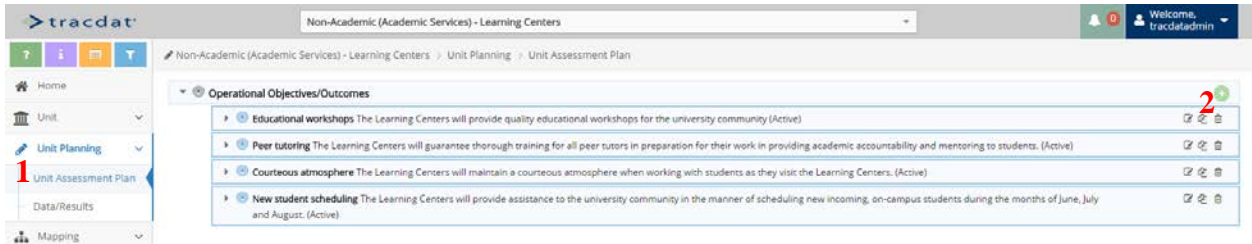
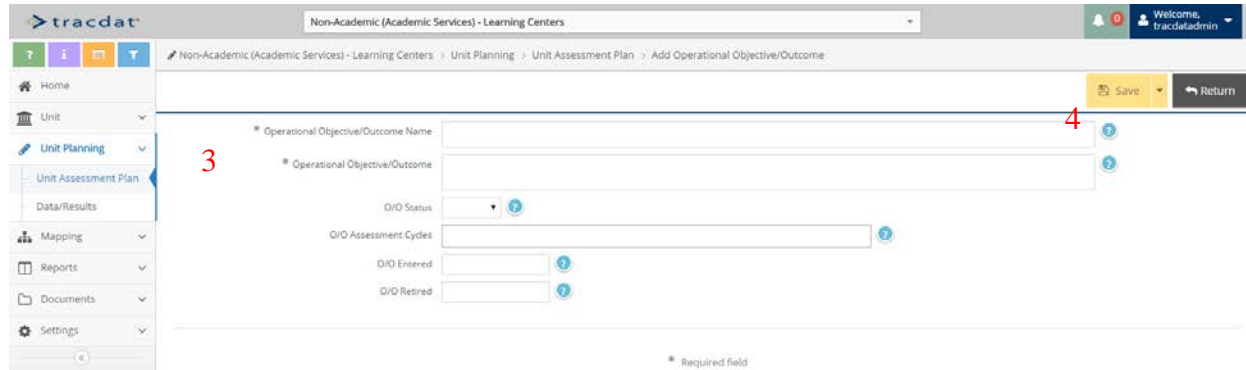


ADDING A NEW O/O, ASSESSMENT TOOLS, AND TARGETS

1. From the home page, go to your unit's "Unit Assessment" Plan page.
2. To add a new O/O- click on the plus sign to the far right of the "Operational objective/outcomes" field. This will open the O/O entry page.



3. Enter the O/O name, O/O, Outcome Status (Active), and an entered date.
4. Click "Save" in the upper right hand corner of the page- then click "Return."



6. Once you return to the "Unit Assessment Plan" page, you can add assessment tools and targets by clicking on the plus sign to the far right of the "Assessment Tools" field. This will open the Assessment Tool and Achievement Target entry window.

7. Enter your Assessment Type, a thoroughly described Assessment Tool, and a meaningful Achievement Target. This process can be repeated for each new Assessment Tool.

8. Click "Save" in the upper right hand corner of the page- then click "Return."

