

# Action Plans in eLumen

College of the Redwoods





# Working with eLumen: Things to Remember

- Pay attention to the role and division/program you are working in. Some features are not available in all roles.
- Make sure you are working with the correct term or terms. This is especially important when planning. Whenever you change the term you must “Refresh.” If you change the program or division and the term defaults back to the current one, you’ll need to change the term again and hit “Refresh” again to get back to where you wanted. When in doubt, refresh.
- You may need to periodically log out and log back in to see a change you have made. The system sometimes takes more time to update than you’d think.
- When it comes to keeping track of planned items, the Planner and the Assessment library are usually, but not always reconciled. When in doubt, consult the Planner. If the assessment or action plan is not there, then it won’t show up for the individual faculty.
- If you have a question that you can’t resolve, contact the Data Steward and/or the Assessment Coordinator.



# Action Plans in eLumen

This tutorial will show you how to:

- Plan program-level Action Plans
- Plan a course-level Action Plan
- Find and Submit an Action Plan
- Run a report to view completed Action Plans



# Planning an Action Plan: Preparing for Dialogue

- Program-level action plans in eLumen are used to document faculty dialogue about course and program outcome assessment.
- Every fall, division coordinators schedule program assessment dialogue sessions for each program in their division.
- You'll need to create an action plan for each program, which will be used in the dialogue session.



# Planning an Action Plan

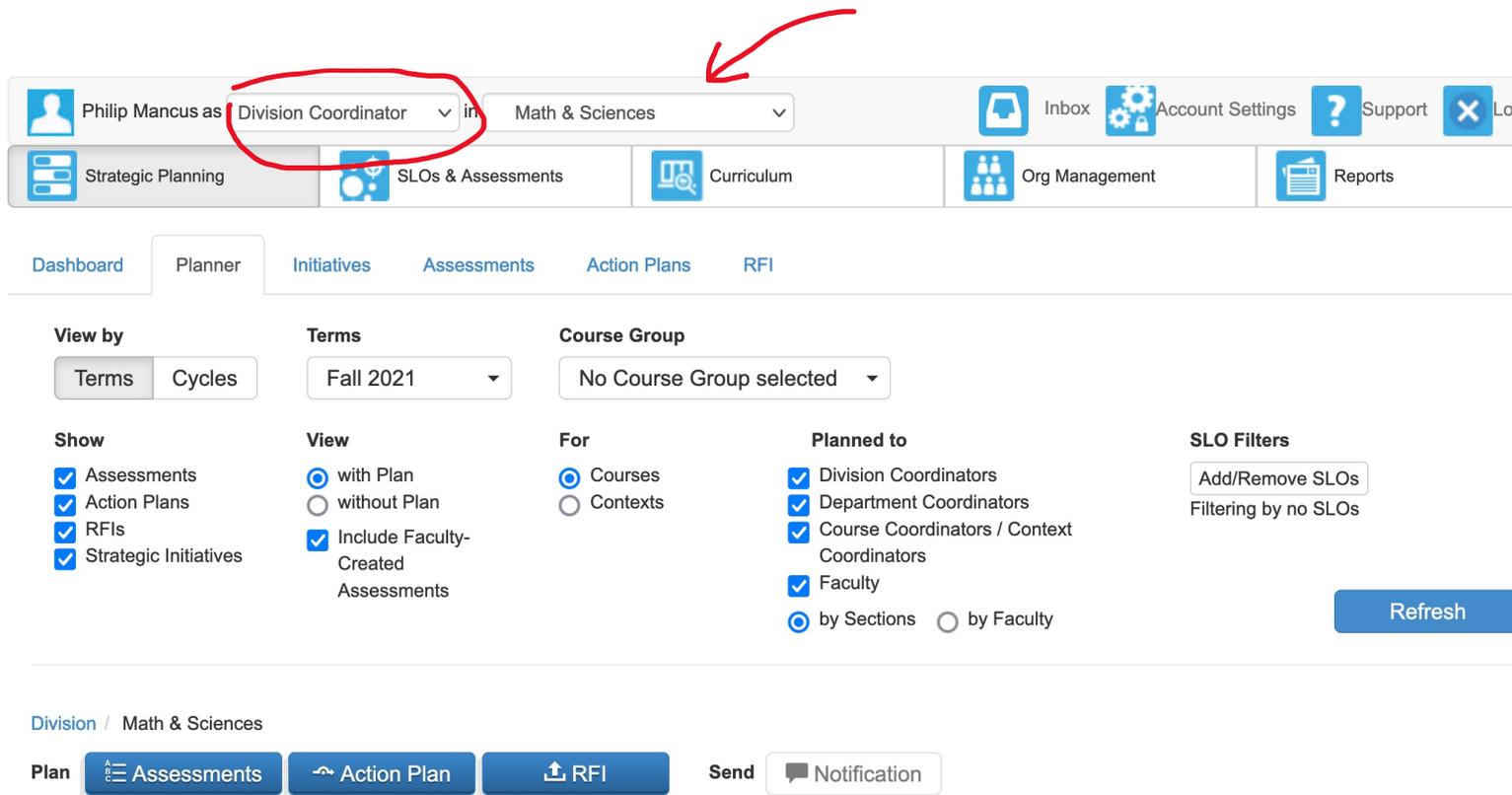
Log into eLumen at:

<https://redwoods.elumenapp.com/>

This is the same site used for curriculum.

# Planning an Action Plan

To create an action plan, you must select the role of Division Coordinator next to your name and you must select the division. Then, go to the Planner and work from there. If you don't start with the division, the Action Plan templates won't show up.



The screenshot shows the user interface for planning an action plan. At the top, the user is identified as Philip Mancus as a Division Coordinator, and the division is set to Math & Sciences. The interface includes a navigation bar with options like Strategic Planning, SLOs & Assessments, Curriculum, Org Management, and Reports. Below this, there are tabs for Dashboard, Planner, Initiatives, Assessments, Action Plans, and RFI. The main content area is divided into several sections: View by (Terms, Cycles), Terms (Fall 2021), Course Group (No Course Group selected), Show (Assessments, Action Plans, RFIs, Strategic Initiatives), View (with Plan, without Plan, Include Faculty-Created Assessments), For (Courses, Contexts), Planned to (Division Coordinators, Department Coordinators, Course Coordinators / Context Coordinators, Faculty), and SLO Filters (Add/Remove SLOs, Filtering by no SLOs). A Refresh button is located at the bottom right. At the bottom of the page, there is a navigation bar with buttons for Plan, Assessments, Action Plan, RFI, Send, and Notification.



# Planning an Action Plan

It's might be easiest to wait until the start of the semester, otherwise eLumen gives you a different look and the system functions differently.

You'll be planning from the "Planner."  
To get there:

1. Select the "Strategic Planning" tab.
2. Select "Planner" from the sub-menu.  
(NOTE: You can also plan from the "Action Plans" tab.)

Strategic Planning **1**

SLOs & Assessments Curriculum Org Management

Dashboard **Planner** **2** Initiatives Assessments Action Plans RFI

**View by**  
Terms Cycles

**Terms**  
Spring 2020

**Course Group**  
No Course Group selected

**Show**  
 Assessments  
 Action Plans  
 RFIs  
 Strategic Initiatives

**View**  
 with Plan  
 without Plan  
 Include Faculty-Created Assessments

**For**  
 Courses  
 Contexts

**Planned to**  
 Division Coordinators  
 Department Coordinators  
 Course Coordinators / Context Coordinators  
 Faculty  
 by Sections  by Faculty

**SLO F**  
Add Filter

Division

Plan **Assessments** **Action Plan** **RFI** Send Notification

| Divisions   | Spring 2020     |
|---|-----------------|
| <input type="checkbox"/> <b>Arts &amp; Humanities</b><br><i>Division</i><br><i>Coord.: Angelina Hill</i><br><i>Coord.: Stephanie Burres</i> | No future Plans |
| <b>Art</b>  |                 |
| <b>Cinema</b>   |                 |
| <b>Communication Studies</b>  |                 |
| <b>Drama</b>  |                 |



# Program-level Action Plans

You'll need to create an Action Plan for one program at a time. In the Planner, checking to see if you have the correct term, start at the Division Level and click into the box, as shown below. This will open the discipline/program list.

Division

Plan [Assessments](#) [Action Plan](#) [RFI](#) Send [Notification](#)

| Divisions   | Fall 2019            |       |             |         |                     |       |             |       |                              |       |
|---|----------------------|-------|-------------|---------|---------------------|-------|-------------|-------|------------------------------|-------|
| <input type="checkbox"/> <b>Arts &amp; Humanities</b><br><i>Division</i><br><i>Coord.: Angelina Hill</i><br><i>Coord.: Stephanie Burres</i> |                      |       |             |         |                     |       |             |       |                              |       |
| <b>Art</b>  | <b>Assessments</b>   |       | <b>SLOs</b> |         | <b>Action Plans</b> |       | <b>RFIs</b> |       | <b>Strategic Initiatives</b> |       |
|   | 0 / 0                | 0 / 0 | 0 / 0       | 0 / 0   | 0 / 0               | 0 / 0 | 0 / 0       | 0 / 0 | 0 / 0                        | 0 / 0 |
|   | Complete             | Total | Active      | Planned | Complete            | Total | Complete    | Total | Complete                     | Total |
| <b>Cinema</b>   | <p>Click in here</p> |       |             |         |                     |       |             |       |                              |       |
| <b>Communication Studies</b>  |                      |       |             |         |                     |       |             |       |                              |       |



# Program-level Action Plan

Once you have the program you want, drag the blue “Action Plan” button to the Department box, as shown below.

Psychology

Plan

Assessments

Action Plan

RFI

Send

Notification

Fall 2019

**Psychology**

Department

Drag

Assessments

0 / 0

Complete Total

SLOs

0 / 0

Active Planned

Action Plans

0 / 0

Complete Total

RFIs

0 / 0

Complete Total

Strategic Initiatives

0 / 0

Complete Total

Active: 0  
Assigned: 0  
Overdue: 0

Plan

Assessments

Action Plan

RFI

Send

Notification

Summer 2021

**Sociology**

Department

Assessments

0 / 0

Complete

Total

SLOs

0 / 0

Action Plans

0 / 0

RFIs

0 / 0

Strategic Initiatives

0 / 0

**Spanish**

Department

Assessments

0 / 0

Complete

Total

**Yurok**

Department

Assigned: 0

Overdue: 0

1. Setup Plan



2. Pick Action Plan



3. Confirm Plan



to **Sociology** in **Summer 2021**

**Choose:**

Find Action Plan

**For:**

All Sections  All Courses  Department

Be sure to select "Department."  
Then click "Next."

Cancel

Next

Select the Program-level assessment dialogue Action Plan. Click Next. Click Confirm on the next screen.

✓ Setup Plan > 2. Pick Action Plan > 3. Confirm Plan ×

to Psychology in Fall 2019

**Organization** Psychology ▾

**Show** Planned, No Planned ▾

**Courses** PSYCH1, ... (14) ▾

**Planned By** Psychology ▾

**Terms** Spring 2023, ... (17) ▾

| <input type="checkbox"/> | Action Plan ▲                     | Description ⚡   | Status ⚡    | Status Summary ⚡ |
|--------------------------|-----------------------------------|---|-------------|------------------|
| <input type="checkbox"/> | Course-level assessment dialogue  | Full-time and part-time faculty discussion of course-level assessments      | Not Started |                  |
| <input type="checkbox"/> | Program-level assessment dialogue | Full-time and part-time faculty discussion of SLO assessments and findings. | Not Started |                  |

Back Next



# Program-level Action Plans

**Sociology**

Department

Future Plans:  1

to all sections in Sociology

Program-level assessment dialogue



You should see a green banner indicating success. Hit Refresh to see your work. *Because this Action Plan was created prior to the start of the semester, it is identified as one of “Future Plans” and the Action Plan icon is grey.*



# Program-level Action Plans

This Action Plan for SWHS was planned during the same semester that it will be completed. Notice the icon is blue and the total number of action plans listed.

Plan Assessments Action Plan RFI Send Notification

Fall 2021

**Social Work & Human Services**  
*Department*

🔵

| Assessments |       | SLOs   |         | Action Plans |       | RFIs     |       | Strategic Initiatives |       |
|-------------|-------|--------|---------|--------------|-------|----------|-------|-----------------------|-------|
| 0           | / 0   | 0      | / 0     | 0            | / 1   | 0        | / 0   | 0                     | / 0   |
| Complete    | Total | Active | Planned | Complete     | Total | Complete | Total | Complete              | Total |
|             |       |        |         |              |       |          |       | Active: 0             |       |
|             |       |        |         |              |       |          |       | Assigned: 0           |       |
|             |       |        |         |              |       |          |       | Overdue: 0            |       |

**Welding Technology**  
*Department*

| Assessments |       | SLOs   |         | Action Plans |       | RFIs     |       | Strategic Initiatives |       |
|-------------|-------|--------|---------|--------------|-------|----------|-------|-----------------------|-------|
| 0           | / 0   | 0      | / 0     | 0            | / 0   | 0        | / 0   | 0                     | / 0   |
| Complete    | Total | Active | Planned | Complete     | Total | Complete | Total | Complete              | Total |



# Program-level Action Plans

You can check to see if the Action Plan is listed in Org Management. The red notification shows one AP waiting for SWHS. Click the AP icon to complete it.

Philip Mancus as Division Coordinator in Career Education

Inbox Account Settings Support

Strategic Planning SLOs & Assessments Curriculum Org Management Reports

Profile Organization Courses & Contexts Groups Student Groups Committees

## Social Work & Human Services

Organization: Social Work & Human Services

Type: Courses    Include Inactive: No    Course Group: All Groups    Terms: Fall 2021

**SWHS1 - Introduction to Social Work and Human Services** [Edit Course](#)

Active since 8/2021

|                          | Section ID | Title        | Term      | Attribute   | Evaluators      |
|--------------------------|------------|--------------|-----------|-------------|-----------------|
| <input type="checkbox"/> | 51693      | SWHS-1-V1734 | Fall 2021 | Online Only | Carolyn Perkins |



# Completing an Action Plan

Program-level Action Plans are used to document dialogue about the results of CLO assessment, the implications for program level assessment, and any consequent improvement initiatives. Each program should complete one program-level Action Plan that summarizes:

- CLO Assessments for all courses assessed in the past year, plus
- CLO Assessments for all courses that map to current PLOs up for evaluation.

To prepare for the session:

- Run course assessment reports for the past year. For those courses that have yet to be assessed with eLumen, you'll need to go to the legacy site to retrieve past reports.
- Check the four-year PLO assessment planning cycle to determine which PLO(s) are up for assessment.
- Run SLO summary reports for your program outcomes. See the tutorial “Generating Summary Reports for Program Dialogue” for more.

# Completing APs in Organizational Management

Once faculty are engaged in the dialogue session, you can complete the AP. You can find the program-level action plan for each organization in the division in Organizational Management.

The screenshot displays the Organizational Management interface. At the top, the user is identified as Philip Mancus as a Division Coordinator in the Adult & Community Education division. The navigation bar includes Strategic Planning, SLOs & Assessments, Curriculum, **Org Management** (circled in green), and Reports. Below this, the 'Organization' tab is selected (circled in green), and the 'Education' organization is chosen from a dropdown menu. A red box highlights the 'Education' icon with a red '1' notification badge. The 'Type' dropdown is set to 'Courses', 'Include Inactive' is 'No', 'Course Group' is 'All Groups', and 'Terms' is 'Fall 2021'. The course 'EDUC1 - Introduction to Education' is displayed, active since 8/2018, with an 'Edit Course' button. At the bottom, there is an 'Add Section' button and a table header with columns: Section ID, Title, Term, Attribute, and Evaluators.

| Section ID | Title | Term | Attribute | Evaluators |
|------------|-------|------|-----------|------------|
|------------|-------|------|-----------|------------|



Here are the prompts in the AP.

During assessment dialogue, division coordinators summarize the discussion here, following the Action Plan prompts, as shown.

Identify courses and program outcomes that you discussed.

Any changes/initiatives that are included in the Action Plan must also be added as planning items in Program Review.

1. Document the dialogue regarding student learning that took place during this conference. (*Reflection*)

Additional SLO

+ Add SLO

Response

Response

2. Based on this discussion, what program changes if any are needed to improve student learning? This can be related to course or program outcome assessment. (*Program Actions*)

Additional SLO

+ Add SLO

Response

Response



# Completing APs from the Inbox

You can also find Action Plans that you created in the Inbox (which changes depending on the role you are in). Division and department coordinators have access. Faculty won't be able to see action plans from their role.

The screenshot shows a user interface for a web application. At the top, a navigation bar displays the user's name 'Angelina Hill' and role 'Department Coordinat' in 'Political Science'. To the right are links for 'Inbox' (with a red circle and a notification badge '3'), 'Account Settings', 'Support', and 'Log Out'. Below this is a menu with icons and labels for 'Strategic Planning', 'SLOs & Assessments', 'Curriculum', 'Org Management', and 'Reports'. The main content area is titled 'Inbox' and has tabs for 'Workflows', 'Action Plans' (with a red circle and a notification badge '3'), and 'RFIs'. Below the tabs are two dropdown menus: 'Organizations:' set to 'All' and 'Term:' set to 'All'.

## In your Queue

# Completing an Action Plan

Philip Mancus as Department Coordinato in Sociology

Inbox Account Settings Support Log Ou

Strategic Planning SLOs & Assessments Curriculum Org Management Reports

## Inbox

Workflows 20

Action Plans 1

RFIs

Organizations:

Term:

All

All

Click respond to open the template.

## In your Queue

**Program-level assessment dialogue**

Organization: Sociology

Section:

Term: Fall 2021

Respond

Note the organization and term.



# Viewing Completed Action Plans

After completing an Action Plan, it will disappear from Org Management and the Inbox after you submit your response. Division Coordinators can view submitted action plans. You can do this by running a report.

You have to start from the division level.



# Viewing Completed Action Plans

Organization: Arts & Humanities

Show: Planned, No Planned

Planned By: Arts & Humanities

Terms: Spring 2023, ... (17)

| Action Plan                       | Description   | Status      |
|-----------------------------------|---|-------------|
| Course-level assessment dialogue  | Full-time and part-time faculty discussions of course-level assessment      | Not Started |
| Program-level assessment dialogue | Full-time and part-time faculty discussions of SLO assessments and findings | Not Started |

To access a report for the completed Action Plans in your division, choose division coordinator and select the *entire division*. From there,

- 1) Select the “Strategic Planning” tab.
- 2) Select the “Action Plans” sub-menu.
- 3) Select the Action Plan you want to view (course- or program-level).



# Viewing Completed Action Plans

Once you've clicked on the Action Plan, you will see the menu change.

If "Summary" is included in the menu, then at least one completed action plan is ready to view. Click Summary.

Dashboard Planner Initiatives Assessments **Action Plans** RFI

**Organization** Career Education ▾ **Show** Planned, No Planned ▾ **Courses** At

**Planned By** Career Education ▾ **Terms** Spring 2026, ... (26) ▾

**Clone** **Summary**

|                                     | Action Plan                       | Description   | Status      | Status Summary |
|-------------------------------------|-----------------------------------|---|-------------|----------------|
| <input type="checkbox"/>            | Course-level assessment dialogue  | Full-time and part-time faculty discussions of course-level assessment      | Not Started |                |
| <input checked="" type="checkbox"/> | Program-level assessment dialogue | Full-time and part-time faculty discussions of SLO assessments and findings | Not Started |                |

# Viewing Completed Action Plans

- This gives you an overview of the division stats.
- You can select Status = Complete to view how many Action Plans have been submitted.
- Select the “Detail” tab to view the action plan input.
- For a copy to circulate, click one of the “Download: Action Plan Report” buttons.

The screenshot shows the 'Action Plans' interface. At the top, there are navigation tabs: Strategic planning, SLOs & Assessments, Curriculum, Urg management, and Reports. Below these are sub-tabs: Dashboard, Planner, Initiatives, Assessments, Action Plans, and RFI. A 'Download:' section is circled in red, containing two buttons: 'Action Plan Report' (PDF icon) and 'Action Plan Report' (Word icon). Below this is a 'Program-level assessment dialogue' section with a description: 'Full-time and part-time faculty discussions of SLO assessments and findings'. A 'Status' dropdown menu is open, showing options: 'Not Started', 'In Progress', and 'Complete'. Below the dropdown is a 'Status Summary' field and an 'Update Action Plan Status' button. At the bottom, there are two summary tables. The 'Detail' tab is circled in red. The 'Completed Actions' table shows 2 actions for Spring 2022, Fall 2021, and Summer 2021. The 'Effective Actions' table shows 0/2 actions for Spring 2022, Fall 2021, and Summer 2021.

**Download:**

- Action Plan Report
- Action Plan Report

**Program-level assessment dialogue**  
Full-time and part-time faculty discussions of SLO assessments and findings

**Status**  
Status Summary

Update Action Plan Status

Summary **Detail** Budget Management

| Completed Actions |   |
|-------------------|---|
| Spring 2022       | 2 |
| Fall 2021         | 2 |
| Summer 2021       | 2 |

| Effective Actions |       |
|-------------------|-------|
| Spring 2022       | 0 / 2 |
| Fall 2021         | 0 / 2 |
| Summer 2021       | 0 / 2 |

### Program-level assessment dialogue

Full-time and part-time faculty discussions of SLO assessments and findings

Status Not Started

Status Summary Status Summary

[Summary](#) [Detail](#) [Budget Management](#)

|  |  |   |  |
|--|--|---|--|
| <b>Expected Action</b><br><input type="button" value="All"/>   | <b>Action Type</b><br><input type="button" value="All"/> | <b>Organization</b><br><input type="button" value="All"/> | <b>Courses/Contexts</b><br><input type="button" value="All"/>                              |
| <b>Term</b><br><input checked="" type="checkbox"/> All<br><input type="checkbox"/> Fall 2021<br><input type="checkbox"/> Spring 2022<br><input type="checkbox"/> Summer 2021 | <b>Completed</b><br><input type="checkbox"/>             | <b>Resource Req</b><br><input type="checkbox"/>           | <input type="button" value="Previous"/> <span>1</span> <input type="button" value="Next"/> |

| Organization:   | Course: | Section: | Date:      | Term:                          | Effective:               | Respondent:   |
|---|---------|----------|------------|--------------------------------|--------------------------|---------------|
| Sociology   | -       |          | 07-29-2021 | Fall 2021                      | <input type="checkbox"/> | Philip Mancus |
| <b>Expected Action:</b> 1. Document the dialogue regarding student learning that took place during this conference. |         |          |            | <b>Action Type:</b> Reflection |                          |               |
| <b>Action Taken:</b> dada   |         |          |            |                                |                          |               |
| <a href="#">Linked SLOs</a>   |         |          |            |                                |                          |               |

| Organization:   | Course: | Section: | Date:      | Term:                          | Effective:               | Respondent:   |
|---|---------|----------|------------|--------------------------------|--------------------------|---------------|
| Sociology   | -       |          | 07-29-2021 | Summer 2021                    | <input type="checkbox"/> | Philip Mancus |
| <b>Expected Action:</b> 1. Document the dialogue regarding student learning that took place during this conference. |         |          |            | <b>Action Type:</b> Reflection |                          |               |
| <b>Action Taken:</b> torent   |         |          |            |                                |                          |               |
| <a href="#">Linked SLOs</a>   |         |          |            |                                |                          |               |



On the detail page, you can select various filters.

Action plans are listed by organization (department/discipline), then by term.

# Viewing Completed Action Plans

For the download option:

- 1) Click on Dep/Course/Section-level Responses
- 2) Click on Include Detail table
- 3) Click Download

The screenshot shows a dialog box titled "Download Action Plan Report" with a Microsoft Word icon in the top-left corner and a close button (X) in the top-right corner. The dialog contains the following options:

- Group responses by:**
  - Expected Action
  - Dept/Course/Section-level Responses (Annotated with a red "1")
- Status**
  - Include Action Plan Status and Status Summary
- Detail** (Annotated with a red "2")
  - Include Detail table
- Resource Request**
  - Include Resource Request data
- Effective Actions**
  - Include Effective Actions data

At the bottom right, there are two buttons: "Download" (Annotated with a red "3") and "Cancel".



The report you download should include the responses to all of the planned Actions in your division. Programs that have not yet submitted a response will display “No Actions Taken.”

| Expected Action   | Action Type     | Respondent     | Action Taken                    | Date       |
|---|-----------------|----------------|---------------------------------|------------|
| test 2  | Program Actions |                | No Action Taken                 |            |
| Math, Science, Behavioral & So >> Math Department - Fall 2019         |                 |                |                                 |            |
| test 1  | Reflection      |                | No Action Taken                 |            |
| test 2  | Program Actions |                | No Action Taken                 |            |
| Math, Science, Behavioral & So >> Native American Studies - Fall 2019 |                 |                |                                 |            |
| test 1  | Reflection      |                | No Action Taken                 |            |
| test 2  | Program Actions |                | No Action Taken                 |            |
| Math, Science, Behavioral & So >> Oceanography - Fall 2019            |                 |                |                                 |            |
| test 1  | Reflection      |                | No Action Taken                 |            |
| test 2  | Program Actions |                | No Action Taken                 |            |
| Math, Science, Behavioral & So >> Physics - Fall 2019                 |                 |                |                                 |            |
| test 1  | Reflection      |                | No Action Taken                 |            |
| test 2  | Program Actions |                | No Action Taken                 |            |
| Math, Science, Behavioral & So >> Political Science - Fall 2019       |                 |                |                                 |            |
| test 1  | Reflection      | Hill, Angelina | test response 1                 | 2020-01-10 |
| test 2  | Program Actions | Hill, Angelina | test response 2                 | 2020-01-10 |
| Math, Science, Behavioral & So >> Psychology - Fall 2019              |                 |                |                                 |            |
| test 1  | Reflection      | Hill, Angelina | test <del>test</del> response 1 | 2020-01-10 |
| test 2  | Program Actions | Hill, Angelina | test <del>test</del> response 2 | 2020-01-10 |
| Math, Science, Behavioral & So >> Sociology - Fall 2019               |                 |                |                                 |            |



# Addendum: Course Level Action Plans

- In a few instances, faculty teaching high-enrollment/multi-section courses (such as ENGL 1A) may wish to create action plans specific to that course. It would be as if you were treating the course as its own program, wish to discuss assessment results specific to that course, and need a place to document the discussion.
- Course-level Action Plans can serve this function. However, everything you want to do at the course level in terms of discussing results can be done using the program-level action plan.
- If you decide it's imperative to use the course AP, the following steps will help you.



# Course-level Action Plans

Division Coordinators create course-level Action Plans, but only a Course Coordinator can view the plan. Contact the Data Steward to make someone a Course Coordinator.

To plan a course-level Action Plan, at the Planner tab, make sure:

1. The desired Term is selected and
2. The desired program is displaying.

The screenshot shows the 'Strategic Planning' interface with the 'Planner' tab selected. The 'View by' section has 'Terms' selected. The 'Terms' dropdown is set to 'Fall 2019'. The 'Course Group' dropdown is set to 'No Course Group selected'. The 'Show' section has checkboxes for 'Assessments', 'Action Plans', 'RFIs', and 'Strategic Initiatives', all of which are checked. The 'View' section has radio buttons for 'with Plan' and 'without Plan', with 'with Plan' selected. There is also a checkbox for 'Include Faculty-Created Assessments' which is checked. The 'For' section has radio buttons for 'Courses' and 'Contexts', with 'Courses' selected. The 'Planned to' section has checkboxes for 'Department Coordinators', 'Course Coordinators / Context Coordinators', and 'Faculty', all of which are checked. There are also radio buttons for 'by Sections' and 'by Faculty', with 'by Sections' selected. Below the filters, the 'Plan' section shows buttons for 'Assessments', 'Action Plan', and 'RFI'. A 'Send' button with a 'Notification' icon is also present. The main content area shows a list of departments, with 'Psychology' selected and highlighted in blue. A red '2' is next to the 'Psychology' entry.



# Course-level Action Plan

Drill into the box below the Department to find the desired course by clicking in the box as indicated below.

Psychology

Plan

Assessments

Action Plan

RFI

Send

Notification

Fall 2019

Psychology

Department

Assessments

0 / 0

Complete Total

SLOs

0 / 0

Active Planned

Action Plans

0 / 0

Complete Total

RFIs

0 / 0

Complete Total

Strategic Initiatives

0 / 0

Complete Total

Active: 0  
Assigned: 0  
Overdue: 0

click  
here



Identify the Course for which you want the Action Plan. Drag and drop the blue “Action Plan” button to the white box below the course you want.

The image on the right shows an Action Plan being planned for PSYCH-11.

Plan    Send

Fall 2019

**PSYCH1 - General Psychology**  
*Course*

| Assessments             | SLOs                    | Action Plans            | RFIs                    |
|-------------------------|-------------------------|-------------------------|-------------------------|
| 0 / 0<br>Complete Total | 0 / 0<br>Active Planned | 0 / 0<br>Complete Total | 0 / 0<br>Complete Total |

**PSYCH11 - Life Span Development**  
*Course*

| Assessments             | SLOs                    | Action Plans            | RFIs                    |
|-------------------------|-------------------------|-------------------------|-------------------------|
| 0 / 0<br>Complete Total | 0 / 0<br>Active Planned | 0 / 0<br>Complete Total | 0 / 0<br>Complete Total |

**PSYCH2 - Research Methods in Psychology**  
*Course*

Drag



# Course-level Action Plan

In the box that appears, change “All Sections” to “Course.” This will send the Action Plan to the Inbox of the Course Coordinator.

Click Next.

The screenshot shows a dialog box titled "1. Setup Plan" with a progress bar indicating steps: "1. Setup Plan", "2. Pick Action Plan", and "3. Confirm Plan". The dialog is set for "PSYCH11 - Life Span Development" in "Spring 2019". Under the heading "Choose:", the "Find Action Plan" radio button is selected. Under the heading "For:", the "Course" radio button is selected and circled in red. At the bottom right, there are "Cancel" and "Next" buttons.

1. Setup Plan > 2. Pick Action Plan > 3. Confirm Plan

to PSYCH11 - Life Span Development in Spring 2019

**Choose:**

Find Action Plan

**For:**

All Sections  Course

Cancel Next



# Course-level Action Plan

Select the Course-level assessment dialogue Action Plan.

Click Next. Click Confirm.

Course-level Action Plans show up in the Inbox of course coordinators, who then facilitate their completion.

✓ Setup Plan > **2. Pick Action Plan** > 3. Confirm Plan ✕

to PSYCH11 - Life Span Development in Spring 2019

**Organization**  
Psychology ▾

**Show**  
Planned, No Planned ▾

**Courses**  
PSYCH1, ... (14) ▾

**Planned By**  
Psychology ▾

**Terms**  
Spring 2023, ... (17) ▾

| <input type="checkbox"/> | Action Plan ▲                     | Description   | Status      | Status Summary |
|--------------------------|-----------------------------------|---|-------------|----------------|
| <input type="checkbox"/> | Course-level assessment dialogue  | Full-time and part-time faculty discussion of course-level assessments      | Not Started |                |
| <input type="checkbox"/> | Program-level assessment dialogue | Full-time and part-time faculty discussion of SLO assessments and findings. | Not Started |                |

Back Next