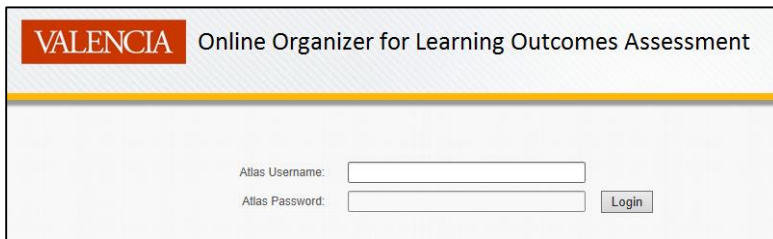


# Printing Options in Online Organizer

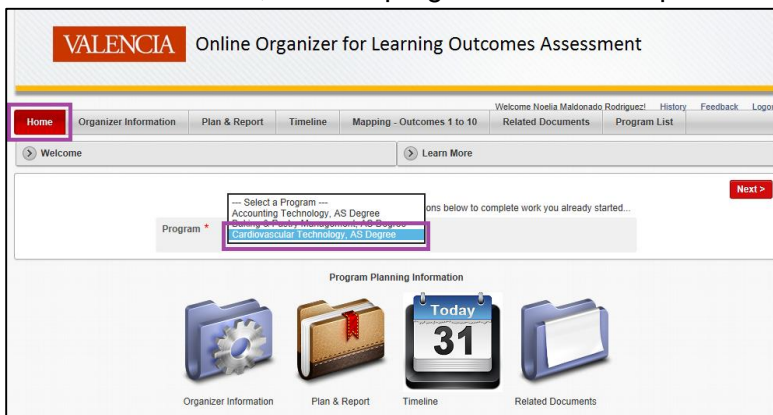
## To Print Screens in the Online Organizer using Internet Explorer or Google Chrome

1. Login to the Online Organizer:



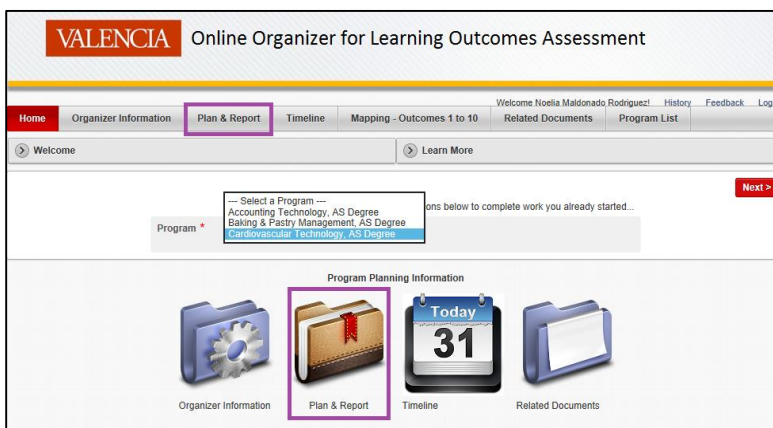
The screenshot shows the login page for the VALENCIA Online Organizer. At the top left, there is a logo with the word "VALENCIA" in white on a red background, followed by the text "Online Organizer for Learning Outcomes Assessment". Below this, there are two input fields: "Atlas Username:" and "Atlas Password:". To the right of the password field is a "Login" button.

2. From the **Home** tab, select a program from the drop-down **Program** menu:



The screenshot shows the Home page of the VALENCIA Online Organizer. The "Home" tab is selected in the top navigation bar. Below the navigation bar, there is a "Program" dropdown menu that is open, showing a list of programs: "Accounting Technology, AS Degree", "Baking & Pastry Management, AS Degree", and "Criminal Justice, AS Degree". The "Plan & Report" icon in the "Program Planning Information" section is highlighted with a red box. The "Next >" button is visible in the top right corner.

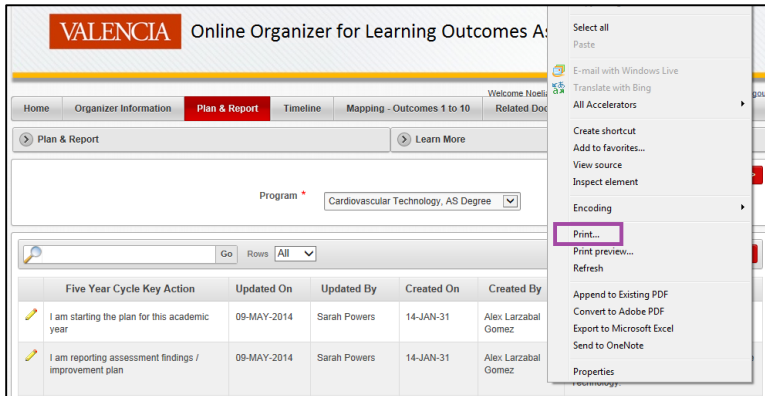
3. Choose one of the reports you would like to view and print. In this case, we chose **Plan & Report**



The screenshot shows the Home page of the VALENCIA Online Organizer. The "Plan & Report" tab is selected in the top navigation bar. The "Program" dropdown menu is still open, showing the same list of programs. The "Plan & Report" icon in the "Program Planning Information" section is highlighted with a red box. The "Next >" button is visible in the top right corner.

## Printing Options in Online Organizer

4. There are two options to print: 1) **Right-click** anywhere on the screen and select **Print**, or 2) Click **File** at the top left of your menu bar and select **Print**. In this case, we chose the first option.

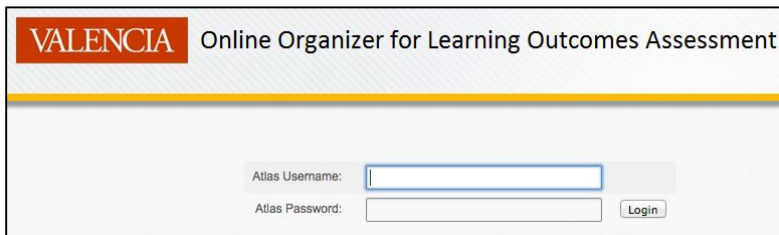


**Note:** These printing options are available with all the subsequent tabs (i.e. **Timeline**, **Mapping – Outcomes 1 to 10**, and **Related Documents**).

# Printing Options in Online Organizer

## To Print Screens in the Online Organizer using Safari

1. Login to the Online Organizer:

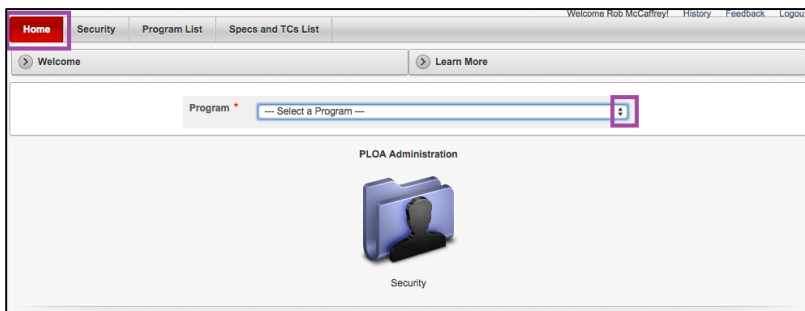


VALENCIA Online Organizer for Learning Outcomes Assessment

Atlas Username:

Atlas Password:

2. From the **Home** tab, select a program from the drop-down **Program** menu:



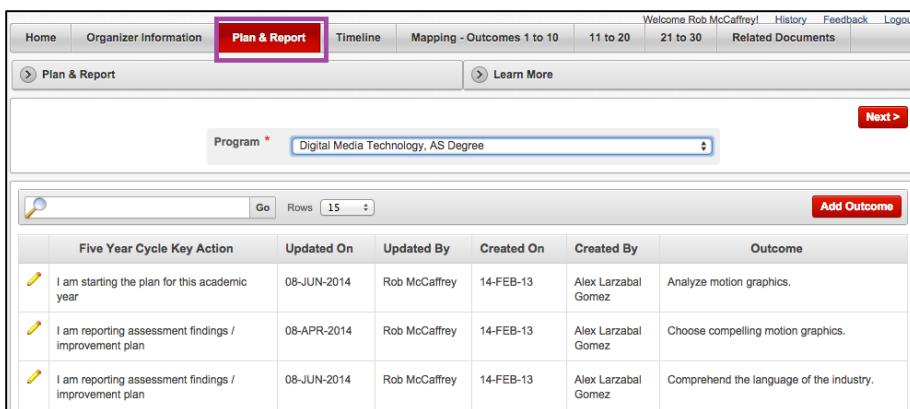
Home Security Program List Specs and TCs List Welcome Learn More

Program \* -- Select a Program --

PLOA Administration

Security

3. Choose one of the reports you would like to view and print. In this case, we chose **Plan & Report**



Home Organizer Information **Plan & Report** Timeline Mapping - Outcomes 1 to 10 11 to 20 21 to 30 Related Documents Welcome Rob McCaffrey! History Feedback Logout

Plan & Report Learn More

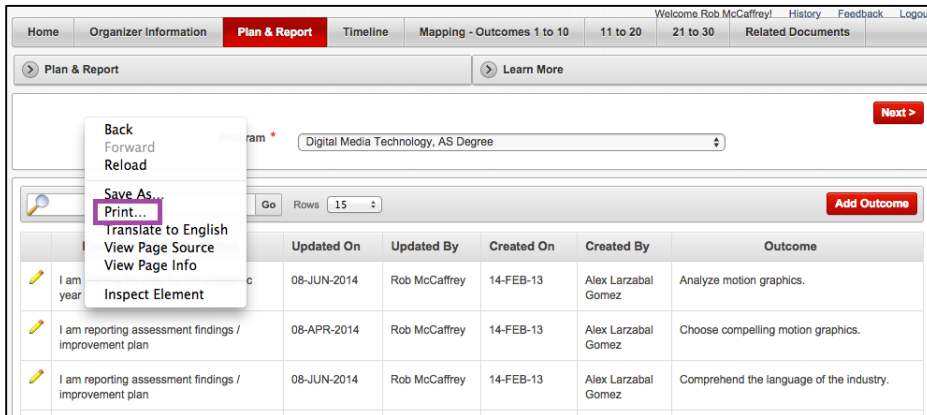
Program \* Digital Media Technology, AS Degree

Go Rows 15

	Five Year Cycle Key Action	Updated On	Updated By	Created On	Created By	Outcome
	I am starting the plan for this academic year	08-JUN-2014	Rob McCaffrey	14-FEB-13	Alex Larzabal Gomez	Analyze motion graphics.
	I am reporting assessment findings / improvement plan	08-APR-2014	Rob McCaffrey	14-FEB-13	Alex Larzabal Gomez	Choose compelling motion graphics.
	I am reporting assessment findings / improvement plan	08-JUN-2014	Rob McCaffrey	14-FEB-13	Alex Larzabal Gomez	Comprehend the language of the industry.

## Printing Options in Online Organizer

4. There are two options to print: 1) **Right-click** anywhere on the screen and select **Print**, or 2) Click **File** at the top left of your menu bar and select **Print**. In this case, we chose the first option.



The screenshot shows the 'Plan & Report' tab in the Online Organizer. A right-click context menu is open over the table, with 'Print...' highlighted. The table contains three rows of assessment findings and improvement plans.

		Updated On	Updated By	Created On	Created By	Outcome
I am year		08-JUN-2014	Rob McCaffrey	14-FEB-13	Alex Larzabal Gomez	Analyze motion graphics.
I am reporting assessment findings / improvement plan		08-APR-2014	Rob McCaffrey	14-FEB-13	Alex Larzabal Gomez	Choose compelling motion graphics.
I am reporting assessment findings / improvement plan		08-JUN-2014	Rob McCaffrey	14-FEB-13	Alex Larzabal Gomez	Comprehend the language of the industry.

**Note:** These printing options are available with all the subsequent tabs (i.e. **Timeline**, **Mapping – Outcomes 1 to 10**, and **Related Documents**).