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](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 ‘Probation’ plan type.
6. Next, add instructions for the student on what must be done to complete each tracking item.

**Possible Tracking Items:**
- Professor/Advisor Meetings
- Major/Schedule Adjustments
- Personal Life Adjustment
- Campus Resources
- Academic Assistance
- Grade Report
- Learning Strategies

You may then use the text box to add specific information on what the student needs to complete for each tracking item.
7. 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.

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

9. You may also edit the plan to update 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.