Printing Assessment Plans

- Select the Reports tab.

**Unit Assessment Plan Summary**

This report has been shared from Coastal Carolina University and can only be modified there.

Report listing goals, objectives/SLOs, and Description of Assessment for unit assessment plans. Includes established relations between unit goals and unit objectives/SLOs. Includes relations between unit objectives/SLOs and the University strategic goals and objectives.

![View Report: 7/1/20 - 6/30/21](image)

- 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.**

  ![customize dates](image)

  - 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

  ![Planning](image)

  - 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.