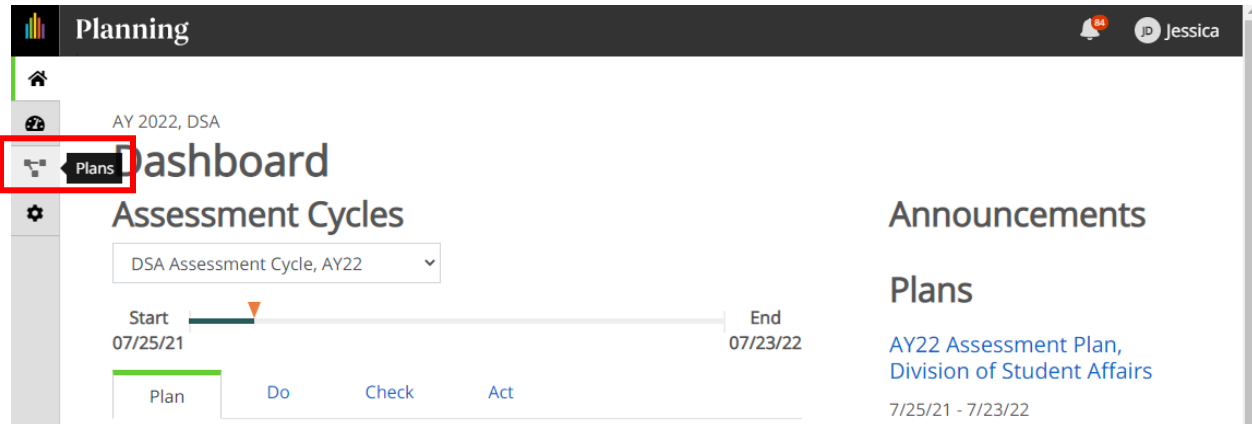


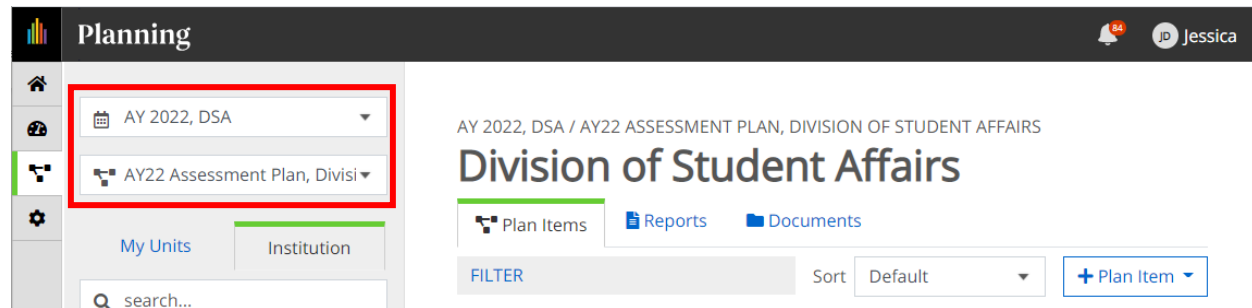
## Adding Plan Items to your Department/Unit Assessment Plan

This guide will walk you through how to add Plan Items to your department or unit Assessment Plan. If you are unable to add new Plan Items and you feel you should be able to, please contact [SPAA@kennesaw.edu](mailto:SPAA@kennesaw.edu).

### Step 1. Navigate to the Plans area of the site

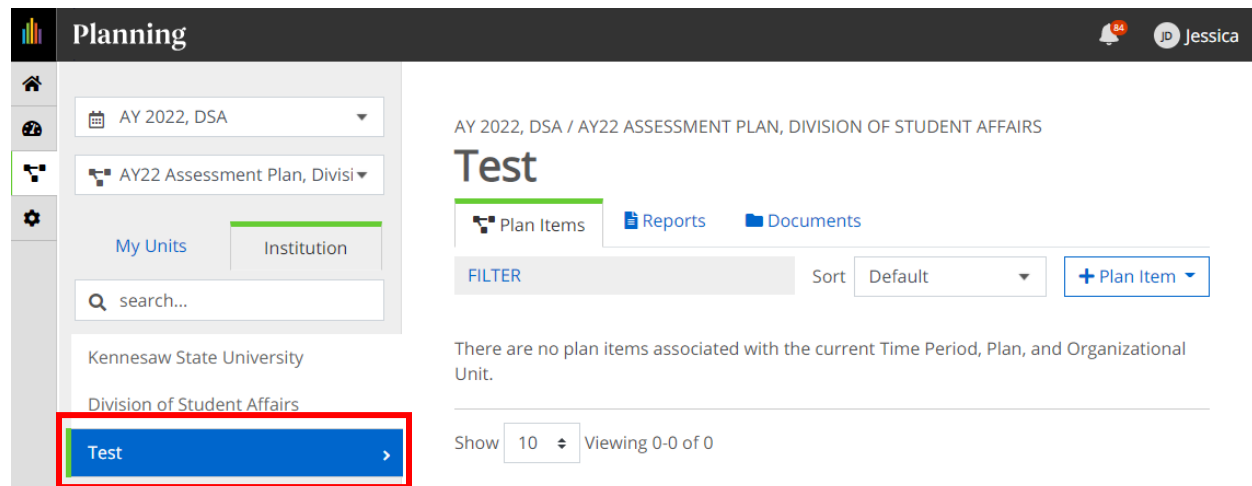


### Step 2. Select the appropriate Time Period and Plan



### Step 3. Select your Department/Unit.

Note: Departments/Units are nested under their corresponding Senior Leadership Team Portfolio within the Division of Student Affairs.



#### Step 4. Click the “+ Plan Item” button

The screenshot shows the 'Planning' interface for 'AY 2022, DSA / AY22 ASSESSMENT PLAN, DIVISION OF STUDENT AFFAIRS'. The main heading is 'Test'. Below it are tabs for 'Plan Items', 'Reports', and 'Documents'. A 'FILTER' button and a 'Sort' dropdown set to 'Default' are visible. The '+ Plan Item' button is highlighted with a red box. Below the main content, a message states: 'There are no plan items associated with the current Time Period, Plan, and Organizational Unit.'

#### Step 5. Select the type of Plan Item you would like to create

This screenshot shows the same interface as Step 4, but the '+ Plan Item' button has been clicked, opening a dropdown menu. The menu options are: 'Department/Unit Mission Statement', 'Objective 1', 'Measure 1', 'Measure 2', 'Results, Measure 1', 'Results, Measure 2', 'Analysis', and 'Action Plan'. The entire dropdown menu is highlighted with a red box.

#### Step 6. Enter Plan Item Information

When a new Plan Item is added, the system will open the Plan Item to allow the user to enter the required information. You may enter this information now and select the blue “Done” button or return at a later time to enter this information by leaving the fields blank and selecting the blue “Done” button.

- a. Note: If an item was inadvertently added to your plan, you may click the blue “Delete” text to the left of the “Done” button.

The screenshot shows a portion of the Plan Item entry form. On the left, there is a 'Delete' button with a trash icon. On the right, there is a 'Read View' button and a 'Done' button. The 'Done' button is highlighted with a red box.

#### Step 7. Repeat steps 4 through 6 until all necessary Plan Items have been added.

For reference, a list of the required items for each phase in the assessment cycle are provided below:

- a. PLAN Phase requires the following Plan Item(s) to be added:
  - i. Department/Unit Mission Statement
  - ii. Objective
  - iii. Measure 1
  - iv. Measure 2
- b. DO Phase does not require the addition of Plan Items

- c. CHECK Phase requires the following Plan Item(s) to be added:
  - i. Results, Measure 1
  - ii. Results, Measure 2
  - iii. Analysis
- d. ACT Phase requires the following Plan Item(s) to be added:
  - i. Action Plan

Note: If your assessment plan has changed mid-cycle, please add new Plan Items than editing an already submitted objective or measure. This will provide a better understanding of how assessment plans have changed throughout the assessment cycle.

*Last Updated: 09/08/2021*