

Accessing the Assessment Report

For every Organization that a Contributor is assigned to as a Lead, there will be an Organization card listed on the user's home page.

BS Physics
Program - Michael Fiacco, Mike Contributor

ENTER PROGRAM

PROJECTS IN PROGRESS

A. Sample Assessment Plan 2022-2023
1 organization included | 1 outcome being assessed

Outcome Progress and Results

■ Not Started ■ In Progress ■ Met ■ Not Met

Values are not shown when too close to each other.
Click or use arrow keys to see details.

PROFILE PROGRESS

Mission: [View Mission](#)

Outcomes: 5

Outcome Mapped: 1/5

Curriculum Map: [Edit Map](#)

The Organizational Card as presented on the user's home page.

The Organization card presents two options for accessing the Report.

1. On the Organization card, there is a section titled "Projects in Progress". If the Report is still open, it will be listed here, and the user can click on it's name to enter it.
2. Alternatively, the user can click "Enter Program" to be brought into the Program's Organizational area. From here, there will also be an "In Progress" tab on the left, under which any open Plan can be selected.

**Note - if the Reporting Cycle has been closed, a report containing its data can be located on this area, under the Docs & Reports tab.*

In Progress

Program Information

Curriculum

Actions

Docs & Reports

Projects In Progress

Access, monitor and track this program's projects that are active and in progress from this page.

Continuous Improvement Project(s) *9 projects*

A. Sample Assessment Plan 2022-2023

DETAILS

Status:	Due:	Last Update:	Last Update by:
In Progress	08/31/2023	05/04/2023	Amie Rodriguez

QUICK STATS

1 Outcome **2** Measures **0** Actions Proposed

Outcome Progress and Results

■ Not Started ■ In Progress ■ Met ■ Not Met

Values are not shown when too close to each other.
Click or use arrow keys to see details.

The Organizational area, with In Progress and Docs & Reports tabs highlighted.

The first step in creating an Assessment Report is selecting the Outcomes that the Organization will assess during the Report's Reporting Year. This will entail selecting Outcomes for inclusion, and may also include removing Outcomes from the Report if it is later decided that they will not be assessed.

Adding Outcomes to the Report

Adding Outcomes begins with clicking the "Select Outcomes" button upon entering the Report.

Marketing (BA) Outcomes




No outcomes have been selected for this program.

SELECT OUTCOMES

The following page will display a list of all the Organization's Outcomes.

Marketing (BA) Learning Outcomes (3)

Outcomes that articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

<input checked="" type="checkbox"/> Group Collaboration	Graduates will demonstrate an ability to work effectively with others in a wide variety of settings.	<i>Last Assessed: Academic Year 2020-2021</i>	
<input type="checkbox"/> Global Impact 2022 revised version	Graduates will demonstrate an understanding of and appreciation for the importance of the impact of globalization and diversity in modern organizations.	<i>Last Assessed: Academic Year 2020-2021</i>	
<input type="checkbox"/> Written and Oral Communication	Graduates will demonstrate the ability to communicate effectively both orally and in writing.	<i>Last Assessed: Academic Year 2020-2021</i>	

[CREATE NEW OUTCOME](#)

If changes to an Outcome are required, they can be made on this page. Expanding the "More Options" menu to the right of any Outcome will present the Edit and Revise options. Any additional Outcomes that are required can also be added by selecting "Create New Outcome" at the bottom of the screen.

For more information on Creating, Editing and/or Revising Outcomes, please see the article linked [HERE](#).

To pull in the Outcome(s) that the Organization will assess for this Report, first select the checkbox for each Outcome that is intended to be included.

Then, click "Apply Selection" in the upper right-hand corner of the page.

2 Outcomes Selected

APPLY SELECTION

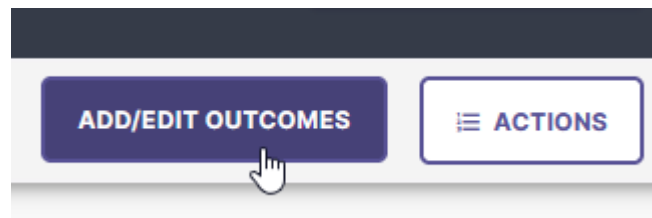
On the following page, the selected Outcome(s) will be listed, along with the option to begin entering Measures for each Outcome. If your selected Outcome(s) had associated Measures that were added in Plans from previous Reporting Years, those Measures will automatically be added to the Outcomes for this Plan.

The measures that were previously identified will automatically populate.

Removing Outcomes from a Plan

The steps for removing an Outcome from a Plan are largely the same as the steps for adding an Outcome.

Upon entering the Plan, one would select "Add/Edit Outcomes" in the top-right.



This will then present the same Outcome selection screen as was presented when Adding Outcomes. Naturally, to remove an Outcome, it would need to be de-selected here, before hitting "Apply Selection". This should remove the Outcome from the Plan, though there are several considerations.

NOTE that Outcomes can only be removed from a Plan if they do not have any Measures associated with them. If an Outcome has associated Measures, those Measures must first be deleted before the Outcome can be removed from the Plan.

It is best practice not to remove any Measures. If a measure is not used during a reporting cycle (an academic year), simply state "class not held this academic year" in the results section.