

Submitting and Sharing a Report

After you’ve entered all the measure and outcome data, click **REVIEW AND SUBMIT**.

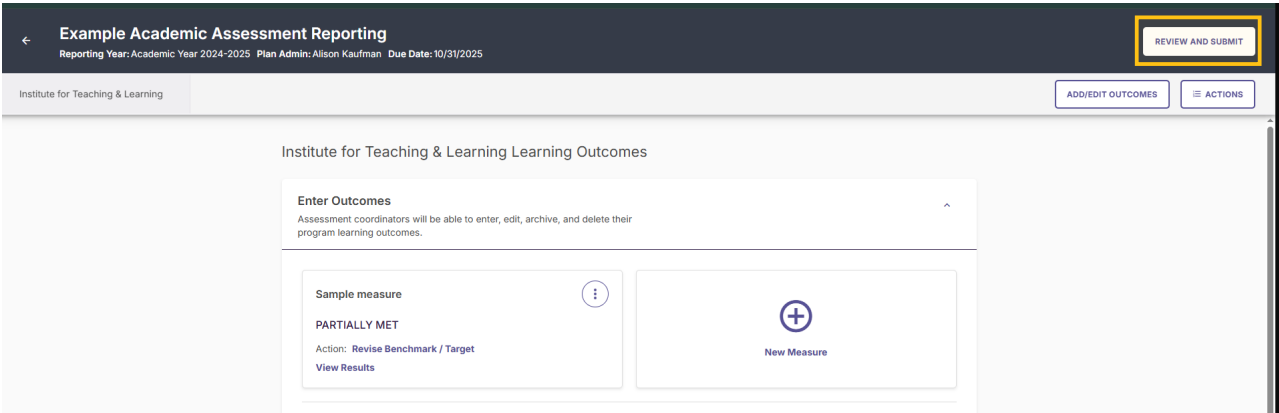


Figure 1

You will be directed to a screen where you can review your assessment report. You can also download the report as a PDF for access outside of the Planning & Self-Study system.

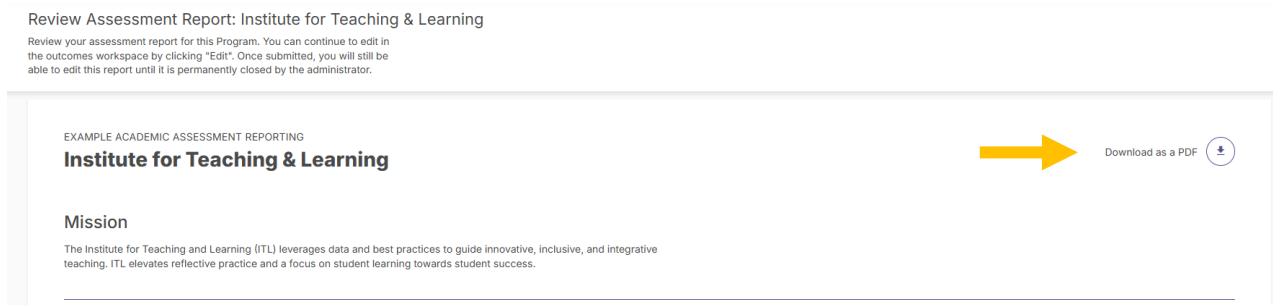


Figure 2

Your report is organized around outcomes that align your measures with results and action items.

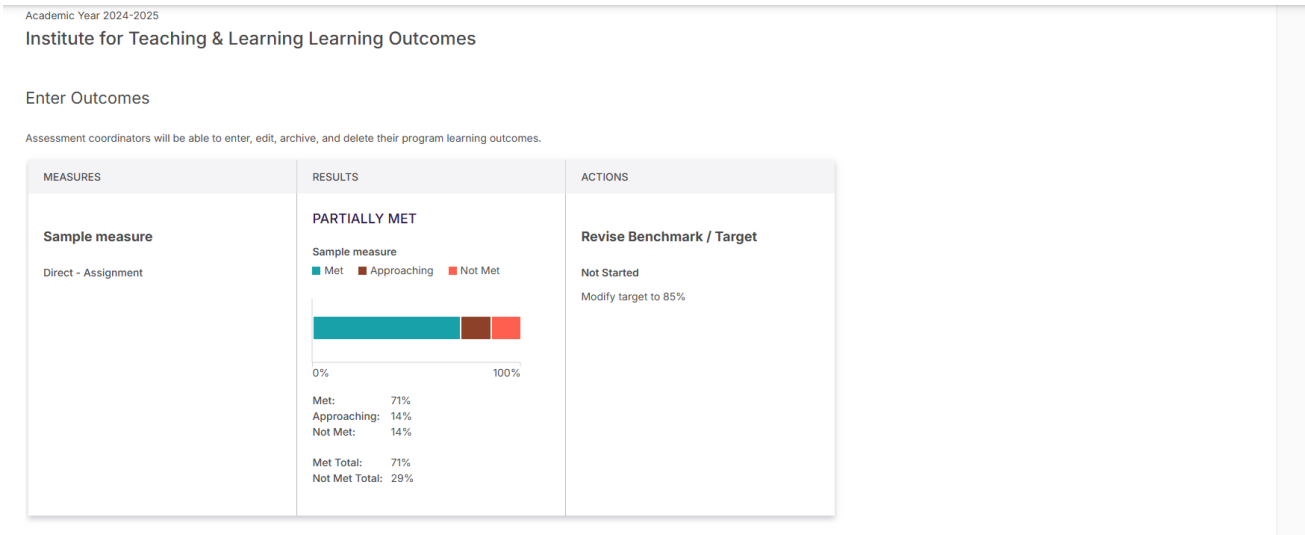


Figure 3

After reviewing your report, if you have any changes click EDIT. If you are satisfied with the information included, click **SUBMIT**.

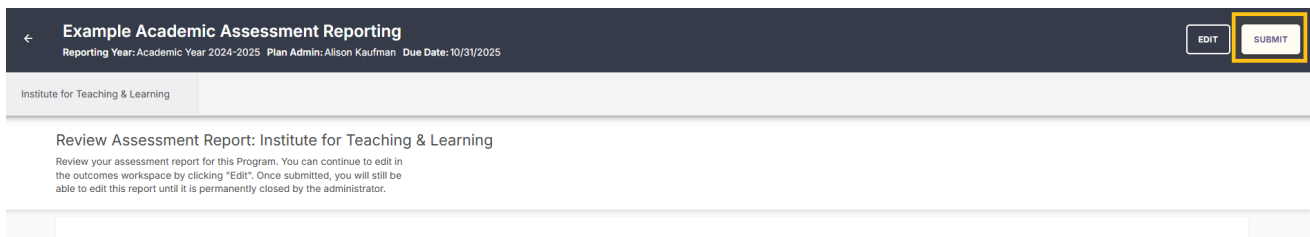


Figure 4

There is an additional feature that may be of use to some users/programs in this area. After you submit your report, you can leave comments related to the report. Click the comment icon and then enter a comment in the textbox. If you utilize the @ symbol, you can notify another user of the comment. For example, “@NAME, this report is ready for your review.” After you type your comment, click **SAVE COMMENT**.

Until your submission is formally reviewed, you can go back in and edit anything. After editing, the last date updates. You can use the comments to note your updates. Assessment is a continuous improvement process; it is okay to go in and update information.

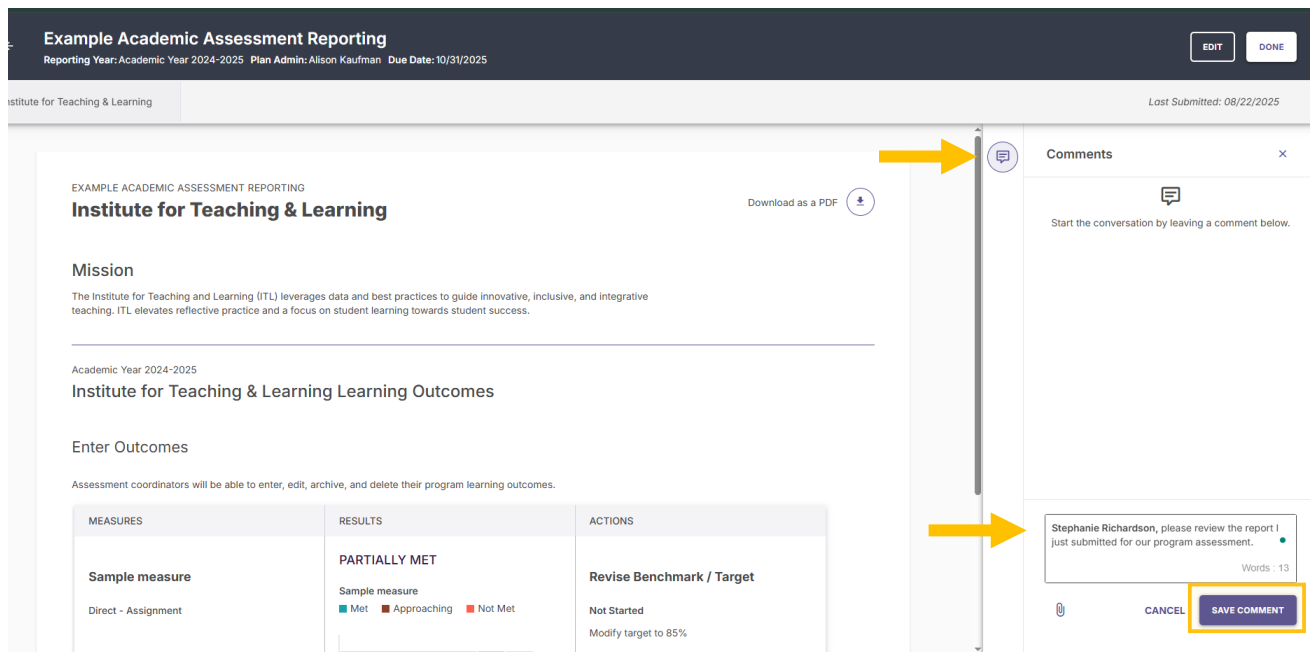


Figure 5