

Adding or Editing Assessment Measures

The central way to add and manage assessment measures is via Program Information. There are several other ways to add measures, such as directly in the curriculum map or when you are annually reporting data (which is great for flexibility and when things change!), but our guidance is to start by first adding measures in this central location, **Program Information**.

Measures are associated with an outcome and can be added to any specific outcome by clicking **MANAGE MEASURES**.

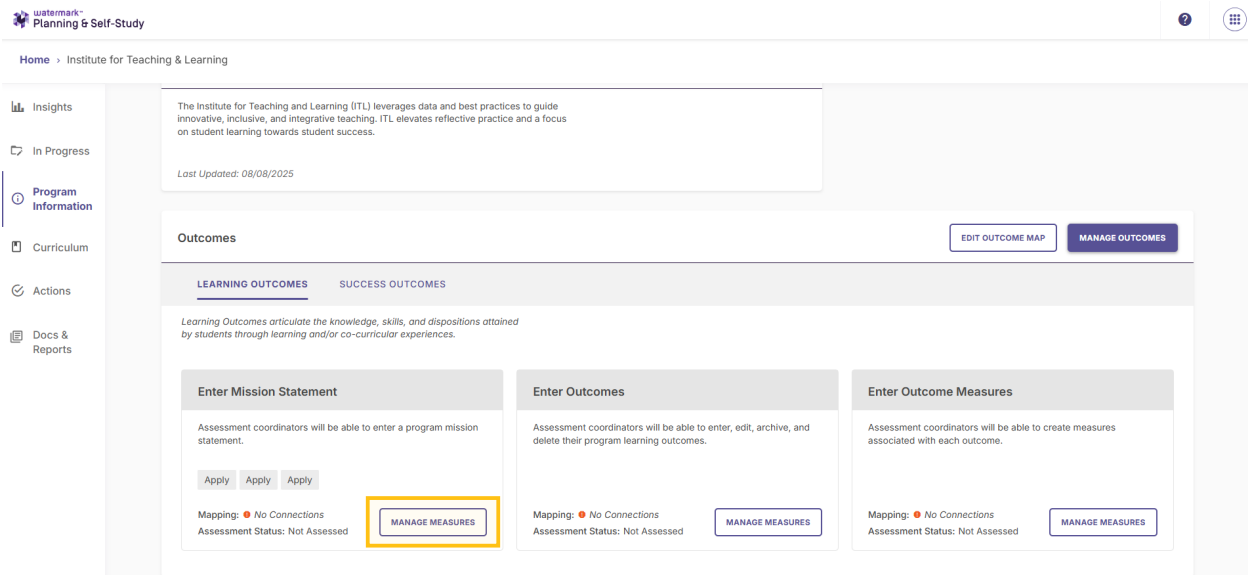


Figure 1

Click **CREATE NEW MEASURE** to add your first measure for the selected outcome. Just a reminder, measures are directly linked to an individual outcome. If you have a measure that repeats, you'll need to enter that measure again for a different outcome.

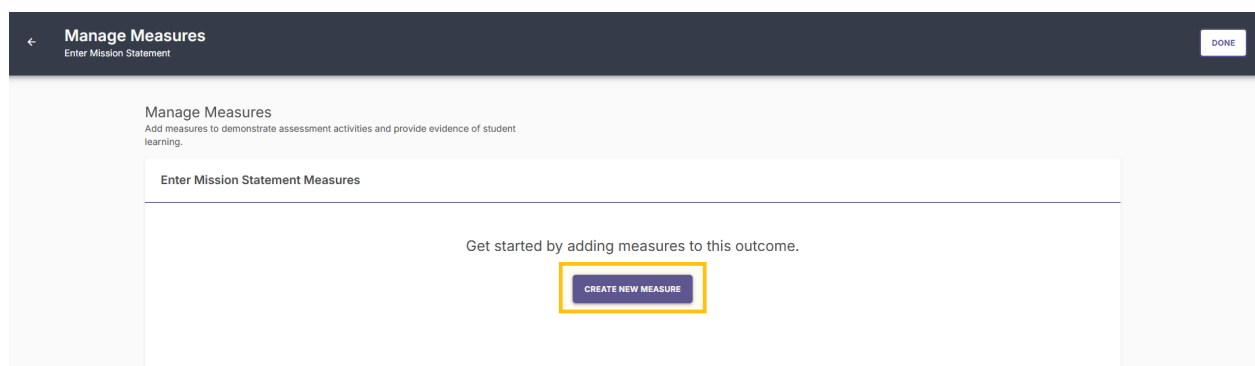


Figure 2

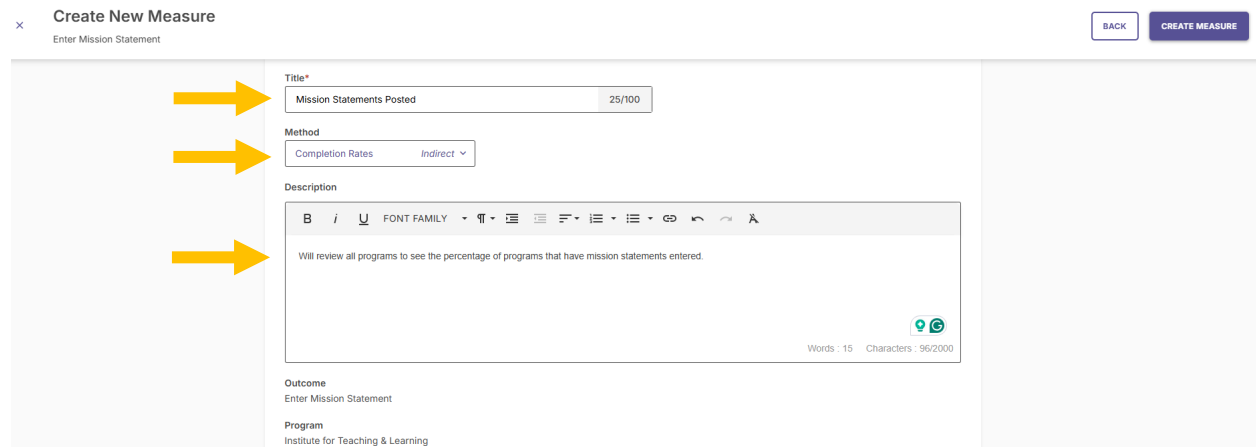
A pop-up window will appear for you to enter your measure. First give your measure a short title in the **Title** textbox. Next use the **Method** dropdown to identify your measure type. Here is a quick refresher on measure types:

- *Direct measures* are methods for assessing actual samples of student work to provide evidence of student performance relative to the outcome (for example, an exam or graded presentation).

- *Indirect measures* are methods for assessing information on student learning that do not rely on actual samples of student work (for example, self-reported survey data from an exit survey).

We recommend having at least two measures per outcome, with at minimum one of those measures being a direct measure.

After you select your **Method** type, enter a **Description** of your measure. This does not need to be long but should provide additional context with the **Title** textbox.



The screenshot shows the 'Create New Measure' form. At the top, there is a header with a close button (x), the title 'Create New Measure', and a subtitle 'Enter Mission Statement'. On the right side of the header are two buttons: 'BACK' and 'CREATE MEASURE'. The form is divided into several sections. The 'Title*' section has a text input field containing 'Mission Statements Posted' and a character count '25/100'. A yellow arrow points to this field. The 'Method' section has a dropdown menu with 'Completion Rates' selected and 'Indirect' as a sub-label. A yellow arrow points to this dropdown. The 'Description' section has a rich text editor with a toolbar (bold, italic, underline, font family, text color, background color, bulleted list, numbered list, link, unlink, undo, redo) and a text area containing the text 'Will review all programs to see the percentage of programs that have mission statements entered.' A yellow arrow points to this text area. At the bottom of the form, there are two more sections: 'Outcome' with the subtitle 'Enter Mission Statement' and 'Program' with the text 'Institute for Teaching & Learning'.

Figure 3

If your measure is associated with a specific course, you can select that course here. By selecting a course, the Assessment Activity icon will show up on your curriculum map. If your measure is not course based (such as an exit survey), click the checkbox that says, “This is a non-course-based measure.”

Enter your **Target** performance level (if you have one). You may also include any attachments, such as rubrics or tools that would support your measure by clicking **ATTACH FILES**.

You do not need to do anything in the Alignments section. Eventually this system will be connected to Blackboard and this section will be relevant, but for now you are done adding your measure. Click **CREATE MEASURE** to finish.

Create New Measure
Enter Mission Statement

Institute for Teaching & Learning

Course*
ITL 101: Teaching & Learning ... ☐ This is a non-course based measure

Target
85% of programs will post a mission statement

For example, 80% of the students will achieve a score of 3 or above.

Attachments
ATTACH FILES 0 of 5 Files
File Requirements

Alignments
Align activities and rubrics to collect results from another source.

There are no alignments for this measure.

ADD ALIGNMENT

BACK CREATE MEASURE

Figure 4

The measure you just added will show up under the selected outcome. If you click on the title of the measure, you can go in and make any desired edits or delete your measure. To add your second measure, click **CREATE NEW MEASURE**.

Manage Measures
Enter Mission Statement

DONE

Manage Measures
Add measures to demonstrate assessment activities and provide evidence of student learning.

Enter Mission Statement Measures

CREATE NEW MEASURE

Mission Statements Posted
Will review all programs to see the percentage of programs that have mission statements entered.

Figure 5

After adding an additional measure, the measures will show up as tiles listed under the outcome. This is the central location for adding measures, but in future reporting years, you will be able to add, edit, or delete measures directly from your reporting screen. When you are finished entering all your planned measures, click **DONE** to be brought back to your main program information screen.

Manage Measures
Enter Mission Statement

DONE

Manage Measures
Add measures to demonstrate assessment activities and provide evidence of student learning.

Enter Mission Statement Measures

CREATE NEW MEASURE

Survey
Will survey assessment coordinators to see how familiar they are with this process.

Mission Statements Posted
Will review all programs to see the percentage of programs that have mission statements entered.

Figure 6