

Printing Options in Online Organizer

To Print Program Lists* in the Online Organizer

1. Login to the Online Organizer:

VALENCIA Online Organizer for Learning Outcomes Assessment

Atlas Username:

Atlas Password:

2. From the home screen, click on the **Program List** button:

Home Security **Program List** Specs and TCs List

Welcome Learn More

Program * -- Select a Program --

PLOA Administration

Security

3. From the **Rows** drop-down menu, select the number of programs you want to view. In this example, we selected **All**.

Home Security **Program List** Specs and TCs List

Q- Go Rows **All** Actions

Program ID	Name	Type	Active?	CIP	Updated On	Updated By	Created On	Created By
302	- TEST only - for training- Electrical Engr	BS Degree	Y	1101503031	25-JUN-2014 10:43PM	Laura Blasi	12-FEB-2014 03:31PM	Alex Larzabal Gomez
280	Accounting Technology	AS Degree	Y	1552030200	31-MAR-2014 02:58PM	Alex Larzabal Gomez	27-JAN-2014 05:40PM	Alex Larzabal Gomez
248	Architecture	AA Degree	Y	1192401010	27-JAN-2014 05:39PM	Alex Larzabal Gomez	27-JAN-2014 05:39PM	Alex Larzabal Gomez

4. From the **Actions** drop down menu, select **Download**

Home Security **Program List** Specs and TCs List

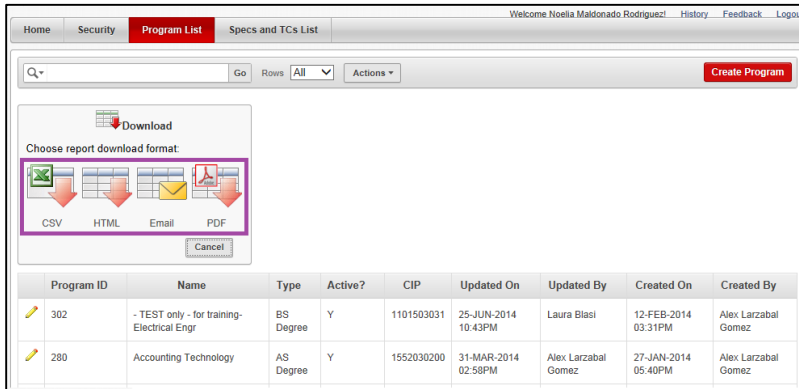
Q- Go Rows All **Actions**

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248	Architecture	AA Degree	Y	1192401010	27-JAN-2014 05:39PM	Alex Larzabal Gomez	27-JAN-2014 05:39PM	Alex Larzabal Gomez
249	Art, Studio/Fine Art	AA Degree	Y			Alex Larzabal Gomez	27-JAN-2014 05:39PM	Alex Larzabal Gomez
310	Articulated Computer Science - UCF	AA Degree	Y			Alex Larzabal Gomez	12-FEB-2014 03:43PM	Alex Larzabal Gomez
244	Articulated Information Technology - USF	AA Degree	Y	1192401010	27-JAN-2014 05:39PM	Alex Larzabal Gomez	27-JAN-2014 05:39PM	Alex Larzabal Gomez

*This feature is only available to Online Organizer administrators

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5. In the **Choose report download format** box, select preferred option. Below are examples of each:



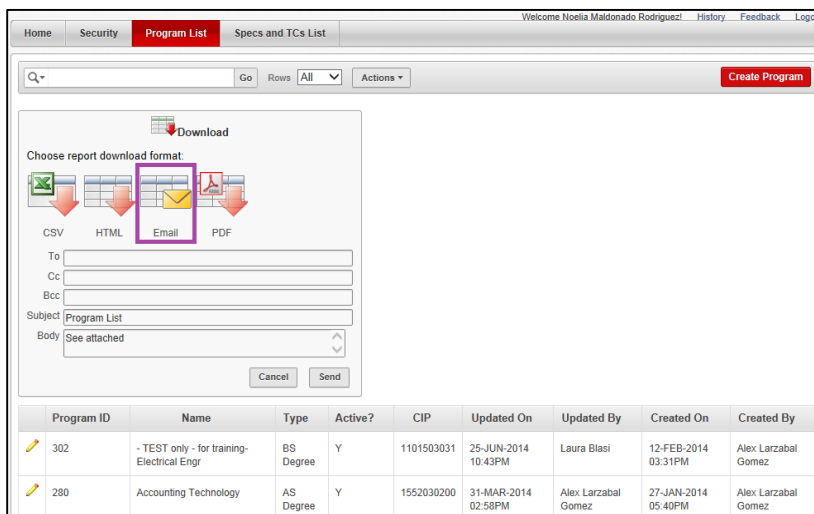
a. CSV

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248	Architecture	AA Degree	Y	1192401010	27-JAN-2014 05:39PM	Alex Larzabal Gomez	27-JAN-2014 05:39PM	Alex Larzabal Gomez
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310	Articulated Computer Science - UCF	AA Degree	Y	1192401010	12-FEB-2014 03:43PM	Alex Larzabal Gomez	12-FEB-2014 03:43PM	Alex Larzabal Gomez
244	Articulated Information Technology - USF	AA Degree	Y	1192401010	27-JAN-2014 05:39PM	Alex Larzabal Gomez	27-JAN-2014 05:39PM	Alex Larzabal Gomez
291	Baking & Pastry Management	AS Degree	Y	1612050101	27-JAN-2014 05:40PM	Alex Larzabal Gomez	27-JAN-2014 05:40PM	Alex Larzabal Gomez

b. HTML

Program ID	Name	Type	Active?	CIP	Updated On	Updated By	Created On	Created By
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c. Email & PDF – Does not appear to be working at this time.



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