

# Copying PPR Plan in Tool

- **NOTE: Beginning in Fall 2024, all 4 year plans prior-year goals, objectives, and resource requests will not be copied over to the current-year plan. Writers are required to manually enter goals, objectives, and any applicable resource requests.**

## 1. Login to the Planning and Program Review Tool

The screenshot shows the login page for the Planning & Program Review (WebForms) tool. The page has a blue header with the title "Planning & Program Review (WebForms)" and a "[ Log On ]" link in the top right corner. Below the header is a "Home" button. The main content area is titled "Log On" and contains the instruction "Please enter your username and password." Underneath, there is a section for "Account Information" with input fields for "User name" (containing "rzuniga") and "Password" (masked with dots). There is also a "Remember me?" checkbox and a "Log On" button. At the bottom of the page, there is a small copyright notice: "SBCCD © Copyright 2024".

## 2. Find and click on your Program/Area

The screenshot shows the "Entities" page in the Planning & Program Review (WebForms) tool. The page has a blue header with the title "Planning & Program Review (WebForms)" and a "Welcome rzuniga! [ Log Off ]" message in the top right corner. Below the header is a navigation menu with buttons for "Home", "Account Info", "Entities", "Roles", "Plan Types", and "Plan Groups". The main content area is titled "Entities" and contains the sub-section "Direct Management Entities". Below this, there is a message: "You have Direct Management Rights to the following Entities. This means you can:". This is followed by a list of 6 actions and a list of 25 entities, each with a blue link:

1. Create New Plans
2. Lock a plan so you can edit it
3. Unlock a plan that you or another has locked
4. Edit plans you have locked
5. Submit completed plans
6. Re-open plans

- [Accreditation QEE](#)
- [Administrative Services Area](#)
- [Administrative Services Area \(CBO, Communications, Facilities Use\)](#)
- [Admissions / Records](#)
- [Allied Health / Respiratory Care](#)
- [Allied Health Services](#)
- [American Sign Language](#)
- [Anatomy--Archive](#)
- [Anthropology](#)
- [Art](#)
- [Athletics Program \(Incl. Aquatics\)](#)
- [Biological Science and Physical Science](#)
- [Biological Sciences](#)
- [Business Administration / Accounting / Marketing](#)
- [Business, Economics, and Information Sciences](#)
- [Cafeteria](#)
- [CalWORKs](#)
- [Campus Store](#)
- [Career Center](#)

### 3. Click on the “CREATE ANNUAL PLAN OR PROGRAM REVIEW BY COPY”

**Planning & Program Review (WebForms)**

Home Account Info Entities Roles Plan Types Plan Groups

#### Plans for Child Development and Education

- [Create a New Annual Plan or Program Review](#)
- [Create Annual Plan or Program Review by Copy](#)

**Name:** 2023 - 2024 Child Development and Education CHC Instructional 2Yr. or SLO Plan 2023-2024  
**Version:** 4  
**Group:** 2023 - 2024  
**Type:** CHC Instructional 2Yr. or SLO Plan 2023-2024  
**Last Modified On:** 4/23/2024 1:37:31 PM  
**Last Modified By:** Ola Sabawi  
**State:** Submitted (**Finalized**)  
**State By:** Ola Sabawi

- [View Versions](#)
- [View Objective Priority List](#)
- [View Goal Priority List](#)
- [Reports](#)
- [View Plan](#)
- In order to comment on this plan, it must be submitted and not locked.

### 4. New Plan by Copy

- **Plan to Copy From:** Choose the most recent PPR plan to copy from, usually the last PPR plan submitted. This could be a 2-year or 4-year plan.
- **Plan Group:** The academic year may prepopulate; if not, select the current PPR academic year.
- **Plan Type:** Plan type may prepopulate; if not, select the current year and plan type you are submitting. This can either be a 2-year or 4-year plan.

**Planning & Program Review (WebForms)**

Home Account Info Entities Roles Plan Types Plan Groups

#### [Plans for Child Development and Education](#) >> New Plan by Copying

Do you want to copy this plan to create a new plan?

\* **Plan to Copy From :** Child Development and Education: 2023 - 2024: 2023 - 2024 Child Development and Education CHC Instructional 2Yr. or SLO Plan 2023-2024 ▼

\* **Plan Group :** 2024-2025 ▼

\* **Plan Type :** CHC Instructional Program Review 2024-2025 ▼

No  Yes

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