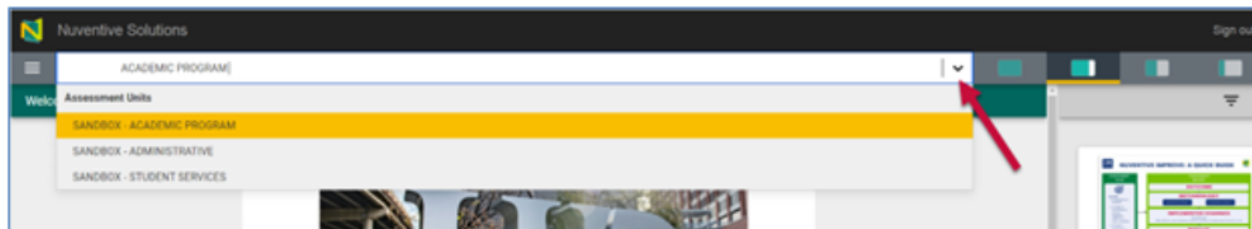




Adding Outcomes & Methods

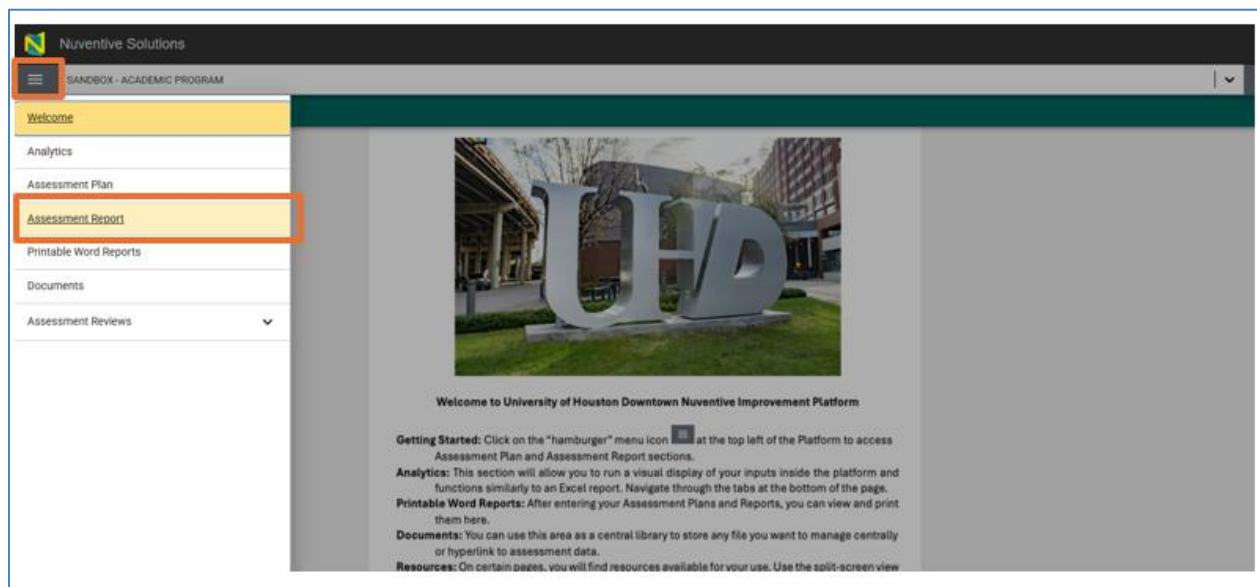
UNIT DROP-DOWN MENU

The center Unit Drop-Down Menu is where you will locate your program or unit. By clicking the drop-down arrow to the right, you will be able to locate the programs or units assigned to you. You may also type the name of your program or unit in the drop-down box to quickly locate it. Selecting a program or unit will take you to its Workspace.



HAMBURGER ICON / PLATFORM MENU

Once you have located the program or unit whose outcomes or methods you are adding, click on the **Hamburger Icon** to the left of the **Unit Drop-Down Menu** and then **Assessment Report** to access the program or unit report page.



ADDING OUTCOMES

On the **Assessment Report** page, click the green (+) sign to enter a **new Outcome**.

ACADEMIC PROGRAM

Assessment Report

Academic Program Outcomes

Outcome Type Outcome Status Years Outcome will be Assessed

View All View All View All

Define your outcome in specific, measurable terms, specify its type and status, and indicate the years it will be assessed. All fields on this form must be completed to save the document.

Showing 2 of 2

Notice the Asterisk (*) next to the name of several of the fields. The Asterisk (*) indicates that the field is required, and information must be entered for the form to be saved. Every time you click on a field, a yellow pop-up box appears with instructions on what needs to be entered in a specific field.

Assessment Report

CLOSE SAVE

New Outcome

OUTCOME METHODOLOGY IMPLEMENTED CHANGES RESULTS

* denotes a required field

Outcome Type *

Outcome Title *

Outcome *

Outcome Status *

Year(s) Outcome will be Assessed *

a. Begin by entering the **Outcome's Type** – choose from the drop-down options.

Assessment Report

CLOSE SAVE

New Outcome

OUTCOME METHODOLOGY IMPLEMENTED CHANGES RESULTS

Select from the drop down menu. X

Outcome Type *

Learning

Effectiveness

Efficiency

Satisfaction

Utilization

Needs

Compliance

- b. **Outcome Title** should reflect the **Outcome** and be a shortened version. For example: “Critical Thinking” or “Ethics” instead of “LO 1”.
- c. In the **Outcome** area continue by entering the specific information in measurable terms. This should mirror the outcome in your **Assessment Plan**.
- d. Next, enter the **Outcome Status**. For the **Outcome Status**, the options provided are **Active** or **Archived**. Select “**Active**” if the outcome is included in the assessment plan and is assessed during the current assessment cycle. Select “**Archived**” if the outcome was previously assessed, documented and retained for historical reference, but not included in the current assessment plan.

Assessment Report CLOSE SAVE

New Outcome

OUTCOME METHODOLOGY IMPLEMENTED CHANGES RESULTS

* denotes a required field.

Outcome Type *

Outcome Title *

Select from dropdown menu (Active or Archived).
 *Active: Included in the assessment plan and currently being assessed during this assessment cycle
 *Archived: Previously assessed, documented and retained for historical reference, but not included in the current assessment plan

Outcome Status *

Active
Archived

- e. Finally, select the **Years the Outcome will be Assessed** according to your assessment plan. This field allows you to pick more than one option.

Outcome *

This is a multi-select field. Select years listed in your assessment plan.

Year(s) Outcome will be Assessed *

2029 - 2030
 2028 - 2029
 2027 - 2028
 2026 - 2027
 2025 - 2026
 2024 - 2025
 2023 - 2024
 2022 - 2023

Save your work by clicking on the **Save button** in the top right-hand corner. Clicking on the **Save button**.

Close Save

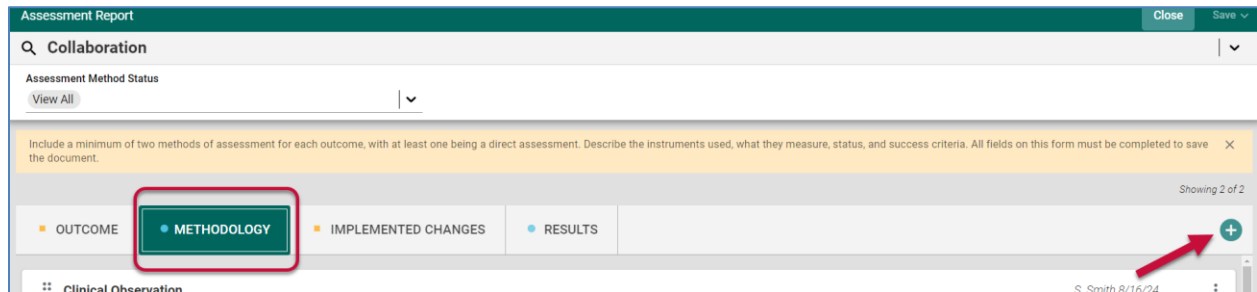
Save & Add New
 Save & Close

By clicking on the **caret/arrow** you will be offered the options to **Save & Add New** or **Save & Close** the Outcome. If you have other outcomes to enter, you may select **Save & Add New** to continue adding outcomes. If you have finished adding outcomes, click Save & Close.

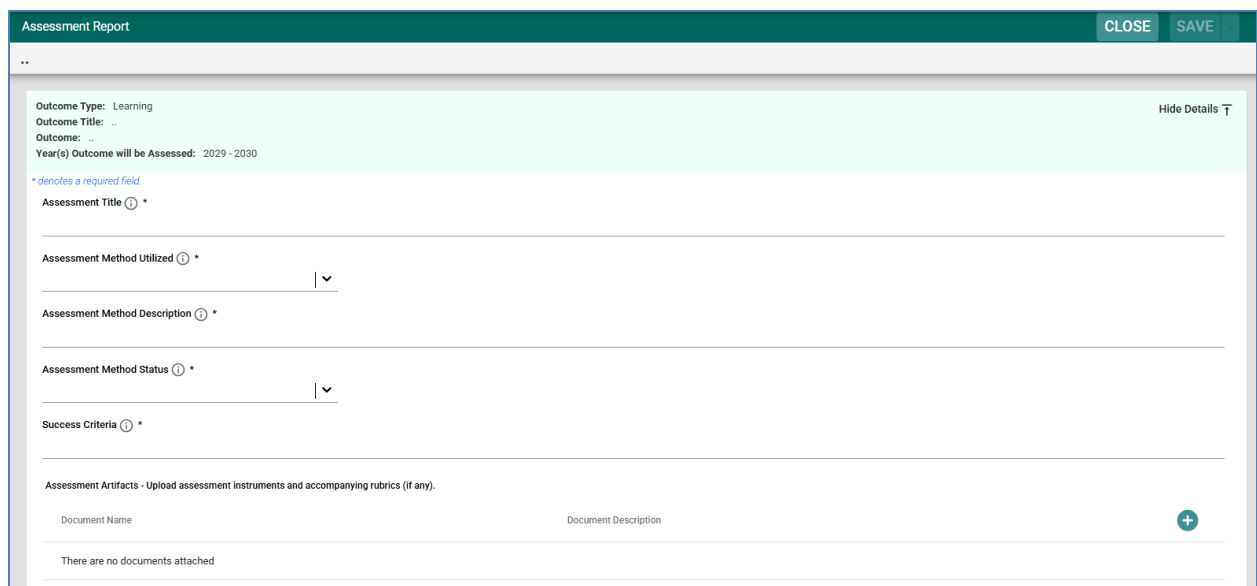
ENTERING METHODOLOGY/ ASSESSMENT METHOD

Once you have finished entering the **Outcome**, click the **Methodology** tab to enter **Assessment Methods** for the **Outcome**. Similar to the Outcomes tab, all fields with an asterisk (*) are required and must be completed before saving.

On the **Methodology** tab, click the (+) sign to enter the first **Assessment Method**.

The screenshot shows the 'Assessment Report' interface. At the top, there's a search bar with 'Collaboration' and a dropdown arrow. Below it is the 'Assessment Method Status' section with a 'View All' button and a dropdown arrow. A yellow banner contains instructions: 'Include a minimum of two methods of assessment for each outcome, with at least one being a direct assessment. Describe the instruments used, what they measure, status, and success criteria. All fields on this form must be completed to save the document.' Below the banner is a tabbed interface with four tabs: 'OUTCOME', 'METHODOLOGY' (which is highlighted with a red box), 'IMPLEMENTED CHANGES', and 'RESULTS'. To the right of the tabs is a '+ ' button, which is pointed to by a red arrow. The bottom of the interface shows 'Clinical Observation' and 'S. Smith 8/16/24'.

- a. Begin by entering the **Assessment's Title** – This is a short name for your assessment. This must be unique for each assessment method.

The screenshot shows the 'Assessment Report' interface with the 'METHODOLOGY' tab selected. The 'Outcome Type' is 'Learning'. The 'Outcome Title' is '...'. The 'Outcome' is '...'. The 'Year(s) Outcome will be Assessed' is '2029 - 2030'. Below this is a section for 'Assessment Method Utilized'. It includes a required field 'Assessment Title' with a red asterisk and a help icon. Below it is a required field 'Assessment Method Utilized' with a red asterisk and a help icon, which is a drop-down menu. Below that is a required field 'Assessment Method Description' with a red asterisk and a help icon. Below that is a required field 'Assessment Method Status' with a red asterisk and a help icon, which is a drop-down menu. Below that is a required field 'Success Criteria' with a red asterisk and a help icon. At the bottom, there is a section for 'Assessment Artifacts - Upload assessment instruments and accompanying rubrics (if any)'. It includes a table with columns 'Document Name' and 'Document Description'. Below the table, it says 'There are no documents attached'. A red '+' button is in the bottom right corner of the artifacts section.

- b. Next enter the **Assessment Method Utilized** – choose from the drop-down menu “Direct” or “Indirect”.

Outcome Type: Learning
 Outcome Title: Collaboration
 Outcome: Students will effectively collaborate with PK-12 families, communities, colleagues, and other professionals to promote the learning and growth of PK-12 students
 Years Outcome will be Assessed: 2022 - 2023, 2023 - 2024, 2027 - 2028

* denotes a required field.

Assessment Title ⓘ *

Assessment Method Utilized ⓘ *

Direct

Direct

Indirect

- c. The **Assessment Method Description** is where you will describe the instrument used to assess the outcome and what it measures. This should mirror the method described in the **Assessment Plan**.
- d. For the **Assessment Method Status**, options will be **Active** or **Archived**. Select “**Active**” if this method is included in the **Assessment Plan** and is currently being assessed during this assessment cycle. Select “**Archived**” indicates the method was previously assessed, documented and retained for historical reference, but is not included in the current **Assessment Plan**.

Assessment Report

CLOSE SAVE

..

Outcome Type: Learning
 Outcome Title: ...
 Outcome: ...
 Year(s) Outcome will be Assessed: 2029 - 2030

* denotes a required field.

Assessment Title ⓘ *

Assessment Method Utilized ⓘ *

Assessment Method Description ⓘ *

Assessment Method Status ⓘ *

Success Criteria ⓘ *

Assessment Artifacts - Upload assessment instruments and accompanying rubrics (if any).

Document Name	Document Description
There are no documents attached	

- e. In the **Success Criteria** section, indicate the success criteria/target. This should mirror the criteria in the **Assessment Plan**.
- f. Upload any assessment instruments and/or accompanying rubrics in the **Assessments Artifacts** area. To upload an artifact, click the **Add New Icon** to the right of **Document Description**.

Assessment Title ⓘ *

Assessment Method Utilized ⓘ *


Assessment Method Description ⓘ *

Assessment Method Status ⓘ *

Success Criteria ⓘ *

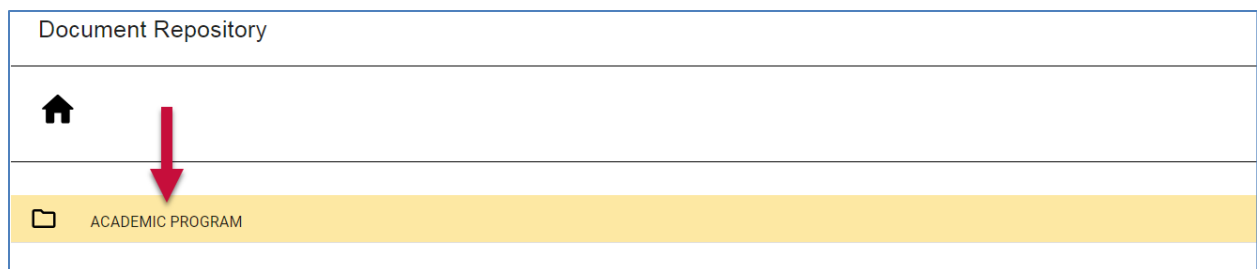
Assessment Artifacts - Upload assessment instruments and accompanying rubrics (if any).

Document Name	Document Description
There are no documents attached	

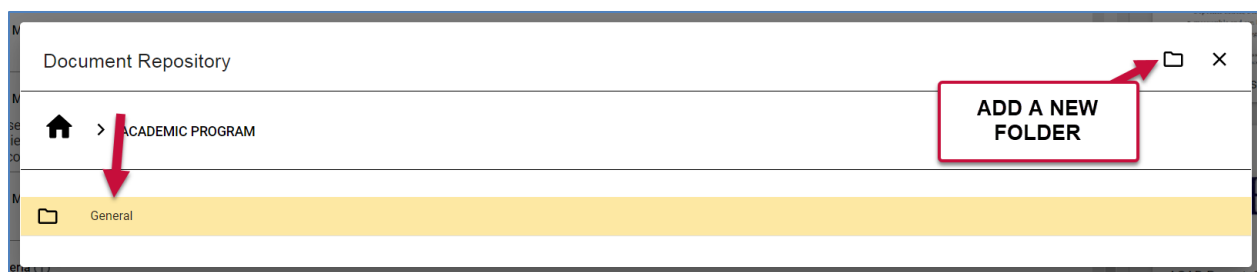


 Add Document

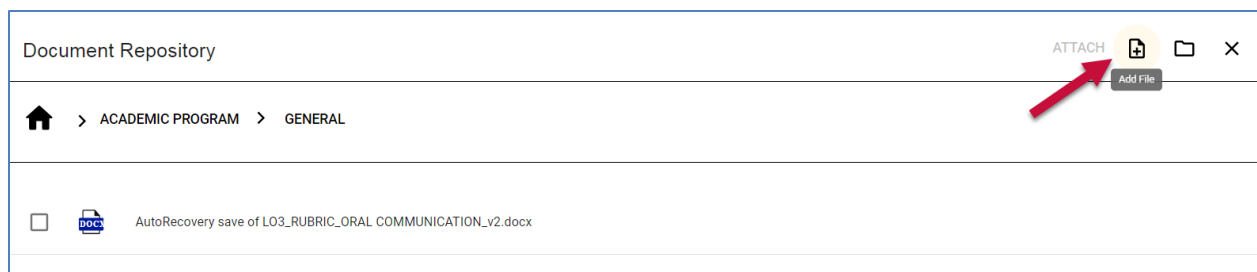
You will be taken to an area called the **Document Repository**. Select the first folder in your program's **Document Repository**.



Then select the folder where you would like the document stored. This may be the “**General**” folder.



After selecting a folder, click **the Add File** icon in the top right to select documents from your computer.



Click **Choose Files** to browse your computer and select files to upload. You can select multiple documents if needed. When complete, **Save** the document, which will upload it.

The screenshot shows the 'Add Document(s) to General' form. It has a title bar, a 'Choose Files' button (highlighted with a red box), and a text input field containing 'Example Document'. Below this are fields for 'Name *' (containing 'Example Document.docx') and 'Description'. At the bottom right, there are 'CANCEL' and 'SAVE' buttons. A red arrow points to the 'SAVE' button.

Next, select the file and click **Attach**. This will attach the file to the **Assessments Artifacts** area.



All uploaded items will be stored in the **Documents Library/Repository**. You can find corresponding documents and folders in the **Program Menu**, under **Documents**.