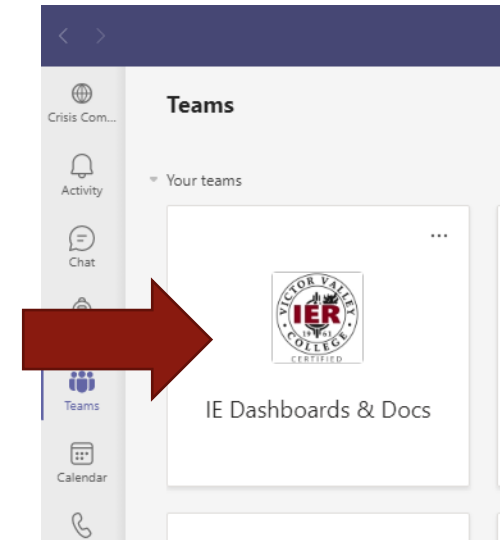


# How to...

## Use the EMP Implementation Reporting Tool

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1. Open the Microsoft Teams app and select Teams from the left navigation bar. This will show all the Teams you are a member of on the main canvas.
2. Select the "IE Dashboards & Docs" Teams site.





# How to...

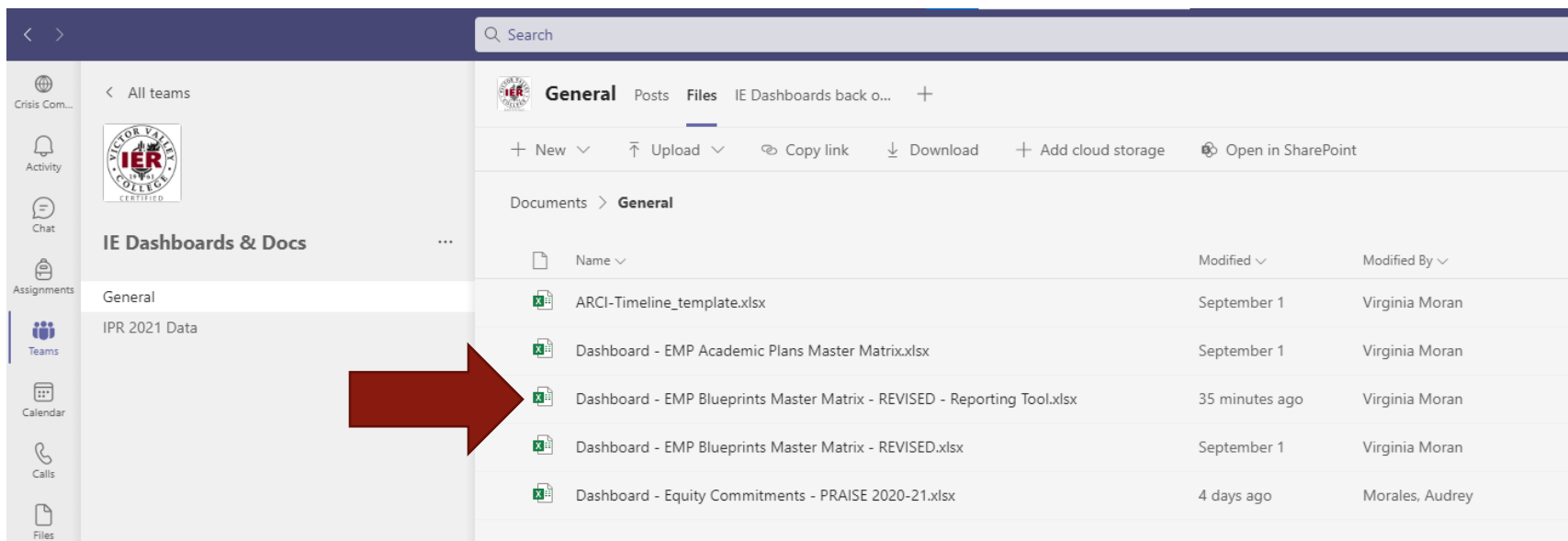
## Use the EMP Implementation Reporting Tool

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3. Select “Files” from the ribbon. This will show a list of all the files uploaded to this Teams site. Technically, the files are in SharePoint and so can be opened from the VVC SharePoint site ([https://vvc365.sharepoint.com/\\_layouts/15/sharepoint.aspx](https://vvc365.sharepoint.com/_layouts/15/sharepoint.aspx)).



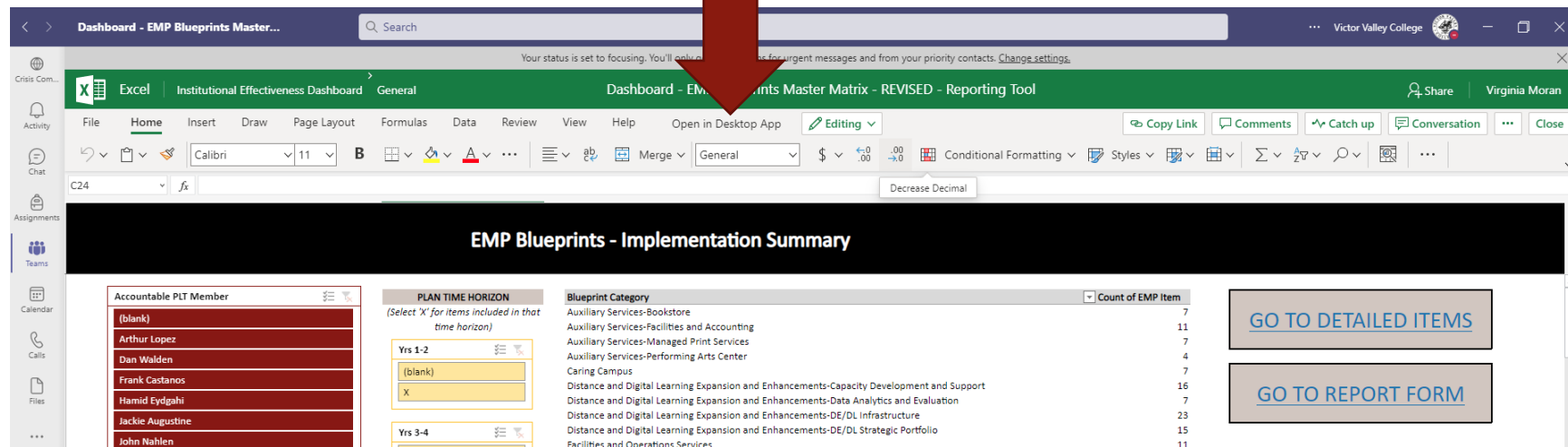
4. Select the “Dashboard – EMP Blueprints Master Matrix – REVISED – Reporting Tool.xlsx”



# How to...

## Use the EMP Implementation Reporting Tool

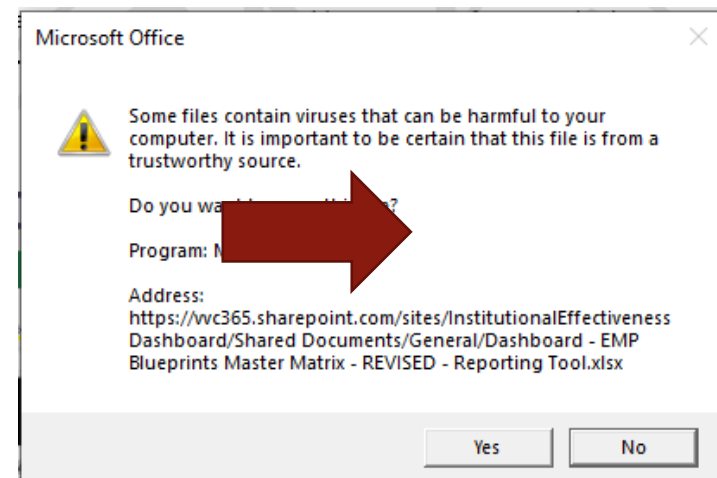
5. Select “Open in Desktop App” of “Open in App” so that it opens in Excel on your local computer.



The screenshot shows a web browser window displaying an Excel spreadsheet. The browser address bar shows the URL: [https://vvc365.sharepoint.com/sites/InstitutionalEffectivenessDashboard/Shared Documents/General/Dashboard - EMP Blueprints Master Matrix - REVISED - Reporting Tool.xlsx](https://vvc365.sharepoint.com/sites/InstitutionalEffectivenessDashboard/Shared%20Documents/General/Dashboard%20-%20EMP%20Blueprints%20Master%20Matrix%20-%20REVISED%20-%20Reporting%20Tool.xlsx). The Excel ribbon is visible, and a large red arrow points to the 'Open in Desktop App' button. The spreadsheet content includes a table with columns for 'Accountable PLT Member', 'PLAN TIME HORIZON', 'Blueprint Category', and 'Count of EMP Item'. There are also buttons for 'GO TO DETAILED ITEMS' and 'GO TO REPORT FORM'.

Accountable PLT Member	PLAN TIME HORIZON	Blueprint Category	Count of EMP Item
(blank)		Auxiliary Services-Bookstore	7
Arthur Lopez		Auxiliary Services-Facilities and Accounting	11
Dan Walden		Auxiliary Services-Managed Print Services	7
Frank Castanos		Auxiliary Services-Performing Arts Center	4
Hamid Eydgahi		Caring Campus	7
Jackie Augustine		Distance and Digital Learning Expansion and Enhancements-Capacity Development and Support	16
John Nahlen		Distance and Digital Learning Expansion and Enhancements-Data Analytics and Evaluation	7
		Distance and Digital Learning Expansion and Enhancements-DE/DL Infrastructure	23
		Distance and Digital Learning Expansion and Enhancements-DE/DL Strategic Portfolio	15
		Facilities and Operations Services	11

6. You will be prompted with this dialog box, to which you should select “Yes.” You may be asked to sign in with your VVC credentials if you are not logged into Microsoft Office 365.

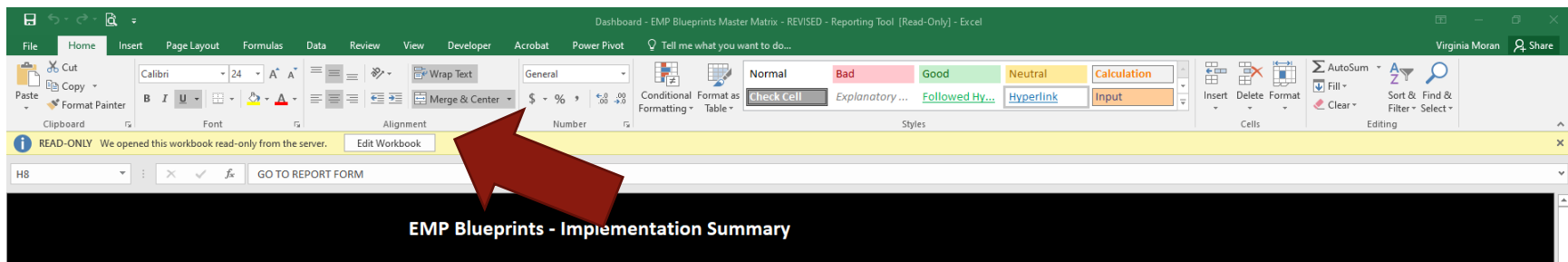
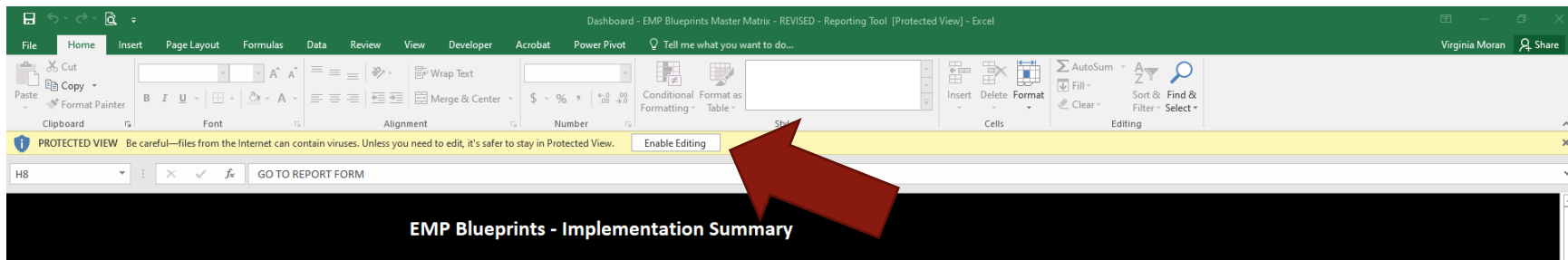
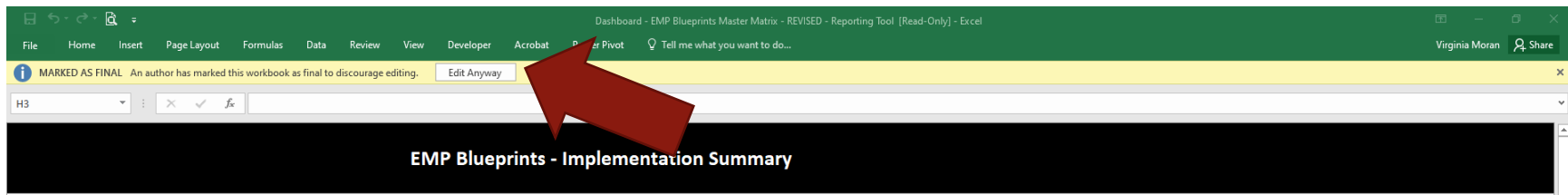


The screenshot shows a Microsoft Office security warning dialog box. The text reads: "Some files contain viruses that can be harmful to your computer. It is important to be certain that this file is from a trustworthy source. Do you want to open this file? Program: Microsoft Excel Address: https://vvc365.sharepoint.com/sites/InstitutionalEffectivenessDashboard/Shared Documents/General/Dashboard - EMP Blueprints Master Matrix - REVISED - Reporting Tool.xlsx". A red arrow points to the "Yes" button.

# How to...

## Use the EMP Implementation Reporting Tool

7. Once opened in Excel, several warnings may appear below the tabs and commands (either MARKED AS FINAL, PROTECTED VIEW, or READ-ONLY warning). Please select “Edit Anyway” or “Enable Editing” or “Edit Workbook” so that you can save and work with the file.





# How to...

## Use the EMP Implementation Reporting Tool

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Then save the file to a local drive using this naming convention:

**yyyymmdd-EMP-Report-[PLT Member's Last Name, First Initial]**

(for example, "20210908-EMP-Report-MoranV.xlsx")

This way, when you submit it to IER, there will be no potential of it overwriting someone else's work or your own work when we download the file.

8. Once the file is safely saved to your local with a different name, you can begin to work with it. Starting with the slicer on the left entitled "Accountable PLT Member," select the person you will be reporting on. Then select the "X" in the "Yrs 1-2" slicer under the "PLAN TIME HORIZON" section.

This will filter the more than 460 EMP items to those which your PLT member must track over the next 1 to 2 years.

Accountable PLT Member
(blank)
Arthur Lopez
Dan Walden
Frank Castanos
Hamid Eydgahi
Jackie Augustine
John Nahlen
Karen Engelsen
Kirsten Acosta
Leonard Knight
Lorena Newson
Michelle Painter
Monica Martinez
Robert Sewell
Todd Scott
Trish Ellerson
Virginia Moran
Yogesh Marimuthu

**PLAN TIME HORIZON**  
(Select 'X' for items included in that time horizon)

**Yrs 1-2**

(blank)

X

**Yrs 3-4**

(blank)

X

**Yrs 5+**

(blank)

X



# How to...

## Use the EMP Implementation Reporting Tool

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Blueprint Category	Count of EMP Item
Distance and Digital Learning Expansion and Enhancements-Data Analytics and Evaluation	2
Guided Pathways-Proceed on Path	1
Guided Pathways-Quality Teaching/Learning	1
Retention, Persistence, Completion, Success-SEM	1
Retention, Persistence, Completion, Success-Supportive Data/Info Infrastructure	3
<b>Grand Total</b>	<b>8</b>

[GO TO DETAILED ITEMS](#)

[GO TO REPORT FORM](#)

10. You can select “GO TO DETAILED ITEMS” if you want to print out or screenshot the detailed items for your PLT member to review and report to you the progress. Or you can go directly to “GO TO REPORT FORM” to print out and complete the report.



# How to...

## Use the EMP Implementation Reporting Tool

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11. The myEMPReport tab will already be populated with your PLT member's name, and the selections in the "EMP Item" column will be limited to the ones for that PLT member and the time horizon selected. You are to complete the columns bracketed below.

Accountable PLT Member	EMP Item	% Progress	Status Notes
Virginia Moran	Collect and analyze data on the effectiveness of different distance and digital learning strategies, solutions, and practices—particularly with a focus on access, retention, and course success rates by student population		
Virginia Moran	Collect and analyze data on the effectiveness of distance and digital learning including identifying differential access, retention, and course success rates by student population		
Virginia Moran	Create student focus groups and faculty inquiry groups to address specific learning needs of at-risk students		
Virginia Moran	Increase knowledge and use of data tools that support Guided Pathways		
Virginia Moran	Revise program review processes based on new definition of programs and also to include data/focusing attention on program completion (which extends beyond program review by discipline examining course completion)		
Virginia Moran	Establish and use data/information tools for examining student progression at program and student level		
Virginia Moran	Establish standards and policies to ensure available, timely, and accurate data; for example, frequent/timely updates to student educational plans are necessary for examining student progression		
Virginia Moran	Provide data to support early and other alert systems/processes		

For the "% Progress" column, ask your PLT member to provide you with a percentage completion for that EMP item (from 0% to 100%). The "Status Notes" column is optional if there are comments your PLT member would like to communicate that provide context or important information regarding the status of the EMP item.

12. Once all items are reported and the file is saved, please email the document to [VVC.Research@vvc.edu](mailto:VVC.Research@vvc.edu) with the subject line: EMP Implementation Report.