Making Changes to Plans in ASSIST

The Goals and Plans are not tied directly together. Plans are designed to be your historical record. Think of them as your file copy. They are just a snapshot of your Goals at the time the Plan is created.
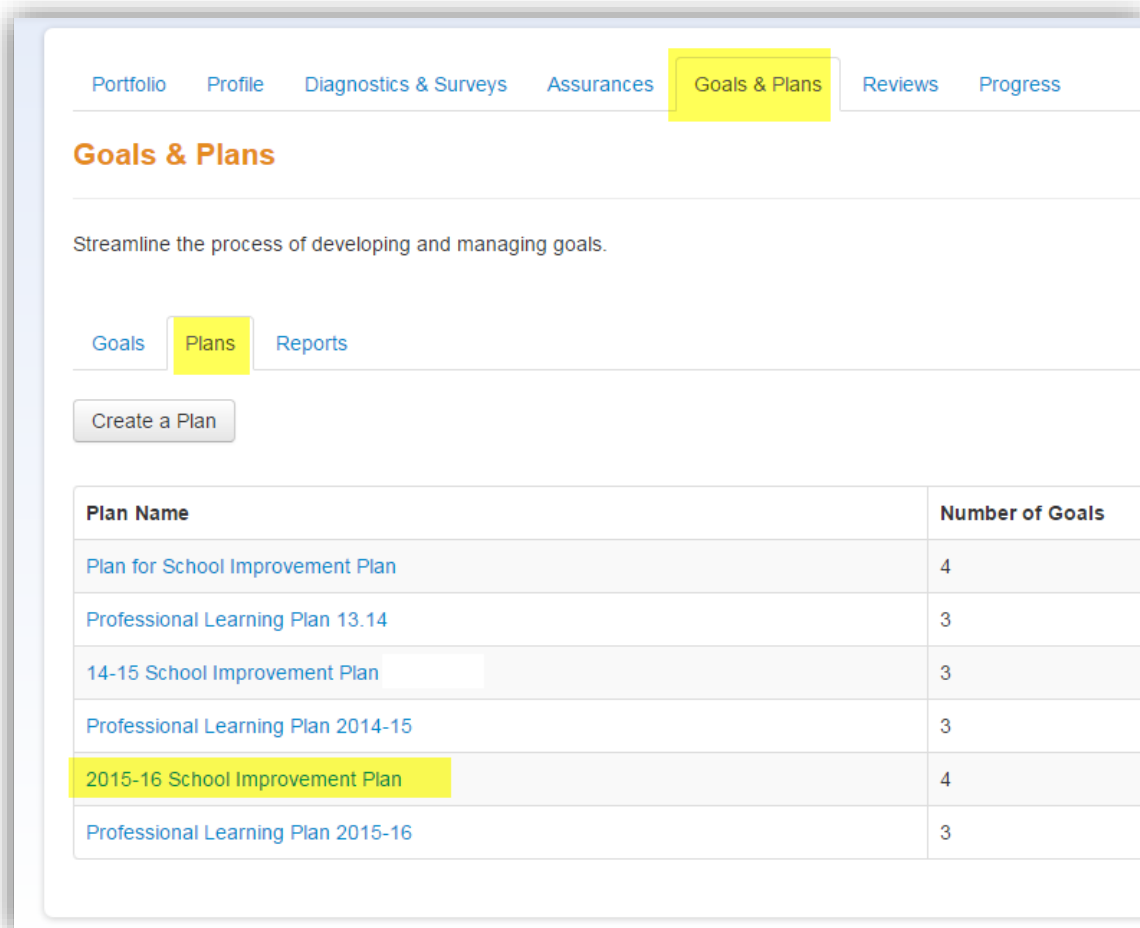
The system is designed for you to follow a specific order when creating Plans.

Update Your Goals	⟶	Create Your Plan

First make all of your updates to your Goals (revisions to existing goals or the addition of new goals), and **then** create the Plan for the new school year. You should never try to edit a plan that was **submitted in a previous year**.

Because they are not tied directly to the Goals, however, changes you make to your Goals AFTER you have created the Plan will not automatically show up in the PDF. They will be visible on the screen because the system only shows what's current on the screen, but they will not be included in the PDF. Fortunately, this is easily fixed by following a few extra steps.

1. Go to the Goals & Plans tab, click on the Plans tab, and click to open the plan you want to update.

2. Scroll all the way to the bottom and click on the Edit Plan button.
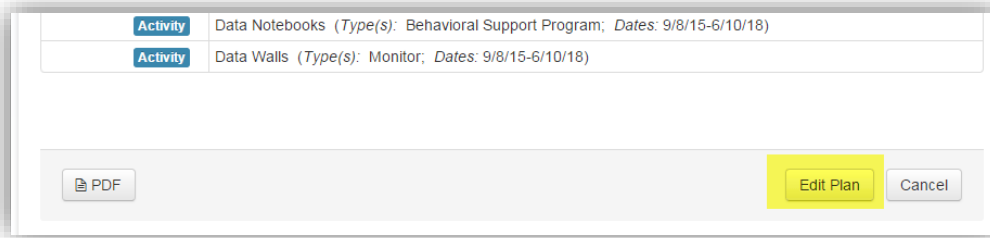
3. If you have **only added new content** (and have not made ANY changes to the existing content), you can just click on the boxes to add the new content to the plan and then scroll to the bottom and click on the Save button.
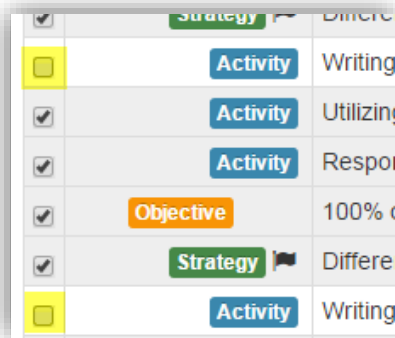
4. If you **made changes to existing content**:
    a. You will first need to uncheck the Goals that you have made changes to and *save the plan without those goals*. Don't worry! Your goals will not be deleted! Remember, the Plan and the Goals are not tied directly together. What you do on the Plans tab does not impact anything on the Goals tab.
    b. Then edit the plan again (see Step 2), check the boxes to add those Goals back in and click on the Save button. This will trigger the system to grab a new snapshot of your content. Now if you check the PDF, your changes will be included.

As always, if you need further assistance please do not hesitate to contact the School Improvement Support Unit in the Office of Education Improvement and Innovation. We can be reached via phone at (517) 335-4733 or via email at araozr@michigan.gov.