

# Ensuring Completion of Assessment Plans By Checking What Faculty Have Not Entered SLO Assessment Scores

To manage the progress of Faculty and Coordinators in completing your planned activities, the Planner home screen displays the progress on the planned Assessments, Action Plans, and RFIs for the current Org Entity selection. It is accessible in the Strategic Planning section under the Planner tab.

The Planner display can be customized by setting the filters above the table and selecting Refresh.

The screenshot shows a filter interface with the following sections:













- View by:** Radio buttons for 'Terms' (selected) and 'Cycles'.
- Terms:** A dropdown menu showing '4 selected'.
- Course Group:** A dropdown menu showing 'No Course Group selected'.
- Show:** Checkboxes for 'Assessments', 'Action Plans', 'RFIs', and 'Strategic Initiatives' (all checked).
- View:** Radio buttons for 'with Plan' (selected) and 'without Plan'. A checkbox for 'Include Faculty-Created Assessments' is checked.
- For:** Radio buttons for 'Courses' (selected) and 'Contexts'.
- Planned to:** Checkboxes for 'Division Coordinators', 'Department Coordinators', 'Course / Context Coordinators', and 'Faculty' (all checked). Radio buttons for 'by Sections' (selected) and 'by Faculty'.
- SLO Filters:** A button 'Add/Remove SLOs' and the text 'Filtering by no SLOs'.
- Refresh:** A blue button labeled 'Refresh'.

## Locating Overdue Assessments

The progress of a planned assessments can be viewed on the Planner home screen. The icon color indicates the level of progress; Green for completed items; Blue for active items that are awaiting completion; Gold for in progress, and Red for overdue items.

The screenshot shows the 'Welding' department assessment progress dashboard. At the top, there are tabs for 'Assessments', 'Action Plan', and 'RFI'. Below the tabs, there are two columns for 'Fall 2015' and 'Spring 2016'. Each column has a green status icon and a summary of progress:

Term	Assessments (Complete / Total)	SLOs (Active / Planned)	Action Plans (Complete / Total)
Fall 2015	15 / 27 Active: 0 Assigned: 0 Overdue: 12	0 / 0	5 / 24
Spring 2016	9 / 22 Active: 0 Assigned: 0 Overdue: 13	0 / 5	1 / 24

<input type="checkbox"/> Section 2014s-015-101-001 	<input type="checkbox"/> Section 2014su-015-101-001 Marianna Padilla 	<input type="checkbox"/> Section 2014f-015-101-001 	<input type="checkbox"/> Section 2015s-015-101-001 Marianna Padilla 
<input type="checkbox"/> Section 2014s-015-101-002 	<input type="checkbox"/> Section 2014su-015-101-002 Marianna Padilla 	<input type="checkbox"/> Section 2014f-015-101-002 	<input type="checkbox"/> Section 2015s-015-101-002 Marianna Padilla 
<input type="checkbox"/> Section 2014s-015-101-003 Carolyn Smith 	<input type="checkbox"/> Section 2014su-015-101-003 Jake Mackay 	<input type="checkbox"/> Section 2014f-015-101-003 Carolyn Smith 	<input type="checkbox"/> Section 2015s-015-101-003 Carolyn Smith 

**Note: Planned SLOs appear completed when an assessment is added to the section. These assessments will then be counted under the Assessment icon. For schools planning SLOs, you will want to ensure that both the SLOs and assessments are all complete.**

## Notifying Faculty

Notifications can be sent to Faculty using the Planner home screen by selecting the box for desired sections from a term and then select the **Notification** button. Fill in the *Subject* and *Message* and select **Send Email**.