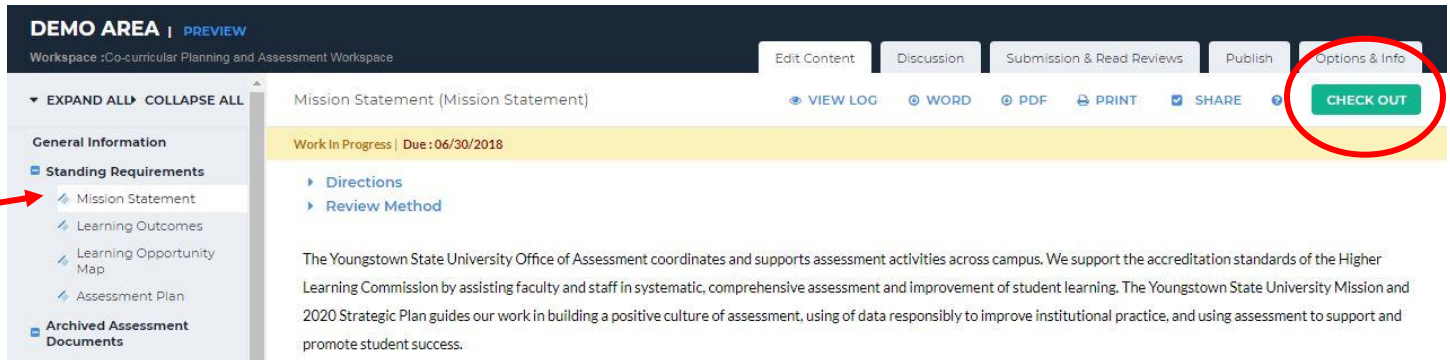
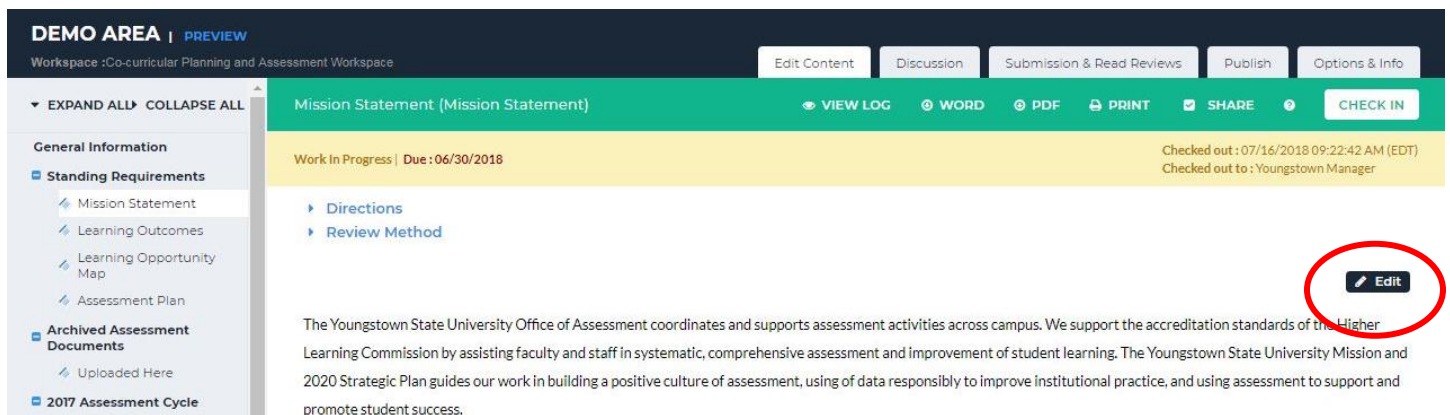


Entering & Updating Your Mission Statement

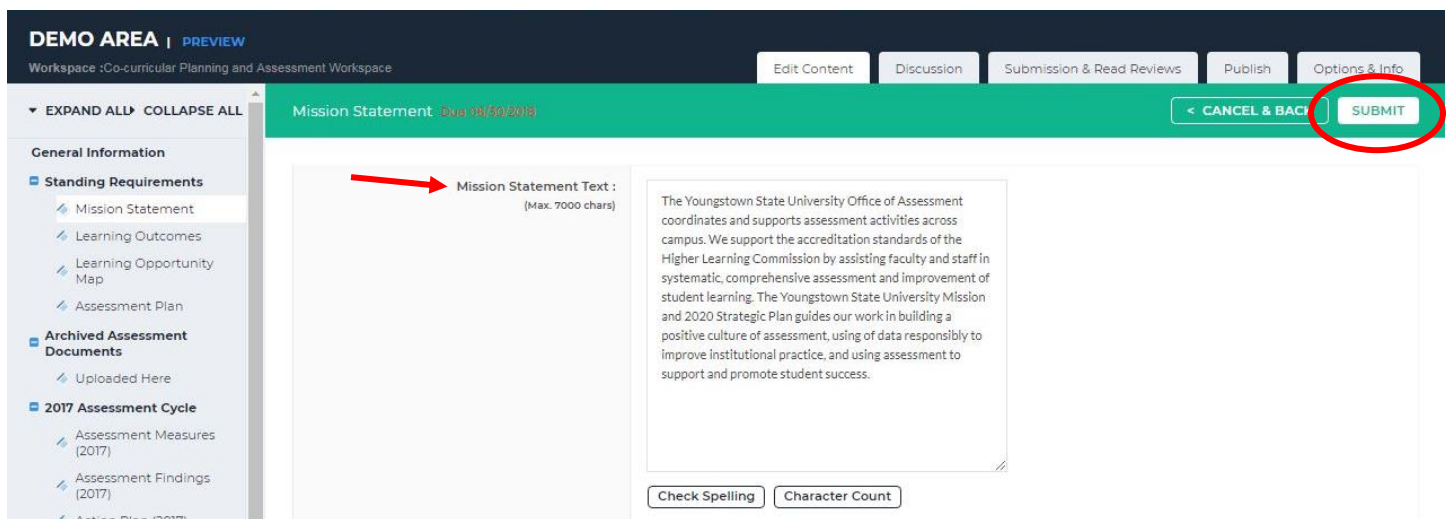
1. To enter or edit your mission statement, click the [Mission Statement](#) section in your left toolbar. If you have previously entered a mission statement, it will appear on the screen. To enter or edit your mission statement, you must **Check Out** this requirement.



2. Click the **Edit** button to open a textbox and enter or edit your mission statement.



3. A text box will open and you can type or copy/paste your mission statement into the text box. If you previously entered your mission statement, it will appear on the screen and you can make any edits. When you are satisfied, click the **Submit** button.



4. Note: This screen will not appear if you are opening your workspace for the first time and starting your submission by entering your mission statement. It only appears if you have already entered information in other

areas of the workspace. After entering or editing your mission statement, you will be automatically prompted to update your mission statement anywhere else it is found in the workspace. Click the check-boxes for the places you want your mission statement updated. *In most cases, it will make sense to update your mission statement in all areas.* Click **Apply Changes** or **No Updates Required** (in unique cases where you would like a record of an old mission statement).

DEMO AREA | PREVIEW
Workspace :Co-curricular Planning and Assessment Workspace

Update Options

Usually, check all

Important! Would you like to update other areas with these changes? The changes you just made to your Mission Statement will NOT be reflected in other areas unless you update them now.

This Mission Statement is associated with the requirements listed below.

NO UPDATES REQUIRED APPLY CHANGES

Check all areas to update (if any):

- Co-curricular Assessment Cycle Template (Co-curricular Planning and Assessment Workspace)
- 2017 Assessment Cycle: Action Plan (2017)
- 2017 Assessment Cycle: Assessment Measures (2017)
- Standing Requirements: Assessment Plan

5. Your updated mission statement will now be available in all workspaces. Click **Return to Work Area**.

DEMO AREA | PREVIEW
Workspace :Co-curricular Planning and Assessment Workspace

Confirmation

The Mission Statement has been updated.

[Return to Work Area](#)

6. In order for others to access your mission statement you will need to **Check In** the requirement.

DEMO AREA | PREVIEW
Workspace :Co-curricular Planning and Assessment Workspace

Mission Statement (Mission Statement)

VIEW LOG WORD PDF PRINT SHARE CHECK IN

Work In Progress | Due: 06/30/2018

Checked out: 07/16/2018 09:18:17 AM (EDT)
Checked out to: Youngstown Manager

Directions
Review Method

The Youngstown State University Office of Assessment coordinates and supports assessment activities across campus. We support the accreditation standards of the Higher Learning Commission by assisting faculty and staff in systematic, comprehensive assessment and improvement of student learning. The Youngstown State University Mission and 2020 Strategic Plan guides our work in building a positive culture of assessment, using of data responsibly to improve institutional practice, and using assessment to support and promote student success.

Contact ysuassessment@ysu.edu with any additional questions.