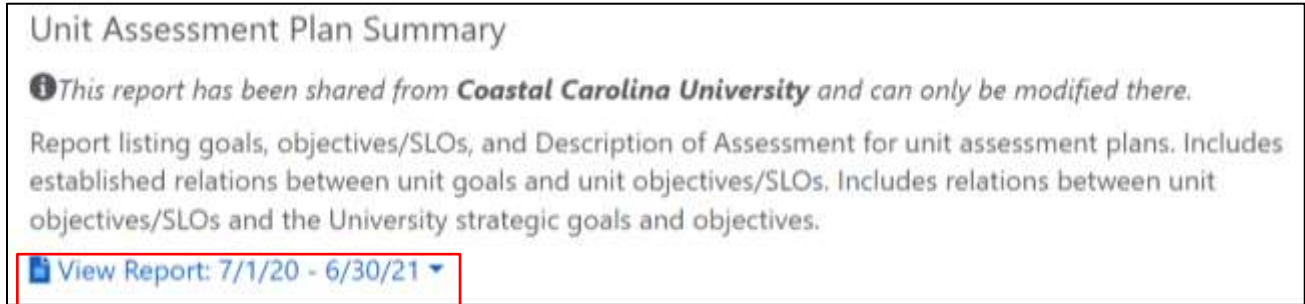


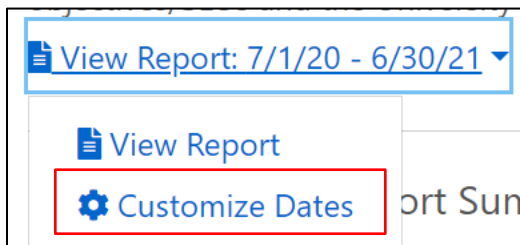
## Printing Assessment Plans



- Select the *Reports* tab.



- Available reports will be listed. The Unit Assessment Plan Summary will print the assessment plan for the selected time frame.
- Select the *View Report* link to select various report options.




- Select *Customize Dates*.



- The *Customize Dates* link will allow you to choose the desired FY for the report.
- Modify dates and select the *View Report* button to open a new tab and view the report.
- The completed report will open in a new tab



- Close the report (Planning tab) by selecting the “x” to return to the Custom Report Date Range page.
- Select the **UNIT REPORT** link or  symbol to return to the main Reports tab.
- Select the Plan Items tab to return to the assessment plan.