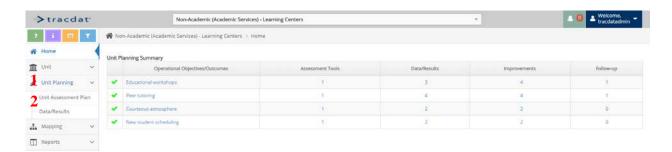
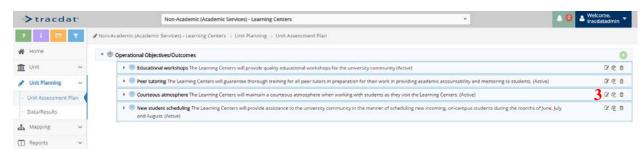
CHOOSING O/O'S FOR THE ASSESSMENT YEAR

- 1. From your Unit's home page click on Unit Planning
- 2. Click on Unit Assessment Plan.



3. With your unit team, select an O/O that you will assess this year then click on the "edit" button for that O/O.



- 4. Click in the "O/O Assessment Cycle" field and choose the current assessment year.
- 5. Click on Save.
- 6. Click on Return
- 7. Repeat process for a total of 3 O/O's for the assessment year.

