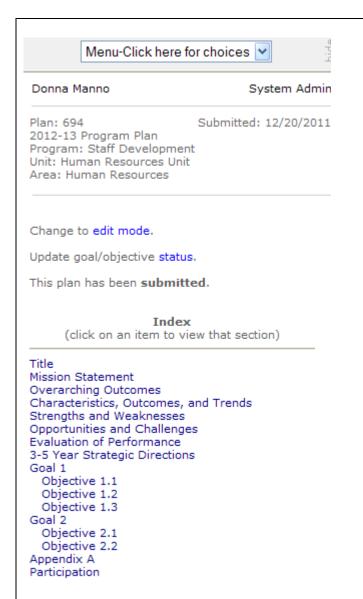
El Camino College/Compton Center

Status Reports (Evaluation) for Submitted Plans



Instructions

Only the person assigned as "manager" of a program can submit status reports.

Status

The screen to the left is what you will see when you open a 2012-13 submitted plan.

Select status to do updates to your goals and objectives. Navigate to a goal/ objective and use the drop down box to update the status.

Use the <u>Comment</u> link for narrative. **Note:** Before entering information please insert date, i.e. 12/12/12. Dates are needed for tracking purposes and are not automatically inserted.

Status must be done twice a year—January 31 and the final status report no later than July 31.

Edit mode is used to make any corrections or additions to plans that have been submitted. Edit mode should not be used for plan updates.