

# Governor's Nutrition and Physical Activity Scorecard and Awards Program Help Page



- **Web Site Address**

The scorecard can be accessed from the Governor's Healthy Virginians Web Site at <http://www.healthyvirginians.virginia.gov/Students/index.cfm> or the Virginia Department of Education's Homepage at <http://www.doe.virginia.gov>.

- **Login and Password**

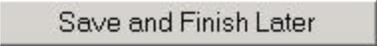
Your login and password have been mailed to your school principal and your division physical education and school nutrition coordinators. Should you misplace your login and password, you may e-mail the Virginia Department of Education at [hvscore@doe.virginia.gov](mailto:hvscore@doe.virginia.gov).

- **Identifying Information**

Complete all data fields in the first section, entitled,

## Identifying Information

- **General instructions for answering scorecard questions**

- The scorecard is comprised of 34 standards based on best practices in nutrition and physical activity.
- Move from one scorecard question to the next by clicking on the  button.
- Save your answers and exit at any time by clicking on the  button.
- You may skip a question by not answering it and by using the  button, but to submit your scorecard you must answer all the questions.
- Questions that have been skipped are indicated by the **(skipped)** message on the summary page.
- Questions can be answered by selecting the single answer where there are circular option buttons , or by selecting all answers that apply where there are square box option buttons .
- Answers may be modified by clicking on the  button for the appropriate question on the summary page.

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- **Submitting a Scorecard**
  - All questions must be answered before submitting a scorecard.
  - Print the scorecard, using your browser's print function . Before submitting, provide a copy to the School Division Superintendent and the School Health Advisory Board.
  - In order to submit your scorecard, you must check the checkbox  indicating that the scorecard information is accurate and has been approved by the School Division Superintendent.
  - Your answers and resulting score will be displayed after you have submitted your scorecard. For a printed copy, use your browser print function .
  
- **Re-applying for Awards**
  - If a school applies and does not earn an award in any school year (July 1 – June 30), the school may re-apply at any time during that school year.
  - If a school earns an award during a school year (July 1 – June 30), it cannot re-apply for another award in that same school year.
  - Schools may apply for the award in subsequent years, but will not receive a new resolution or banner for winning the same award.