Reporting Program Assessment Data

When you are ready to enter data and complete your annual assessment report, you are going to log in to Planning & Self-Study. On your home screen, you will see a section that says, "Projects in Progress" and a clickable link that says Academic Assessment Reporting. By clicking that link you will enter your annual reporting space.

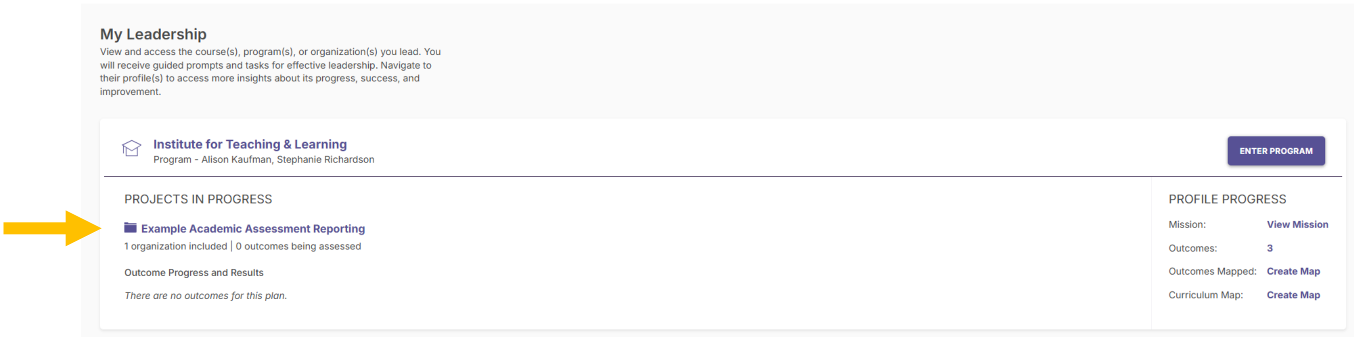

Figure 1

You can also enter your annual reporting, by clicking **ENTER PROGRAM** and navigating to the In Progress tab on the left side toolbar and clicking the Academic Assessment Reporting link.

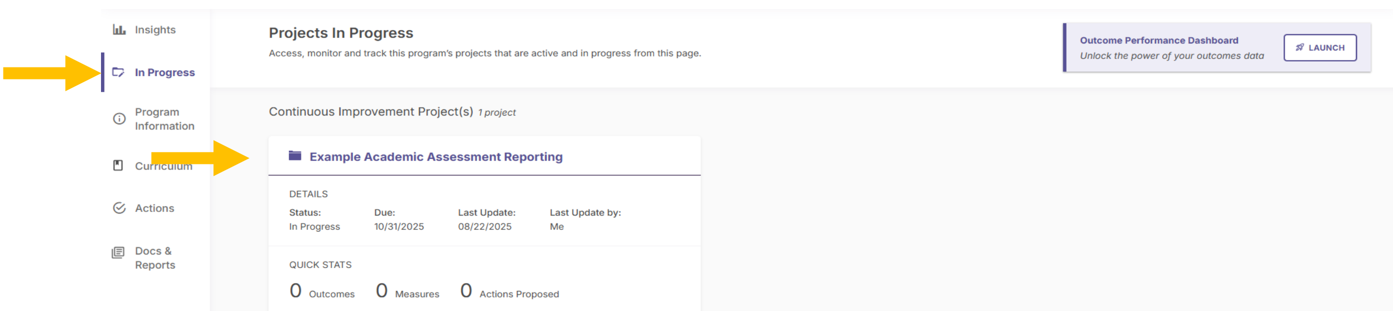

Figure 2

After clicking into the Academic Assessment Reporting space, you will first need to select the outcome or outcomes you plan to report on in the current year cycle. Click **SELECT OUTCOMES**.

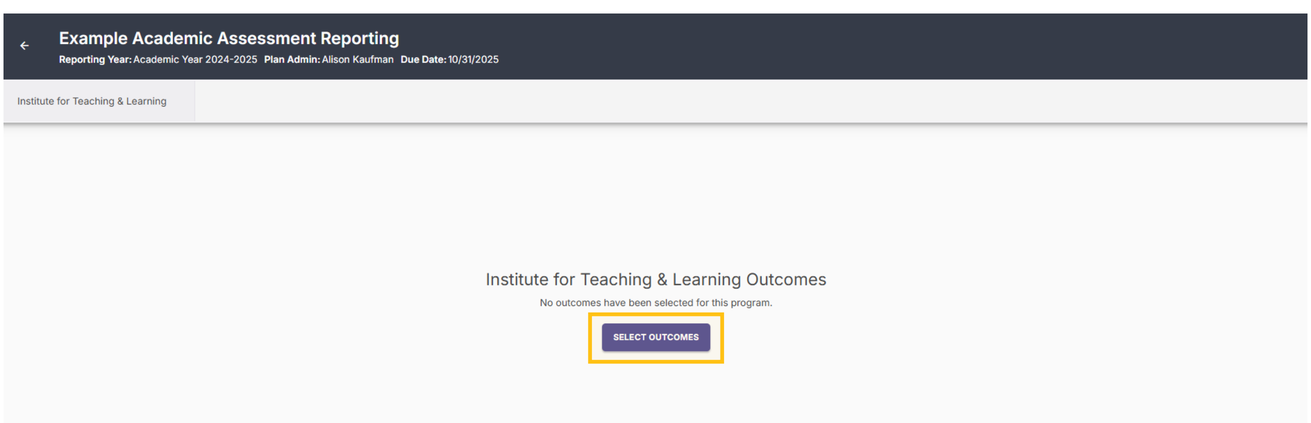

Figure 3

A pop-up window will appear that includes the learning outcomes associated with your program. All the program learning outcomes should be included, but if they are not, you can click **CREATE NEW OUTCOME** to add a program outcome. The three dots next to each outcome also allow you to edit if small changes are needed.

Use the checkbox on the left side of our outcome to select the learning outcome you want to report on for this year's reporting. Typically, programs select 1-2 outcomes to report data annually for institutional reporting. After selecting your outcome(s) click **APPLY SELECTION**.

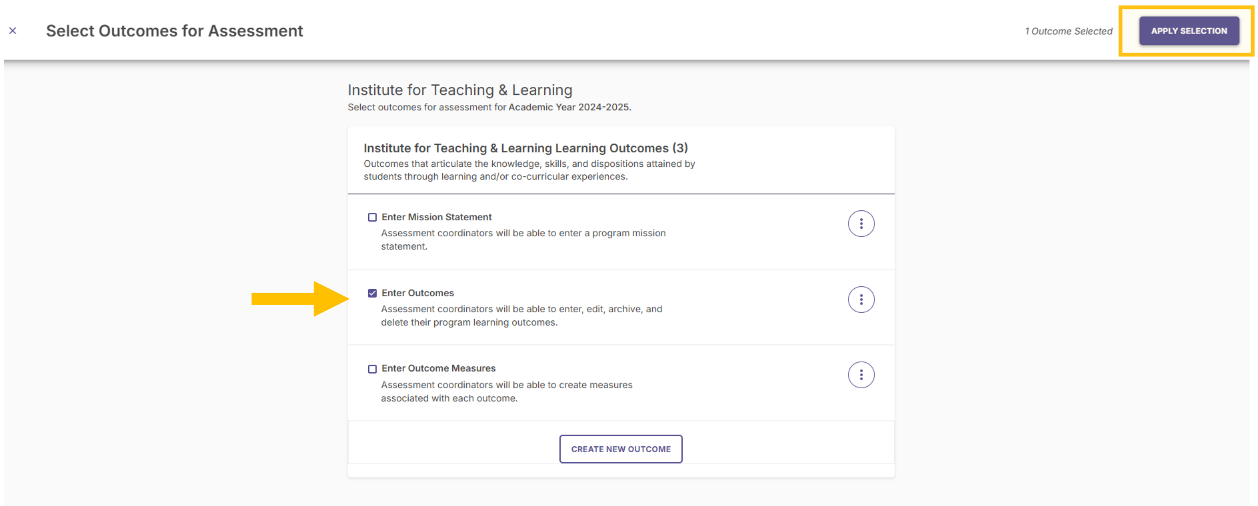

Figure 4

After selecting your outcome(s), any measures you have associated with that outcome(s) will appear on your screen. If you need to edit or delete the measure, click the three dots to make any changes. You can also click the **+ New Measure** box to add additional measures. If your measures look correct, click **ADD RESULTS** to begin entering your data/findings.

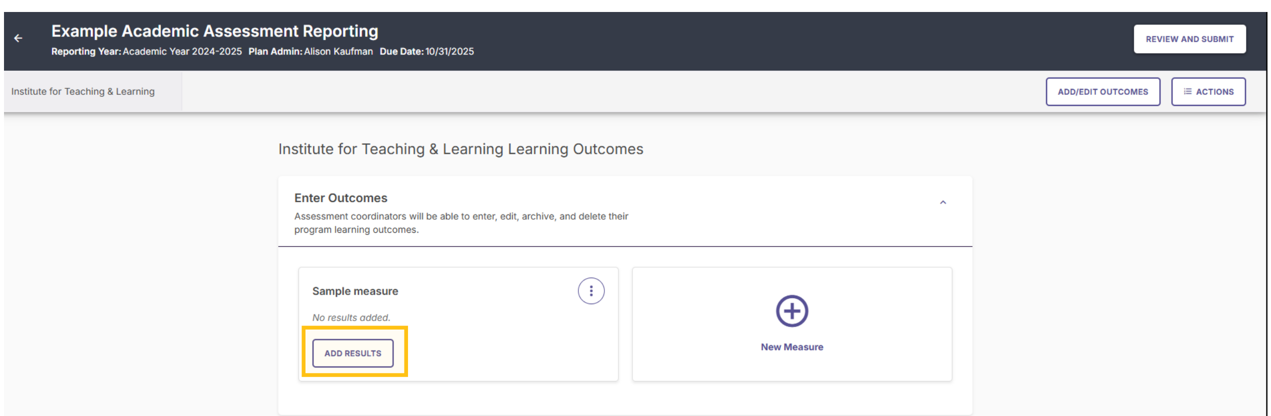

Figure 5

Two additional features on the screen:

- If you need to change the outcomes you selected for reporting, click the **ADD/EDIT OUTCOMES** button.

- If you click the **ACTIONS** button, you will see a pop-up on the right side of the screen with any previous Action Steps that have been associated with this learning outcome. This is a great way to monitor progress!

Click, **ADD RESULTS** after you are finished working on the measures screen to add findings for a specific measure.

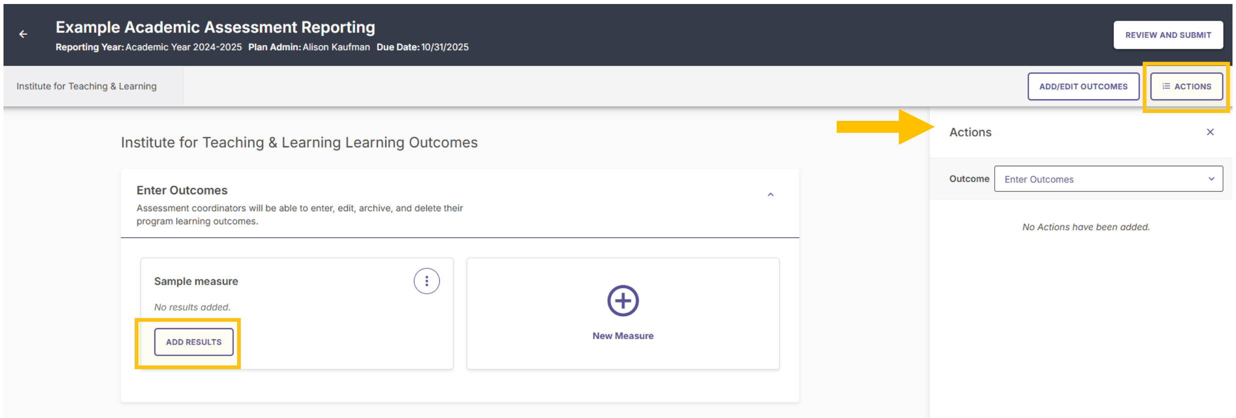

Figure 6

Adding Results, Data, Findings, and Action Items

There are three different ways to add student learning data to a measure. We are currently going to focus on two different ways to add your results. A third way, "Collecting Results from Another System" will launch as an option in future reporting as we complete integration between this system and the Blackboard Learning Management System.

After you click the ADD RESULTS button on your measure screen, your measure will pop-up in a new window and allow you first to make any edits. You can first make slight edits to your outcome if needed, **then scroll down your screen to the Results header.**

The first option for adding results is the most like YSU's former assessment reporting system. Click "**Upload results and write a summary**."

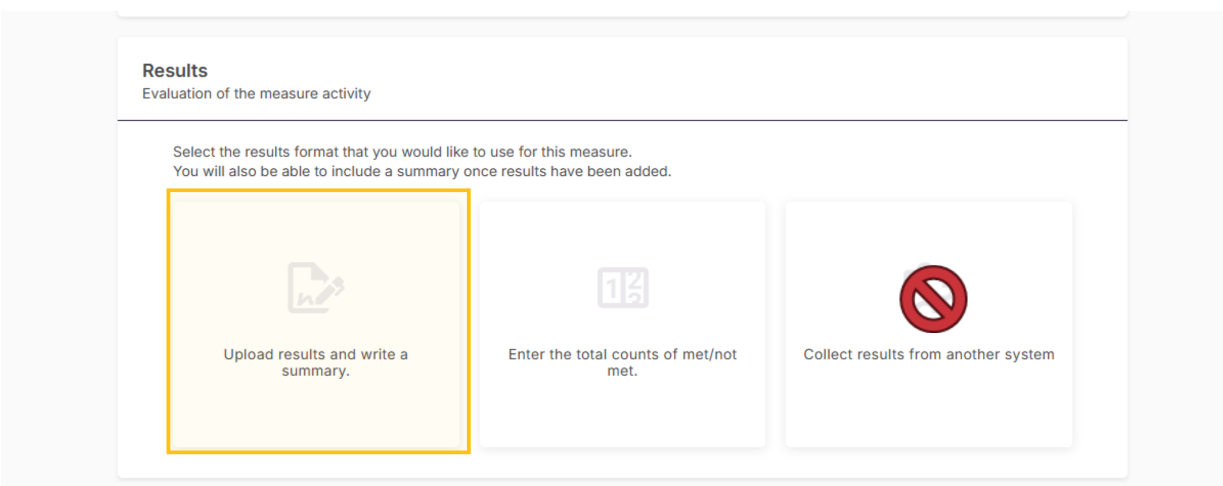

Figure 7

A Results screen will pop-up. You can attach any relevant files (e.g., a spreadsheet of rubric results or mean scores from an exit survey) from your desktop by clicking **ATTACH FILES**. In the **Summary of Results** textbox, please provide a summary of your attachment(s) and explain your findings related to the measure. Be sure to provide clear explanation to your attachments, as the reviewer looking at your submission may not be familiar with your discipline.

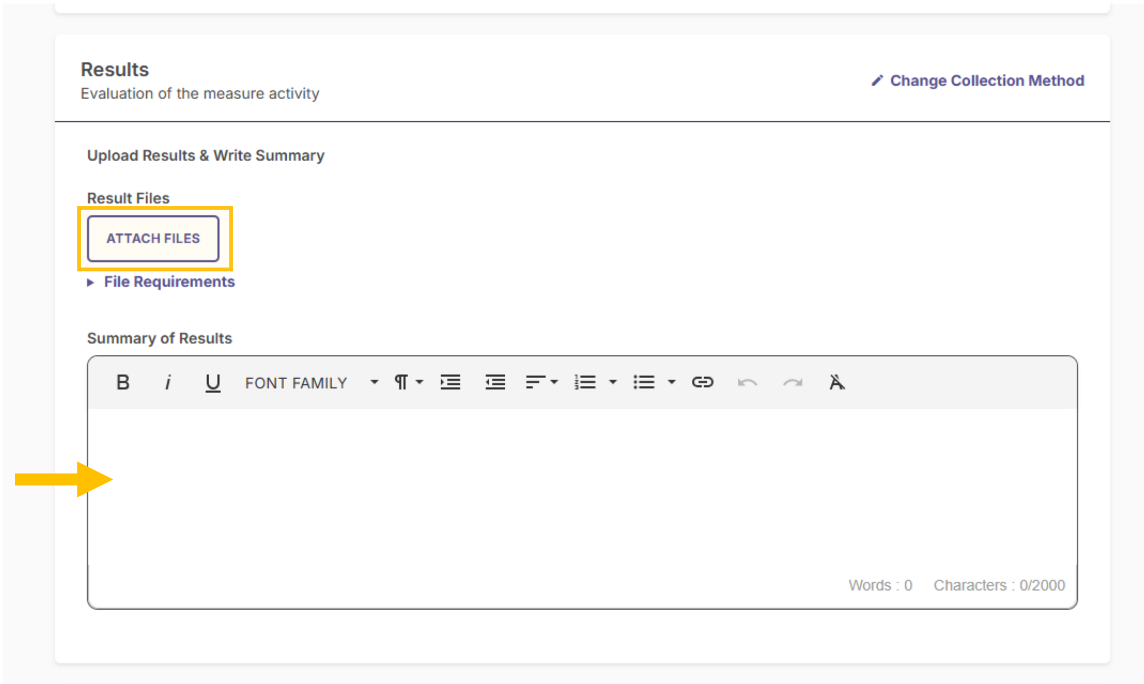

Figure 8

In the upper right corner of the screen, is a pencil icon and link that says, "**Change Collection Method**." Click that link if you'd prefer to toggle to a different option for inputting your results.

Rather than attaching a file of student data related to a measure, you can also choose to manually enter the counts of students who met, almost met, and did not meet the criteria for a specific measure. To do so, click the box that says, "**Enter the total counts of met/not met**."

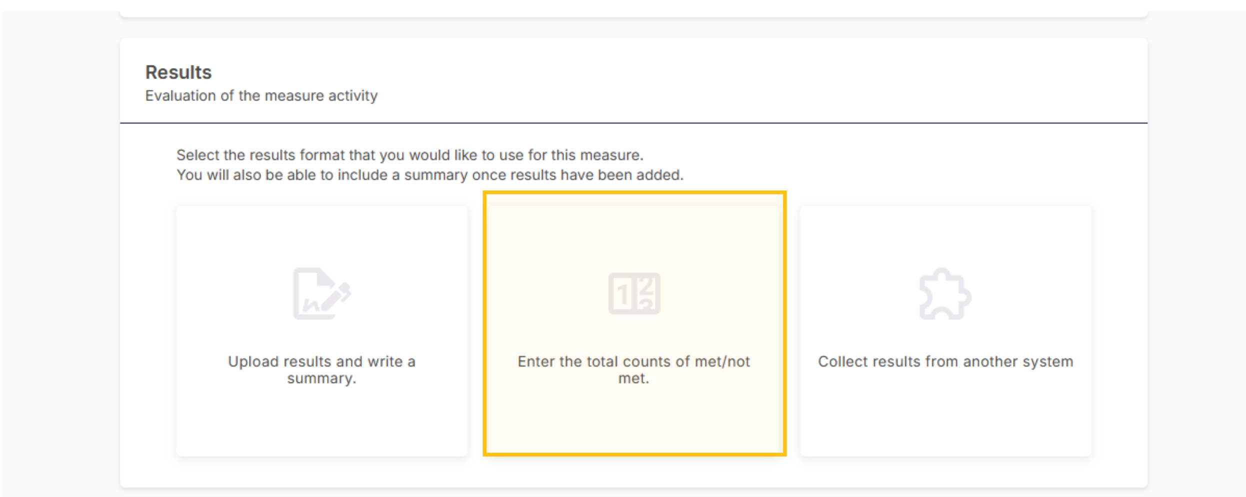

Figure 9

Manually enter the number of students who met, approached, and did not meet the measure. Then click, **VIEW RESULTS**.

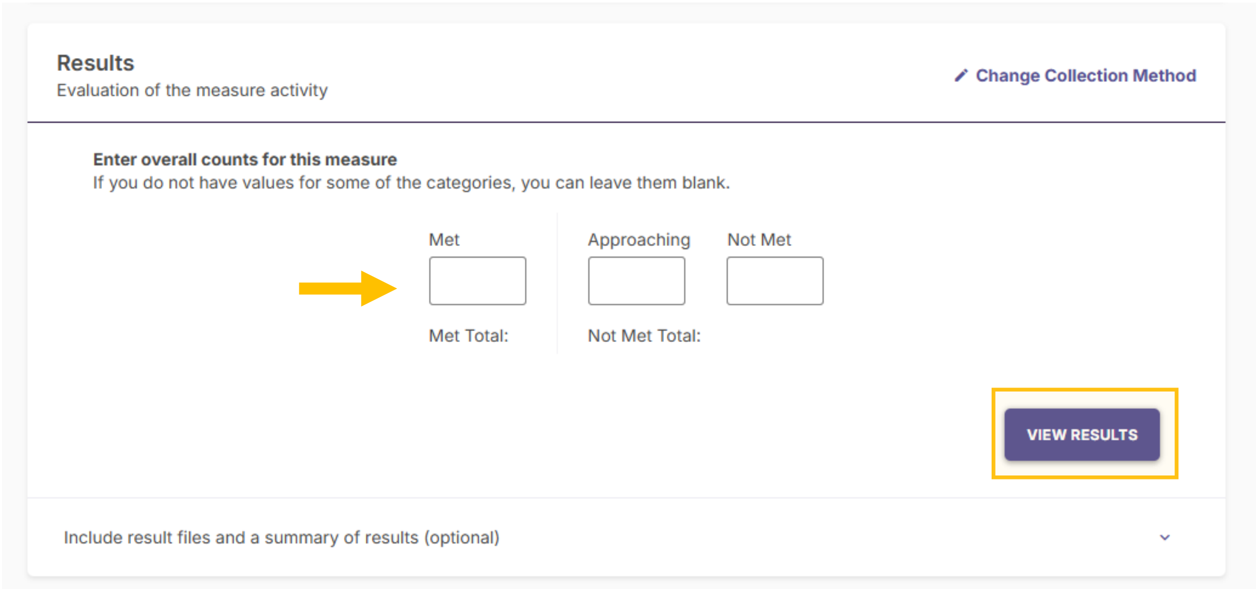

Figure10

After clicking **VIEW RESULTS**, and chart will generate to show your results as related to a specific measure.

You can also optionally include any additional files and a summary of results to this section as well using the dropdown arrow at the bottom of the pop-up.

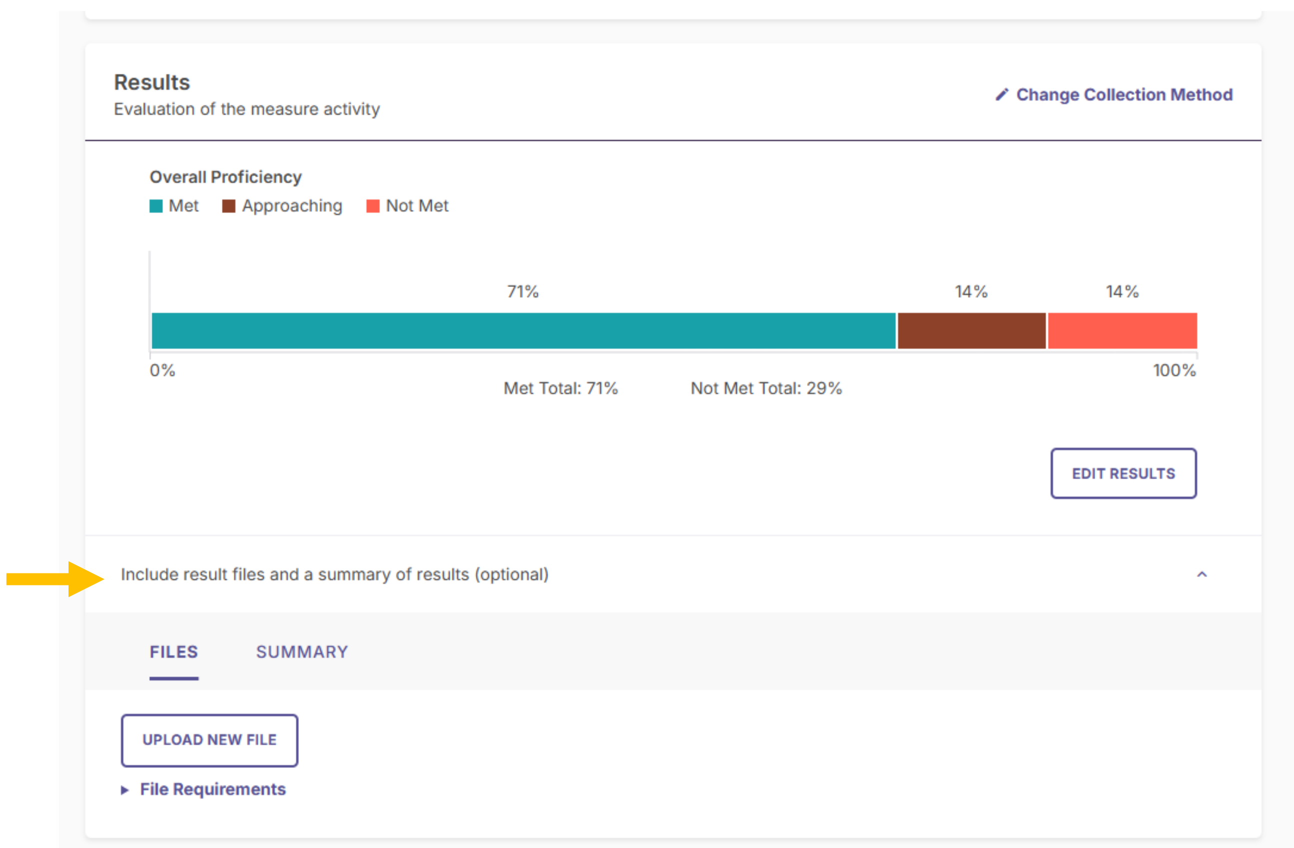

Figure 11

Regardless of how you enter your results, when you have finished adding student learning data/results, scroll down to the **Findings** section. You can click **PAST FINDINGS** to see information that has been entered in the past.

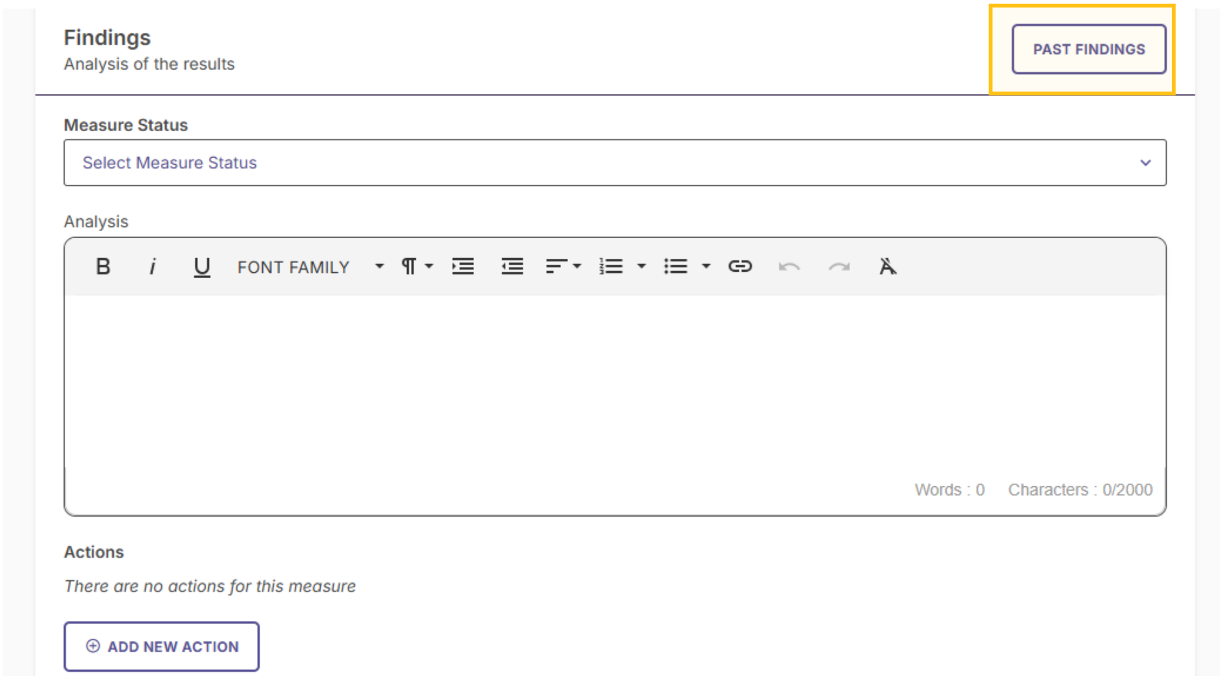

Figure 12

Any past findings will pop up in a side bar. You'll note that this is the first time I am adding information to this measure, so no past findings are listed. Click the **X** to close Past Findings.

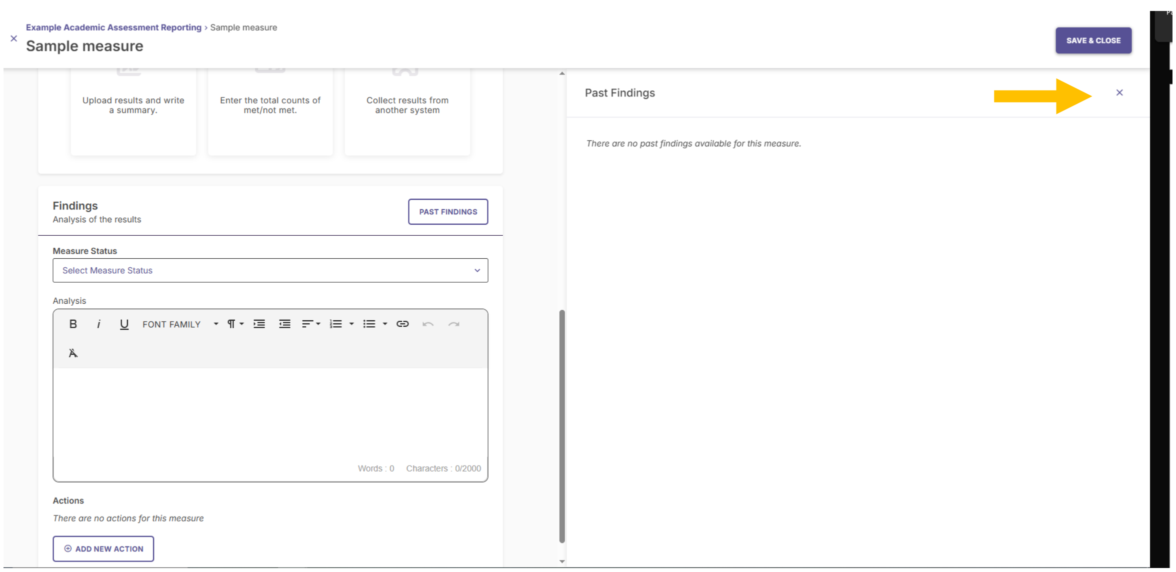

Figure 13

Click the **Measure Status** dropdown to select your status for the measure. Note, this is a status for the specific measure, not the outcome overall. You'll have a chance to do that in a later step. Write in any additional analysis you need to explain your measure status. This does not need to be long but should provide any additional details or information needed to help understand your results and status selection.

Click **ADD NEW ACTION** to add an action step based on your measure findings.

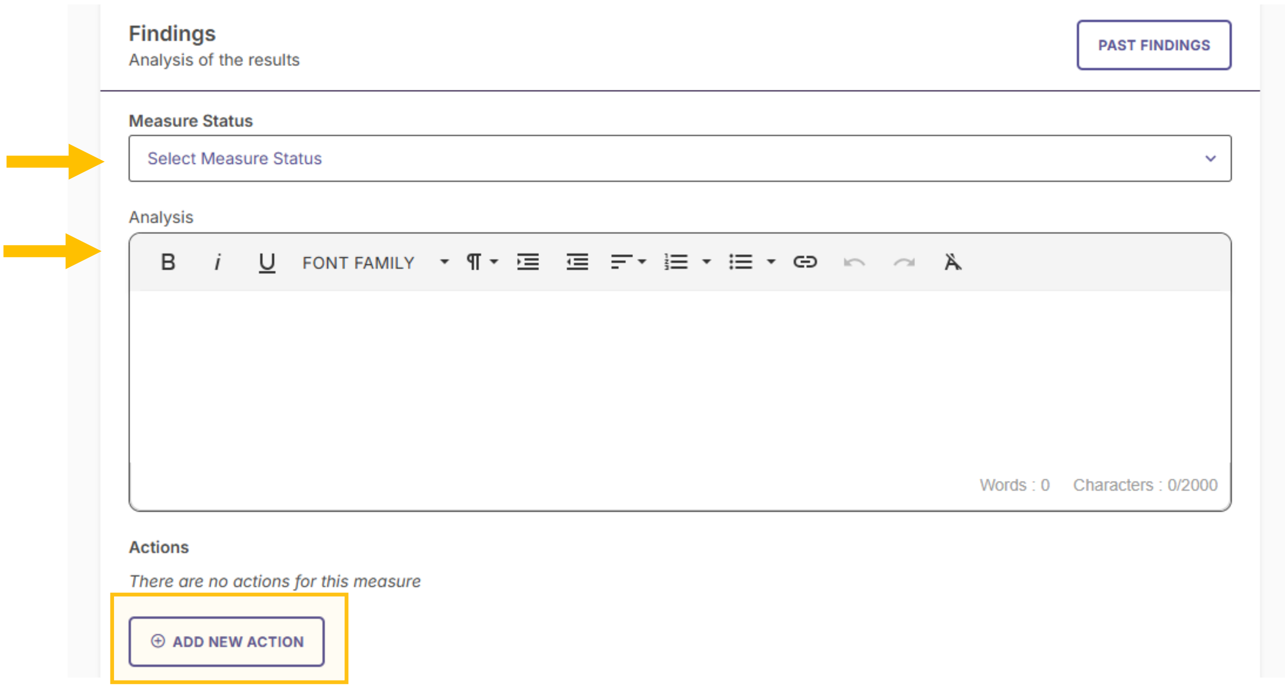

Figure 14

An Add New Action pop up will appear on the side of the screen with a list of action types. Selection the action type that most aligns with what you plan to do based on your data. Click **CREATE ACTION**.

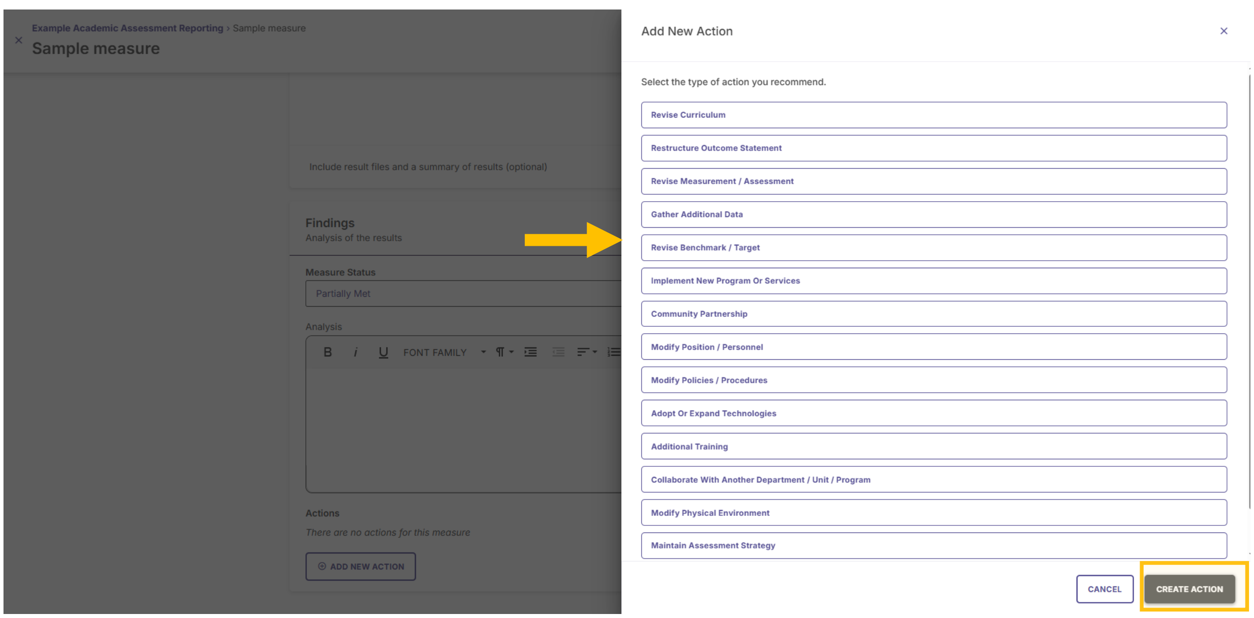

Figure 1

Use the Status dropdown to select the status of the action. In addition to updating action items in this area, you will be able to view all action steps and track any updates to the action item status through the Program Information area of Planning & Self-Study. Use the textbox to describe your action. If you have a recommended due date, you can also add that. Click **CREATE ACTION**.

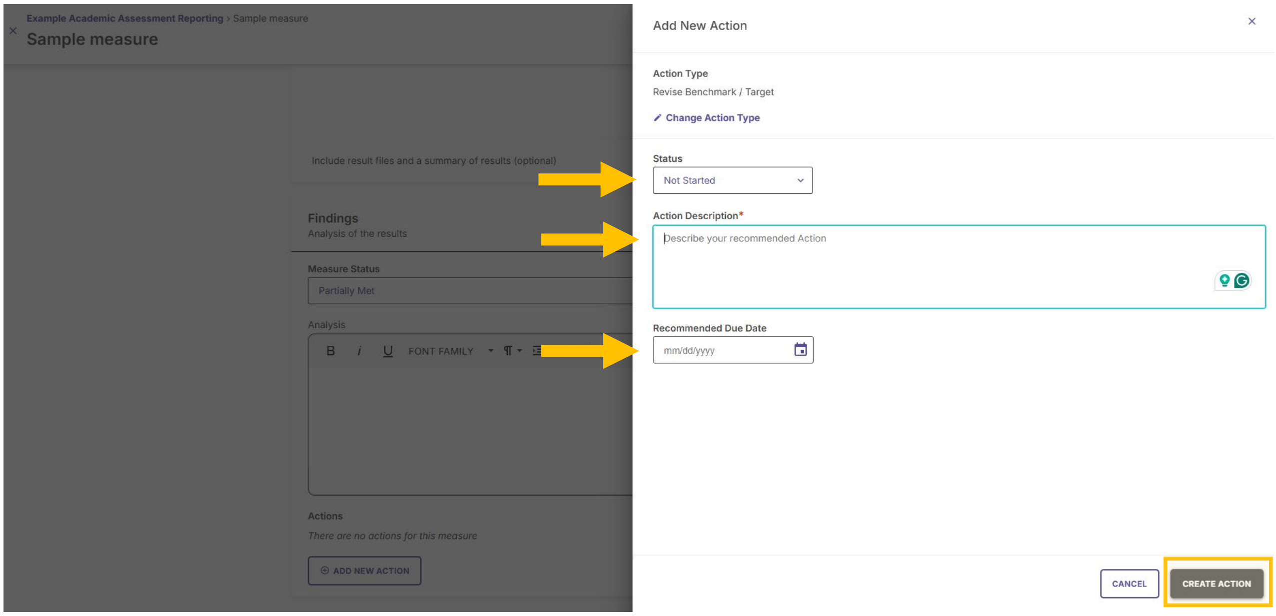

Figure 15

Your action item is now added and associated with the findings from this specific measure. You can add additional action steps by clicking **ADD NEW ACTION**.

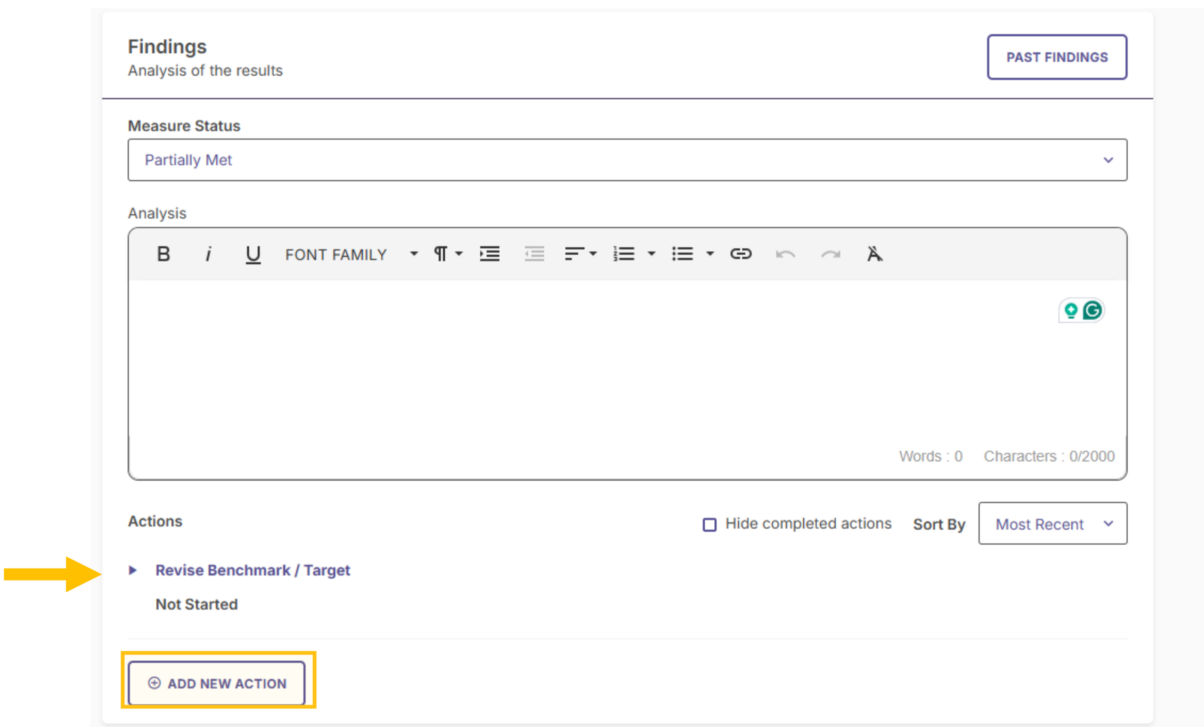

Figure 16

When you are finished adding results, findings, and action items, click **SAVE & CLOSE.**

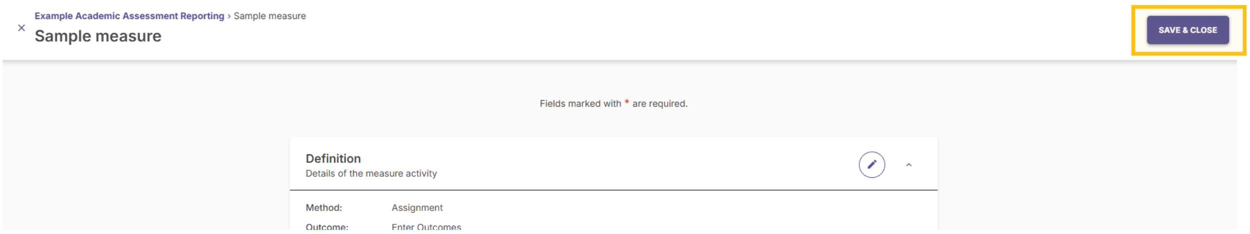

Figure 17

You will be directed back to the outcome screen. For your additional outcome measures, follow the same steps to add additional data, findings, and action steps. After you've entered all your measure data, click **ANALYZE OUTCOME**.

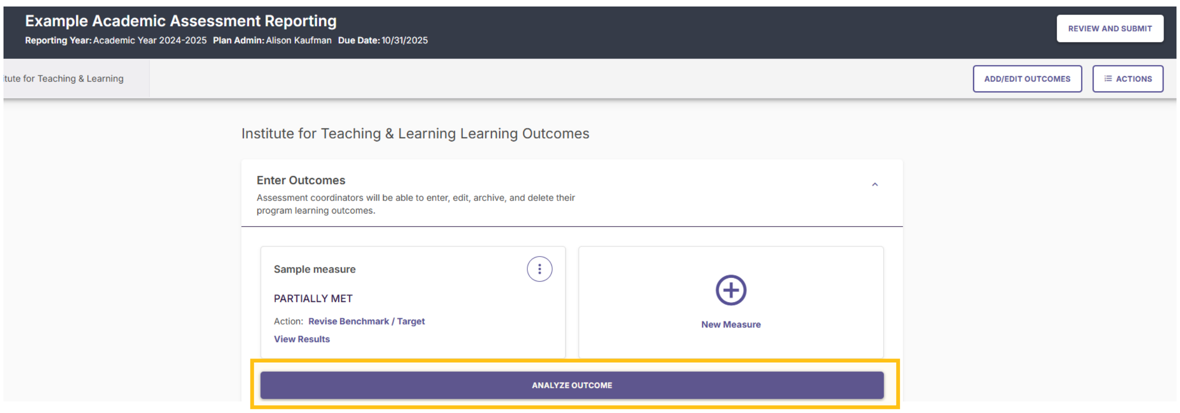

Figure 18

Based on the data across <u>ALL</u> your measures for the outcome, write a short **Outcome Analysis**. Next, select an **Outcome Status** from the dropdown. Finally, if you have any action steps at the outcome level rather than the measure level, add them here by clicking **ADD NEW ACTION**. Save and close this screen.

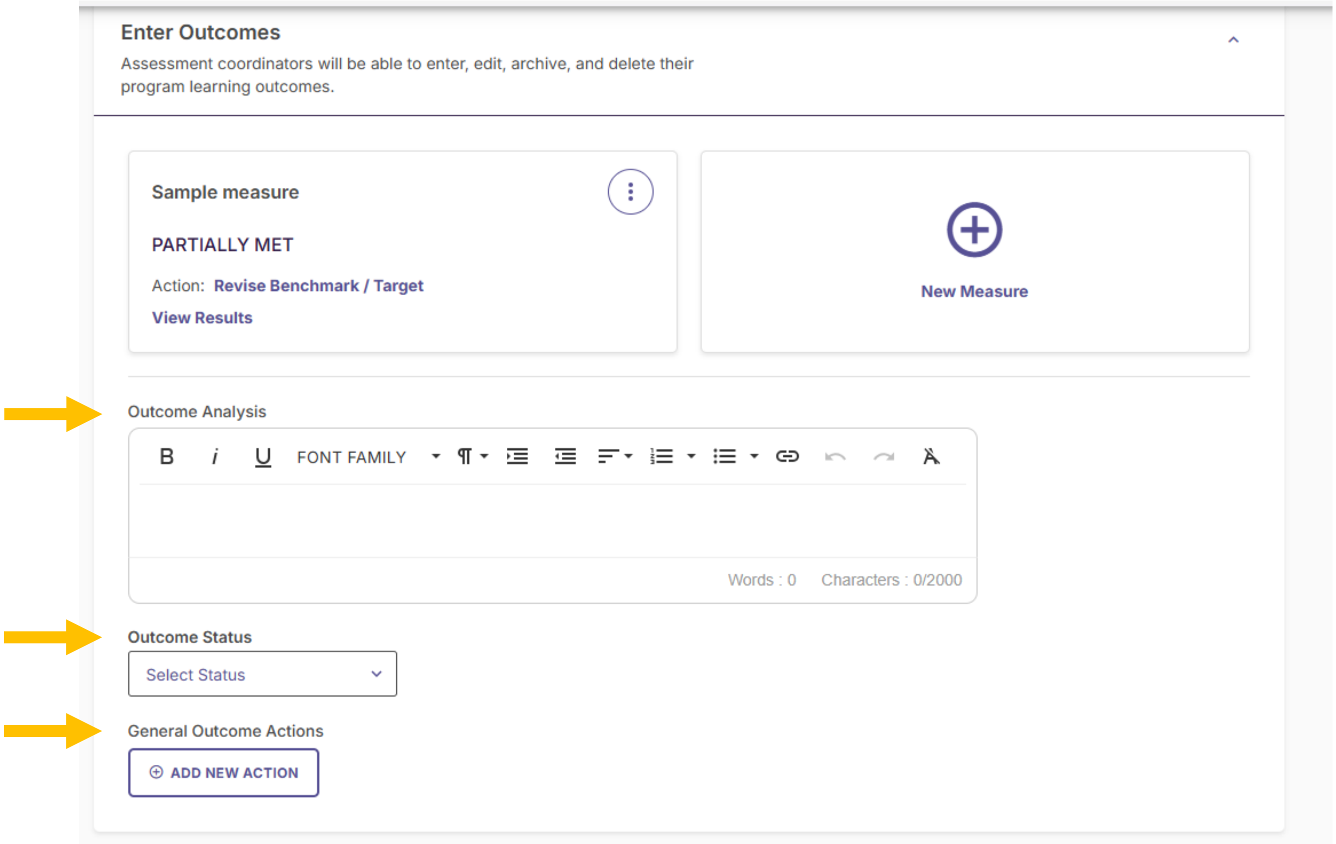
Enter Outcomes
Assessment coordinators will be able to enter, edit, archive, and delete their program learning outcomes.
Sample measure
PARTIALLY MET
Action: Revise Benchmark / Target
View Results
New Measure
Outcome Analysis
B i U FONT FAMILY
Words : 0 Characters : 0/2000
Outcome Status
Select Status
General Outcome Actions
ADD NEW ACTION

Figure 19