

Updating Progress and Completion of Action Steps

When you are ready to add notes about progress or completion of actions steps, click **ENTER PROGRAM** from your home screen.

Welcome, Alison Kaufman!

Welcome, you'll see notifications of tasks and plans you are involved in. If you are teaching courses, you have access to your courses.

My Leadership

View and access the course(s), program(s), or organization(s) you lead. You will receive guided prompts and tasks for effective leadership. Navigate to their profile(s) to access more insights about its progress, success, and improvement.

**Institute for Teaching & Learning**
Program - Alison Kaufman, Stephanie Richardson

PROJECTS IN PROGRESS

Example Academic Assessment Reporting

1 organization included | 1 outcome being assessed

Outcome Progress and Results

■ Not Started

■ Not Applicable

■ In Progress

■ Partially Met

■ Met

■ Not Met

ENTER PROGRAM

PROFILE PROGRESS

Mission: [View Mission](#)

Outcomes: **3**

Outcomes Mapped: [Create Map](#)

Curriculum Map: [Create Map](#)

Figure 1

Click **Actions** from the toolbar on the left side of your screen. You'll then see a list of all the action items you've added through the assessment reporting process.

To open an action step and add notes or a status update, click the action item. In this example, click Review Benchmark/Target.

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Insights

In Progress

Program Information

Curriculum

Actions

Docs & Reports

Actions

Review proposed Actions from assessment plans and provide status updates to communicate progress.

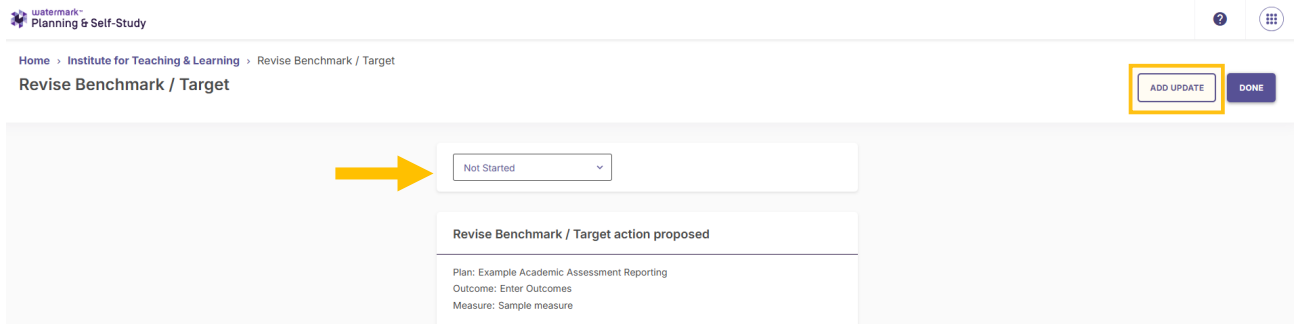
All Reported Actions

Actions reported in assessment plans.

ACTION	DUE DATE	REPORTED FROM +	STATUS
Revise Benchmark / Target		Example Academic Assessment Reporting	Not Started

Figure 2

Using the dropdown menu, you can update the status of the action step. Click **ADD UPDATE** to enter comments.



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Home > Institute for Teaching & Learning > Revise Benchmark / Target

Revise Benchmark / Target

ADD UPDATE DONE

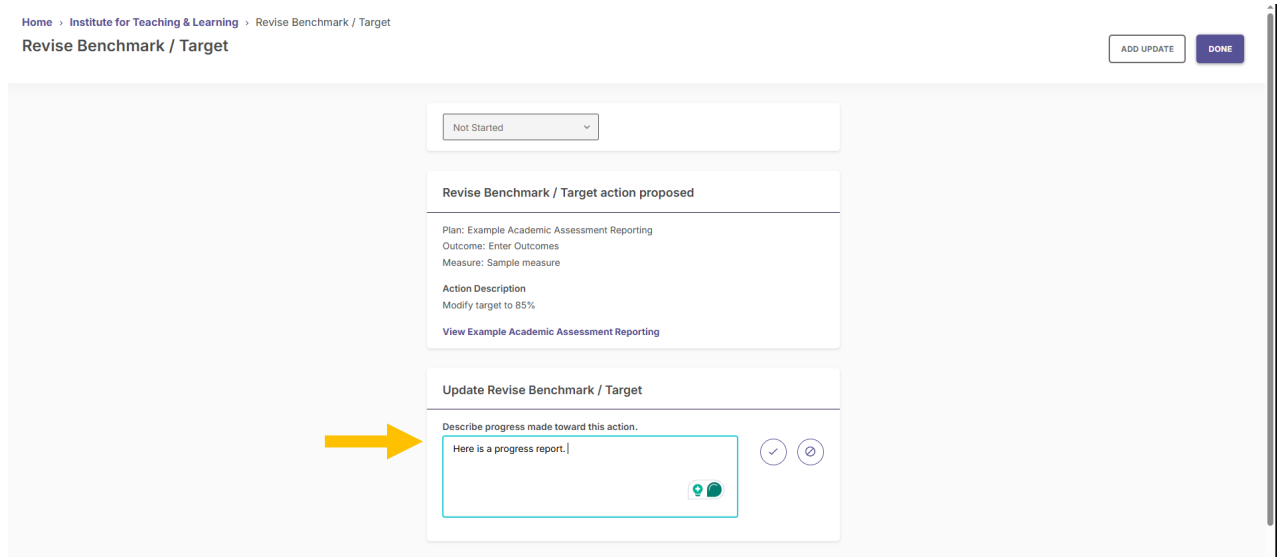
Not Started

Revise Benchmark / Target action proposed

Plan: Example Academic Assessment Reporting
Outcome: Enter Outcomes
Measure: Sample measure

Figure 3

Enter your comments, then click the checkmark when you are finished.



Home > Institute for Teaching & Learning > Revise Benchmark / Target

Revise Benchmark / Target

ADD UPDATE DONE

Not Started

Revise Benchmark / Target action proposed

Plan: Example Academic Assessment Reporting
Outcome: Enter Outcomes
Measure: Sample measure

Action Description
Modify target to 85%
[View Example Academic Assessment Reporting](#)

Update Revise Benchmark / Target

Describe progress made toward this action.

Here is a progress report. |

✓ ⌕

Figure 4

You can continue to add updates using the **ADD UPDATE** button. Each update will include a created by date and author. Be sure to use the dropdown menu to track overall status.

Not Started

Revise Benchmark / Target action proposed

Plan: Example Academic Assessment Reporting
Outcome: Enter Outcomes
Measure: Sample measure

Action Description
Modify target to 85%

[View Example Academic Assessment Reporting](#)

Update added to Revise Benchmark / Target

Created: August 22, 2025 by Me

Here is a progress report.

Update Revise Benchmark / Target

Describe progress made toward this action.

✓

✕

Figure 5

After selecting a status from the dropdown menu, the STATUS column on your home screen will update. If you click the action item, you can go back into the action area to review any notes.

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Review proposed Actions from assessment plans and provide status updates to communicate progress.

All Reported Actions

Actions reported in assessment plans.

ACTION	DUE DATE	REPORTED FROM	STATUS
Revise Benchmark / Target		Example Academic Assessment	COMPLETE

Figure 6