

# Office of Academic Planning and Assessment

## Migrating Your Assessment Plan

**Step One:** Access the OATDB and navigate to the entity you wish to migrate. Once there click the “Migrating Previous Data” link.

Change Period Models Reports Administration Parents & Children Navigation

Sam Houston State University (SHSU)  
2014 - 2015

**TEST**

---

**This level is empty.**

Get started by adding a new goal  
or migrating previous data!

**Step 2:** Once you have entered the “Migrate Level Data” menu, click “Continue.”

**Migrate Level Data**

Step 1 of 3

\* designates a required field

**Level Title:**  
TEST

**Migrate Level Data From:**  
2013 - 2014

**Migrate Level Data To:**  
2014 - 2015

**Step Three: Select ALL goals you want to migrate to the current cycle and click “Continue.”**

« Go Back

### Migrate Level Data

Step 2 of 3

\* designates a required field

**Goals to Migrate:**

- Test

Continue Cancel

**Step 4: Click the “Submit” button.**

« Go Back

**Review the following information.**  
If it is incorrect, use the Go Back button to modify it.

### Migrate Level Data

Step 3 of 3

**Level Title:**  
TEST

**Migrate Level Data From:**  
2013 - 2014

**Migrate Level Data To:**  
2014 - 2015

**Goals to Migrate:**

- Test

Submit Cancel

**Step 5: Click “Continue” to finish the migration process.**

### **Data Migrated**

The level data has been migrated.

[Continue](#)