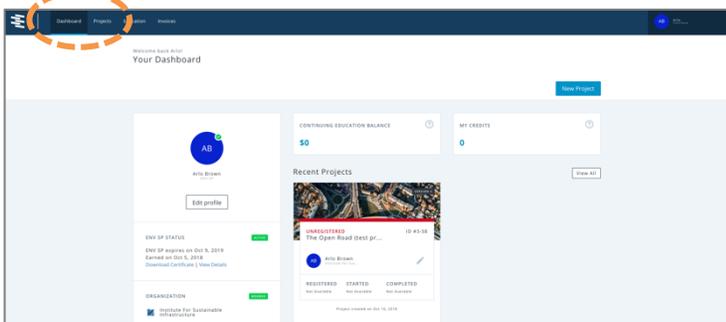


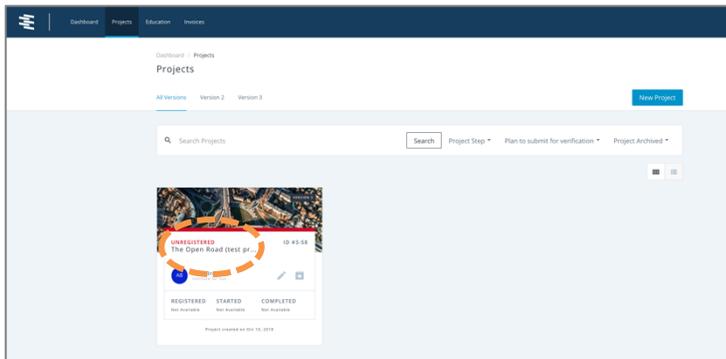
# SELF-ASSESSMENTS

## Online Tutorial

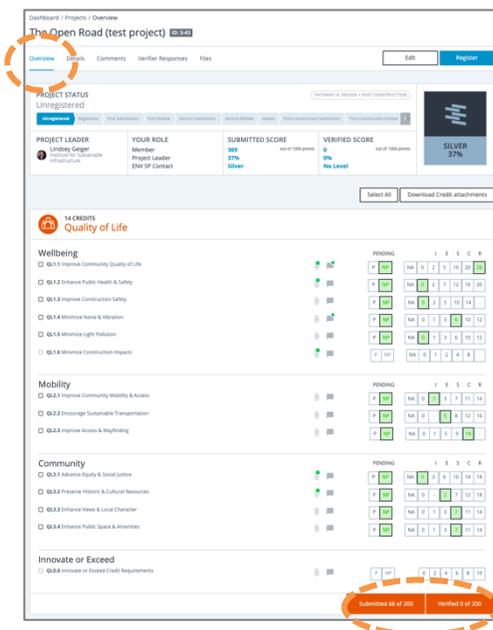
You are invited to use the online scoresheet for project self-assessments. This file describes the steps in assessing a project online.



Login to your account. Recent projects can be found on your 'Dashboard', and when you navigate to 'Projects' you can view a list of all of your projects.

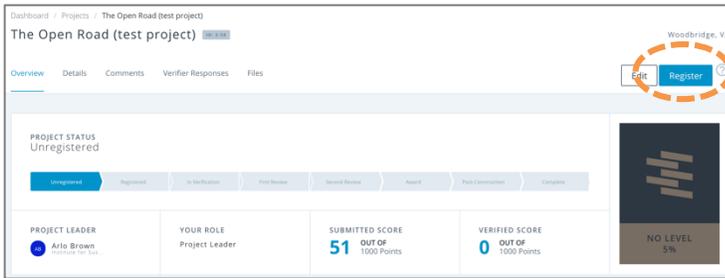


Click on the name of the project to work on the Envision assessment.



The 'Overview' page shows the project assessment summary along with summary information for each credit. This is the main page for the project. From here you can edit the project details, select credit levels of achievement in the summary scoresheet, access the detailed credit pages, and view the results graphs.

At the bottom of each credit category is a summary of the points achieved based on the credits assessed.



Dashboard / Projects / The Open Road (test project)

The Open Road (test project) Unregistered

Overview Details Comments Verifier Responses Files

PROJECT STATUS: Unregistered

PROJECT LEADER: Arlo Brown

YOUR ROLE: Project Leader

SUBMITTED SCORE: 51 OUT OF 1000 Points

VERIFIED SCORE: 0 OUT OF 1000 Points

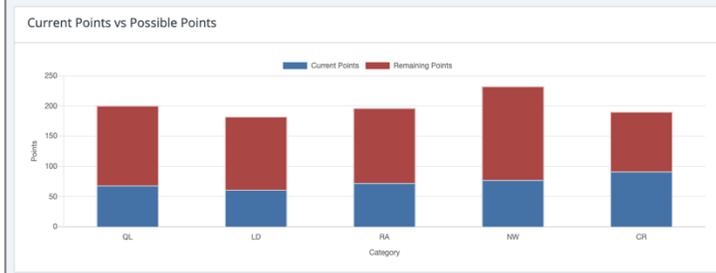
NO LEVEL 5%

At the top of the 'Overview' page you will find a summary of the project's status. A potential award level will be indicated if one has been achieved. The project status indicates the next step in the verification process. For self-assessments, this progress bar will show "unregistered". To register your project at any time, click the blue button labeled "register".

Project Summary

Credit Category	Submitted Score Information			Verified Score Information		
	Applicable	Submitted	Percentage	Applicable	Verified	Percentage
Quality of Life	200	68	34%	200	0	0%
Leadership	182	61	34%	182	0	0%
Resource Allocation	196	72	37%	196	0	0%
Natural World	232	77	33%	232	0	0%
Climate and Resilience	190	91	48%	190	0	0%
<b>Total Points / %</b>	<b>1000</b>	<b>369</b>	<b>37%</b>	<b>1000</b>	<b>0</b>	<b>0%</b>

Scroll to the bottom of the 'Overview' page to view a graph of your progress at any time.



14 CREDITS Quality of Life

Wellbeing

- QL1.1 Improve Community Quality of Life
- QL1.2 Enhance Public Health & Safety
- QL1.3 Improve Construction Safety
- QL1.4 Minimize Noise & Vibration
- QL1.5 Minimize Light Pollution
- QL1.6 Minimize Construction Impacts

	P	NP	NA	0	2	5	10	20
QL1.1	P	NP	NA	0	2	5	10	20
QL1.2	P	NP	NA	0	2	7	12	16
QL1.3	P	NP	NA	0	2	5	10	14
QL1.4	P	NP	NA	0	1	3	6	10
QL1.5	P	NP	NA	0	1	3	6	10
QL1.6	P	NP	NA	0	1	2	4	8

**Assessing credits:** Credits may be assessed directly in the summary scoresheet. You can select credit levels of achievement in the summary scoresheet by clicking on the point value boxes. You may also designate credits as "not applicable" here.

You may also assess credits on the detailed credit page. In the summary scoresheet, click on the credit name to view the detailed credit page. You will see the credit intent, metric, and level of achievement table. Click the button for the appropriate level.

QL1.1 IMPROVE COMMUNITY QUALITY OF LIFE

INTENT: Improve the net quality of life of all communities affected by the project and mitigate negative impacts to communities.

METRIC: Measures taken to assess community needs and improve quality of life while minimizing negative impacts.

NA	No Level	Improved	Enhanced	Superior	Conserving	Restorative
NA	0	2	5	10	20	26

IMPROVED	ENHANCED	SUPERIOR	CONSERVING	RESTORATIVE
A + B	A + B + C + D	A + B + C + D + E	A + B + C + D + E + F	A + B + C + D + E + F + G
(2) Community Considerations	(5) Community Linkages	(10) Broad Community Alignment	(20) Holistic Assessment & Collaboration	(26) Protecting The Future

(A) The project team identifies and takes into account community needs, goals, and issues. For example, the project team has located and reviewed the most recent community planning information and assessed relevant community needs, goals, and/or issues.

(B) The project meets or supports community needs and/or goals.

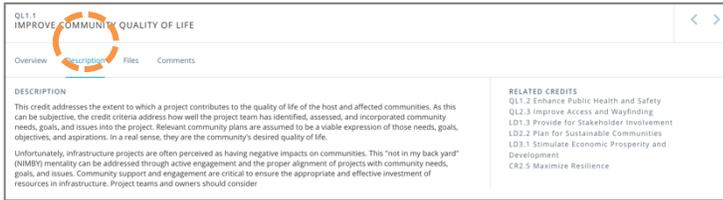
(C) The project assesses the social impacts it will have on the host and affected communities' quality of life.

(D) The affected communities are meaningfully engaged in identifying how the project supports community needs and/or goals.

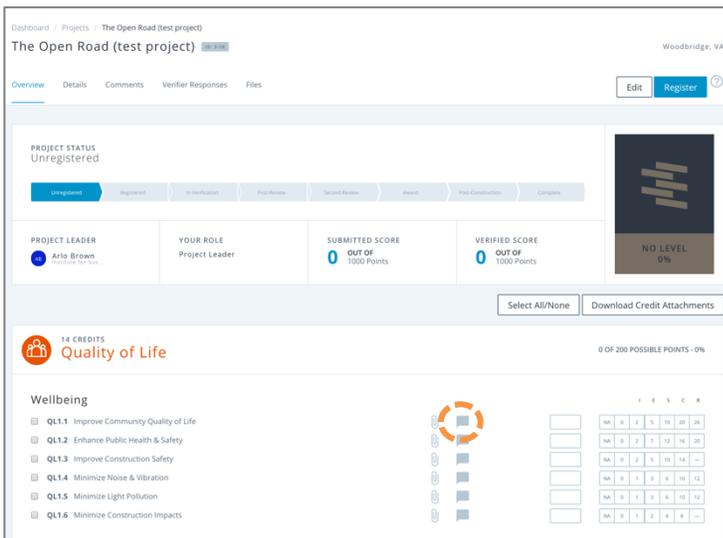
(E) Based on the social assessment, potential negative impacts on the host or nearby affected communities are mitigated following a hierarchy that prioritizes avoidance, minimization, restoration, and offsetting.

(F) Community satisfaction is demonstrated by feedback from the stakeholder engagement process verifying actions taken in criteria A, B, C, and D.

You can scroll down to see the credit evaluation criteria and documentation as well as details pertaining to performance improvement as they are printed in the Envision Guidance Manual. To go back to the summary scoresheet, click in the grey area outside of the detailed credit page box.

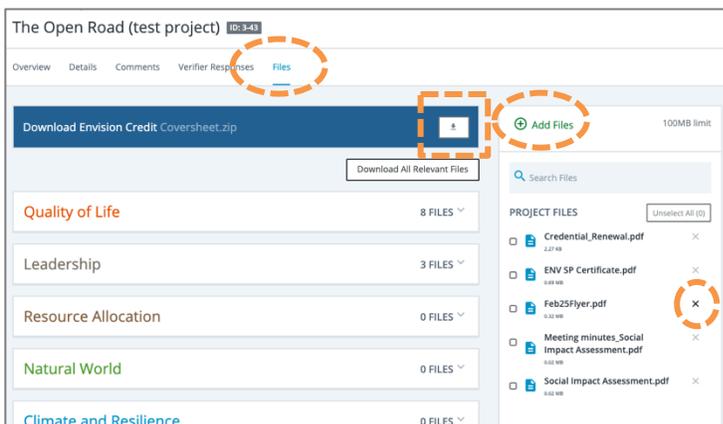


To access the credit description, click on 'Description' in the detailed credit page. You will also see related credits here. To access the previous and next credits, click on the arrow buttons.



You may view or add comments for individual credits by selecting the message bubble icon next to the credit name on the summary scoresheet page. Alternatively, you may access the comments by selecting "Comments" from the menu on the detailed credit page.

You can provide comments on the credit to your project team. These comments are visible to everyone on the project team. If the project is submitted for verification, these comments are **not** reviewed or considered by the verifier.



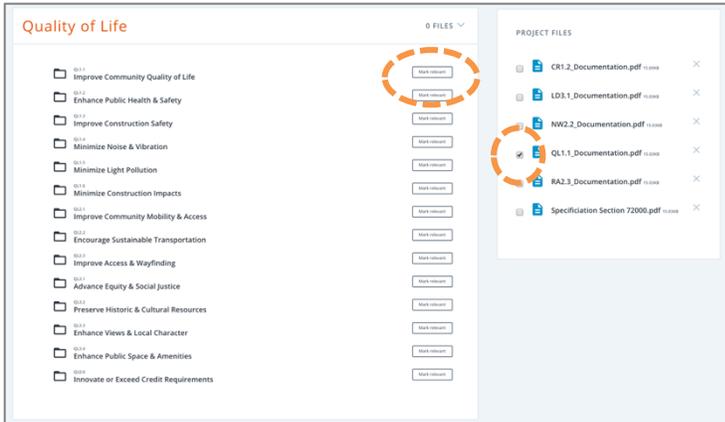
**File Management:** From the project 'Overview' page, click 'Files' from the project menu. All Envision Credit Coversheets may be downloaded from this page.

To add new files to your project, click the green button labeled "+ Add files..." There is a 100 MB limit for each file, and .pdfs are the only allowable file type.

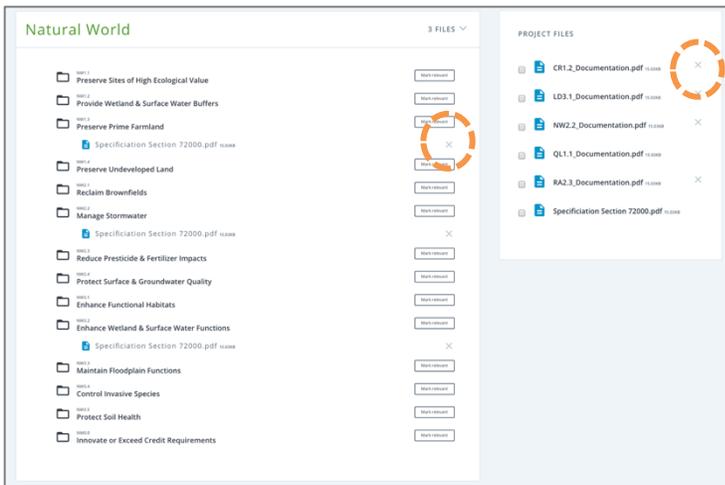
You may add files one at a time, or in bulk.

When your files have been uploaded, you will be allowed the option to delete them by

clicking the 'X' next to the file name. You will only be able to delete files that have *not* been "attached" to individual credits (see the instructions that follow on attaching files to credits).

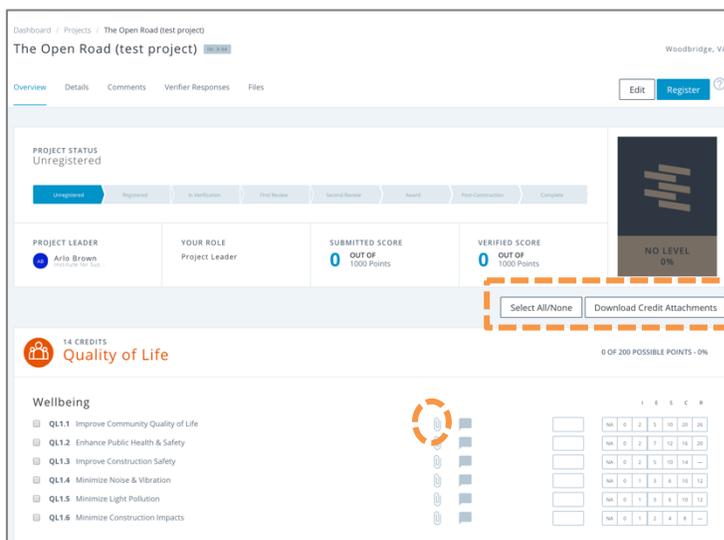


To “attach” or associate a file to an individual credit, use the check box to select the file(s) from the ‘Project Files’ list, then click the button labeled “mark relevant” next to the individual credit.

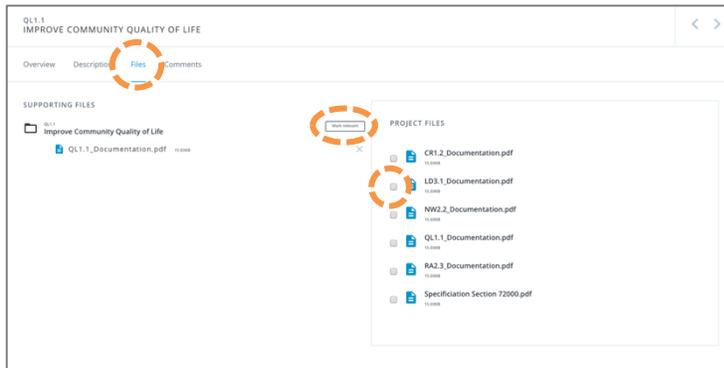


If you need to remove a file from an individual credit, you can click the “X” next to the file name as it appears underneath the individual credit. This “disassociates” the file from the credit, but it does not delete the file from your project.

In order to completely delete a file from your project, click the “X” next to the file name in the ‘Project Files’ list.



You may also manage your credit files from the scoresheet summary page and the detailed credit page. To attach a file to a specific credit, click the paperclip next to the credit name in the scoresheet summary. Alternatively, you can reach this screen by clicking on “Files” from the menu on the detailed credit page. Use the check box to select the file(s) you wish to associate with the credit, then click the white button labeled “Mark Relevant”. You are not able to upload files directly from this view. The only files that will appear in the ‘Project Files’ list on this view are files that have been previously uploaded via the project files page.



From the project 'Overview' page, you may execute a bulk download of project data. First, you can select which credits you want to export or click the button labeled "select all/none". Then click the button labeled "Download credit attachments."