



# GUIDE TO ACADEMIC ASSESSMENT PLANNING AND REPORTING IN CAMPUS LABS PLANNING

INSTITUTIONAL ASSESSMENT, OFFICE OF THE PROVOST

UNIVERSITY OF FLORIDA

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### Abbreviations Used in this document:

CLP: Campus Labs Planning

CL: Campus Labs

PG: Program Goal

SLO: Student Learning Outcome

### Questions? Contact:

[assessment@aa.ufl.edu](mailto:assessment@aa.ufl.edu)

## Part 1: Overview

Academic Assessment Plans are required for all UF academic programs, including undergraduate, graduate, professional, and certificate programs. All UF academic units must provide assessment data reports for the previous academic year for all academic programs annually on or before the last Friday in November (Before Thanksgiving). All assessment planning and reporting occurs in the Campus Labs Planning software. If you encounter any issues with CLP, you can contact the Office of Institutional Assessment at [assessment@aa.ufl.edu](mailto:assessment@aa.ufl.edu) for assistance.

**Annual planning and reporting cycle:** \*With the exception of the last Friday in November (Before Thanksgiving) deadline, these time frames are suggestions to help guide your annual assessment activities in CLP.

Last Friday in November (Before Thanksgiving): Academic Assessment Data Reports submitted (All)

Nov. - Feb.: Reports reviewed by the UF Office of Institutional Assessment

March: Reviews returned to units.

March – May: Units may address any concerns that came up during review, editing reports as needed in CLP in the same year for which data was reported.

May – June: All Plan information (i.e., everything except SLO, PG, and Use of results data) is automatically rolled over to the next year once units have had time to address reviewer concerns. The next reporting year will be created in Campus Labs when the rollover is conducted. The previous reporting year will no longer be accessible for editing after the rollover is completed (Previous years are all "locked"). Units are notified annually of the rollover date.

July-Sept.: Following the rollover, units should make any updates to their academic assessment plan in the new reporting year. Updates might include changes to a PG, a new responsible user, approved changes to an SLO or SLO assessment method, updates to the academic assessment plan detail, or updates to a program's mission. For detailed information, see [Part 2: Updating an Academic Assessment Plan](#). If you are requesting data from colleagues, it may be helpful to run a report for use as a template to share with your colleagues. For detailed information see [Part 4: Running a Report](#).

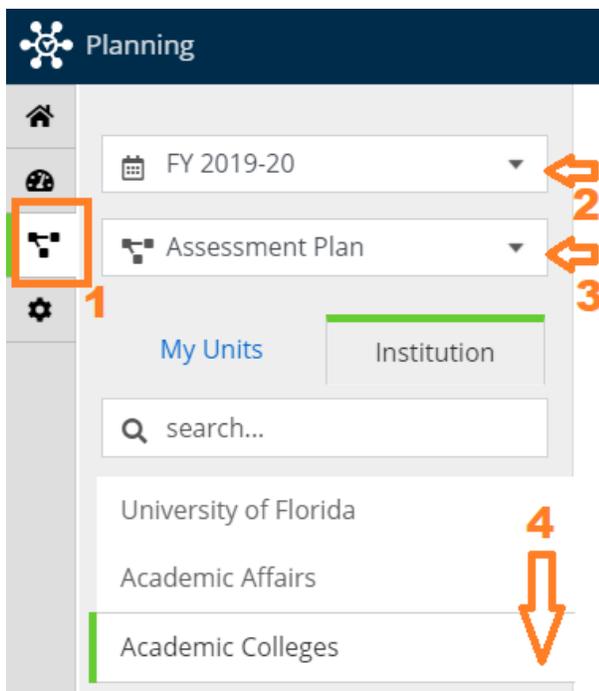
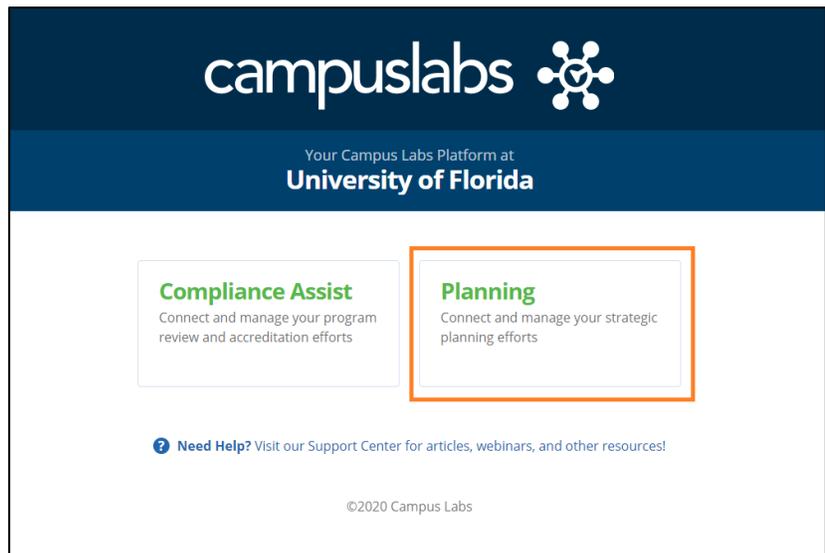
Aug.– Nov.: Once SLO data, PG data, and Use of Results are have been compiled, data should be entered into CLP. Reports must be completed in CLP by the last Friday in November (Before Thanksgiving) of each year. For detailed information see [Part 3: Entering Data](#).

## Part 2: Updating an Academic Assessment Plan

Following the annual AAP rollover in CLP, you can login to CLP and begin making updates to the current reporting years AAP. There are four areas where you want to focus while updating an AAP:

1. Mission
2. Program Goals
3. Student Learning Outcomes
4. Academic Assessment Plan (AAP) Detail

Log into CLP  
(<https://ufl.campuslabs.com>)  
and enter your GatorLink  
username and password,  
then click “Planning”.



1. Select the org chart symbol at the far left.
2. Select the year being edited.
3. Select “Assessment Plan”.
4. Navigate to the appropriate unit and program. Each time you click, the unit category will automatically expand until you have reach an academic program.

Once you have navigated to the program being updated, click the program and a list of plan items will appear to the right. If you do not see plan items, check to make sure you are on the “Plan Items” tab (orange star).

The screenshot shows the 'Planning' system interface for the 'Agricultural & Biological Engineering (MS)' program. The left sidebar contains a navigation menu with 'Agricultural & Biological Engineering (MS)' highlighted. The main content area displays the 'ASSESSMENT PLAN' for 'Agricultural & Biological Engineering (MS)' with the 'Plan Items' tab selected. The plan items are listed as follows:

Plan Item Title	Start Date	End Date	Status
MS Agricultural and Biological Engineering Mission	7/1/19	6/30/20	Ongoing
Relevant Advanced Training	7/1/19	6/30/20	
Analysis and Research Skills	7/1/19	6/30/20	
Communication Skills and Ethical Awareness	7/1/19	6/30/20	
Computer-related Technology	7/1/19	6/30/20	
Solve Problems	7/1/19	6/30/20	

Now you are ready to update the program plan items. To open a plan item, click the blue plan item title. Open the Program Mission.

The screenshot shows the 'Planning' system interface for the 'Agricultural & Biological Engineering (MS)' program. The 'MS Agricultural and Biological Engineering Mission' plan item is highlighted in the main content area. The plan items are listed as follows:

Plan Item Title	Start Date	End Date	Status
MS Agricultural and Biological Engineering Mission	7/1/19	6/30/20	Ongoing
Relevant Advanced Training	7/1/19	6/30/20	
Analysis and Research Skills	7/1/19	6/30/20	
Communication Skills and Ethical Awareness	7/1/19	6/30/20	
Computer-related Technology	7/1/19	6/30/20	
Solve Problems	7/1/19	6/30/20	

Edits can be made to any of the fields in the plan item. Make sure to indicate the appropriate “Program Type and Level” and update any “Site Information”. If there have been changes to the program mission, edits can be made directly to the mission statement. Once you have finished, click “Done” in the blue box on the lower right to save you changes and to go back to the list of plan items.

**Planning**

FY 2019-20 / ASSESSMENT PLAN

## Edit Plan Item

Template: Program Mission

**Title \***

MS Agricultural and Biological Engineering Mission

**Mission**

*All units on campus have a mission statement that describes the purpose of the unit and guides the unit's actions, spells out its overall goal, provides a sense of direction, and guides decision-making. This component is evaluated on two criteria: Clarity – the mission is clear, concise, and addresses teaching, research, and service • Alignment with the university mission – the unit mission clearly supports the University mission. These criteria are met by reviewing the unit's mission and the university's mission and ensuring that they are aligned and that the unit's mission supports the University's mission. These instructions are found at <http://assessment.aa.ufl.edu/aap-mission-statement>*

The mission of the Agricultural and Biological Engineering Department is to develop professionals, create and disseminate knowledge, and promote the application of engineering, science and management principles to meet societal needs with

**Program Type and Level**

Please select all that apply.

- Bachelor (includes all bachelors level degrees)
- Masters (includes all masters level degrees)
- Education Specialist
- Research Doctorate
- Professional Doctorate
- Certificate – Undergraduate
- Certificate – Graduate
- Certificate – Professional (includes Post-Master's certificates)

**Start \***

07/01/2019

**End \***

06/30/2020

**Progress**

Ongoing

**Program \***

[Agricultural & Biological Engineering \(MS\)](#)

**Program CIP**

To see a list of Program CIP codes, please go to [http://www.ir.ufl.edu/oirapps/factbooktest/academic\\_programs/academic\\_default.aspx](http://www.ir.ufl.edu/oirapps/factbooktest/academic_programs/academic_default.aspx)

14.0301

**Site Information**

Please select the appropriate site information. If none of these choices apply, please list the site in the "Other Site" field.

On Campus (Residential)

If Other Site:

Delete Read View Done

We are now going to go through how to make any updates to all PGs, SLOs, and the Academic Assessment Plan Detail.

Select the first PG to make updates.

The screenshot shows the 'Planning' system interface for the 'Agricultural & Biological Engineering (MS)' program. The left sidebar contains a navigation menu with 'Agricultural & Biological Engineering (MS)' selected. The main content area displays the 'FY 2019-20 / ASSESSMENT PLAN' for this program. A table lists various program goals and learning outcomes, with 'Relevant Advanced Training' highlighted in a red box. The table includes columns for the item name, description, and dates (7/1/19 - 6/30/20). The items listed are:

Item Name	Description	Dates
MS Agricultural and Biological Engineering Mission	Agricultural & Biological Engineering (MS) Program Mission	Ongoing 7/1/19 - 6/30/20
Relevant Advanced Training	Agricultural & Biological Engineering (MS) PG 1:Program Goal	7/1/19 - 6/30/20
Analysis and Research Skills	Agricultural & Biological Engineering (MS) PG 2:Program Goal	7/1/19 - 6/30/20
Communication Skills and Ethical Awareness	Agricultural & Biological Engineering (MS) PG 3:Program Goal	7/1/19 - 6/30/20
Computer-related Technology	Agricultural & Biological Engineering (MS) PG 4:Program Goal	7/1/19 - 6/30/20
Solve Problems	Agricultural & Biological Engineering (MS) SLO 1:Student Learning Outcome	7/1/19 - 6/30/20
Skills	Agricultural & Biological Engineering (MS) SLO 2:Student Learning Outcome	7/1/19 - 6/30/20
Professional Behavior	Agricultural & Biological Engineering (MS) SLO 3:Student Learning Outcome	7/1/19 - 6/30/20
MS - Agricultural & Biological Engineering	Agricultural & Biological Engineering (MS) Use of Results for Improvement	7/1/19 - 6/30/20
MS in Agricultural and Biological Engineering AAP Detail	Agricultural & Biological Engineering (MS) Academic Assessment Plan Detail	Ongoing 7/1/19 - 6/30/20

Make any necessary updates to the PG and evaluation method. Do this for each PG.

Now Select a SLO to update. Note that changes to program SLOs and assessment methods should be approved by the Academic Assessment Committee. [Learn about the process for modifying an SLO.](#)

The screenshot displays the 'Planning' interface for the 'Agricultural & Biological Engineering (MS)' program. The main content area lists various assessment plan items, including Mission, Training, Skills, and Professional Behavior. The 'Solve Problems' item is highlighted with an orange box. The interface includes a search bar, a filter dropdown, and a '+ Plan Item' button. The left sidebar shows the navigation menu for the University of Florida, and the top header indicates the current fiscal year is FY 2019-20.

Item Name	Start Date	End Date	Status
MS Agricultural and Biological Engineering Mission	7/1/19	6/30/20	Ongoing
Relevant Advanced Training	7/1/19	6/30/20	
Analysis and Research Skills	7/1/19	6/30/20	
Communication Skills and Ethical Awareness	7/1/19	6/30/20	
Computer-related Technology	7/1/19	6/30/20	
<b>Solve Problems</b>	7/1/19	6/30/20	
Skills	7/1/19	6/30/20	
Professional Behavior	7/1/19	6/30/20	
MS - Agricultural & Biological Engineering	7/1/19	6/30/20	
MS in Agricultural and Biological Engineering AAP Detail	7/1/19	6/30/20	Ongoing

When updating an SLO, make sure to check, and if necessary, update the SLO Area, Assessment Methods Checklist and Assessment Method Narrative. The selection made in the Assessment Methods Checklist allows for assessment data from across the university to be compared and summarized in a standardized way. The Assessment Method Narrative provides a space to include details on the assessment methods (what students produce) and procedures (how these products are assessed). Additionally, this area can be used to explain items not included in the checklist. The screen shot below shows a portion of the SLO template. Make sure to check all program SLOs.

**SLO Area (select one)**

**Progress**

**Assessment Methods Checklist**

*What methods do you use to assess student achievement of the outcome? Check all that apply. Enter any assessment methods not listed here in the Assessment Methods Narrative.*

- Faculty developed examination
- Third-party examination (e.g. ETS, etc.)
- Final paper
- Final project
- Final presentation
- Final Performance/Production
- Final Exhibit
- Consensus Moderation
- Capstone
- Non-exam Course assignment(s)
- Evaluation
- Practica/Internship
- Externship
- Student Teaching
- Survey
- Portfolio
- Review by faculty outside the department
- External review by non-UF individuals (e.g., business professionals, industry representatives, etc.)
- Exit interview
- Other - please describe in the Assessment Method Narrative.

**Assessment Method Narrative**

*Enter any additional measures not in the list in the space provided. Leave blank if there are no additional methods to include.*

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**Plan Item Files** + File + Folder

There are no attachments.

Now we are going to make any necessary updates to the Academic Assessment Plan (AAP) Detail.

The screenshot displays the 'Planning' system interface for the 'FY 2019-20 / ASSESSMENT PLAN' for 'Agricultural & Biological Engineering (MS)'. The left sidebar shows navigation options for 'My Units' and 'Institution', with 'Agricultural & Biological Engineering (MS)' selected. The main content area lists various assessment components, including 'MS Agricultural and Biological Engineering Mission', 'Relevant Advanced Training', 'Analysis and Research Skills', 'Communication Skills and Ethical Awareness', 'Computer-related Technology', 'Solve Problems', 'Skills', 'Professional Behavior', and 'MS - Agricultural & Biological Engineering'. The 'MS in Agricultural and Biological Engineering AAP Detail' entry is highlighted with a red box. The interface also includes a search bar, a filter dropdown, and a 'Sort' dropdown set to 'Default'. At the bottom, there is a 'Show 10' dropdown and 'Viewing 1-10 of 10'.

The Academic Assessment Plan (AAP) Detail includes a lot of information and should be checked carefully to make sure that all fields are up to date.

After reviewing and making any necessary update to the four areas, Mission, PGs, SLOs, Academic Assessment Plan (AAP) Detail, you have completed the planning process. Once the program has data to report, you will login to CLP again and enter the data prior to the last Friday in November (Before Thanksgiving) deadline, as explained in the following section.

### Part 3: Entering Data

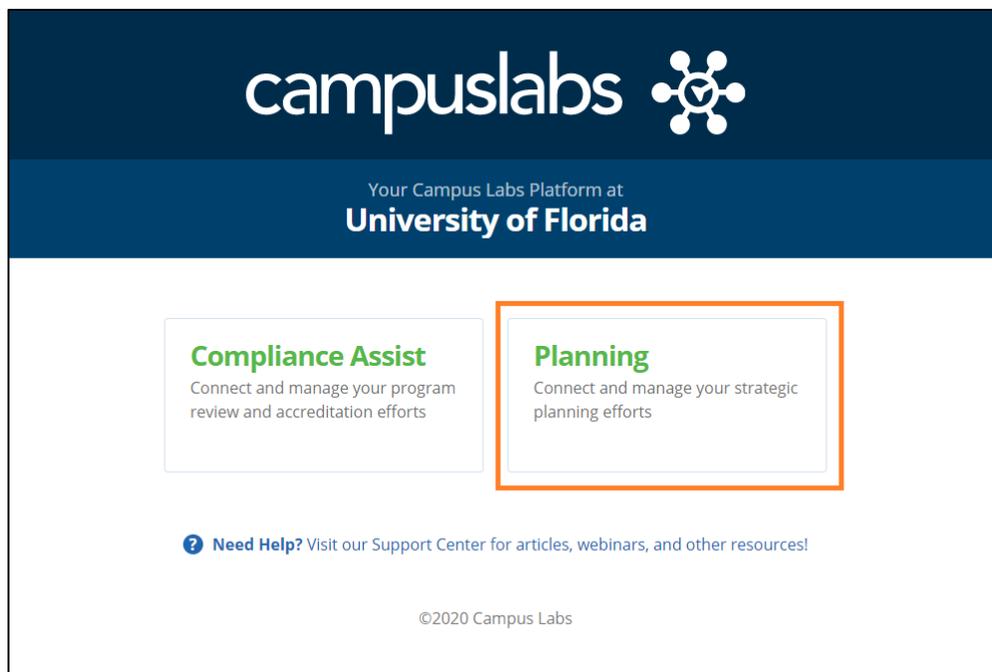
All UF academic units must provide assessment data reports for the previous academic year for all academic programs annually on or before the last Friday in November (Before Thanksgiving).

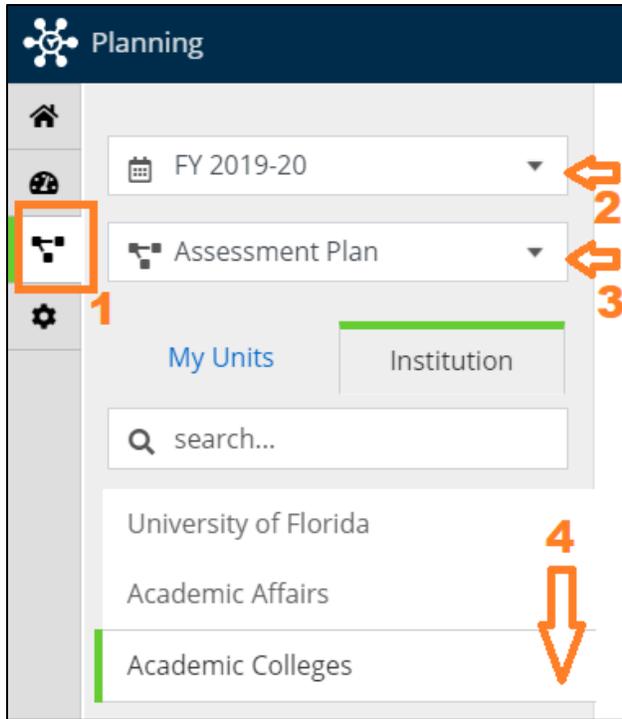
**Minimum students for data reporting:** If a program has fewer than 10 students for undergraduate programs, and 5 students for graduate and professional programs, data should be reserved and reported once there is data for the minimum number of students required for reporting. If your program has not met the minimum number of students for reporting, program results should not be reported. If you are not reporting program results this year due to minimum enrollment not being met, please check the “Program Results Not Reported This Year” box in the “Use of Results for Improvement” plan item ([skip ahead to view this portion of the tutorial](#)).

Make sure to remove any student identifying information from data before entering into CLP. There are three areas where you want to focus while reporting academic assessment data:

1. Program Goals
2. Student Learning Outcomes
3. Use of Results for improvement.

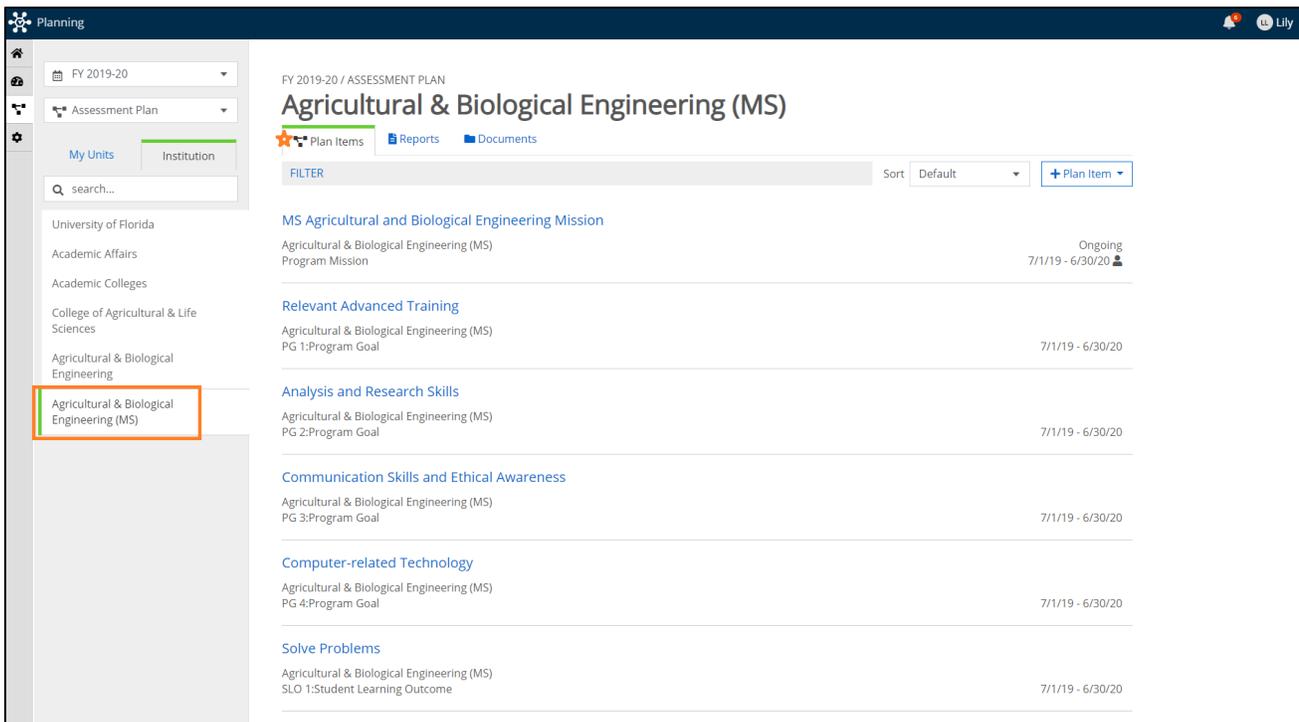
Log into CLP (<https://ufl.campuslabs.com>) and enter your GatorLink username and password, then click “Planning”.





1. Select the org chart symbol at the far left.
2. Select the year being edited.
3. Select "Assessment Plan".
4. Navigate to the appropriate unit and program. Each time you click, the unit category will automatically expand until you have reach an academic program.

Once you have navigated to the program being updated, click the program and a list of plan items will appear to the right. If you do not see plan items, check to make sure you are on the "Plan Items" tab (orange star).



Entering data for all PGs, SLOs, and Use of Results for Improvement.

Select the first PG.

Planning

FY 2019-20

Assessment Plan

My Units Institution

University of Florida

Academic Affairs

Academic Colleges

College of Agricultural & Life Sciences

Agricultural & Biological Engineering

Agricultural & Biological Engineering (MS)

FY 2019-20 / ASSESSMENT PLAN

## Agricultural & Biological Engineering (MS)

Plan Items Reports Documents

FILTER Sort Default + Plan Item

**MS Agricultural and Biological Engineering Mission**

Agricultural & Biological Engineering (MS)  
Program Mission Ongoing  
7/1/19 - 6/30/20

**Relevant Advanced Training**

Agricultural & Biological Engineering (MS)  
PG 1:Program Goal 7/1/19 - 6/30/20

**Analysis and Research Skills**

Agricultural & Biological Engineering (MS)  
PG 2:Program Goal 7/1/19 - 6/30/20

**Communication Skills and Ethical Awareness**

Agricultural & Biological Engineering (MS)  
PG 3:Program Goal 7/1/19 - 6/30/20

**Computer-related Technology**

Agricultural & Biological Engineering (MS)  
PG 4:Program Goal 7/1/19 - 6/30/20

**Solve Problems**

Agricultural & Biological Engineering (MS)  
SLO 1:Student Learning Outcome 7/1/19 - 6/30/20

**Skills**

Agricultural & Biological Engineering (MS)  
SLO 2:Student Learning Outcome 7/1/19 - 6/30/20

**Professional Behavior**

Agricultural & Biological Engineering (MS)  
SLO 3:Student Learning Outcome 7/1/19 - 6/30/20

**MS - Agricultural & Biological Engineering**

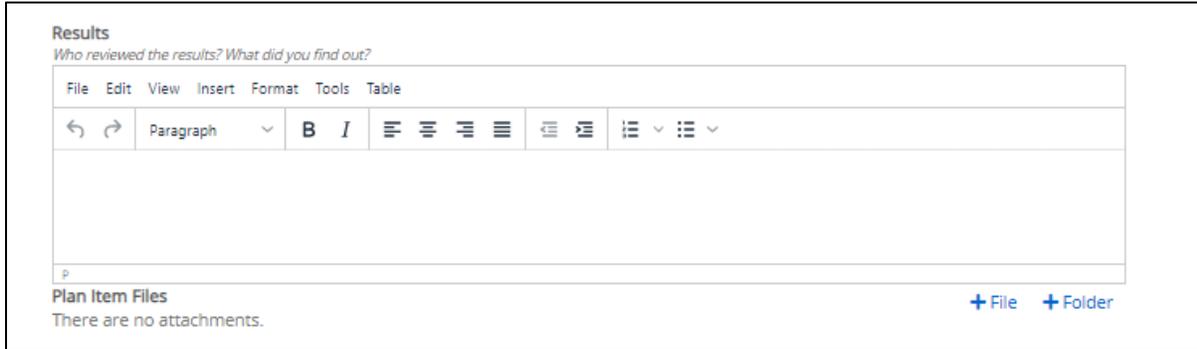
Agricultural & Biological Engineering (MS)  
Use of Results for Improvement 7/1/19 - 6/30/20

**MS in Agricultural and Biological Engineering AAP Detail**

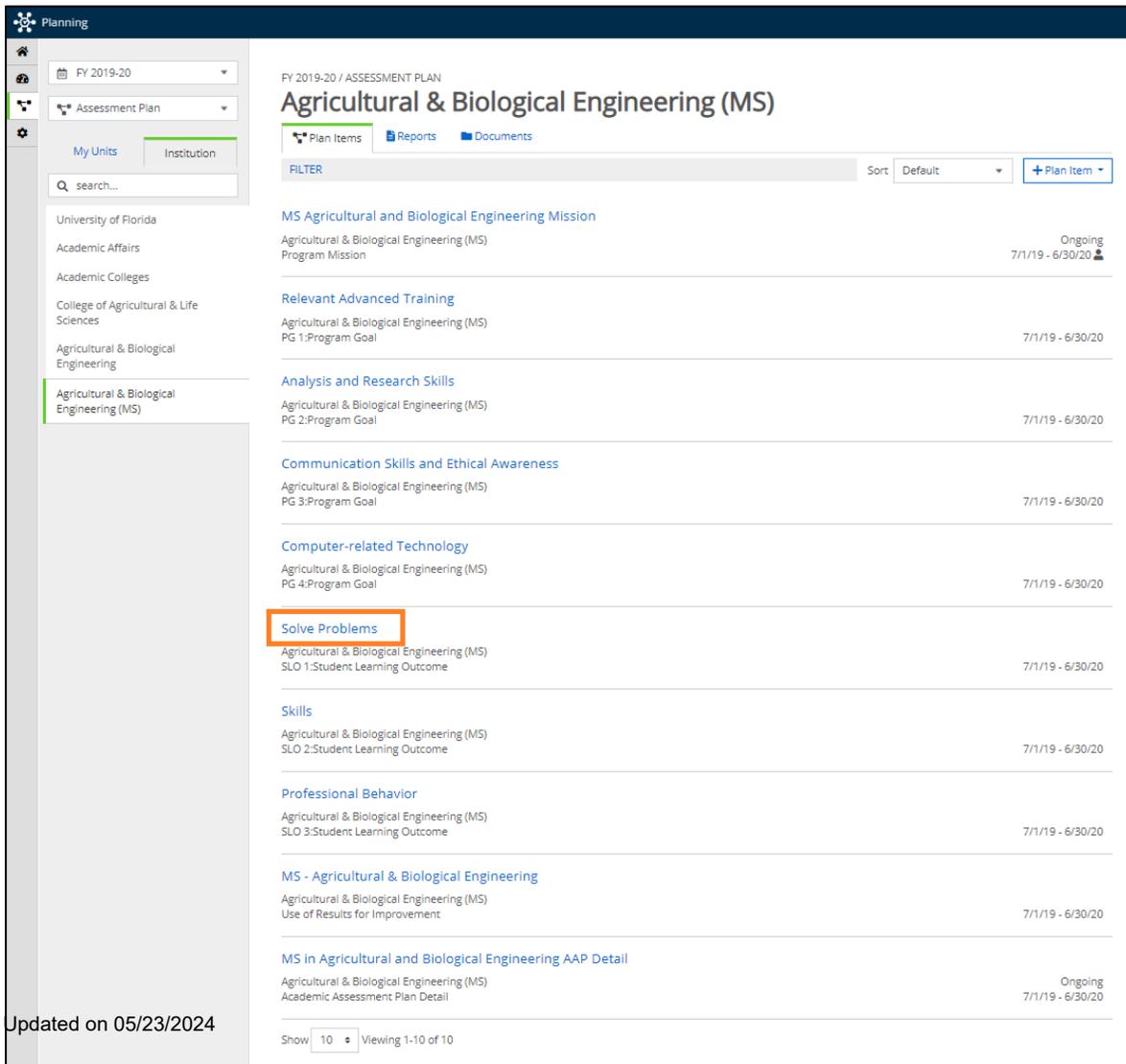
Agricultural & Biological Engineering (MS)  
Academic Assessment Plan Detail Ongoing  
7/1/19 - 6/30/20

Show 10 Viewing 1-10 of 10

Enter the results for the PG into the “Results” textbox. Attachments may be included but only as additional evidence supporting what is stated in the “Results” narrative. The narrative should provide sufficient information for reviewers to understand the results without viewing the attachments. If data is provided as an attachment and there is no narrative, the report will receive a "needs attention" rating ([Review Form](#)) and the section will be considered incomplete. The screen shot below shows the “Results” field in the PG template.



Once results have been reported for all PGs, you are ready to enter SLO data. Select the first SLO that is being assessed this year.



Note that the Assessment Cycle (previously found in the Academic Assessment Plan Detail. Moved to Use of Results in 2024) indicates how frequently each SLO will be assessed. SLO's must be assessed at least once every three years, and at least one SLO must be assessed each year for each program. Each program determines its own assessment cycle.

If an SLO is not being assessed this year, check the box for "SLO Not Assessed This Year". If it is being assessed, then all other fields in the screen shot below must be completed. If a program is offered both online and in-person, results should be presented separately in the Results Narrative field. Attachments may be included but only as additional evidence supporting what is stated in the "Results" narrative. The narrative should provide sufficient information for reviewers to understand the results without viewing the attachments. If data is provided as an attachment and there is no narrative, the report will receive a "needs attention" ([Review Form](#)) rating and will be considered incomplete. Data presented in the 4 numerical entry boxes should be aggregated. The screen shot below shows the "Results" fields in the SLO template. Complete the data entry process for all SLOs.

SLO Not Assessed This Year  
*Check this box if the SLO is not assessed this year.*

**Threshold of Acceptability**  
*What is the acceptable percentage of students who must achieve the outcome for you to consider the outcome to be met successfully for your program? The Academic Assessment Committee minimum is 70. Please enter only numbers 70 or higher.*

0

**How many students did you assess for this outcome?**  
*Enter only numbers greater than zero (0). If you are using multiple measures for the outcome, provide the total number of students that were assessed across all of the measures.*

0

**How many students met the outcome?**  
*Enter only numbers greater than zero (0). If you are using multiple measures for the outcome, combine the results to provide a total number of students that met the outcome, and enter the number of students who passed each individual measure in the Results section.*

0

**What percentage of students met the outcome?**  
*Enter only numbers. If you are using multiple measures for the outcome, combine the results to provide the total percentage of students who met the outcome, and enter the percentage of students who passed each individual measure in the Results section. (A free online percentage calculator is here: <https://percentagecalculator.net/>)*

0

**Does this meet your threshold of acceptability?**  
*Please select yes or no.*

▼

**Results**  
*What did you find out? Are your assessment methods functioning well? What specific strengths or weaknesses in student learning do the results reveal? Important: If the program is offered in UF Online or as a fully online graduate program, disaggregate the results by delivery mode and compare the results achieved by the on-campus students and the UF online students. Attach the name-redacted data summaries you used.*

File Edit View Insert Format Tools Table

← → Paragraph ▼ **B** *I* [List Icons] [List Icons]

P

**Plan Item Files**  
There are no attachments. [+ File](#) [+ Folder](#)

Numerical entry boxes

Once results have been reported for all SLOs, you are ready to complete the Use of Results for Improvement. Select the Use of Results for Improvement.

Planning

FY 2019-20 / ASSESSMENT PLAN

## Agricultural & Biological Engineering (MS)

Plan Items Reports Documents

FILTER Sort: Default + Plan Item

**MS Agricultural and Biological Engineering Mission**  
 Agricultural & Biological Engineering (MS) Program Mission Ongoing  
 7/1/19 - 6/30/20

**Relevant Advanced Training**  
 Agricultural & Biological Engineering (MS) PG 1:Program Goal  
 7/1/19 - 6/30/20

**Analysis and Research Skills**  
 Agricultural & Biological Engineering (MS) PG 2:Program Goal  
 7/1/19 - 6/30/20

**Communication Skills and Ethical Awareness**  
 Agricultural & Biological Engineering (MS) PG 3:Program Goal  
 7/1/19 - 6/30/20

**Computer-related Technology**  
 Agricultural & Biological Engineering (MS) PG 4:Program Goal  
 7/1/19 - 6/30/20

**Solve Problems**  
 Agricultural & Biological Engineering (MS) SLO 1:Student Learning Outcome  
 7/1/19 - 6/30/20

**Skills**  
 Agricultural & Biological Engineering (MS) SLO 2:Student Learning Outcome  
 7/1/19 - 6/30/20

**Professional Behavior**  
 Agricultural & Biological Engineering (MS) SLO 3:Student Learning Outcome  
 7/1/19 - 6/30/20

**MS - Agricultural & Biological Engineering**  
 Agricultural & Biological Engineering (MS) Use of Results for Improvement  
 7/1/19 - 6/30/20

**MS in Agricultural and Biological Engineering AAP Detail**  
 Agricultural & Biological Engineering (MS) Academic Assessment Plan Detail Ongoing  
 7/1/19 - 6/30/20

Show 10 Viewing 1-10 of 10

When entering Use of Results for Improvement, make sure to select all relevant improvement types from the “Improvement Types Checklist.” The selection made in the Improvement Types Checklist allows for assessment data from across the university to be compared and summarized in a standardized way. The “Use of Results for Improvement Narrative” is a required field where reporters provide detail including who reviewed the results and what types of improvements were decided upon. The narrative should include improvements made to PGs and SLOs as a holistic narrative. This narrative should be written in the past tense, as it reflects what decisions have been made. The screen shot below shows the relevant portion of the Use of Results for Improvement template.

**Improvement Types Checklist**

Select the types of improvements you decided to make based on your review of the program assessment results. Check all that apply. NOTE: All changes to SLOs, Assessment Methods, and Curriculum/Assessment Maps require Academic Assessment Committee review and approval.

- Revised one or more existing Student Learning Outcomes (SLOs).
- Added one or more SLOs.
- Removed one or more SLOs.
- Modified one or more SLO assessment methods.
- Added one or more SLO assessment methods.
- Removed one or more SLO assessment methods.
- Revised one or more existing Program Goals.
- Added one or more Program Goals.
- Removed one or more Program Goals.
- Revised one or more existing Program Goal evaluation methods.
- Added one or more existing Program Goal evaluation methods.
- Removed one or more existing Program Goal evaluation methods.
- Revised the Undergraduate Curriculum Map.
- Revised the Graduate/Professional Assessment Map.
- Modified one or more courses.
- Modified the program curriculum or curriculum sequence.
- Other changes (please describe in your narrative)
- No changes made based on this review

**Use of Results for Improvement Narrative - Required**

What impact did your review of these results have on your program? What did you decide to do based on what you found out?

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← → Paragraph B I [Text Alignment Icons] [List Icons]

P

**Plan Item Files**  
There are no attachments. [+ File](#) [+ Folder](#)

Program Results Not Reported This Year

Check this box to confirm that program faculty continue to collect and analyze data annually, but are not reporting this year because there were less than the minimum number of unique students required for reporting. The reporting minimums are: at least 5 unique students for graduate and professional programs and at least 10 unique students for undergraduate programs.

[Delete](#) [Read View](#) [Done](#)

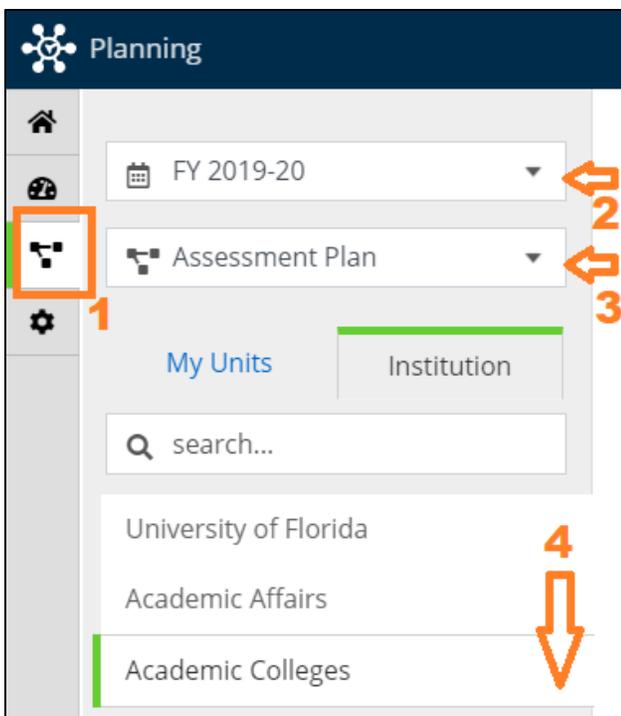
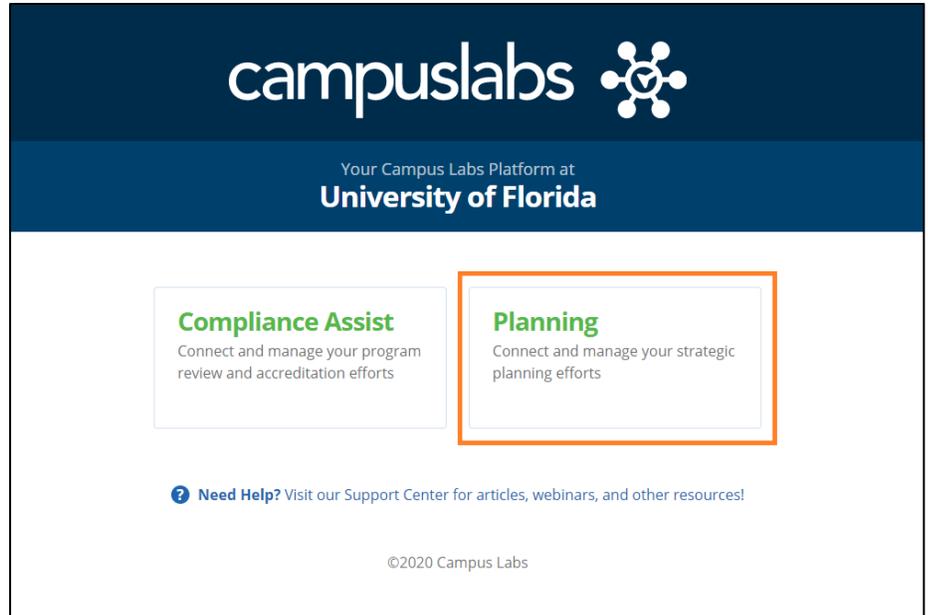
If you are not reporting program results this year due to minimum enrollment not being met, please check the “Program Results Not Reported This Year” box in the “Use of Results for Improvement” plan item

Congratulations! You have completed your Academic Assessment Data Report!

## Part 4: Running a Report

CLP can output PDFs, CSV, or word formats of academic assessment plans. This may be helpful if you are coordinating data collection from multiple individuals or units and would like to provide a template to help guide your collaborators. There are a number of ready-to-go reports available for your use. If you do not find a report that meets your needs, please contact the Office of Institutional Assessment ([assessment@aa.ufl.edu](mailto:assessment@aa.ufl.edu)).

Log into CLP  
(<https://ufl.campuslabs.com>)  
and enter your GatorLink  
username and password,  
then click “Planning”.



1. Select the org chart symbol at the far left.
2. Select the year being edited.
3. Select “Assessment Plan”.
4. Navigate to the appropriate unit and program. Each time you click, the unit category will automatically expand until you have reach an academic program.

Once you have navigated to the program being updated, click the program and a list of plan items will appear to the right. Select the “Reports” Tab.

The screenshot displays the Planning system interface. On the left is a navigation sidebar with a search bar and a tree view of units. The main content area shows the 'FY 2019-20 / ASSESSMENT PLAN' for 'Agricultural & Biological Engineering (MS)'. The 'Reports' tab is selected and highlighted with an orange box. Below the tabs are filter and sort controls. The main content lists several program goals with their respective dates and status.

Section	Item	Start Date	End Date	Status
MS Agricultural and Biological Engineering Mission	Agricultural & Biological Engineering (MS) Program Mission	7/1/19	6/30/20	Ongoing
	Relevant Advanced Training	7/1/19	6/30/20	
Analysis and Research Skills	PG 1:Program Goal	7/1/19	6/30/20	
	PG 2:Program Goal	7/1/19	6/30/20	
Communication Skills and Ethical Awareness	PG 3:Program Goal	7/1/19	6/30/20	
	PG 4:Program Goal	7/1/19	6/30/20	
Solve Problems	SLO 1:Student Learning Outcome	7/1/19	6/30/20	

Once you select the “Reports” tab, you will see a list of available reports, each with a short description of what it includes. The “Reviewers Report – Academic Data” is most commonly accessed. Open the dropdown menu and select one of the following:

- **View Report or Print:** opens a new tab in your browser where the report will show up (This may take a few minutes). This is a good option if you want to preview the report before you download it. If you select this option, the new window will provide the option to download as a CSV, Word file, or you can select print, and then print to PDF.
- **Customize Dates:** allows you to change the year the report pulls information from.
- **CSV or Word Export:** Automatically downloads the report in the chosen format to your computer.

The screenshot displays the 'Planning' system interface. On the left is a navigation sidebar with a search bar and a list of units, including 'Agricultural & Biological Engineering (MS)'. The main content area is titled 'FY 2019-20 / ASSESSMENT PLAN' and 'Agricultural & Biological Engineering (MS)'. It features tabs for 'Plan Items', 'Reports', and 'Documents'. A 'Sort' dropdown is set to 'Default', and a '+ Report' button is visible. The 'Reports' section lists several report types, each with a 'View Report' link and a date range. The 'View Report' dropdown menu for the 'Reviewer's Report - Academic Data' is open, showing options: 'View Report', 'Customize Dates', 'CSV Report', 'Word Export', and 'Print'. An orange arrow points to the 'View Report' option in this dropdown.

## **Part 5: Helpful Resources & Tips**

### [How to develop a new Assessment Plan.](#)

Prepare your plan and data outside of CLP, then simply copy the data into CLP. This will ensure that if there are any issues with your internet connection or the CLP software while you are working in CLP, your work will not be lost.