

## Creating Action Plans

1. When a target is not met or partially met, an action plan is required. To create an action plan, go directly under the Outcome where the target was not met. Click the + symbol to add the Action Plan section.

**1.3 Outcome** Analyze Characteristics of One's Writing. ^ ⋮

DESCRIPTION

Students will demonstrate the ability to analyze characteristics of one's own writing in terms of discourse genres.

Supported Initiatives (0) +

Action Plan +

2. An Action Plan section will be added to your assessment report. Completing the fields is done by simply clicking on the text for each.

Action Plan ^ ⋮

DESCRIPTION

Enter text

BUDGET SOURCE AMOUNT DUE DATE STATUS

Enter text \$0.00 --/--/----

+ ADD ACTION ITEM

ACTION ITEMS (0) CREATED DUE STATUS

- 3 There can only be one action plan section per outcome. Units that need multiple action plans for one outcome should include each action plan as an action item. Action Items can be added by clicking **+ Add Action Item**.

The screenshot shows a form titled "Action Plan" with a dropdown arrow. The form contains the following fields:

- DESCRIPTION: Enter text
- BUDGET SOURCE: Enter text
- AMOUNT: \$0.00
- DUE DATE: --/--/----
- STATUS: A dropdown menu with a downward arrow.

A red circle highlights the "+ ADD ACTION ITEM" button located below the form fields.

Below the form, there is a table header with the following columns: ACTION ITEMS (0), CREATED, DUE, and STATUS.