PRINTING A ROTATIONAL PLAN

You may find it helpful to run a report showing your Assessment Plan (AKA: Rotational Plan).   You may run a report for the entire 5-year plan.   However, at the beginning of each semester, you will want to run a report for just that current semester to see what needs to be done for SLO assessments that semester.

1. **Go to the Reports** menu. Choose **Ad Hoc Reports**.
2. Select the report titled "***Rotational Plan for Active SLOs***" by clicking on the title of the report. It should automatically open.

3. If you do not want to see your entire rotational plan but would like to see **only the assessments that are due for the current or next semester**, choose the Ad Hoc report called "***SLOs to be Assessed in XXXX***". There will always be an Ad Hoc report available for the current semester and next semester.

FOR PROGRAMS:

If you have a Program Unit, you may follow these steps.

1. Go to your **Program Unit.**
2. **Go to the Reports** menu. Choose **Ad Hoc Reports**.
3. Select the report titled "***Rotational Plan for PSLOs***" by clicking on the title of the report. It should automatically open.

4. If you do not want to see your entire rotational plan but would like to see **only the assessments that are due for the current or next semester**, choose the Ad Hoc report called "P***SLOs to be Assessed XXXX***". There will always be an Ad Hoc report available for the current semester and next semester.