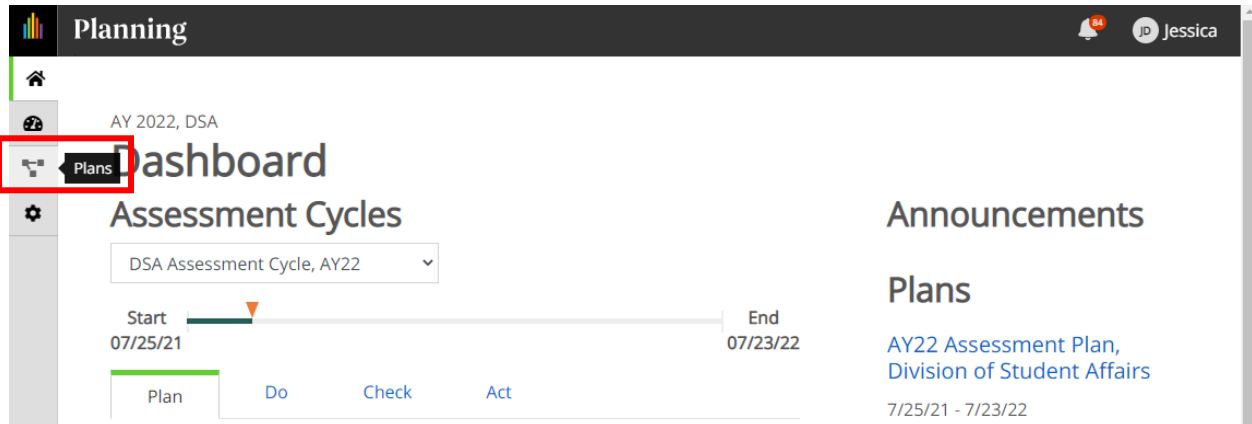


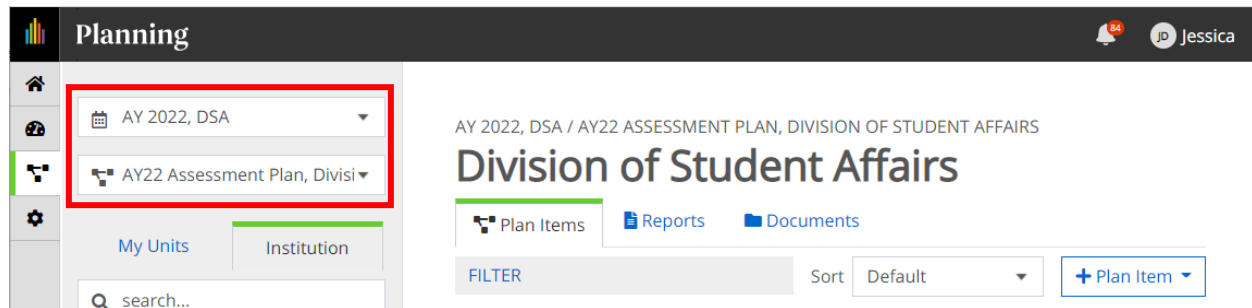
Establishing A Relationship Between Plan Items

This guide will walk you through how to establish a relationship between already created Plan Items within your department or unit Assessment Plan.

Step 1. Navigate to the Plans area of the site

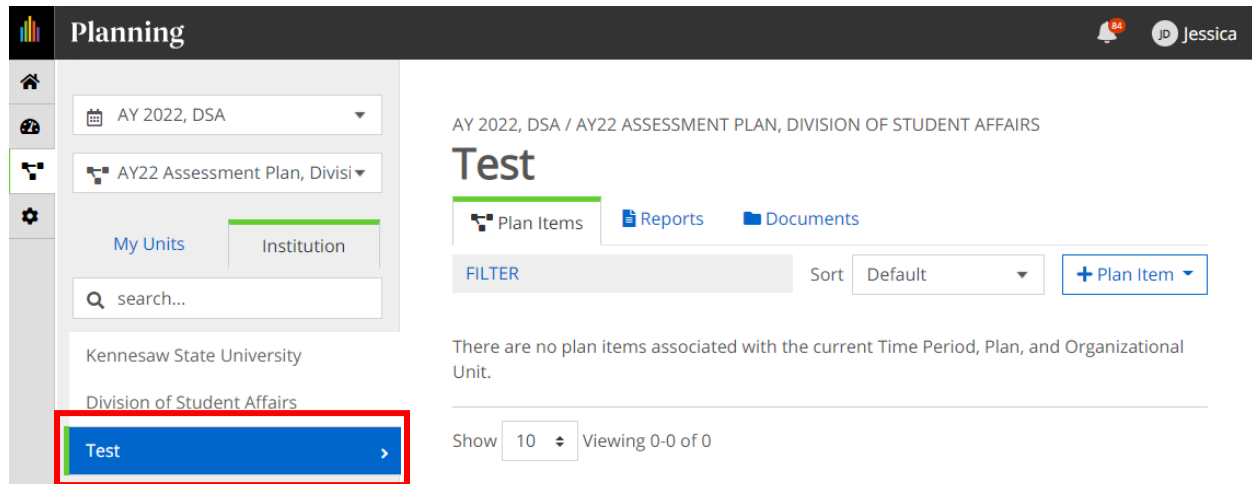


Step 2. Select the appropriate Time Period and Plan



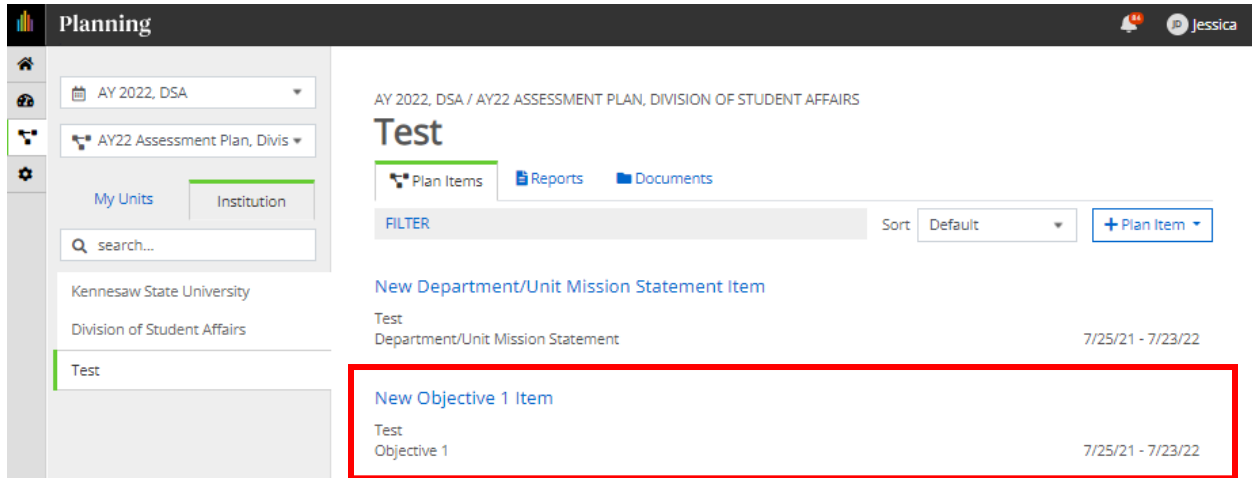
Step 3. Select your Department/Unit.

Note: Departments/Units are nested under their corresponding Senior Leadership Team Portfolio within the Division of Student Affairs.

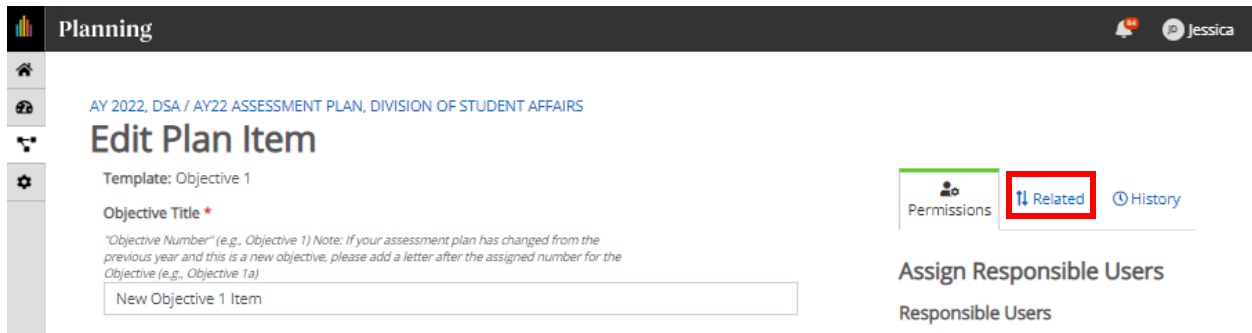


Step 4. Select the Plan Item for which you want to establish a relationship

Note: The Plan Item to which you want to create a relationship must already exist within your plan.

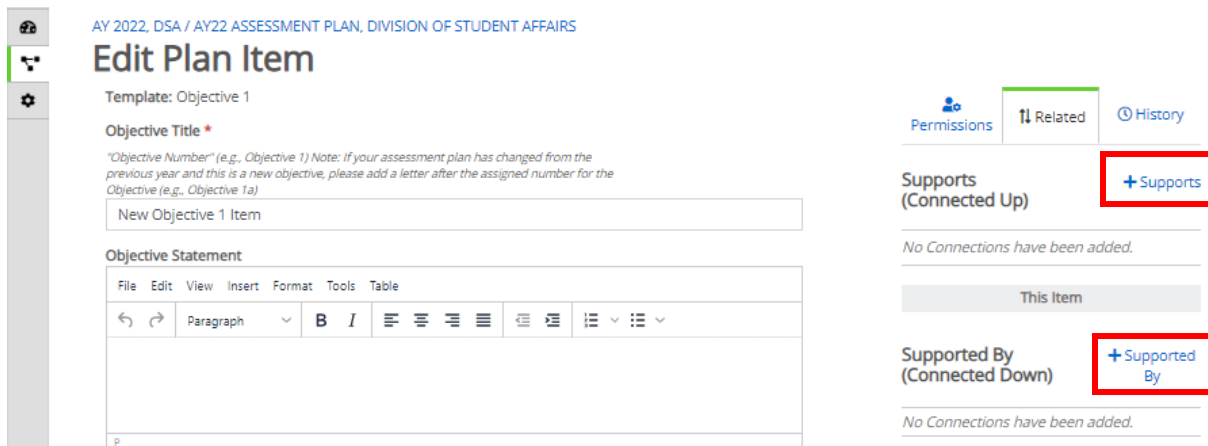


Step 5. Select the “Related” text located in the right-hand menu area



Step 6. Select the appropriate type of relationship you are wanting to establish.

Select “+ Supports” to create an upward connection or select “+ Supported By” to create a downward connection. In this example, the Objective would support the Mission Statement, so I would select “+ Supports”



Step 7. Click the blue “+” button next to the appropriate Plan Item for which you want to establish a relationship.

Note: A Plan Item may have multiple relationships, but upward and downward within the plan.

NEW OBJECTIVE 1 ITEM

Select a Supports (Related UP) Item

FILTER

AY 2022, DSA

AY22 Assessment Plan, Di

search...

Kennesaw State University

Division of Student Affairs

Test

New Department/Unit Mission Statement Item **+**

Test

Department/Unit Mission Statement 7/25/21 - 7/23/22

Show 10 Viewing 1-1 of 1

Supports (Connected Up)

No Connections have been added.

This Item

Supported By (Connected Down)

No Connections have been added.

[Back to Plan Item](#)

Step 8. Confirm the selected Plan Item shows in the appropriate relationship box on the right.

Planning

NEW OBJECTIVE 1 ITEM

Select a Supports (Related UP) Item

FILTER

AY 2022, DSA

AY22 Assessment Plan, Di

search...

Kennesaw State University

Division of Student Affairs

Test

New Department/Unit Mission Statement Item

Test

Department/Unit Mission Statement 7/25/21 - 7/23/22

Show 10 Viewing 1-1 of 1

Supports (Connected Up)

New Department/Unit Mission Statement Item

Test Department/Unit Mission Statement

This Item

Supported By (Connected Down)

No Connections have been added.

[Back to Plan Item](#)

Step 9. Select the “Back to Plan Item” button in the bottom right

Planning

NEW OBJECTIVE 1 ITEM

Select a Supports (Related UP) Item

FILTER

AY 2022, DSA

AY22 Assessment Plan, Di

search...

Kennesaw State University

Division of Student Affairs

Test

New Department/Unit Mission Statement Item **+**

Test

Department/Unit Mission Statement 7/25/21 - 7/23/22

Show 10 Viewing 1-1 of 1

Supports (Connected Up)

No Connections have been added.

This Item

Supported By (Connected Down)

No Connections have been added.

[Back to Plan Item](#)

Step 10. Repeat for each Plan Item as necessary

For reference, a list of the Plan Item relationship within the assessment plan are provided below:

- a. Department/Unit Mission Statement:
 - i. Supported By:
 1. Objective
- b. Objective:
 - i. Supports:
 1. Department/Unit Mission Statement:
 - ii. Supported By:
 1. Measures (1 & 2 and any additional measures)
 2. Analysis
 3. Action Plan
- c. Measures (1 & 2 and any additional measures):
 - i. Supports:
 1. Objective
 - ii. Supported By:
 1. Results (1 & 2 and any additional results)
 2. Analysis
- d. Results (for each Measure):
 - i. Supports:
 1. Each Measure (1 & 2 and any additional measures)
- e. Analysis (one per objective):
 - i. Supports:
 1. Objective
 - ii. Supported By:
 1. Results (1 & 2 and any additional results)
- f. Action Plan (one per objective):
 - i. Supports:
 1. Objective
 - ii. Supported By:
 1. Analysis

Note: If your assessment plan has changed mid-cycle, you may have more than one (1) Objective, two (2) measures, and/or two (2) results.

Last Updated: 09/08/2021