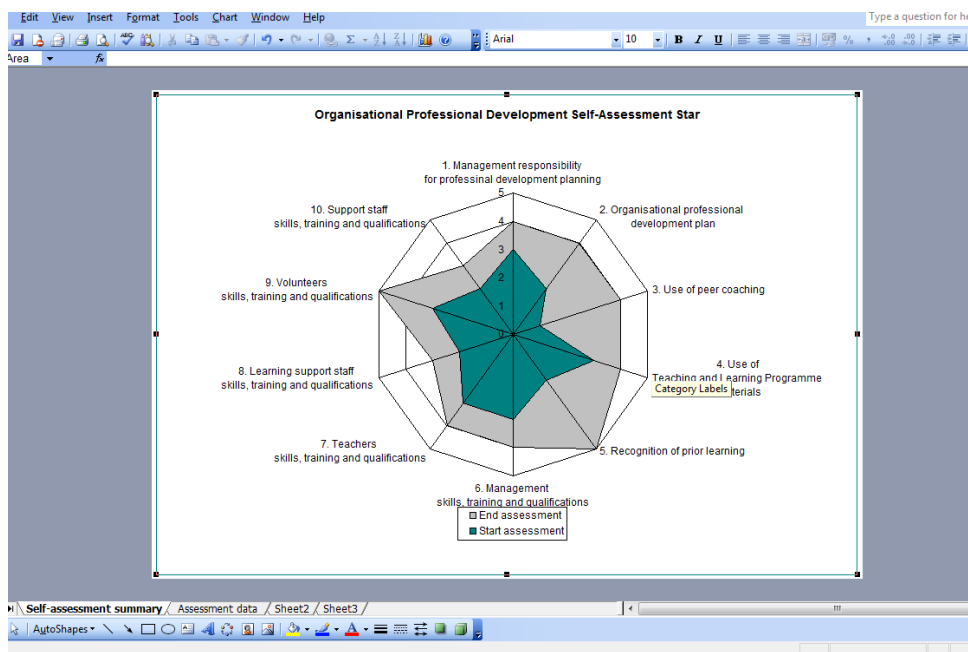
This will open a page looking like this.

[illegible]

When you have undertaken the start assessment type in your values (between 0 and 5) in the appropriate columns of Row 4 (highlighted).

Save the file with an appropriate filename.

Now when you click on the **Self-assessment summary** tab you will see a visual representation of your assessment following the audit.

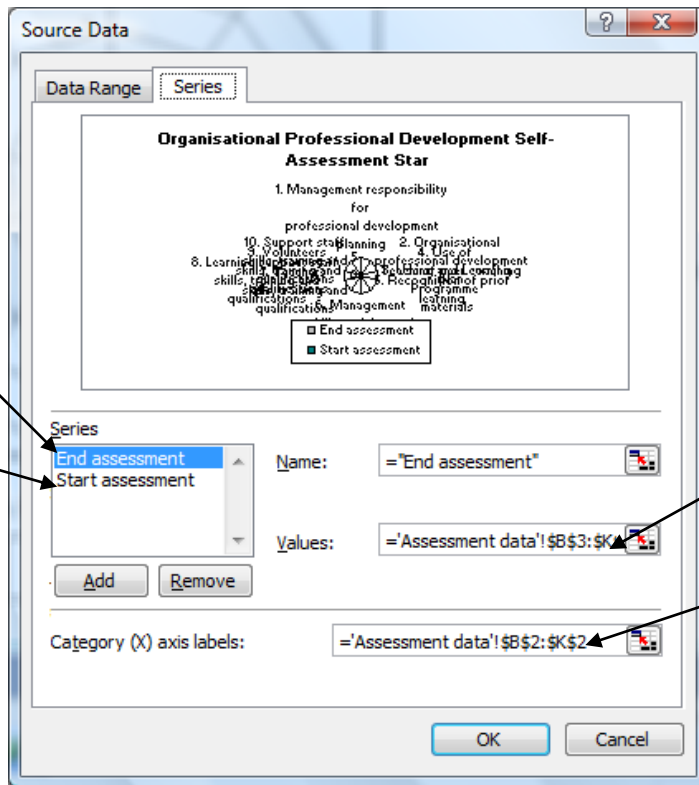


Adapting the star for your organisation

1. You can alter the headings in Section Headings on row 2 on the Data assessment tab if you want to use the star for other self-assessment or to adapt it for your organisation.
2. You can also reduce or add headings but if you do you will need to alter the range of the data for both the Start and End Assessment by right clicking within the Chart area on the Self-assessment summary tab.

Choose the Source Data option and amend the column reference for Values and Axis Labels to reflect the final column that has data in it.

You will need to do this for both the End assessment and Start assessment in turn.



3. You can change the scale by right clicking on one of the arms of the star (Value Axis). It is currently from 0 to 5.

