



Developing an Academic Recovery Plan in MyPLAN

The following outlines the steps to develop an Academic Recovery Plan in MyPLAN for students placed on academic probation.

1. Log into Blackboard through <http://my.unl.edu>
2. Click on the tab that says MyPLAN.
3. Search for the particular student and select their name.
4. Click on 'Success Plan.'
5. Select the 'Academic Recovery Plan' plan type.
6. Next choose the Tracking Items you would like the student to complete.

Available Tracking Items: also available at: www.myplan.edu/resources

- Academic Assistance
- Academic Planning
- Advisor Meeting
- Campus Resources
- Career Development
- Grade Discussion
- Learning Strategies
- Life/Academic Balance
- Professor Meeting
- Workshop

Next, add instructions for the student on how to complete for each tracking item. You can also add due dates. These will be visible to the student when they log into MyPLAN (see final image).

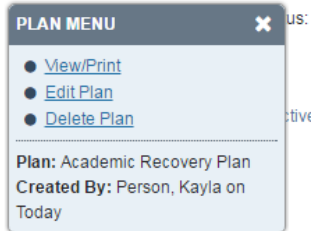
The screenshot shows a web form titled "Add Success Plan for Herbie Little Red Husker". At the top right are "Never Mind" and "Submit" buttons. The form has several sections:

- Plan Type:** A dropdown menu set to "Academic Recovery Plan".
- Plan Name:** A text input field containing "Academic Recovery Plan".
- Overview:** A large empty text area.
- Tracking Item:** A dropdown menu set to "Academic Assistance".
- Due Date:** A date picker field, circled in red.
- Course Context:** A dropdown menu set to "Select a Course...".
- Specific Recommendation:** A large empty text area, with a red arrow pointing to it from the right.

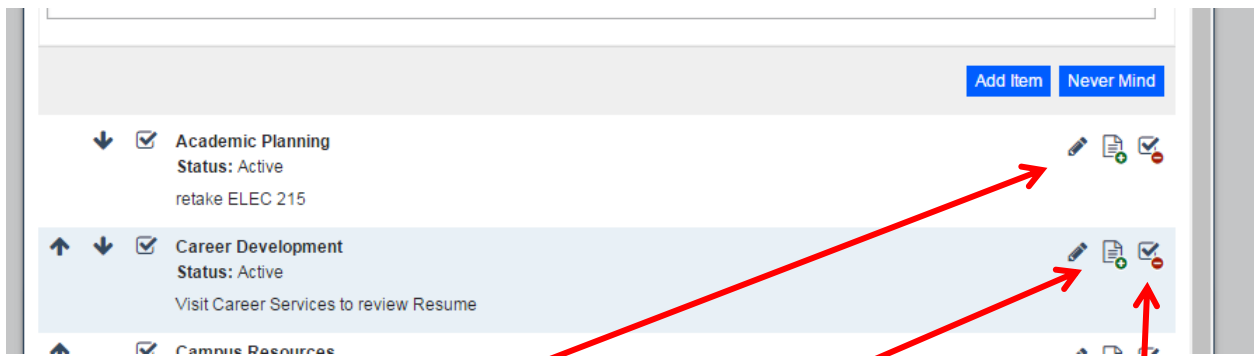
Once you have added all tracking items click on 'Submit'. *** Please note it may take a few minutes for these tracking items to appear on the student record.

7. When the plan is loaded you can see the plan on the overview tab. You may View/Print, Edit or Delete the plan.

Success Plans



8. Please edit the plan and update the 'Tracking Items' as the student completes tasks.



Edit Feature: Edit specific task to change

Comment To- Do: Create a note for that specific task

Complete To-Do: Mark tasks completed. You may also write a comment when marking items as completed.

When a student logs into MyPLAN, their Academic Recovery Plan can be located by clicking “Plans” on their Home screen. Any ‘Specific Recommendations’ you have added to a ‘Tracking Item’ are viewable to the student.

