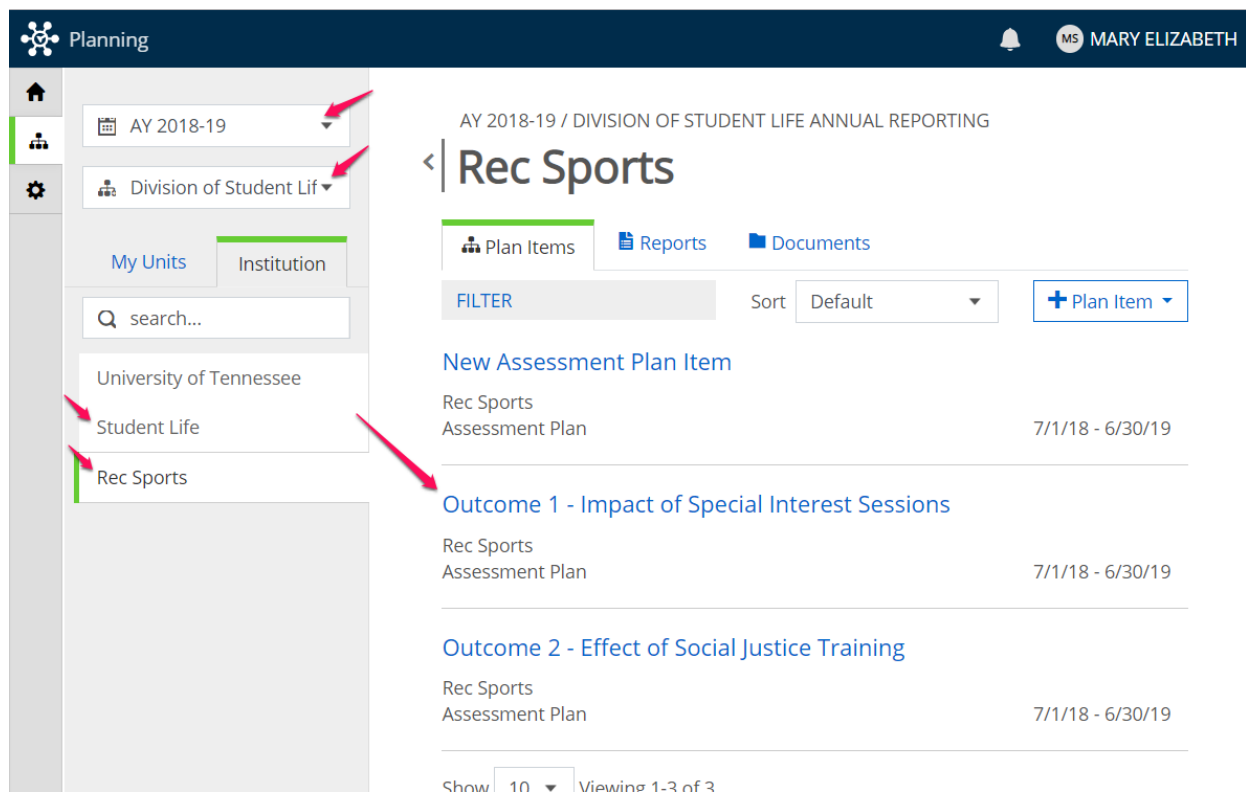


How to Print Items in the Planning Module

Follow the steps below to save your Assessment Plan and other Campus Labs Planning items as PDFs:

1. **Locate the item you'd like to save.** Select the Academic Year and “Division of Student Life Annual Reporting” from the dropdowns, then find your department and select the item you wish to save as a PDF:



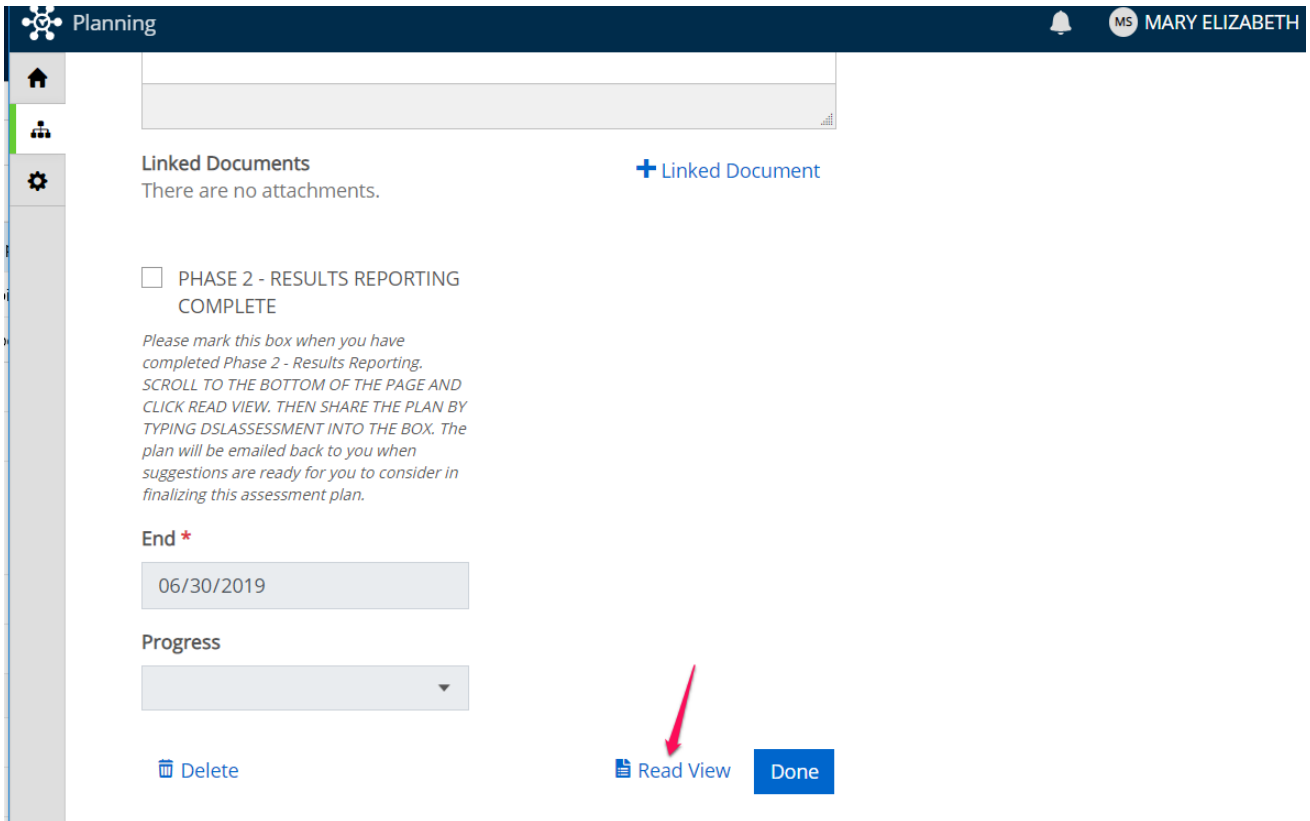
The screenshot shows the Planning Module interface. The top navigation bar includes a home icon, the word "Planning", a notification bell, and a user profile for "MARY ELIZABETH". The left sidebar contains navigation options: "AY 2018-19", "Division of Student Lif", "My Units", "Institution", a search bar, and a list of units including "University of Tennessee", "Student Life", and "Rec Sports". The main content area displays "AY 2018-19 / DIVISION OF STUDENT LIFE ANNUAL REPORTING" and "Rec Sports". Below this, there are tabs for "Plan Items", "Reports", and "Documents". A "FILTER" button and a "Sort" dropdown menu are visible. A "+ Plan Item" button is also present. The main content area lists three assessment plan items:

Item Name	Department	Assessment Plan	Period
Outcome 1 - Impact of Special Interest Sessions	Rec Sports	Assessment Plan	7/1/18 - 6/30/19
Outcome 2 - Effect of Social Justice Training	Rec Sports	Assessment Plan	7/1/18 - 6/30/19

At the bottom, there is a "Show" dropdown menu set to "10" and a "Viewing 1-3 of 3" indicator.

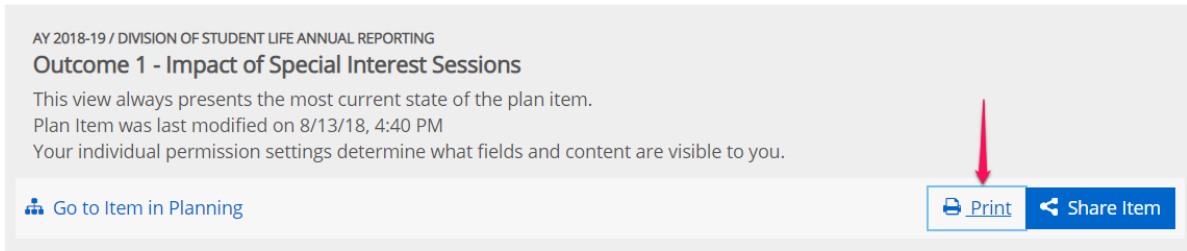
2. **Open the item.** Scroll all the way down the page and select **Read View**:

How to Print Items in the Planning Module



The screenshot shows the 'Planning' module interface. At the top, there is a dark blue header with a home icon, the word 'Planning', a notification bell, and a user profile for 'MARY ELIZABETH'. Below the header is a sidebar with icons for home, users, and settings. The main content area shows a 'Linked Documents' section with a '+ Linked Document' button. Below that is a checkbox for 'PHASE 2 - RESULTS REPORTING COMPLETE'. A paragraph of text follows: 'Please mark this box when you have completed Phase 2 - Results Reporting. SCROLL TO THE BOTTOM OF THE PAGE AND CLICK READ VIEW. THEN SHARE THE PLAN BY TYPING DSLASSESSMENT INTO THE BOX. The plan will be emailed back to you when suggestions are ready for you to consider in finalizing this assessment plan.' Below the text are two input fields: 'End *' with the value '06/30/2019' and 'Progress' with a dropdown arrow. At the bottom of the plan item, there are three buttons: 'Delete', 'Read View' (highlighted with a red arrow), and 'Done'.

3. From Read View, select **Print**:

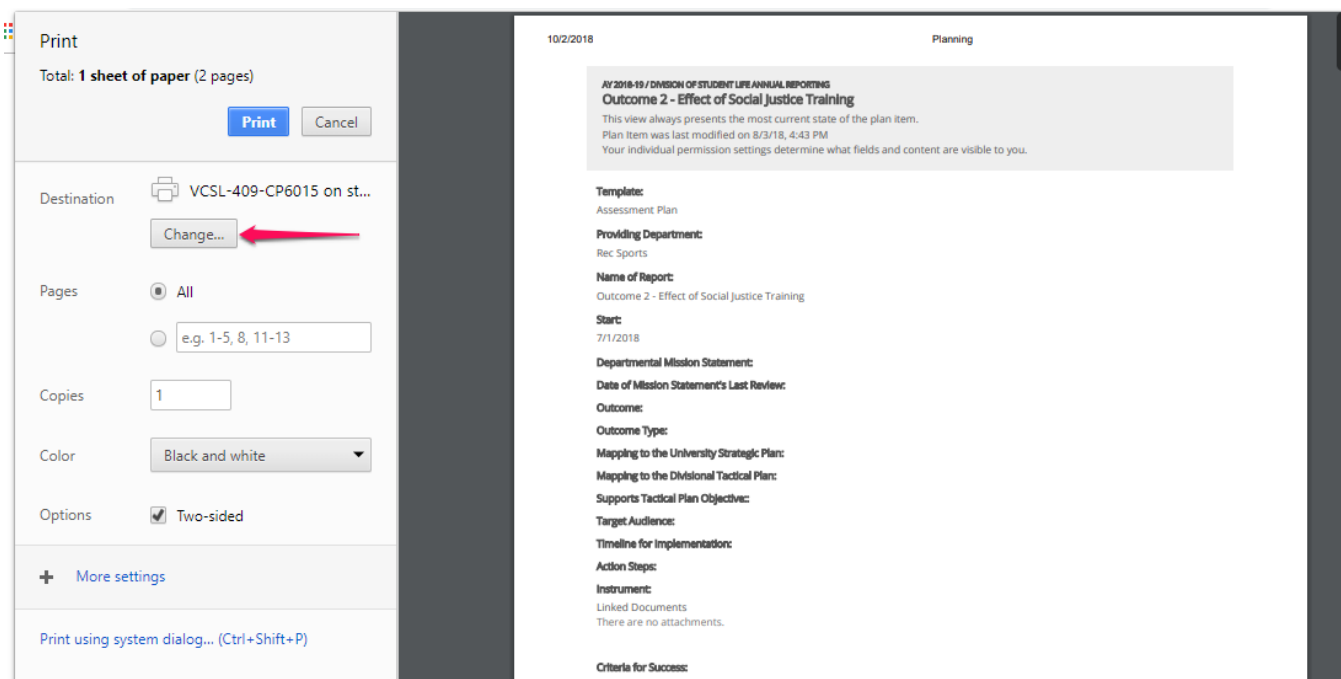


The screenshot shows the 'Read View' screen for a plan item. At the top, it says 'AY 2018-19 / DIVISION OF STUDENT LIFE ANNUAL REPORTING'. Below that is the title 'Outcome 1 - Impact of Special Interest Sessions'. A paragraph of text follows: 'This view always presents the most current state of the plan item. Plan Item was last modified on 8/13/18, 4:40 PM. Your individual permission settings determine what fields and content are visible to you.' At the bottom, there is a navigation bar with a 'Go to Item in Planning' button and a 'Print' button (highlighted with a red arrow) and a 'Share Item' button.

Template:
Assessment Plan
Providing Department:

4. On the Print screen, select **Change**:


How to Print Items in the Planning Module



Print

Total: **1 sheet of paper** (2 pages)

[Print](#) [Cancel](#)

Destination  VCSL-409-CP6015 on st...
[Change...](#)

Pages All
 e.g. 1-5, 8, 11-13

Copies

Color

Options Two-sided

[+ More settings](#)

[Print using system dialog... \(Ctrl+Shift+P\)](#)

10/2/2018 Planning

AY2018-19 / DIVISION OF STUDENT LIFE ANNUAL REPORTING
Outcome 2 - Effect of Social Justice Training
This view always presents the most current state of the plan item.
Plan Item was last modified on 8/3/18, 4:43 PM
Your individual permission settings determine what fields and content are visible to you.

Template:
Assessment Plan

Providing Department:
Rec Sports

Name of Report:
Outcome 2 - Effect of Social Justice Training

Start:
7/1/2018

Departmental Mission Statement:
Date of Mission Statement's Last Review:

Outcome:
Outcome Type:

Mapping to the University Strategic Plan:
Mapping to the Divisional Tactical Plan:
Supports Tactical Plan Objective:

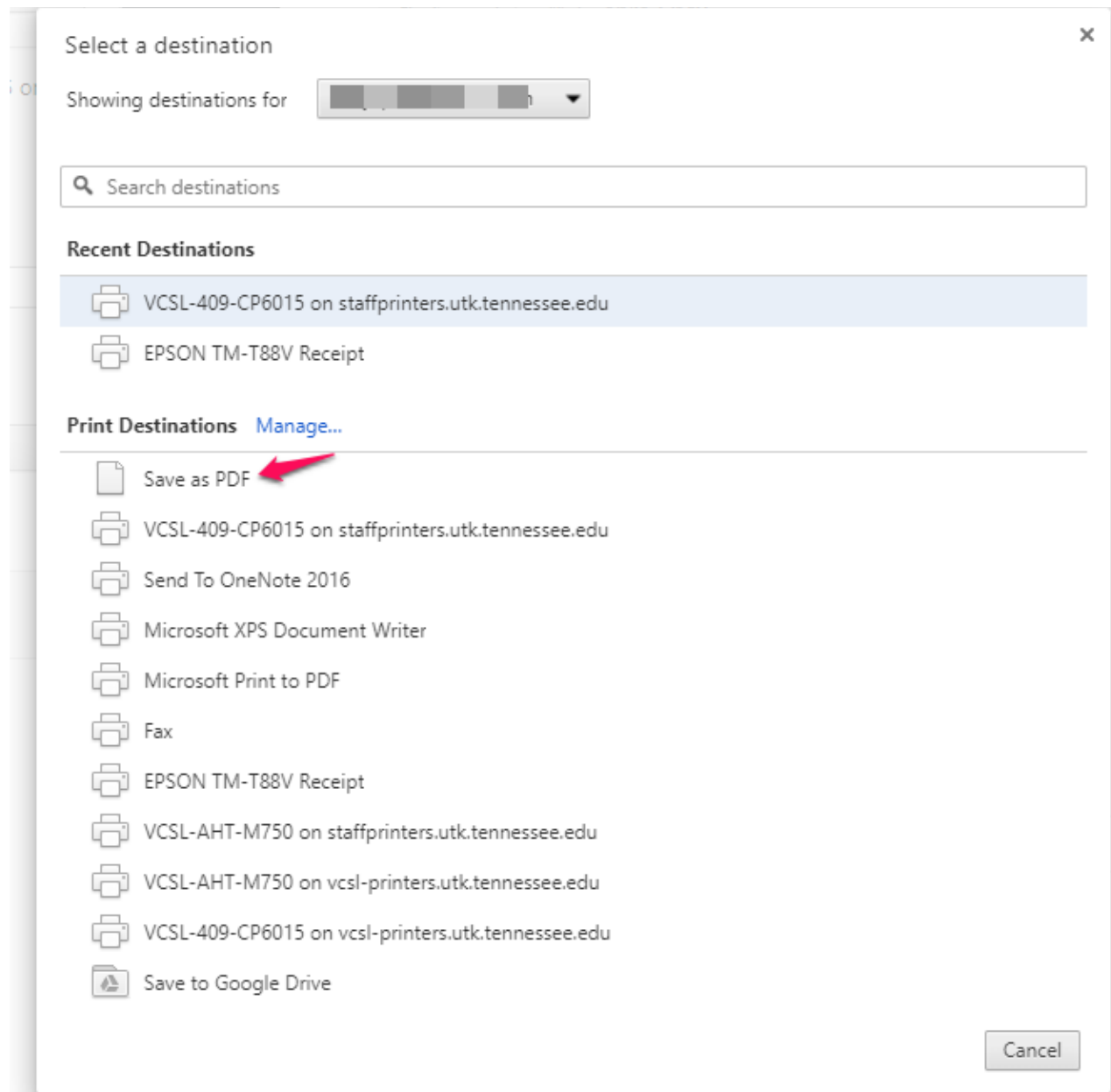
Target Audience:
Timeline for Implementation:

Action Steps:
Instrument:
Linked Documents
There are no attachments.

Criteria for Success:

1. On the next screen, select **Save as PDF**:

How to Print Items in the Planning Module



5. From here you can select your destination drive, name the file, and save as a PDF.

Done! Your item is now saved as a PDF.