

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.

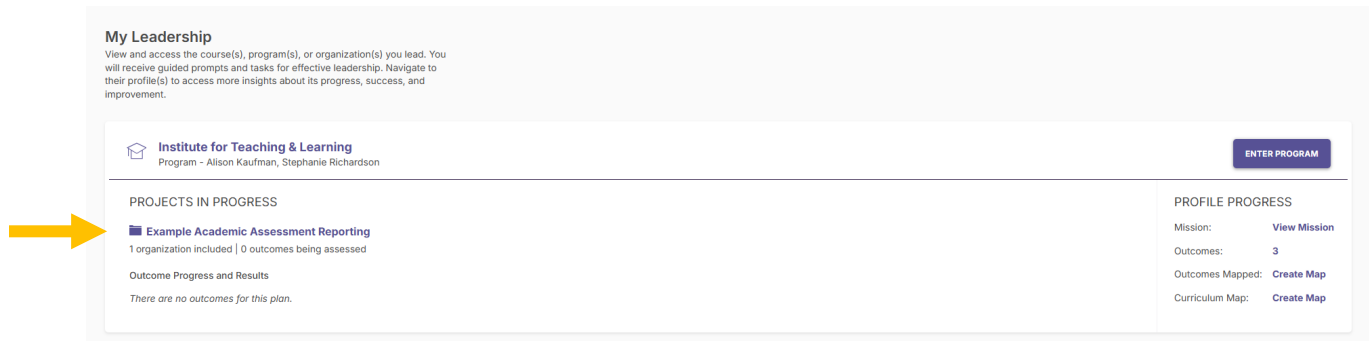


Figure 1

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.

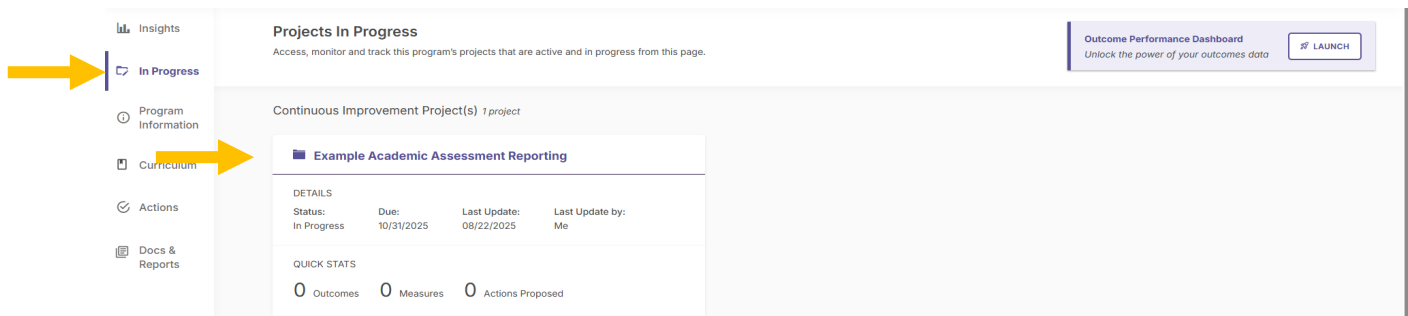


Figure 2

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**.

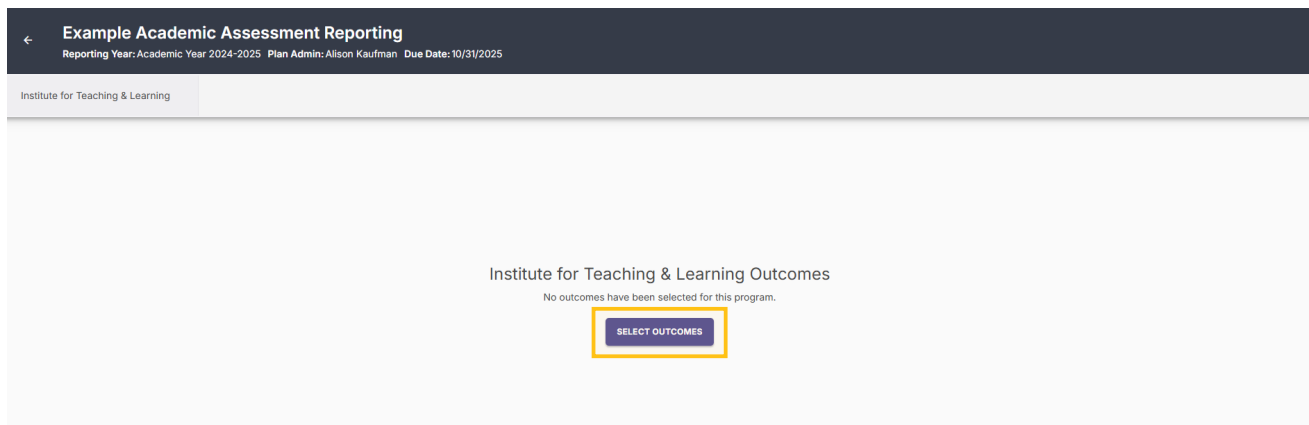
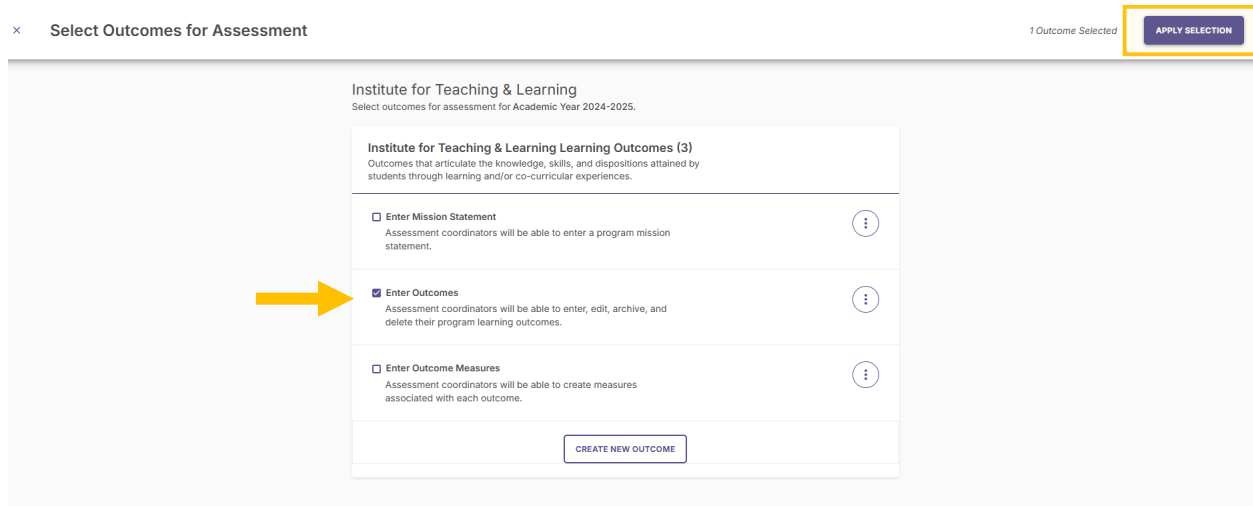


Figure 3

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.

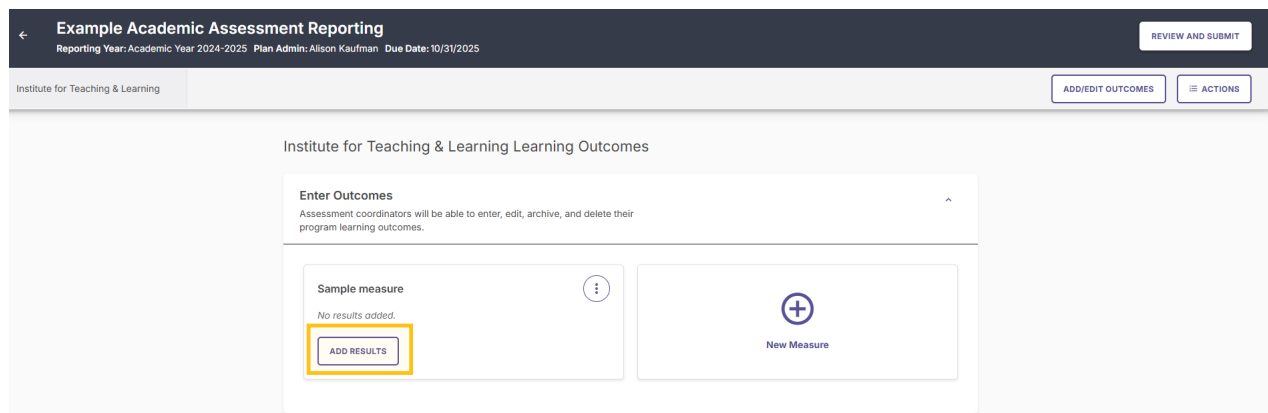
Use the checkbox on the left side of our outcome to select the learning outcome you want to report on for this year's reporting. Typically, programs select 1-2 outcomes to report data annually for institutional reporting. After selecting your outcome(s) click **APPLY SELECTION**.



The screenshot shows a pop-up window titled "Select Outcomes for Assessment" with a close button (X) in the top left. In the top right, it says "1 Outcome Selected" and there is a purple button labeled "APPLY SELECTION" which is highlighted with a yellow box. The main content area is titled "Institute for Teaching & Learning" and "Select outcomes for assessment for Academic Year 2024-2025." Below this is a section titled "Institute for Teaching & Learning Learning Outcomes (3)" with a description: "Outcomes that articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences." There are three checkboxes with labels and descriptions: "Enter Mission Statement" (unchecked), "Enter Outcomes" (checked, with a yellow arrow pointing to it), and "Enter Outcome Measures" (unchecked). Each checkbox has a three-dot menu icon to its right. At the bottom of the list is a button labeled "CREATE NEW OUTCOME".

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.



The screenshot shows a web interface titled "Example Academic Assessment Reporting" with a back arrow in the top left. Below the title, it says "Reporting Year: Academic Year 2024-2025 Plan Admin: Allison Kaufman Due Date: 10/31/2025". In the top right is a button labeled "REVIEW AND SUBMIT". Below the title bar is a tab labeled "Institute for Teaching & Learning" and two buttons: "ADD/EDIT OUTCOMES" and "ACTIONS". The main content area is titled "Institute for Teaching & Learning Learning Outcomes". It contains a section titled "Enter Outcomes" with a description: "Assessment coordinators will be able to enter, edit, archive, and delete their program learning outcomes." Below this is a "Sample measure" box with a three-dot menu icon and a button labeled "ADD RESULTS" which is highlighted with a yellow box. To the right of the "Sample measure" box is a "New Measure" box with a plus icon and the text "New Measure".

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.

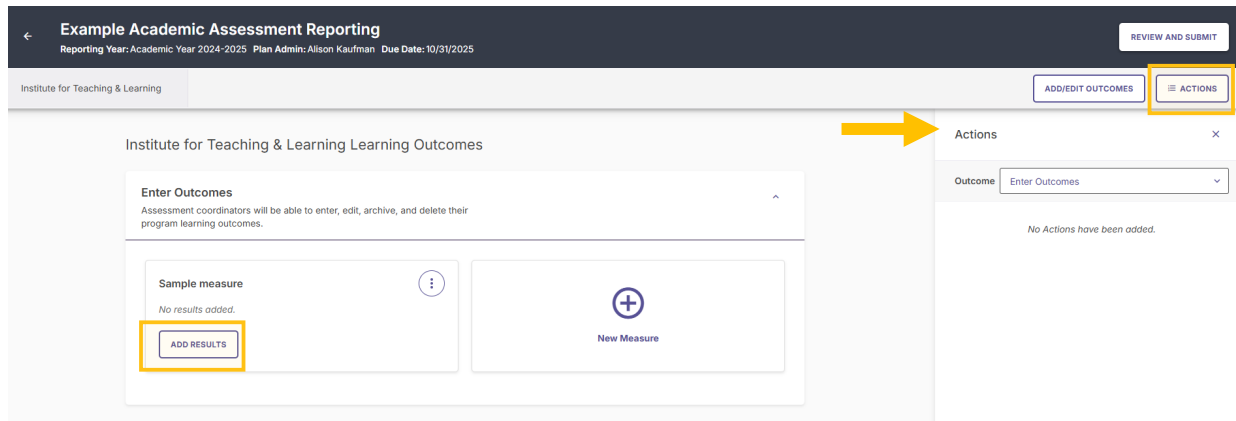


Figure 6

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.”**

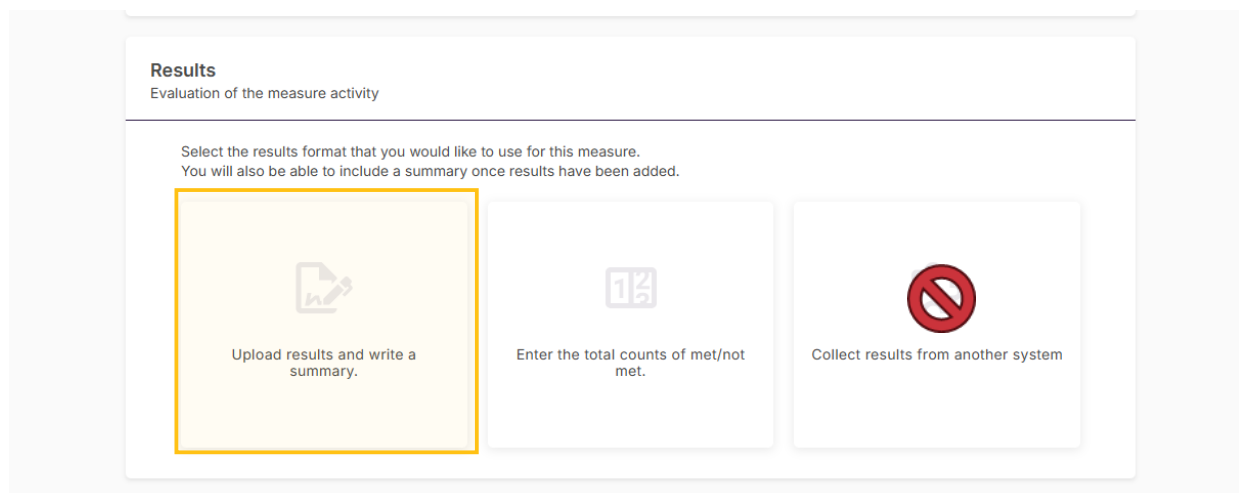
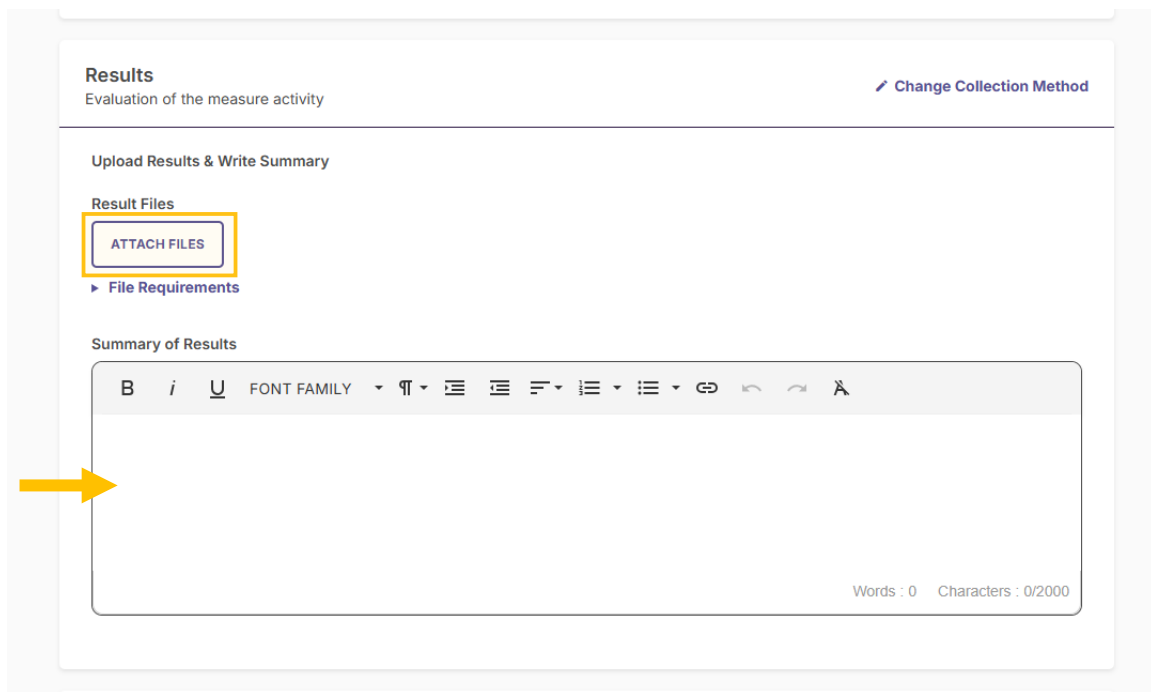


Figure 7

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.

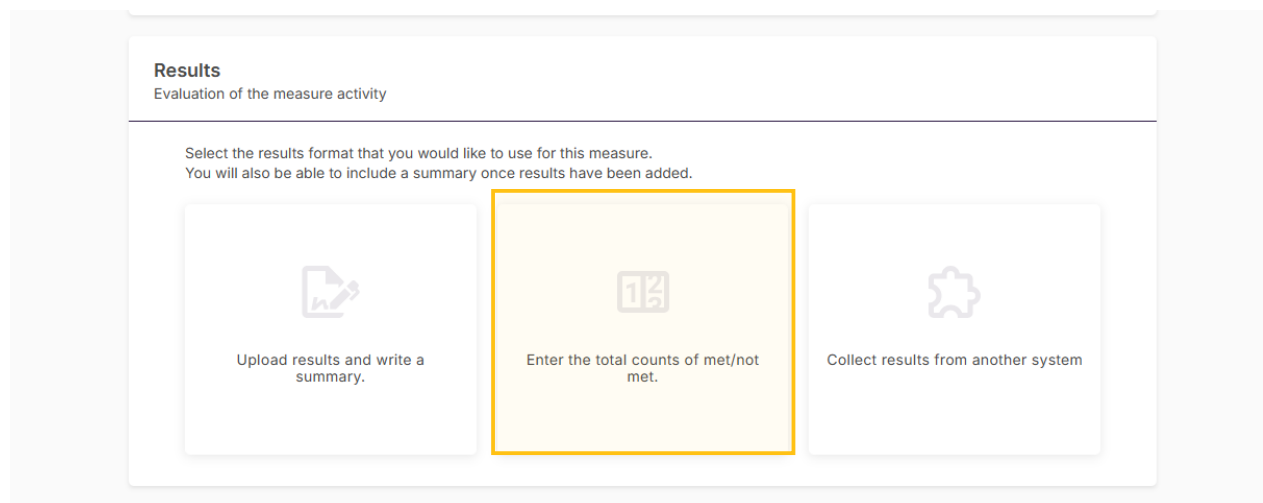


The screenshot shows a web interface for 'Results' with the subtitle 'Evaluation of the measure activity'. In the top right corner, there is a link 'Change Collection Method' with a pencil icon. The main section is titled 'Upload Results & Write Summary'. Under 'Result Files', there is a button labeled 'ATTACH FILES' which is highlighted with a yellow rectangular box. Below this button is a link 'File Requirements'. The 'Summary of Results' section features a rich text editor with a toolbar containing icons for bold, italic, underline, font family, font size, bulleted list, numbered list, link, unlink, redo, and undo. A yellow arrow points to the text area of the editor. At the bottom right of the text area, it says 'Words : 0 Characters : 0/2000'.

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.**”



The screenshot shows the 'Results' screen with the subtitle 'Evaluation of the measure activity'. It prompts the user to 'Select the results format that you would like to use for this measure. You will also be able to include a summary once results have been added.' There are three selectable options, each with an icon and text: 1. 'Upload results and write a summary.' with a document icon. 2. 'Enter the total counts of met/not met.' with a bar chart icon; this option is highlighted with a yellow rectangular box. 3. 'Collect results from another system' with a puzzle piece icon.

Figure 9

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

The screenshot shows a web form titled "Results" with the subtitle "Evaluation of the measure activity". In the top right corner, there is a link "Change Collection Method" with a pencil icon. The main section is titled "Enter overall counts for this measure" with a note: "If you do not have values for some of the categories, you can leave them blank." Below this, there are three input fields: "Met", "Approaching", and "Not Met". A yellow arrow points to the "Met" input field. Below each input field is a label: "Met Total:", "Not Met Total:", and "Approaching" (which is not explicitly labeled but has a corresponding input field). At the bottom right, there is a purple button labeled "VIEW RESULTS" which is highlighted with a yellow border. At the bottom of the form, there is a section titled "Include result files and a summary of results (optional)" with a downward-pointing chevron icon.

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.

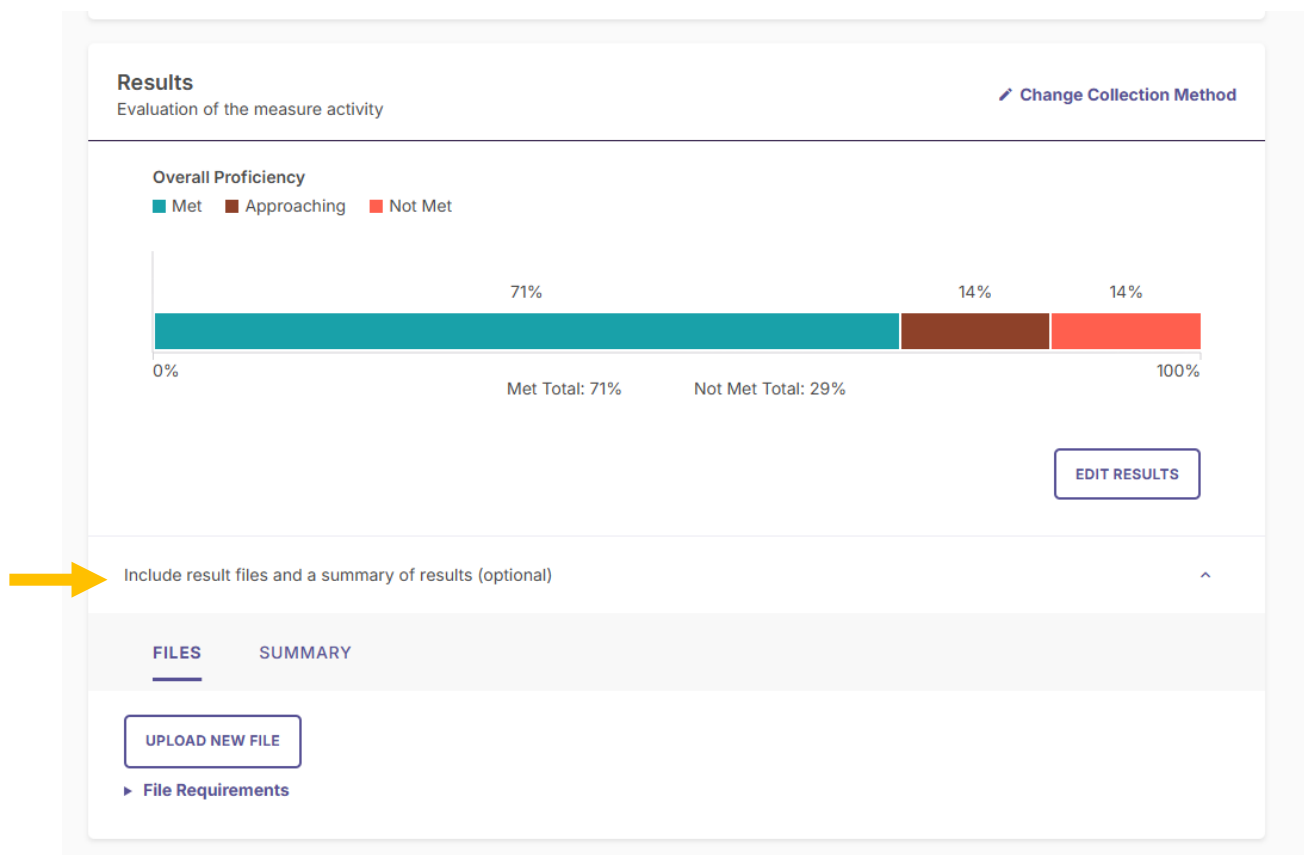
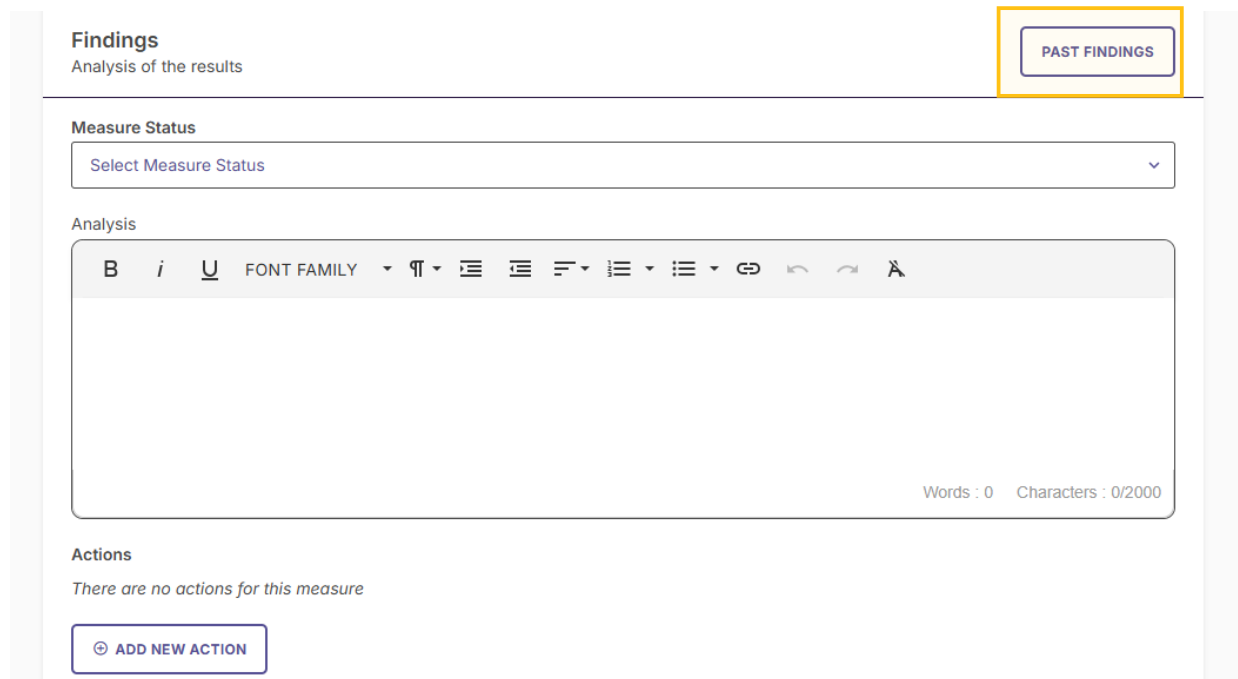


Figure 11

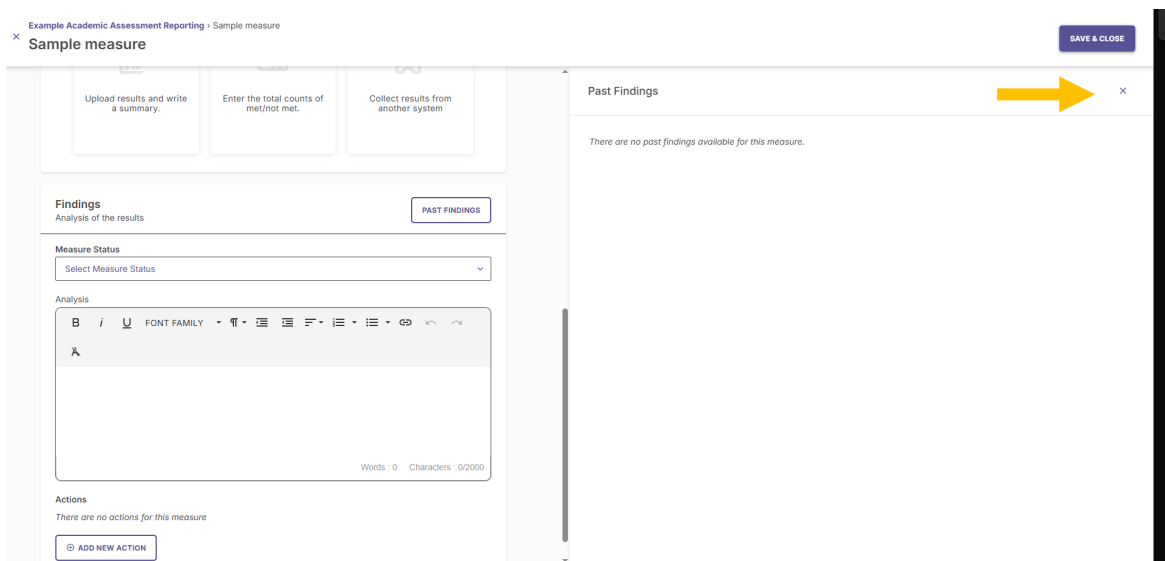
Regardless of how you enter your results, when you have finished adding student learning data/results, scroll down to the **Findings** section. You can click **PAST FINDINGS** to see information that has been entered in the past.



The screenshot shows the 'Findings' section of a web application. At the top right, there is a button labeled 'PAST FINDINGS' highlighted with a yellow border. Below this, the 'Measure Status' section contains a dropdown menu with the text 'Select Measure Status'. The 'Analysis' section features a rich text editor with a toolbar including bold, italic, underline, font family, and alignment options. The text area is currently empty, and the bottom right corner shows 'Words : 0' and 'Characters : 0/2000'. The 'Actions' section at the bottom states 'There are no actions for this measure' and includes a button labeled 'ADD NEW ACTION'.

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.



This screenshot shows the 'Sample measure' page with a sidebar on the right. The sidebar has a 'SAVE & CLOSE' button at the top and a 'Past Findings' section below it. The 'Past Findings' section contains the text 'There are no past findings available for this measure.' and a close button (X) highlighted with a yellow arrow. The main content area on the left is identical to Figure 12, showing the 'Findings' section with the 'Measure Status' dropdown, 'Analysis' text editor, and 'Actions' section.

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**.

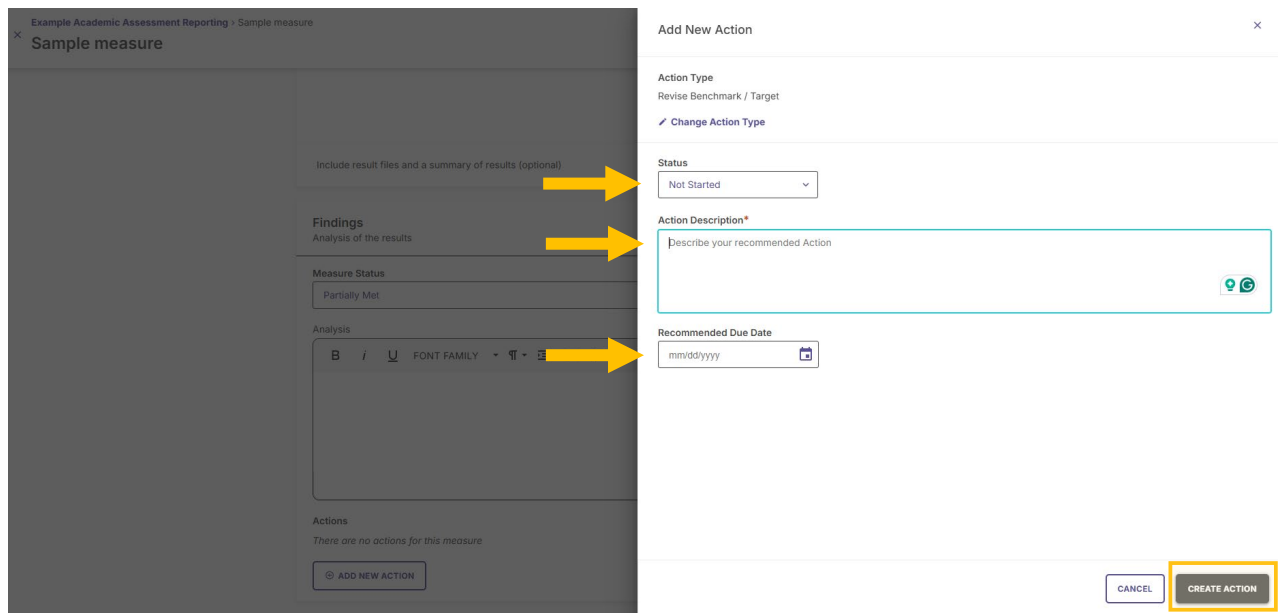


Figure 15

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**.

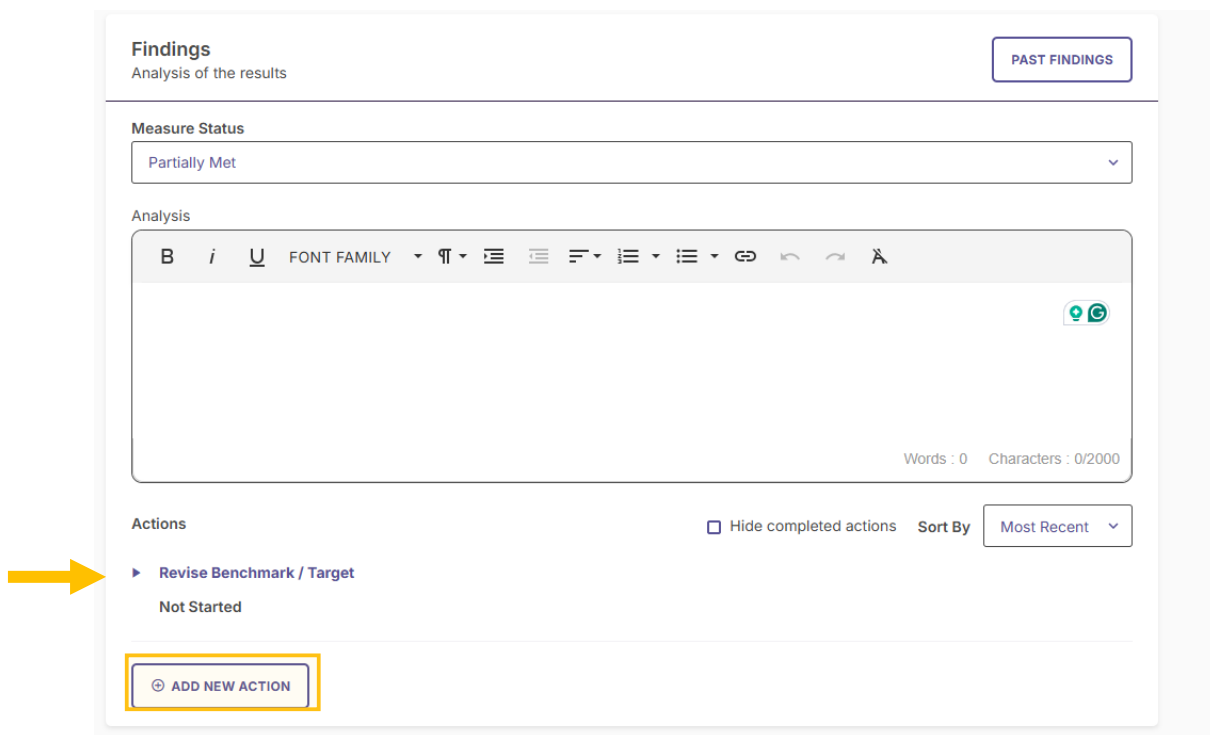


Figure 16

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

Example Academic Assessment Reporting

Sample measure

×

Sample measure

SAVE & CLOSE

Fields marked with * are required.

Definition

Details of the measure activity

Method:

Assignment

Outcome:

Enter Outcomes

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**.

Example Academic Assessment Reporting

Reporting Year: Academic Year 2024-2025 Plan Admin: Allison Kaufman Due Date: 10/31/2025

REVIEW AND SUBMIT

tute for Teaching & Learning

ADD/EDIT OUTCOMES

ACTIONS

Institute for Teaching & Learning Learning Outcomes

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

ANALYZE OUTCOME

Figure 18

Based on the data across ALL 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.

Sample measure

PARTIALLY MET

Action: [Revise Benchmark / Target](#)

[View Results](#)



New Measure



General Outcome Actions

[+ ADD NEW ACTION](#)

General Outcome Actions

[+ ADD NEW ACTION](#)

Figure 19