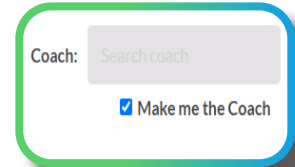


7 Steps to Create an Action Plan



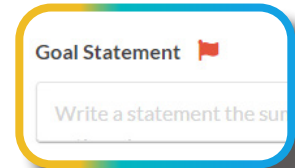
1 Select a Coach

Select Coach or assign yourself as the coach by clicking the “Make me the Coach” box. This option should be on the right side of the screen.



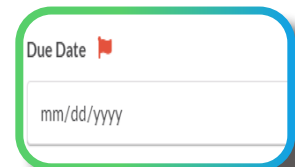
2 Goal Statement

Enter in the Goal Statement (refer to the following link on [S.M.A.R.T. Goals](#))



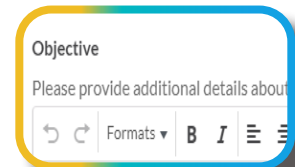
3 Due Date

Enter in the Due Date by double clicking on the calendar icon.



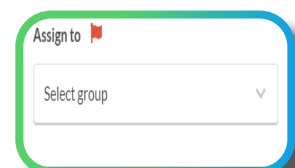
4 Objective

Insert an Objective or directions. Note: Text tools are available to enhance text if needed.



5 Assign to

Select the Group and Member(s)



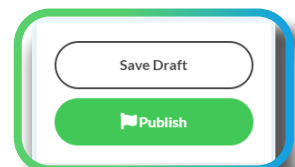
6 Action Steps (optional)

Create specific tasks (i.e., course task, upload task) to scaffold the learner’s experience.



7 Draft or Publish

Save a Draft if the action plan is not complete or Publish the completed action plan.



To **view a video** of how to create action plans [click here](#).