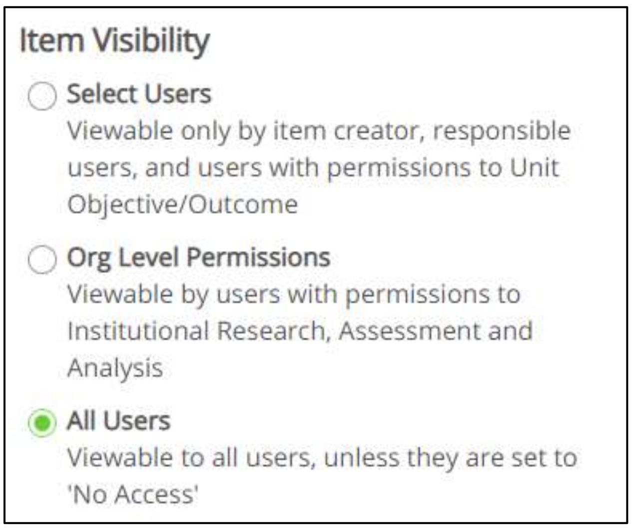
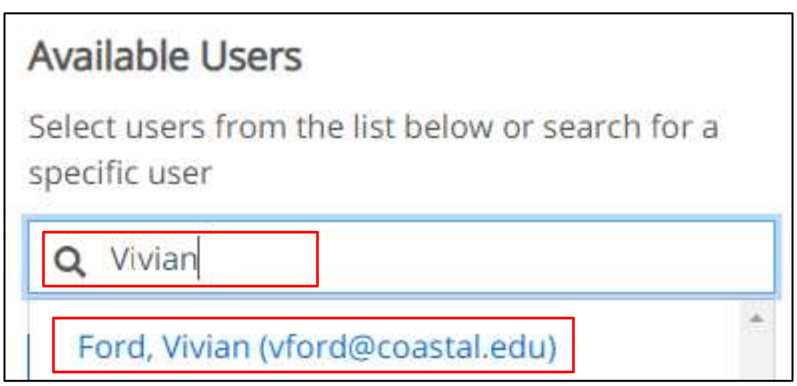
<u>Assigning Responsible Users</u>

The Responsible Roles field within Planning templates is used to "push out" planning items to a user's My Dashboard > Plan Items tab. This allows a user to note which items they have been designated responsible for completing or in charge of editing. Assigning users to a plan item helps manage workflow, particularly when assessment plans are large and/or encompass more than one functional area, e.g. Institutional Research, Assessment and Analysis.

- To assign a user, from within the plan item (e.g. goal, SLO, or objective), navigate to the Permissions tab.



- A list of available users can be seen on the right side of the page. The default Item Visibility is set to *All Users*, as within the Planning application all plans are visible to all users. **All users cannot, however, edit and plan item they don't have specific permission to edit.**



- Start typing a name in the Available Users search box.
- Select the blue link to assign the user responsibility for the plan item.

- Once selected, the user’s name will appear under the Responsible Users section.
- To remove a user, select the white “x” in the blue circle.

- Those assigned as a Responsible User will see an icon to designate they have been assigned a plan item.
- Multiple users may be assigned to the same plan item.