Annual Reporting
Instructions for Report Entry

This document will outline the steps necessary for entering and submitting a final version of your assessment report.

Contact UND’s Office of Institutional Research (701.777.4358) if you encounter problems or issues with any aspect of this web-based application.

Prior to these steps, you must have previously entered the application to request access to the particular department for which you wish to enter a report.

**Step 1: Sign into the Assessment Template - https://apps.und.edu/gears/**

Follow the link provided in your email or on the OIR website to reach the UND Gears point of entry.

Use your IDM user id (firstname.lastname) and password to gain entry.

**Step 2: Open Your Unfinished Report Template**

Click on your department name to open your report template.
Step 3: Enter Contact Information

Upon completion of each page entry, Click “Next”. This will save any information you have entered into the template and move you to the subsequent section of the report.

Clicking “Next” will also show you a message that your information has been saved and bring you to the following section of the template.

You can also navigate through the report by clicking on the various headers for each section.
The recommended entry method is to copy and paste from a Word-type document. Since this is a web application, tables, text, bullets and numbering are allowed, however, graphics and charts will not print in this application.

**Step 4: Assessment Plan Information**

The Assessment section of the template asks you to review the assessment plan UND currently has on file. These can be found by following the link provided on the template.

If the plan on file is not correct, follow your procedures for submitting an updated plan to be posted on the Assessment website.

**Step 5: Finishing Your Report Entry**

The last page of the template will allow you to save and return to your unfinished reports page. It is not always necessary to hit this save button, as your data entered is automatically saved whenever you hit next or navigate using the left-side panel to move throughout the template.
Step 6: Preview and Finalize Your Report

To finalize your report, return to the Unfinished Reports Tab.

Two links will allow you to preview and/or finalize your report. When you click “Finalize”, your report will appear in a preview pane. You can exit this screen without finalizing your report by closing the window using the “X” in the upper right-hand corner of the page.
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To finalize your report, scroll to the bottom of the Finalize window and click the “Finalize” button

The following confirmation window should appear. You can exit this window by clicking the “X” in the upper right-hand corner. Your report should now appear on the “Completed Reports” tab.
Step 7. Accessing Completed Reports

Once reports have been finalized, they will appear on the “Completed Reports” tab. You can view these reports by clicking on the “Preview” link.

If for some reason you need to return to a completed report for editing, you should contact the Office of Institutional Research for assistance.

Step 8. Request Additional Department Access

If for some reason you need to request access to write and submit additional departmental reports, the “Request Department Access” tab can be used. Click the department in the right window to move it to the left “Selected Departments” panel, and click SAVE. If you are eligible to edit a report, Institutional Research will approve your request and access will be granted.