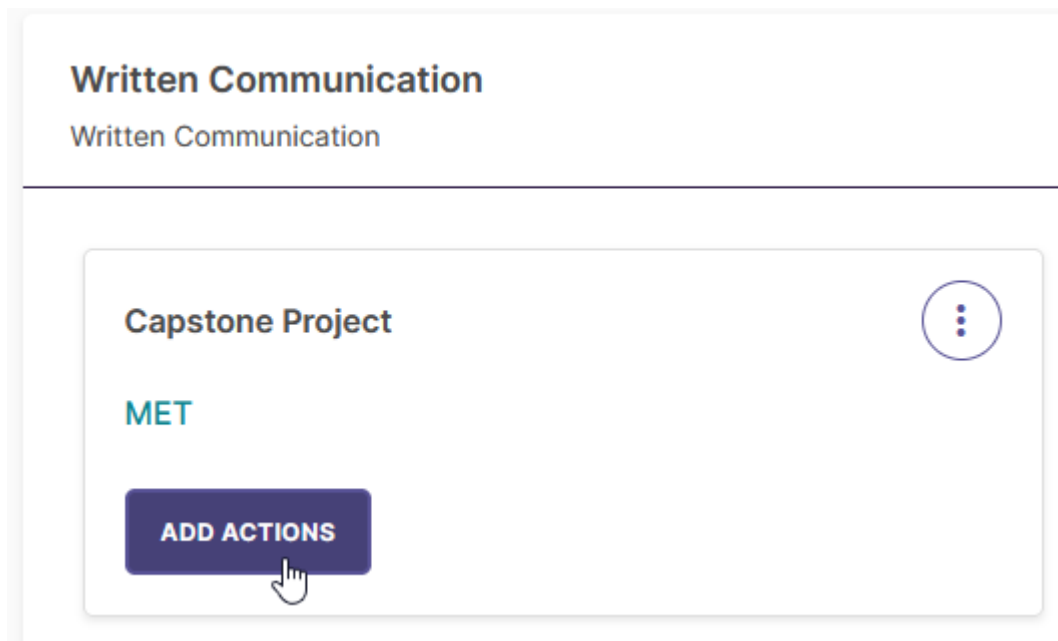


Adding/Editing Actions

Once Results and Findings have been documented, the user will have the opportunity to create Actions, thereby closing the loop on assessment planning. Selecting "Add Actions" under the Measure title will begin the process.



Next, scroll down to the Findings entry area and select "Add New Action".

Actions

There are no actions for this measure



This will open the Actions panel on the right-hand side of the page, in which the user would select the type of Action they would like to document:

Add New Action



Select the type of action you recommend.

Revise Curriculum

Restructure Outcome Statement

Revise Measurement / Assessment

Gather Additional Data

Revise Benchmark / Target

Implement New Program Or Services

Community Partnership

Modify Position / Personnel

Modify Policies / Procedures

Adopt Or Expand Technologies

Additional Training

Collaborate With Another Department / Unit / Program

Modify Physical Environment

Maintain Assessment Strategy

Other

CANCEL

CREATE ACTION

Once the Type is selected, the Action Status, Description, and optional Due Date can be entered.

Action Type

Revise Curriculum

[✎ Change Action Type](#)

Status

Not Started 

Action Description*

Sample Action Description

Recommended Due Date

12/31/2023 

Once the Action is created, it will appear below the Findings entry area. Actions can be edited or deleted at any time by selecting either the Edit or Delete options to the right of the Action Name.

Actions

Hide completed actions Sort By **Edit** Most Recent 

▼ Revise Curriculum

Status

Not Started

Plan

Plan 23-24

Description

Sample Action Description

Recommended Due Date

12/31/2023

Budget Request

\$10,000 USD

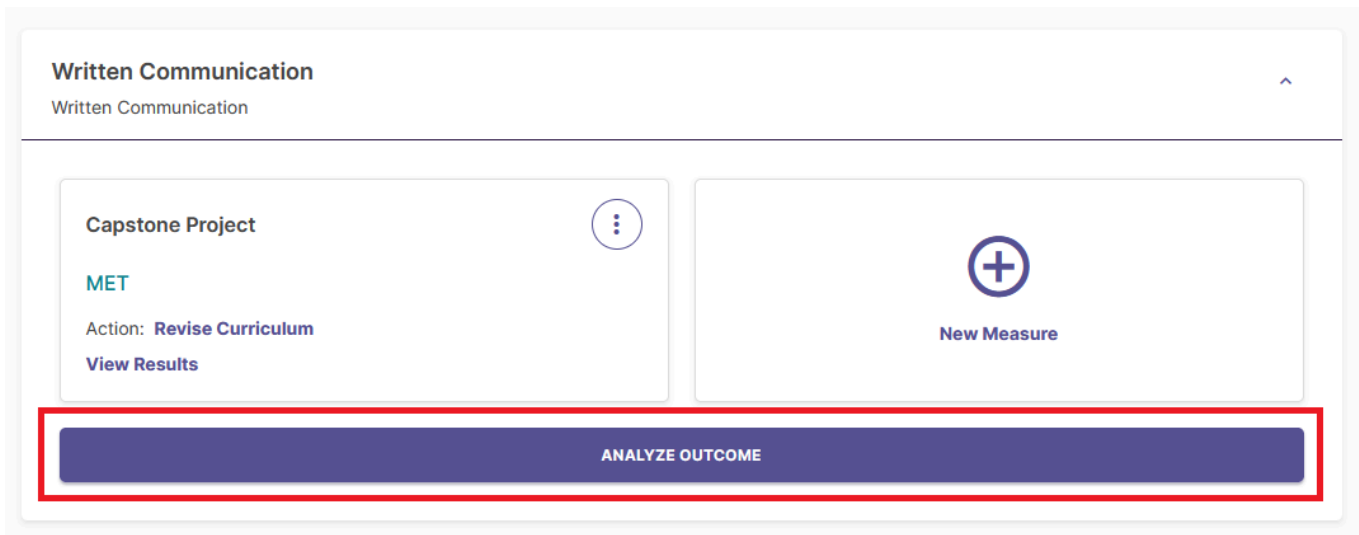
Sample Budget Description



Analyze Outcome

After all of an Outcome's Measures have been created, and their Results, Findings, and Actions have been documented, an overall Analysis of the Outcome itself may be desired.

To begin, select "Analyze Outcome", located beneath the list of Measures.



This will present an Outcome Analysis text entry area, as well as an Outcome Status drop-down. The Outcome Analysis area allows for relevant Narrative to be added, while the Outcome Status drop-down is where users would select whether the institution met or did not meet the criteria called for by the Outcome.

Lastly, there will also be the opportunity to document any Actions that are not specifically tied to a Measure.

