

Florida Atlantic University

Assessment System

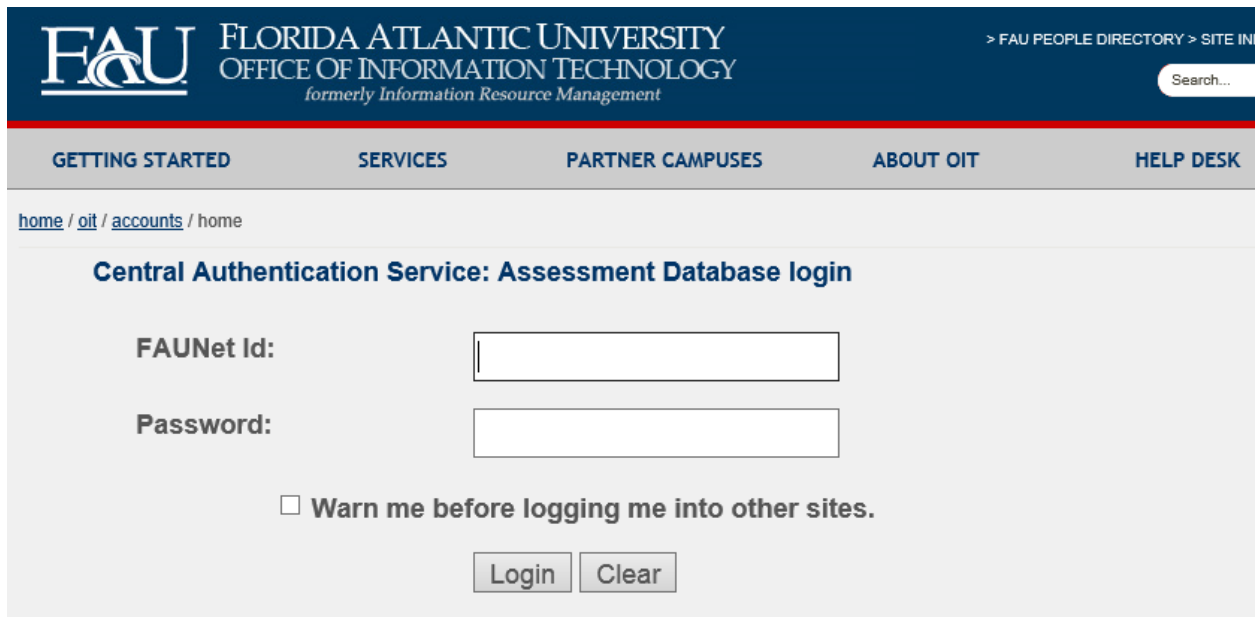
Instruction Manual

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Logging In

- 1) Open a browser and navigate to the following URL: <https://assessment.fau.edu>
- 2) You will be prompted to login via CAS (Central Authentication Service). Enter your FAUNet id and Password and click the “Login” button.



The screenshot shows the login interface for the Assessment Database. At the top, there is a dark blue header with the FAU logo and the text "FLORIDA ATLANTIC UNIVERSITY OFFICE OF INFORMATION TECHNOLOGY formerly Information Resource Management". To the right of the header, there is a search bar and a breadcrumb trail: "> FAU PEOPLE DIRECTORY > SITE IN". Below the header is a navigation menu with five items: "GETTING STARTED", "SERVICES", "PARTNER CAMPUSES", "ABOUT OIT", and "HELP DESK". Below the navigation menu is a breadcrumb trail: "home / oit / accounts / home". The main content area is titled "Central Authentication Service: Assessment Database login". It contains two input fields: "FAUNet Id:" and "Password:". Below the input fields is a checkbox labeled "Warn me before logging me into other sites.". At the bottom of the form are two buttons: "Login" and "Clear".

Please note, in order to access the system remotely (off campus) you will need to have the FAU VPN Client installed on your remote computer(s). If you would like to request VPN access please open a service request at the FAU Help Desk: <http://helpdesk.fau.edu> or call 561-297-3999. Download and installation instructions can be obtained here: <http://www.fau.edu/security/vpn.php>

3) Upon a successful login you will see the following main page titled “My Dashboard”.

The screenshot shows the FAU Assessment My Dashboard interface. At the top, there is a navigation bar with the FAU Assessment logo, "My Dashboard", "Navigate", and "Help" options. The user is identified as "ihartstein- Administrator". The main heading is "My Dashboard" with a date and time indicator: "April 25, 2014 Friday, 11:58". Below this is a "Quick Links" section with icons for Reporting Units, Reports, My Calendar, My Messages (with a notification badge of 3), F.A.Q., and Assessment Resources. The "My Tasks" section is currently empty. The "My calendar" section shows a calendar for April 2014. The "2013-2014 Quick Stats" section displays four circular progress indicators for Learning Outcome Plans (177 total): New Plans (25.4%), Review (63.2%), Revise plan (0%), and Collect data (11.2%).

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

Category	Percentage
New Plans	25.4%
Review	63.2%
Revise plan	0%
Collect data	11.2%

My Dashboard

The main page dashboard is your central hub of operations. You will see this page every time you log into the system. The dashboard consists of the following sections:

- a. **Navigation Bar** – Menu bar that appears on the top of every page.
- b. **Quick Links** – Shortcuts to frequently used parts of the system.
- c. **My Tasks** – Your personal “To Do” list.
- d. **My Calendar** – A calendar for quick reference.
- e. **Quick Stats** – Brief summary statistics.

A. Navigation Bar

FAU Assessment My Dashboard Navigate Help ihartstein- Administrator

My Dashboard April 25, 2014 Friday, 11:58

B. Quick Links

Reporting Units Reports My Calendar My Messages F.A.Q. Assessment Resources

C. My Tasks

My Tasks Add Task Help

D. Calendar

My calendar April 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

E. Quick Stats

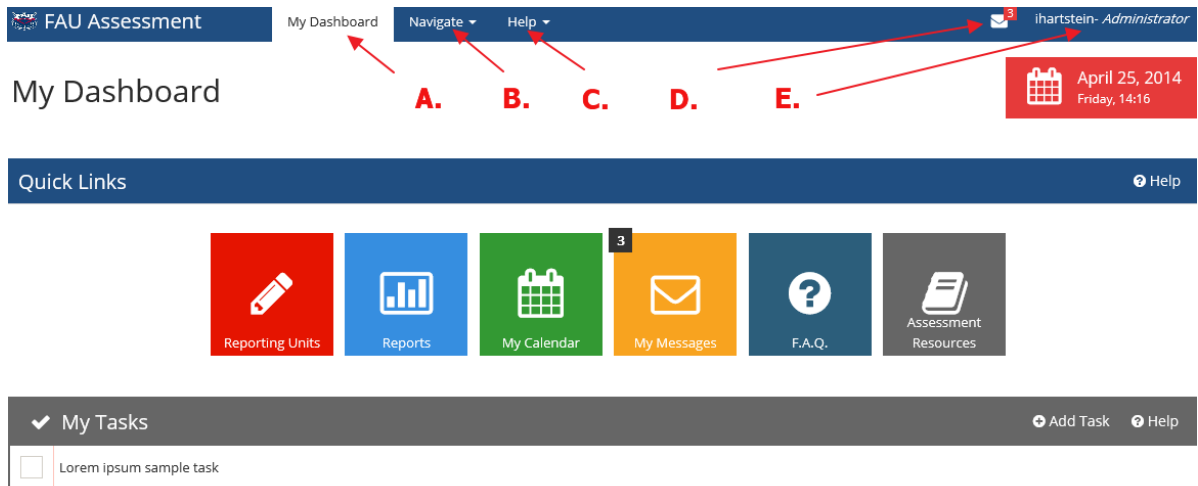
2013-2014 Quick Stats Learning Outcome Plans (177 total)

Category	Percentage
New Plans	25.4%
Review	63.2%
Revise plan	0%
Collect data	11.2%

The Navigation Bar

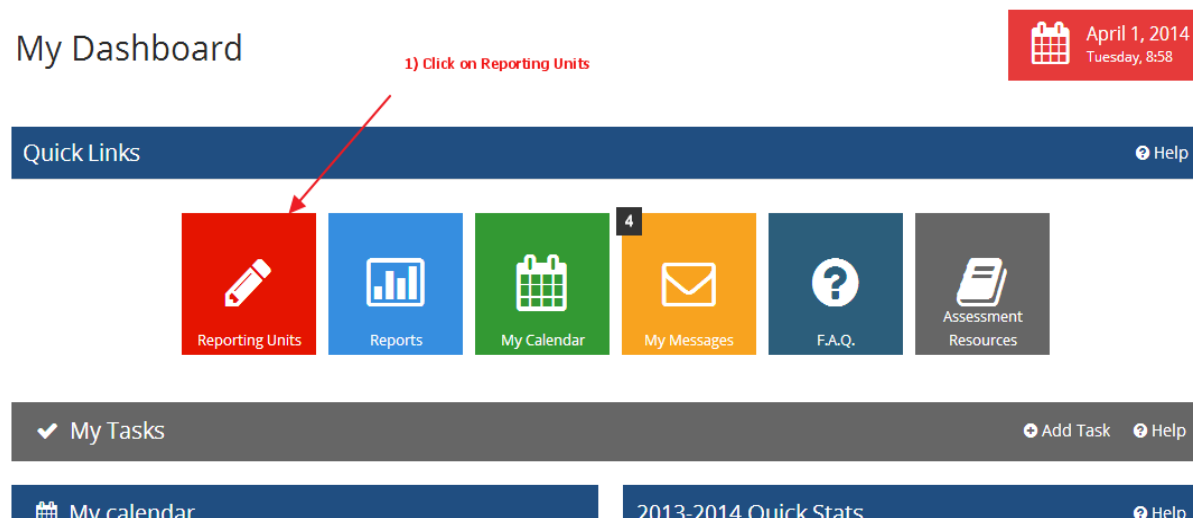
The navigation bar will appear at the top of the screen on all pages. Further, the navigation bar consists of the following section:

- My Dashboard** – click on this tab to return to the main dashboard at any time.
- Navigate** – click on this tab to open a drop-down menu which will allow you to navigate to any of the following areas: *Reporting Units, Reports, Calendar, Messages*
- Help** – click on this tab to access any of the following: *F.A.Q., Assessment Resources, & Account Settings.*
- Messages** – click on this envelope icon to go to your message center.
- Username/Role** – this is a display of your username and role in the system.



Reporting Units

- 1.) You can view your assigned reporting units by clicking the “Reporting Units” tile.



- 2.) The next page will display any Academic and/or Administrative Support Units as well as the departments and programs available to you. The left side of the page will display a clickable list of your reporting units. Click on a unit to display the appropriate departments and programs. If you need to toggle between Academic Units and Administrative Support Units you can click on the links in upper right hand corner of the screen.

FAU Assessment My Dashboard Navigate Help ihartstein- Administrator

Reporting Units April 25, 2014 Friday, 14:33

My Reporting Units Academic Units Administrative/Support Units

Arts & Letters

Business

College of Medicine

Design and Social Inquiry

Education

Engineering & Computer Science

Graduate College

Honors College

Nursing

Science

REPORTING UNITS

Arts & Letters

Anthropology [Department Reporting]

BA Anthropology

MA and MAT Anthropology

English [Department Reporting]

BA English

MA English

MAT English

MFA Creative Writing

History [Department Reporting]

Toggle between units

Viewing Learning Plans

- 1) To view a learning plan click on the appropriate program name you wish to examine.

FAU Assessment My Dashboard Navigate Help ihartstein- Administrator

Reporting Units April 25, 2014 Friday, 15:06

My Reporting Units Academic Units Administrative/Support Units

Arts & Letters

Business

College of Medicine

Design and Social Inquiry

Education

Engineering & Computer Science

Graduate College

Honors College

Nursing

Arts & Letters

Anthropology [Department Reporting]

BA Anthropology

MA and MAT Anthropology

English [Department Reporting]

BA English

MA English

MAT English

MFA Creative Writing

Click on the appropriate program name you wish to examine.

- 2) The following screen will display the available Assessment Plan Periods. You may view the plan by clicking on the Plan Period link. Additionally, you may update the status of the plan using any of the links at the bottom.

MA and MAT Anthropology

April 25, 2014
Friday, 15:43

Add Assessment Plan Academic Learning Compact

Assessment Plan Periods Help

Plan Period: 2013-2014
Plan Reporter: Michael Harris
Status: Plan submitted for review
Last Updated: N/A
Actions:
Update Status | Request Revision | Accept Plan

Click on the Plan Period link to view the details of the plan.

You can update the status of the plan by clicking on any these options.

- 3.) The next page will display the plan summary and outcomes. It will also give you options to:
- Add a New Outcome
 - Edit or delete existing outcomes
 - Access the Plan Checklist

Plan Period: 2013-2014

Assessment Plan Summary

College/Division	Design and Social Inquiry	Plan Type	Learning Outcomes Plan
Department	Public Admin	Plan Status	Enter new plan
Program	Ph.D. Public Administration	Updated	N/A

Plan developed by:
N/A

Contact Person(s):
Rosalyn Carter
Hugh Miller

This plan currently has 3 outcomes

Your new plan begins with the outcomes from last year's plan. To edit or delete an existing outcome, move to that outcome and select the "Edit" or "Delete" button to the plan, click the button "Add New Outcome" button below. To move an outcome up or down in the plan, select the arrow that appears at the o

Add New Outcome

Assessment Plan Details

Outcomes & Measures Plan Checklist

Outcome 1 Edit Delete

Description and Methodology

4.) Scroll down to view the specific outcomes for the plan.

Add New Outcome

Assessment Plan Details

Outcomes & Measures | Plan Checklist

Outcome 1 | Edit | Delete

Description and Methodology

Outcome Description

Ph.D. students will understand theory in the discipline of public administration;

Academic Learning Categories related to this outcome:

<input checked="" type="checkbox"/> Content Knowledge	<input type="checkbox"/> Communication	<input checked="" type="checkbox"/> Critical Thinking
<input type="checkbox"/> Procedural Knowledge (Technical Skills)	<input type="checkbox"/> Team/Collaborative communication	<input type="checkbox"/> Practical Skills
<input type="checkbox"/> Procedural Knowledge	<input type="checkbox"/> Multimedia/Graphic	<input checked="" type="checkbox"/> Creative Skills

Academic Learning Compacts

1) Start by selecting the appropriate program you wish to work with.

FAU Assessment | My Dashboard | Navigate | Help | ihartstein- Administrator

Reporting Units | April 25, 2014 Friday, 15:06

My Reporting Units | Academic Units | Administrative/Support Units

Arts & Letters

Business	Arts & Letters	Anthropology [Department Reporting]
College of Medicine		BA Anthropology MA and MAT Anthropology
Design and Social Inquiry		
Education		
Engineering & Computer Science		
Graduate College		
Honors College		
Nursing		

English [Department Reporting]

BA English
MA English
MAT English
MFA Creative Writing

Click on the appropriate program name you wish to examine.

- 2) The following screen will display Plan Periods entered into the system. Click on the “Academic Learning Compact” button to view or upload ALC documents.

FAU Assessment My Dashboard Navigate Help ihartst

BA Anthropology

[Add Assessment Plan](#) [Academic Learning Compact](#)

Click here to view the Academic Learning Compacts

Assessment Plan Periods

Plan Period: 2013-2014
 Plan Reporter: Michael Harris
 Status: Plan submitted for review
 Last Updated: N/A
 Actions:
[Update Status](#) | [Request Revision](#) | [Accept Plan](#)

- 3) The next screen displays any and all ALC documents in a list format. You have the options of downloading, deleting and uploading documents in the interface.

FAU Assessment My Dashboard Navigate Help ihartstein- Administrator

Academic Learning Compact Documents

April 28, 2014 Monday, 16:36

Click here to download document

DocumentID	Filename	Uploaded Filename	Uploaded by	Date Uploaded	Action
10203	ALC_131101_10203.pdf	AnthroSLOA.pdf	John Cahill	06/28/2012 08:36 AM	Download Delete
10073	ALC_131101_10073.pdf	AnthropologyALC.pdf	Michael Harris	01/24/2006 10:41 AM	Download Delete

Click here to delete a document

Upload Academic Learning Compact

Click here to select a file to upload.

Drag files here.

After selecting your file to upload click here.

[Add files](#) [Start upload](#)

0 b 0%

Adding an Assessment Plan

- 1) Start by selecting the appropriate program you wish to work with.

FAU Assessment My Dashboard Navigate Help ihartstein- Administrator

Reporting Units April 25, 2014 Friday, 15:06

My Reporting Units Academic Units Administrative/Support Units

Arts & Letters

Business	Arts & Letters Anthropology [Department Reporting] BA Anthropology MA and MAT Anthropology <hr/> English [Department Reporting] BA English MA English MAT English MFA Creative Writing
College of Medicine	
Design and Social Inquiry	
Education	
Engineering & Computer Science	
Graduate College	
Honors College	
Nursing	

- 2) The following screen will display Plan Periods entered into the system. Click on the “Add Assessment Plan” button to begin adding your new plan.

FAU DEV Assessment My Dashboard Navigate Help

BA English Click the "Add Assessment Plan" button.

Add Assessment Plan Academic Learning Compact

Assessment Plan Periods

Plan Period: 2013-2014
Plan Reporter: Sika Dagbovie
Status: Plan submitted for review
Last Updated: N/A
Actions:
Update Status | Request Revision | Accept Plan

- 3) Select the primary author of the plan and click "Next" to continue.

The screenshot shows the 'Add a new Assessment Plan' interface. At the top, there is a navigation bar with 'FAU DEV Assessment', 'My Dashboard', 'Navigate', and 'Help'. A user profile 'ihartstein-Administrator' is visible in the top right. Below the navigation bar, the page title 'Add a plan' is displayed. A red date and time indicator shows 'April 28, 2014 Monday, 13:53'. The main content area is titled 'Add a new Assessment Plan' and contains two steps: '1 Who is the author of this plan?' and '2 Please select the Plan Period and Plan Type.'. Step 1 is active. Below the step indicator, there is a text prompt: 'Before you work on this assessment plan, please indicate who is the primary author of the plan. Select a name from the list below OR select "Enter a name not listed above" and type in the person's name in the box provided.' A dropdown menu labeled 'Plan Author' is open, showing a list of names: Lynn Appleton, Emily Stockard, Heather Coltman, Wenying Xu, Barclay Barrios (highlighted), Sika Dagbovie, Mark Scroggins, Papatya Bucak, Andrew Furman, and Eric Berlatsky. A red arrow points to 'Barclay Barrios' with the text '1.) Select the primary author of the plan.'. At the bottom of the form, there are 'Back' and 'Next' buttons. A red arrow points to the 'Next' button with the text '2.) Click "Next" to continue.'.

- 4) On the next screen you choose the plan period and the plan type. Click "submit" to create the plan.

The screenshot shows the 'Add a new Assessment Plan' interface, step 2: 'Please select the Plan Period and Plan Type.'. The navigation bar and user profile are the same as in the previous screenshot. The page title 'Add a plan' is still present. The main content area is titled 'Add a new Assessment Plan' and contains two steps: '1 Who is the author of this plan?' and '2 Please select the Plan Period and Plan Type.'. Step 2 is active. Below the step indicator, there are two dropdown menus. The first is labeled 'Plan Period' and has '2013-2014' selected. A red arrow points to it with the text '1) Choose the plan period.'. The second is labeled 'Plan Type' and has 'Learning Outcomes Plan' selected. A red arrow points to it with the text '2) Choose the plan type.'. At the bottom of the form, there are 'Back' and 'Submit' buttons. A red arrow points to the 'Submit' button with the text '3) Click "Submit" to create the plan.'.

Adding a New Outcome

- 1) After adding a new plan (or selecting a plan to view) you have the option to add an outcome to the plan. To do so, click on the "Add New Outcome" button.

FAU DEV Assessment My Dashboard Navigate Help iHartstein-Administra

Plan Period: 2013-2014 April 28, 2011 Monday, 14:41

Assessment Plan Summary

College/Division	Arts & Letters	Plan Type	Learning Outcomes Plan
Department	English	Plan Status	Plan submitted for review
Program	BA English	Updated	N/A

Plan developed by:
Sika Dagbovie

Contact Person(s):
Lynn Appleton
Emily Stockard
Heather Colman
Wenying Xu
Barclay Barrios
Sika Dagbovie
Mark Scroggins
Papaya Bucak
Andrew Furman
Eric Berlatzky

This plan currently has 4 outcomes
To comment on the Description and Methodology for an outcome, move to the outcome, then click "Add Comment" to enter your comment.

Add New Outcome ← Click "Add New Outcome" to add a new outcome.

Assessment Plan Details

- 2) The subsequent screen will display the plan summary at the top of the page. If you scroll down on the page you will see many input fields for the outcome. Specifically, you will have access to all of the following sections: Outcome Description, Academic Learning Categories, Strategic Plan Goals, Implementing Strategy, Assessment Method, Criterion for Success, Data Summary: Analysis and Evaluation and Program Improvement. Please enter the appropriate information and click the "Save changes" button at the bottom of the screen (not pictured below).

New Outcome Details

Outcome Description

body p

Academic Learning Categories related to this outcome:

<input type="checkbox"/> Content Knowledge	<input type="checkbox"/> Communication	<input type="checkbox"/> Critical Thinking
<input type="checkbox"/> Procedural Knowledge (Technical Skills)	<input type="checkbox"/> Team/Collaborative communication	<input type="checkbox"/> Practical Skills
<input type="checkbox"/> Procedural Knowledge (Research skills)	<input type="checkbox"/> Multimedia/Graphic communication	<input type="checkbox"/> Creative Skills
<input type="checkbox"/> Declarative Knowledge	<input type="checkbox"/> Oral Communication	<input type="checkbox"/> Analytical Skills
	<input type="checkbox"/> Written Communication	

Strategic Plan Goals

<input type="checkbox"/> Goal 1: Enrich the Educational Experience
<input type="checkbox"/> Objective 1: Enhance the quality of undergraduate academic programs
<input type="checkbox"/> Objective 2: Strengthen and expand graduate programs
<input type="checkbox"/> Objective 3: Invest in the faculty

- 3) After saving the outcome (or viewing the existing outcomes in a plan) the Assessment Plan Details screen will appear. On this screen you have options to edit or delete the outcome(s) as necessary.

Assessment Plan Details

Outcomes & Measures Plan Checklist **Click here to edit the outcome.**

Click here to delete the outcome.

Outcome 1 Edit Delete

Description and Methodology

Outcome Description

Outcome Description Graduates will demonstrate competency in content knowledge in the discipline. "Competency" is defined by the grading rubric attached to the Academic Learning Compact.

CONTENT KNOWLEDGE (Declarative Knowledge; Technical Skills): Students will demonstrate use of critical methods together with mastery of pertinent declarative knowledge in formal essays as they analyze/inte

Academic Learning Categories related to this outcome:

<input type="checkbox"/> Content Knowledge	<input type="checkbox"/> Communication	<input type="checkbox"/> Critical Thinking
<input checked="" type="checkbox"/> Procedural Knowledge (Technical Skills)	<input type="checkbox"/> Team/Collaborative communication	<input type="checkbox"/> Practical Skills
<input type="checkbox"/> Procedural Knowledge (Research skills)	<input type="checkbox"/> Multimedia/Graphic communication	<input type="checkbox"/> Creative Skills
<input checked="" type="checkbox"/> Declarative Knowledge	<input type="checkbox"/> Oral Communication	<input type="checkbox"/> Analytical Skills
	<input type="checkbox"/> Written Communication	

Outcome Details

- 1) Every Outcome has additional details including the results and supporting documentation. To view the details of any given outcome click on the "See More" link in the bottom right corner of the selected outcome.

Outcome 1 [Edit] [Delete]

Description and Methodology

Outcome Description
 Outcome Description Graduates will demonstrate competency in content knowledge in the discipline. "Competency" is defined by the grading rubric attached to the Academic Learning Compact.
 CONTENT KNOWLEDGE (Declarative Knowledge: Technical Skills): Students will demonstrate use of critical methods together with mastery of pertinent declarative knowledge in formal essays as they analyze/interpret a complex literary work.

Academic Learning Categories related to this outcome:

<input type="checkbox"/> Content Knowledge	<input type="checkbox"/> Communication	<input type="checkbox"/> Critical Thinking
<input checked="" type="checkbox"/> Procedural Knowledge (Technical Skills)	<input type="checkbox"/> Team/Collaborative communication	<input type="checkbox"/> Practical Skills
<input type="checkbox"/> Procedural Knowledge (Research skills)	<input type="checkbox"/> Multimedia/Graphic communication	<input type="checkbox"/> Creative Skills
<input checked="" type="checkbox"/> Declarative Knowledge	<input type="checkbox"/> Oral Communication	<input type="checkbox"/> Analytical Skills
	<input type="checkbox"/> Written Communication	

QEP/URI Related Yes No

IFP Related Yes No

Data collected from online coursework? Yes No

Relates to FAU Strategic Plan goals & objectives

Goal 1 : Enrich the Educational Experience

Objective 1 : Enhance the quality of undergraduate academic programs

Objective 4 : Support an organizational culture in which all units are dedicated to student success

Goal 2 : Inspire Research, Scholarship and Creative Activity

Objective 1 : Increase scholarship and creativity

Objective 5 : Involve students at all levels in research, scholarship and creative activity

Click on the "See More" link to see the outcome details.

[See More ...](#)

2) The next screen will offer greater details regarding the selected outcome including the following: FAU Strategic Plan related goals and objectives, Implementing Strategy, Assessment Method, and Criterion for Success. Additionally, you will be able to access the outcome results and supporting documents as well via the "Results" and "Supporting Docs" tabs.

Learning Outcome 1 Details **Click here to see outcome results.**

[Description and Methodology] **Results** [Supporting Docs] **Click here to see supporting docs.**

Description and Methodology [Edit]

Outcome Description
 Outcome Description Graduates will demonstrate competency in content knowledge in the discipline. "Competency" is defined by the grading rubric attached to the Academic Learning Compact. CONTENT KNOWLEDGE (Declarative Knowledge: Technical Skills): Students will demonstrate use of critical methods together with mastery of pertinent declarative knowledge in formal essays as they analyze/interpret a complex literary work.

Academic Learning Categories related to this outcome:

<input type="checkbox"/> Content Knowledge	<input type="checkbox"/> Communication	<input type="checkbox"/> Critical Thinking
<input checked="" type="checkbox"/> Procedural Knowledge (Technical Skills)	<input type="checkbox"/> Team/Collaborative communication	<input type="checkbox"/> Practical Skills
<input type="checkbox"/> Procedural Knowledge (Research skills)	<input type="checkbox"/> Multimedia/Graphic communication	<input type="checkbox"/> Creative Skills
<input checked="" type="checkbox"/> Declarative Knowledge	<input type="checkbox"/> Oral Communication	<input type="checkbox"/> Analytical Skills
	<input type="checkbox"/> Written Communication	

QEP / URI Related Yes No

IFP Related Yes No

Data collected from online coursework? Yes No

Assessment Plan Checklist

The Assessment Plan Checklist is a completely brand new feature. It is intended to allow you to indicate which Strategic Plan Goals are applicable to your Assessment Plan.

- 1) To view the Assessment Plan Checklist click on the “Plan Checklist” tab on the Assessment Plan Summary page.

The screenshot shows the FAU DEV Assessment system interface. At the top, there is a navigation bar with "FAU DEV Assessment", "My Dashboard", "Navigate", and "Help". Below this, the "Plan Period: 2013-2014" is displayed.

The main content area shows the "Assessment Plan Summary" page. It contains a table with the following information:

College/Division	Arts & Letters	Plan Type	Learning Outcomes Plan
Department	English	Plan Status	Plan submitted for review
Program	BA English	Updated	N/A

Below the table, there is a light blue box with the text: "Plan developed by: Sika Dagbovie" and "Contact Person(s):".

Below that, a yellow box contains the text: "This plan currently has 4 outcomes" and "To comment on the Description and Methodology for an outcome, move to the outcome, then click 'Add Comment' to enter your comment."

Below the yellow box, there is a red button labeled "Add New Outcome".

The next screenshot shows the "Assessment Plan Details" page. A red arrow points to the "Plan Checklist" tab, which is highlighted. The page title is "Assessment Plan Details". Below the title, there is a navigation bar with "Outcomes & Measures" and "Plan Checklist". The "Plan Checklist" tab is selected.

Below the navigation bar, there is a blue header for "Outcome 1" with "Edit" and "Delete" buttons. Below this, there is a section for "Description and Methodology" with the text "Outcome Description".

- 2) The next screen displays an itemized list of Strategic Goals and their related sub-items on the left side of the screen. To the right of line item will be checkboxes relating to the areas of Content Knowledge, Critical Thinking, Communication, & Other Program Outcomes. Additionally, on the far right side of the screen are options to “Add Comments” and “View Comments”.

Assessment Plan Details					
Outcomes & Measures					
Plan Checklist					
	Content Knowledge	Critical Thinking	Communication	Other Program Outcomes	Comments
I. Plan Description and Method (Spring Reporting Cycle)					
A. Student Learning Outcomes					
1. Present/Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add a comment View comments
2. Oriented to student behavior, skills, abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add a comment View comments
3. Stated with precise, measurable verb(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add a comment View comments
4. Clear and specific description of the desired level of performance/achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add a comment View comments
5. Justification provided for the described desired level of performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add a comment View comments
B. Assessment Methods					
1. Present/Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add a comment View comments
2. Reference is made to last year's results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add a comment View comments
3. Method, overall, is relevant to the program's responses to previous results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add a comment View comments
4. Clear description of the student sample	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add a comment View comments
5. Measures are clearly relevant to the outcome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add a comment View comments
6. At least one measure for the outcome is a direct measure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add a comment View comments
7. Clear description of how/when/where in the program data are collected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add a comment View comments

- Proceed thru the list and select the checkboxes as necessary. Additionally, add any comments you deem necessary. When you are finished be sure to click on the "Save Checklist" button at the bottom of the page (not pictured).

Reports

The Reports section of the site is intended to allow you to quickly look up the available plans and to generate a very basic report regarding individual plans.

- Click on the "Reports" tile in the main dashboard.

The screenshot shows the FAU Assessment dashboard. At the top, there is a navigation bar with "FAU Assessment", "My Dashboard", "Navigate", and "Help". The user is identified as "ihartstein- Administrator" with a notification icon. Below the navigation bar, the "My Dashboard" section features a "Quick Links" bar with several tiles: "Reporting Units", "Reports", "My Calendar", "My Messages", "F.A.Q.", and "Assessment Resources". A red arrow points to the "Reports" tile, which is accompanied by the text "Click here to access basic reports." The "My Messages" tile has a notification badge with the number "4". At the bottom, there is a "My Tasks" section with a task list containing "Lorem ipsum sample task".

- Select your report criteria (i.e.- Super-Division, Division, Dept. etc.). Then determine if you want to view either the List of Assessment Plans or if you want to generate a report.

Reporting/Statistics



Assessment Plan Search

Super-Division:

Division:

Department:

Plan Period:

Plan Type:

Degree Level:

Plan Status:

1.) Select your report criteria.

2.) Choose either of the following options depending on your needs.

-or-

3) If you choose the "List Assessment Plans" option a clickable list of plans will be generated.

Assessment Plan Search

Super-Division:

Division:

Department:

Plan Period:

Plan Type:

Degree Level:

Plan Status:

-or-

Super-Division	Division	Department	Program	Plan Type	Plan Year
Academic Unit	Education	Counselor Ed	M.Ed. Counselor Education: School Counseling Track	Learning Outcomes Plan	2013-2014
Academic Unit	Education	Counselor Ed	Ed.S. Counselor Education: School Counseling Track	Learning Outcomes Plan	2013-2014
Academic Unit	Education	Counselor Ed	M.Ed. Counselor Education: Mental Health Track	Learning Outcomes Plan	2013-2014
Academic Unit	Education	Counselor Ed	Ed.S. Counselor Education: Mental Health Track	Learning Outcomes Plan	2013-2014
Academic Unit	Education	Counselor Ed	Ph.D. Counselor Education	Learning Outcomes Plan	2013-2014
Academic Unit	Education	Exercise Science & Health Promotion	B.S. and B.S.E. Exercise Science and Health Promotion	Learning Outcomes Plan	2013-2014

- 4) If you choose the “Generate Report” option a clickable stats report will generated.

FAU Assessment My Dashboard Navigate Help ihartstein-Administrat

Reporting/Statistics April 28, 2014 Monday, 12:01

Assessment Plan Search

Super-Division: Academic Unit
 Division: Business
 Department: -- Choose One --
 Plan Period: -- Choose One --
 Plan Type: -- Choose One --
 Degree Level: -- Choose One --
 Plan Status: -- Choose One --

List Assessment Plans -or- Generate Report

Plan Type	Enter new plan	Plan Submitted for Review	Revise plan	Collect data	Enter report of results	Report of results submitted for review	Revise report of results	Report Approved
Learning Outcomes Plan	1	14	0	0	0	0	0	0
Research Plan	0	0	0	0	0	0	0	0
Administrative Support Plan	0	1	0	0	0	0	0	0
Service Plan	0	0	0	0	0	0	0	0

My Messages

The system was built with an internal messaging system to facilitate communication between all Assessment System Users. A graphical interface is provided so you may simultaneously write a message and email the message to any other Assessment System User.

- 1) There are two ways to access the messaging functionality. You can either click the envelope icon in the navigation bar or you may click on the “My Messages” tile on the dashboard page.

FAU Assessment My Dashboard Navigate Help ihartstein- Administrator

My Dashboard

You can view/send messages by clicking one either of the following.

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Quick Links Help

Reporting Units Reports My Calendar My Messages F.A.Q. Assessment Resources

My Tasks Add Task Help

☐ Lorem ipsum sample task

- 2) The next page is your Message Center. Its reflects the basic functionality you would find in any modern email system (i.e. - Gmail, Yahoo, AOL, etc.). You have options to create, read, and delete messages. To write your message click on the “Write Message” button.

FAU Assessment My Dashboard Navigate Help

Message Center Click here to write a message.

My Messages

Write message

Inbox

	Sender	Subject	Date	
Inbox (4)	★ Isaac Hartstein	asdfasd	02/05/2014	Delete QView
Sent items	★ Isaac Hartstein	zxcvzxcv	02/05/2014	Delete QView
Trash	★ Isaac Hartstein	A Test from PROD	02/11/2014	Delete QView
	★ Isaac Hartstein	asdfasdf	04/25/2014	Delete QView

- 3) Start by selecting a message recipient. Next enter a subject for your message. Proceed to write a message of your choosing. Finally, send the message by clicking on the “Send Message” button. Clicking the “Send Message” button will do several things: First, it will send an email message to the recipient. Second, it will record the message and display it in your “Sent Items” queue in the main Message Center interface. Third, it will display the message in the recipient’s Message Center Inbox.

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Write Message

April 25, 2014 Friday, 16:32

Write Message

Send To: Jennifer Govender **Select the message recipient here.**

Subject: Outcome #1 in our Assessment Plan **Enter the message subject here.**

Message:

Write your message here!!!

Write your message here.

body p

Click here to send your message. **Send Message**

F.A.Q.

The Frequently Asked Questions section is an area where a series of common questions and answers will be on display. The F.A.Q. can be accessed by clicking on the F.A.Q. tile in the main dashboard as pictured below.

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My Dashboard

April 28, 2014 Monday, 8:26

Quick Links Help

Reporting Units Reports My Calendar My Messages **F.A.Q.** Assessment Resources

My Tasks Add Task Help

☐ Lorem ipsum sample task

The subsequent page will display all available questions.

Frequently Asked Questions

Q: What is a "learning outcome," and how does a program-level learning outcome differ from a course-level learning outcome?

A "program" can refer to any broad program of study that has a defined curriculum. It can be a degree program leading to a major within a department. It can be a certificate program offered within a center or an interdisciplinary program. It can be a general education program, like FAU's Intellectual Foundations Program (IFP), or a targeted program like FAU's Distinction Through Discovery Quality Enhancement Plan (QEP). Each of these curricula has stated learning outcomes that guide the structure and content of its constituent coursework and other experiential components.

"Learning outcomes" describe the kinds of knowledge and skills (i.e., competencies) you intend students to develop during the experiences they have in your courses or programs. These outcomes are articulated in language about particular activities students will perform; they are concrete and measurable and target a specific dimension of learning. Sometimes, programs may distinguish between course-level outcomes and program-level outcomes, the latter typically being broader skills and knowledge students are expected to achieve at certain points in your academic program (e.g., by the time students reach the upper division, or by the time they graduate). In this case, one or more course-level learning outcomes may be associated with one or more general program-level learning outcomes. This is because individual courses may introduce or reinforce specific knowledge and skills that are eventually refined, broadened, or mastered by the end of a program. This relationship is illustrated in the three examples below.

Assessment Resources

The Assessment Resources area contains links to a wide variety of assessment topics. This list is maintained by IEA. To access the list click on the "Assessment Resources" tile in the main dashboard.

Click here to view the Assessment Resources.

My Tasks

The My Tasks section on the main dashboard is your personal, private "To Do" list. Its usage is entirely optional. To add a task do the following:

- 1) Click "Add Task".

FAU DEV Assessment My Dashboard Navigate Help ihartstein- Administrator

My Dashboard

April 28, 2014 Monday, 13:32

Quick Links Help

Reporting Units Reports My Calendar My Messages F.A.Q. Assessment Resources

My Tasks Add Task Help

My calendar 2013-2014 Quick Stats Help

- 2) A dialog screen will appear. Enter the task and then click the “Add Task” button to save your task.

1.) Enter task

Add new task

Task My sample task!

2.) Click "Add" Add task

- 3) Your newly added task will appear on your task list.

Quick Links Help

Reporting Units Reports My Calendar My Messages F.A.Q. Assessment Resources

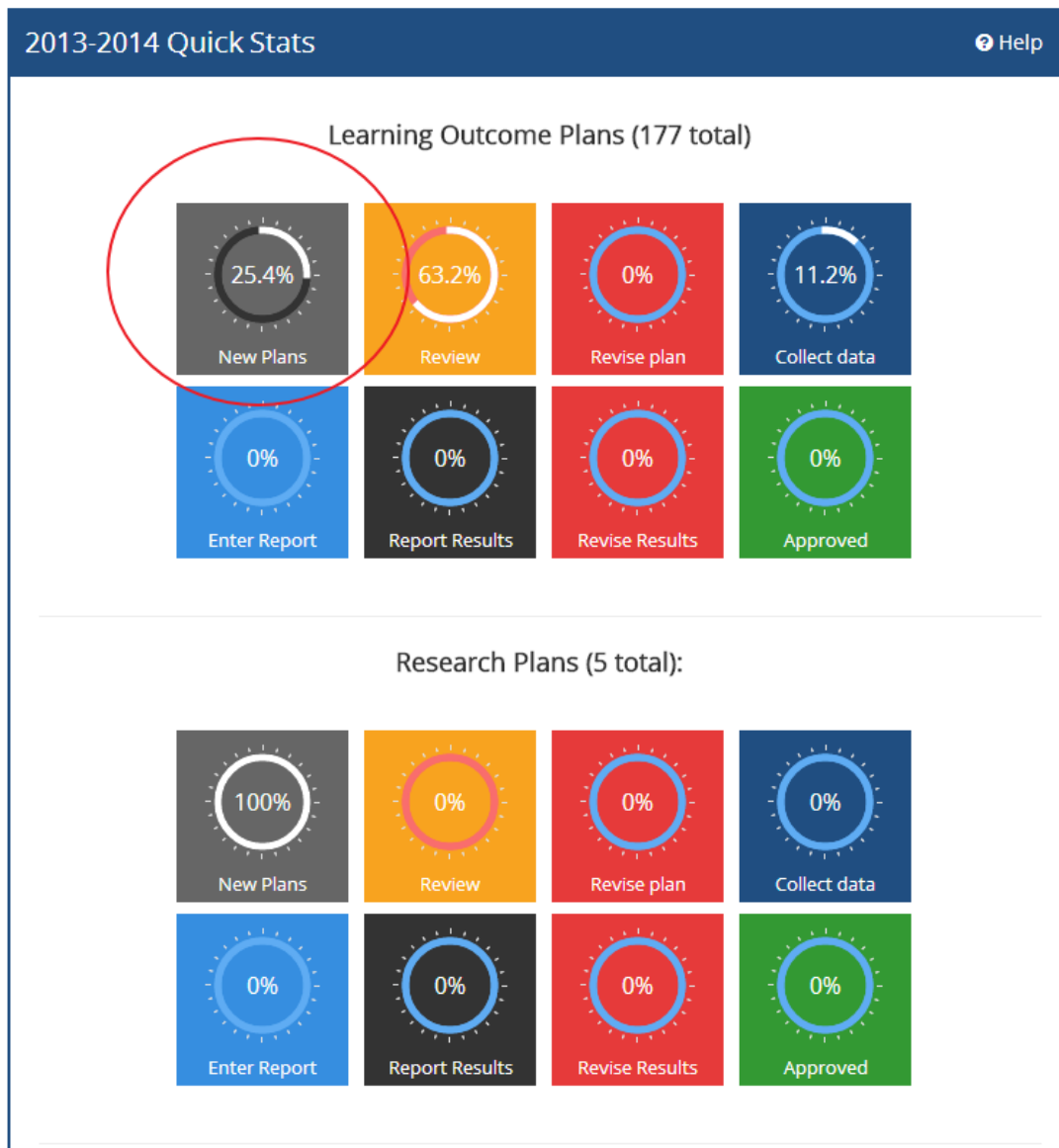
My Tasks Add Task Help

My sample task!

Quick Stats

The Quick Stats section on the main dashboard is meant to give a quick visual display of plans in the system. Specifically, it provides some brief summary statistics of the plans in the system. In the example below you will see 25.4% of all the Learning Outcome Plans are marked with a status of “New Plan”. Further, if you click the tile you will be redirected to a listing of the specific plans meeting the aforementioned criteria.

- 1) Take a look at the Quick Stats. This shows us the status breakdown of the plans in the system. In this example 25.4% of all the Learning Outcome Plans are marked with a status of “New Plan”. Clicking on the tile “New Plans” tile will show us the listing of specific plans.



2) The next page displays the 25.4% of plans marked with a status of “New Plan” .

FAU Assessment My Dashboard Navigate Help ihartstein-Administrator

Reporting/Statistics

April 28, 2014 Monday, 16:59

Assessment Plan Search

Super-Division: -- Choose One -- Division: -- Choose One -- Department: -- Choose One --

Plan Period: -- Choose One -- Plan Type: -- Choose One -- Degree Level: -- Choose One --

Plan Status: -- Choose One --

List Assessment Plans -or- Generate Report

Super-Division	Division	Department	Program	Plan Type	Plan Year
Academic Unit	Science	Psychology	BA Psychology	Learning Outcomes Plan	2013-2014
Academic Unit	Science	Psychology	BS Neuroscience and Behavior	Learning Outcomes Plan	2013-2014
Academic Unit	Science	Psychology	MA Psychology	Learning Outcomes Plan	2013-2014