

# Blackboard Instructions

## 2023-24 Continuous Improvement Reports and 2024-25 Continuous Improvement Plans

Your (1) 2023-24 Continuous Improvement Report, (2) Supporting Documents for the Report, and (3) 2024-25 Continuous Improvement Plan are all to be submitted via Blackboard. Additionally, your **2023-24 Continuous Improvement Report working document** is located in Blackboard.

### Directions:

1. A link to Blackboard is located on the WU homepage. Hover over “Quick Links” in the gold ribbon on the upper right side of the screen. Click on “Blackboard” from the dropdown box.
2. Login using your username and password – same login information you use to access your email.
3. Click on **Tools** – left side of screen in garnet box.
4. Click on **Content Collection** – white box in main part of the screen.
5. Click on **Institution Content** – left side of screen in gray box; click on **institution** from the dropdown box.
6. Click on **Continuous Improvement Reports and Plans**.
7. Click on the **name of your Division**.
8. Click on the **name of your unit**.
  - You will see several folders within your unit’s folder.
    - 2017-18 Continuous Improvement Plan
    - 2017-18 Continuous Improvement Report
    - 2018-19 Continuous Improvement Plan
    - 2018-19 Continuous Improvement Report
    - 2019-20 Continuous Improvement Plan
    - 2019-20 Continuous Improvement Report
    - 2020-21 Continuous Improvement Plan
    - 2020-21 Continuous Improvement Report
    - 2021-22 Continuous Improvement Plan
    - 2021-22 Continuous Improvement Report
    - 2022-23 Continuous Improvement Plan
    - 2022-23 Continuous Improvement Report

- 2023-24 Continuous Improvement Plan
  - 2023-24 Continuous Improvement Report
  - 2024-25 Continuous Improvement Plan
  - Rubrics
9. Click on the **2023-24 Continuous Improvement Report** folder.
    - You will see two folders.
      - Documentation
      - Report
  10. Click on the **Report** folder.
  11. You will see a document entitled, **Name of your unit\_CI Report 2023-24\_TO COMPLETE**. ***You will use this document to complete your Report.*** Once completed, save your Report back in this folder. Please, save your completed document as, **Name of your unit\_CI Report 2023-24\_FINAL**.
  12. Save all of your supporting documents for your 2023-24 Continuous Improvement Report in the **Documentation** folder. See item #9 above.
  13. When you have completed your 2024-25 Continuous Improvement Plan, save it to the **2024-25 Continuous Improvement Plan** folder. See item #8 above.

#### **Directions to Upload Files to Your Unit's Folder:**

1. Click on **Upload** – the word is along the top of the screen.
2. On the next screen, click **Browse Local Files**. Find the file to be uploaded and double click. The name of the file should now appear below “Attached files.”
3. Click on **Submit** – a box on the bottom right of the screen.