Florida Atlantic University

Assessment System

Instruction Manual

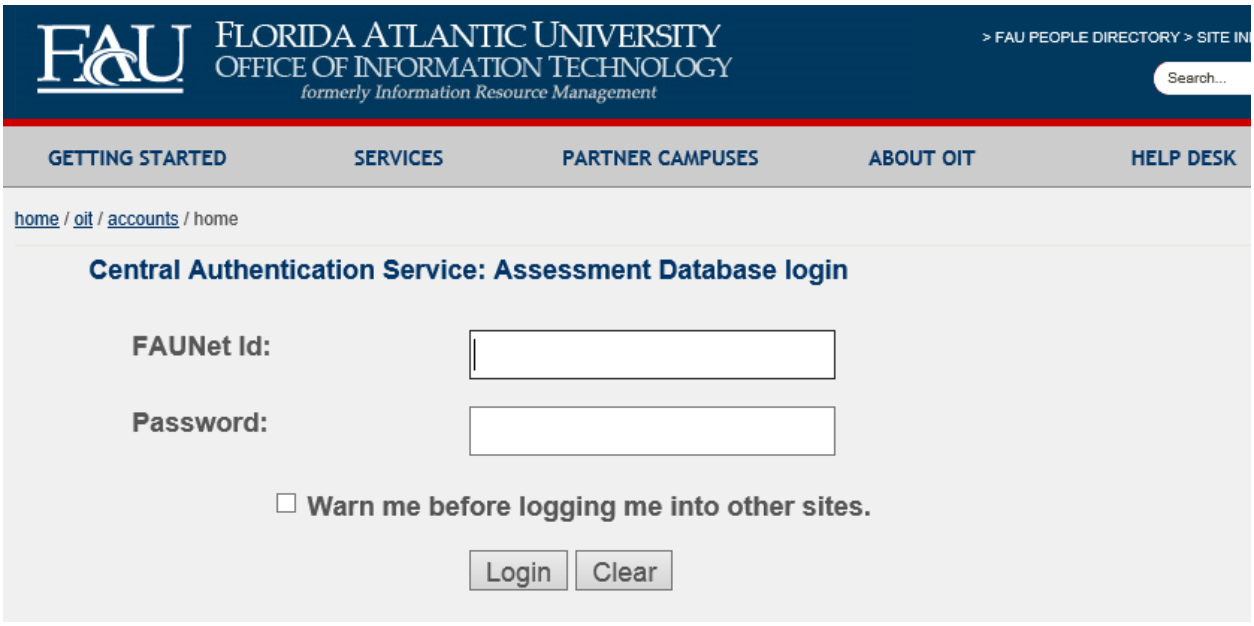
Table of Contents

Logging In 2
My Dashboard 3
The Navigation Bar 4
Reporting Units 5
Viewing Learning Plans 6
Academic Learning Compacts 8
Adding an Assessment Plan 10
Adding a New Outcome 11
Outcome Details 13
Assessment Plan Checklist 15
Reports 16
My Messages 18
F.A.Q. 20
Assessment Resources 21
My Tasks 21
Quick Stats 23

Logging In

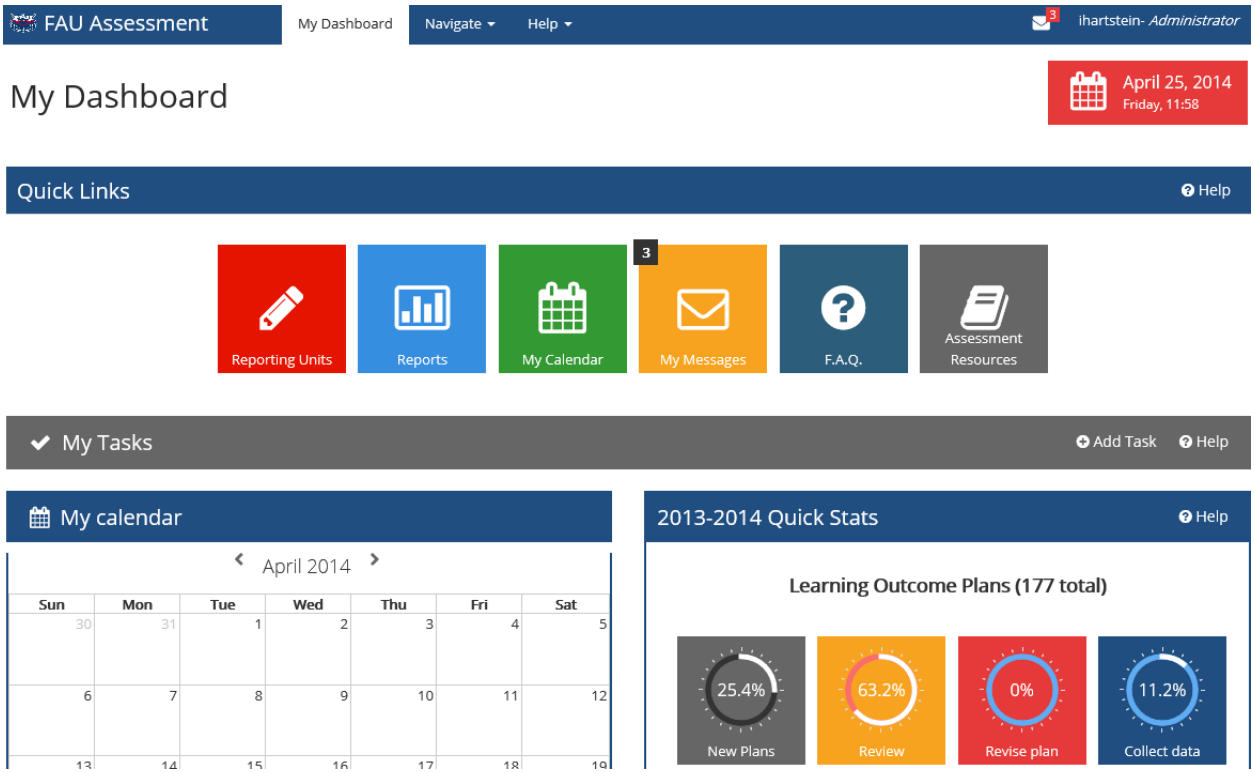
1) Open a browser and navigate to the following URL: https://assessment.fau.edu

2) You will be prompted to login via CAS (Central Authentication Service). Enter your FAUNet id and Password and click the "Login" button.



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 opne 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”.



My Dashboard

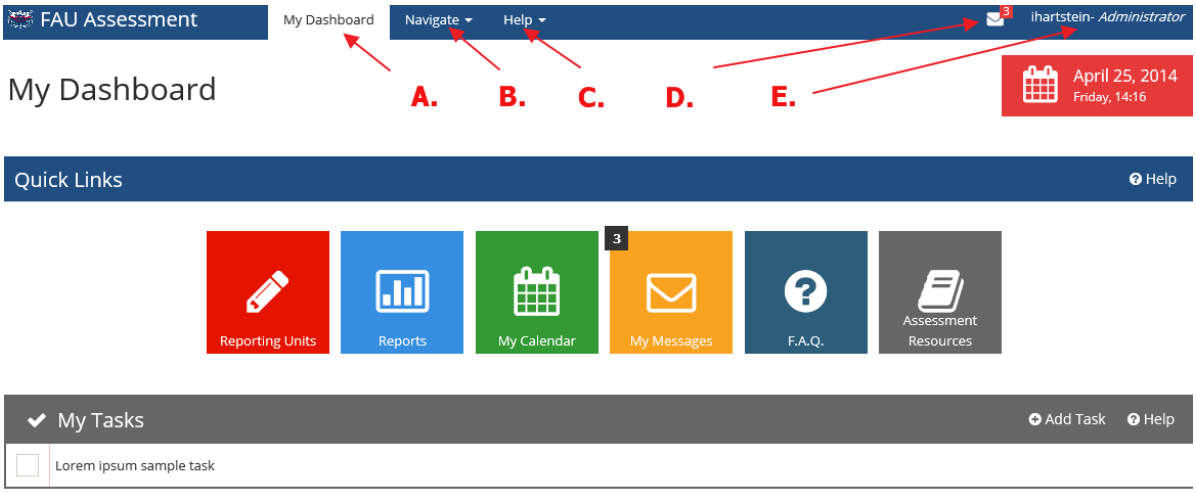
The main page dashboard is your central hub of operations. You will see this page every time you log into the system. The dashboard consists of the following sections:

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.

The Navigation Bar

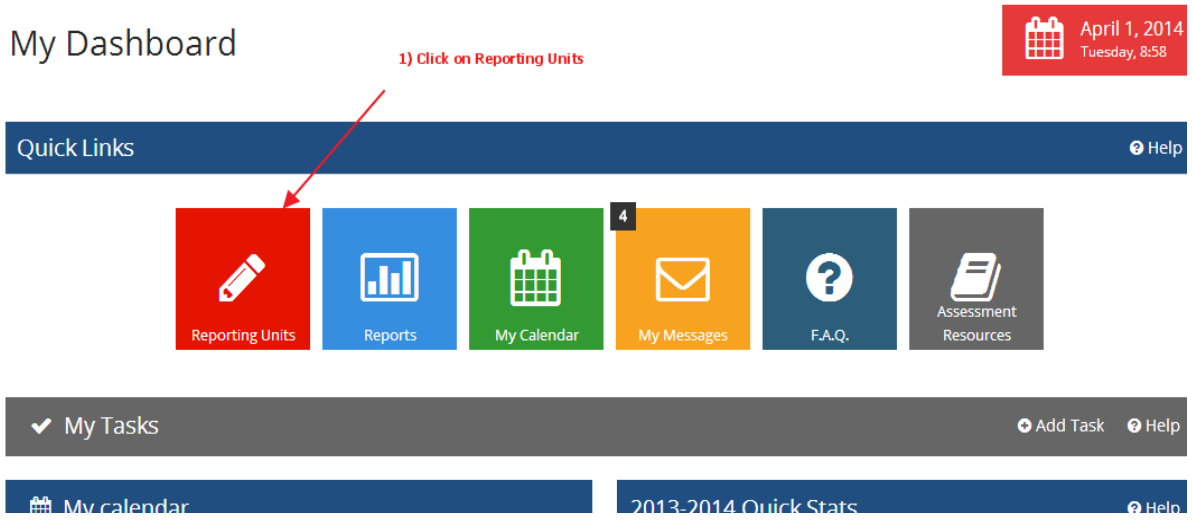
The navigation bar will appear at the top of the screen on all pages. Further, the navigation bar consists of the following section:

a. **My Dashboard** – click on this tab to return to the main dashboard at any time.
b. **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*
c. **Help** – click on this tab to access any of the following: F.*A.Q., Assessment Resources, & Account Settings*.
d. **Messages** – click on this envelope icon to go to your message center.
e. **Username/Role** – this is a display of your username and role in the system.

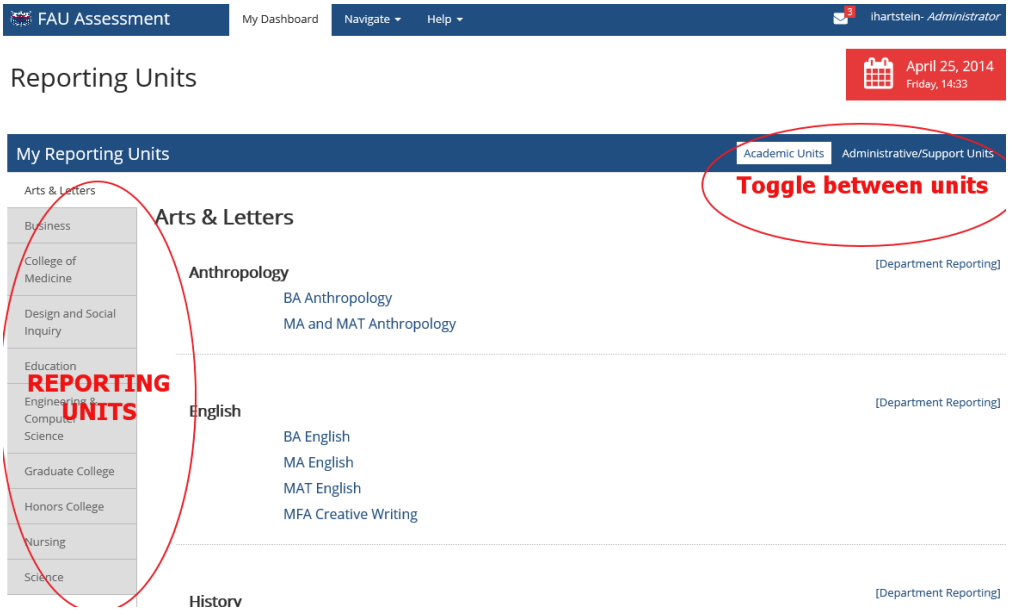


Reporting Units

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

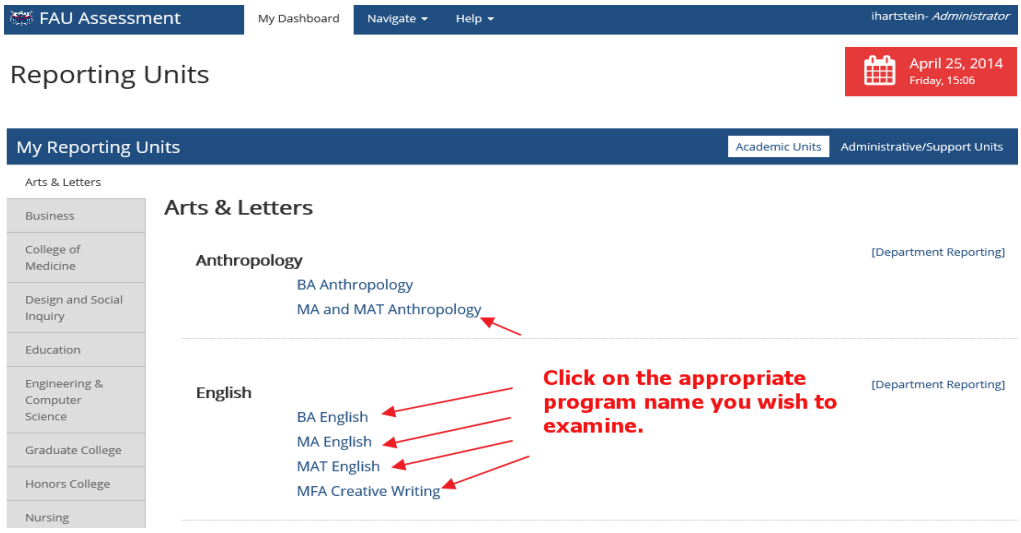


2.) The next page will display any Academic and/or Administrative Support Units as well as the departments and programs available to you. The left side of the page will display a clickable list of your reporting units. Click on a unit to display the appropriate departments and programs. If you need to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

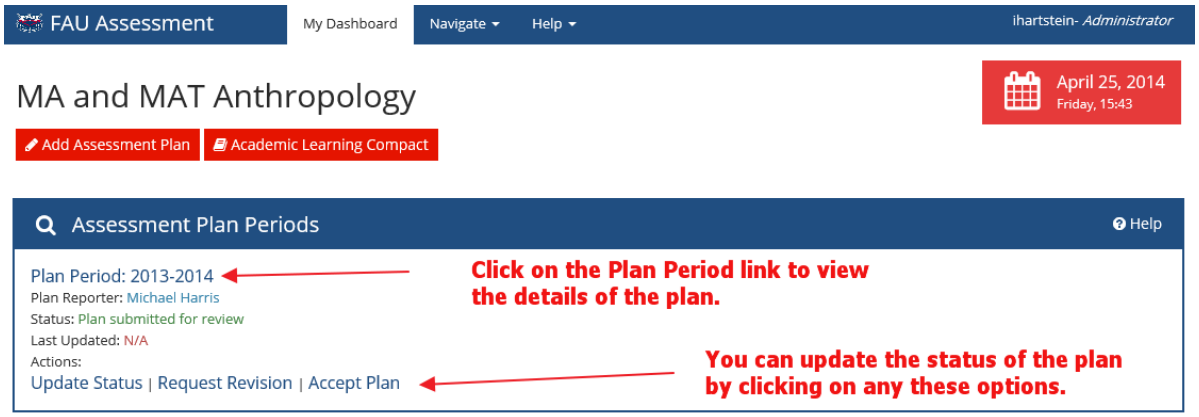


Viewing Learning Plans

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

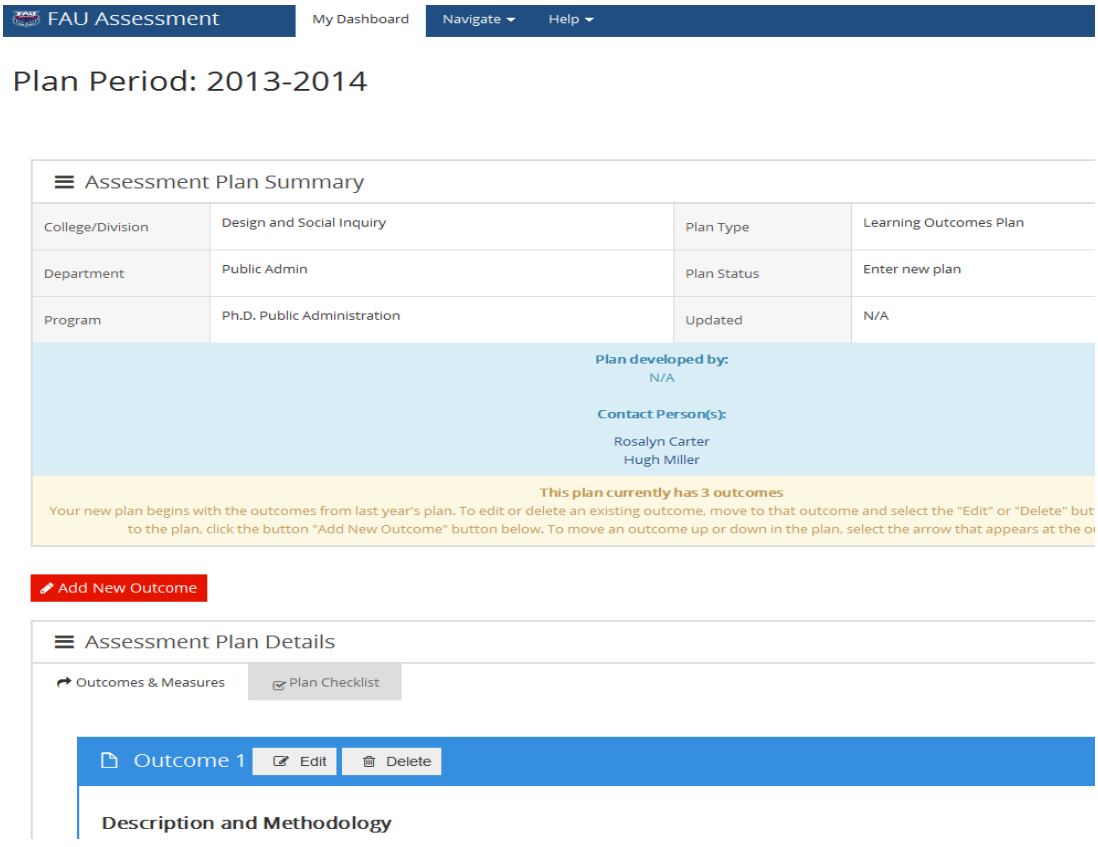


2) The following screen will display the available Assessment Plan Periods. You may view the plan by clicking on the Plan Period link. Additionally, you may update the status of the plan using any of the links at the bottom.

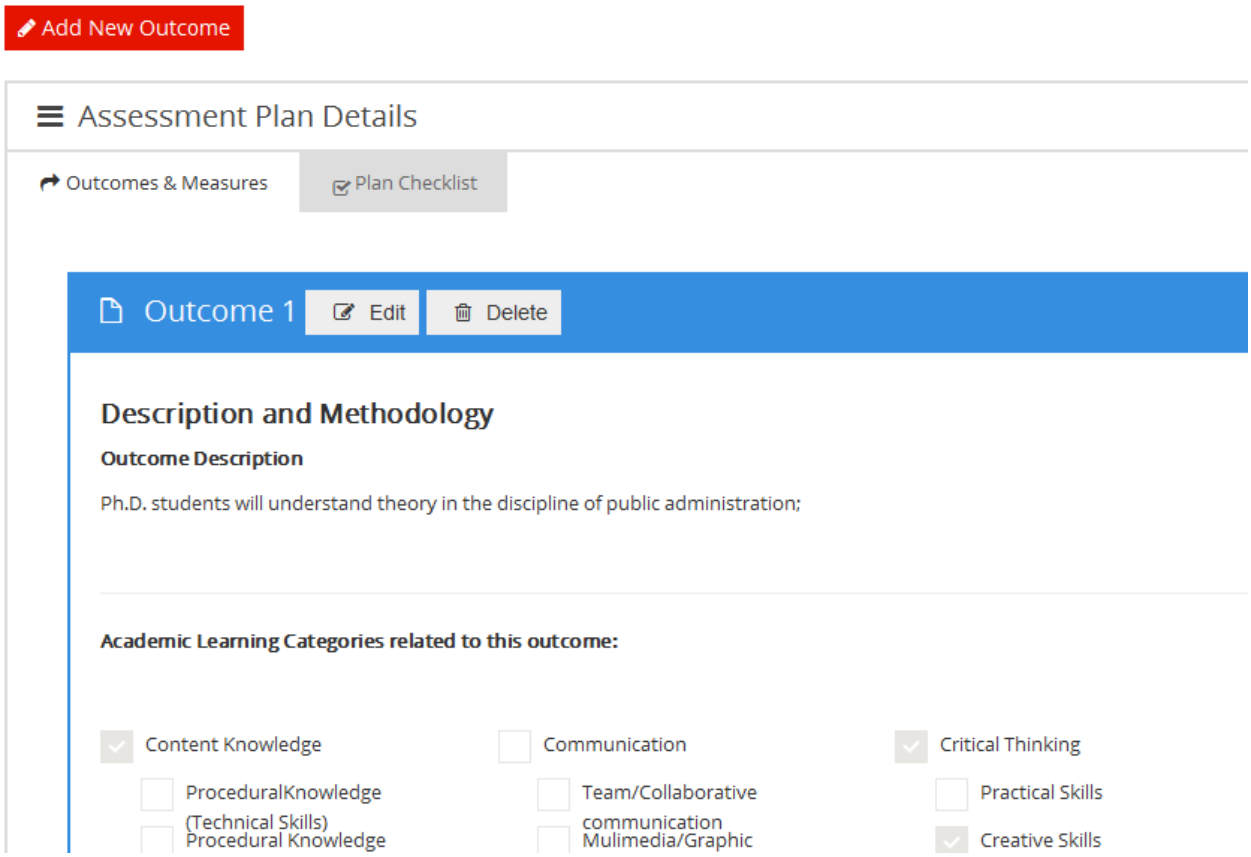


3.) The next page will display the plan summary and outcomes. It will also give you options to:

a. Add a New Outcome
b. Edit or delete existing outcomes
c. Access the Plan Checklist

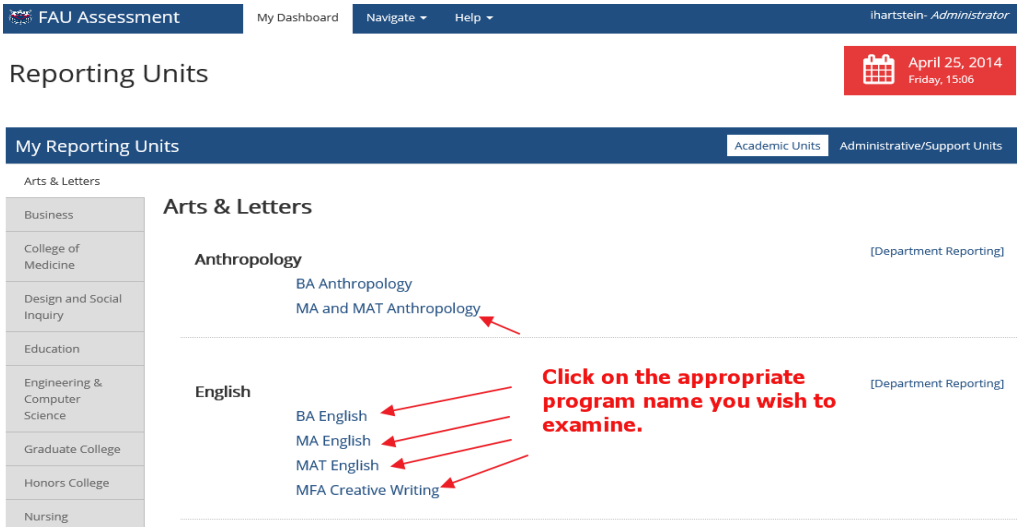


4.) Scroll down to view the specific outcomes for the plan.

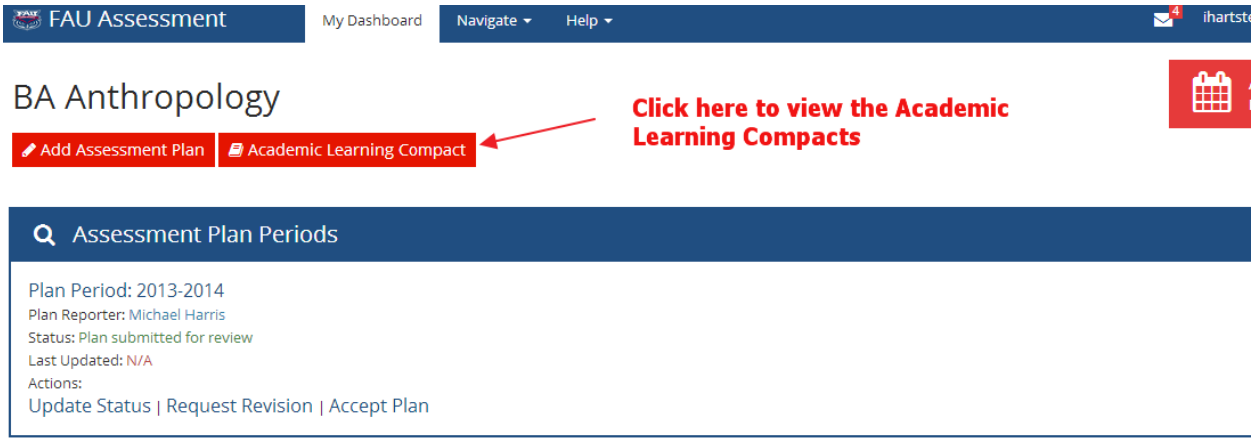


Academic Learning Compacts

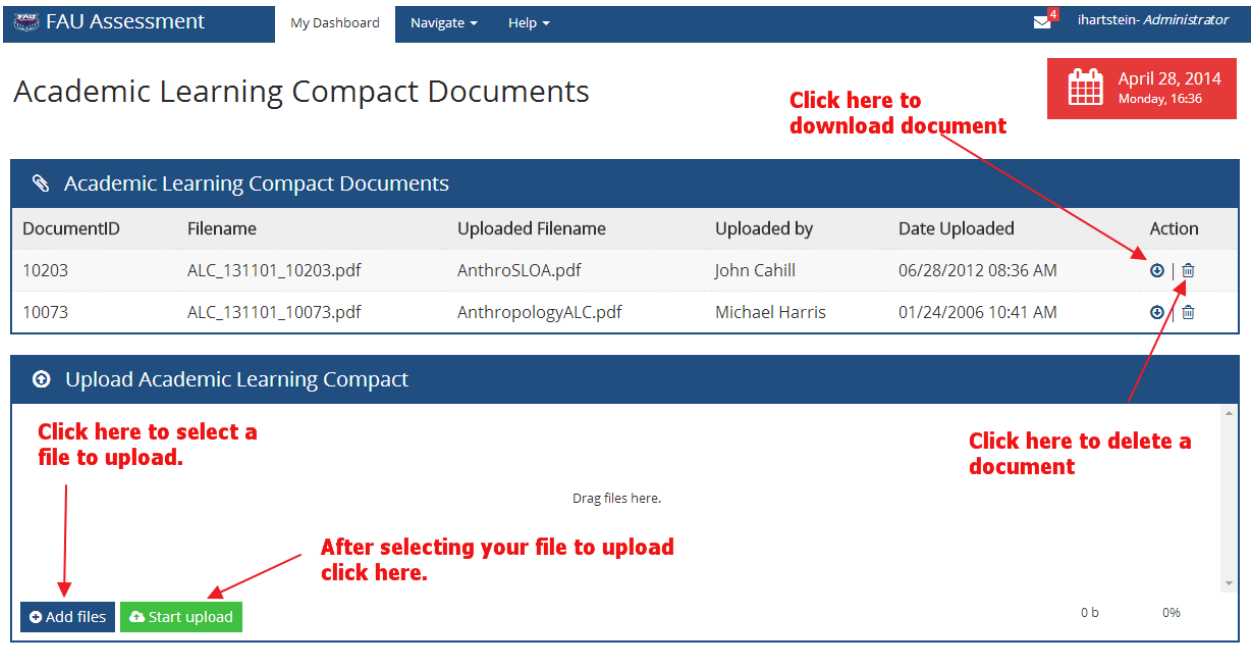
1) Start by selecting the appropriate program you wish to work with.



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.

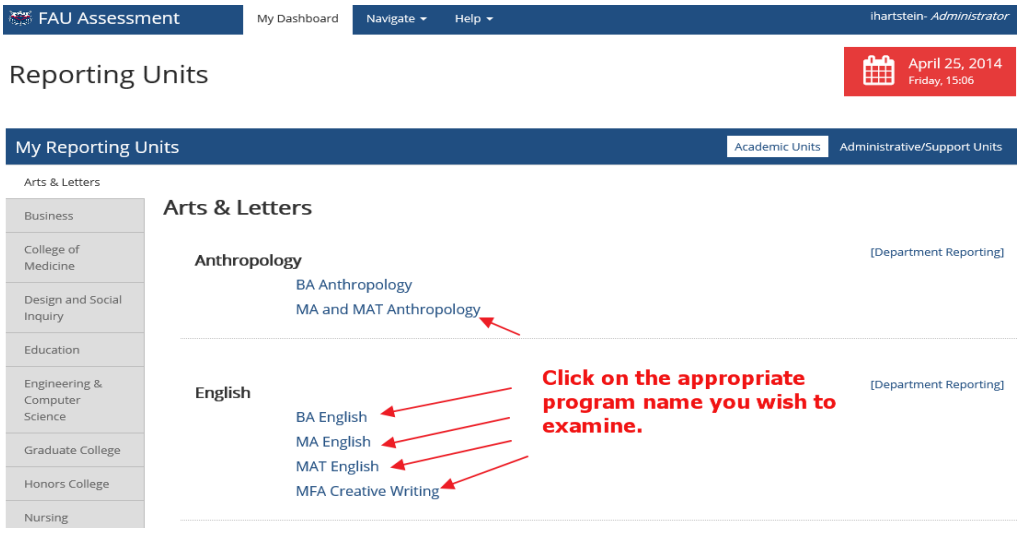


3) The next screen displays any and all ALC documents in a list format. You have the options of downloading, deleting and uploading documents in the interface.

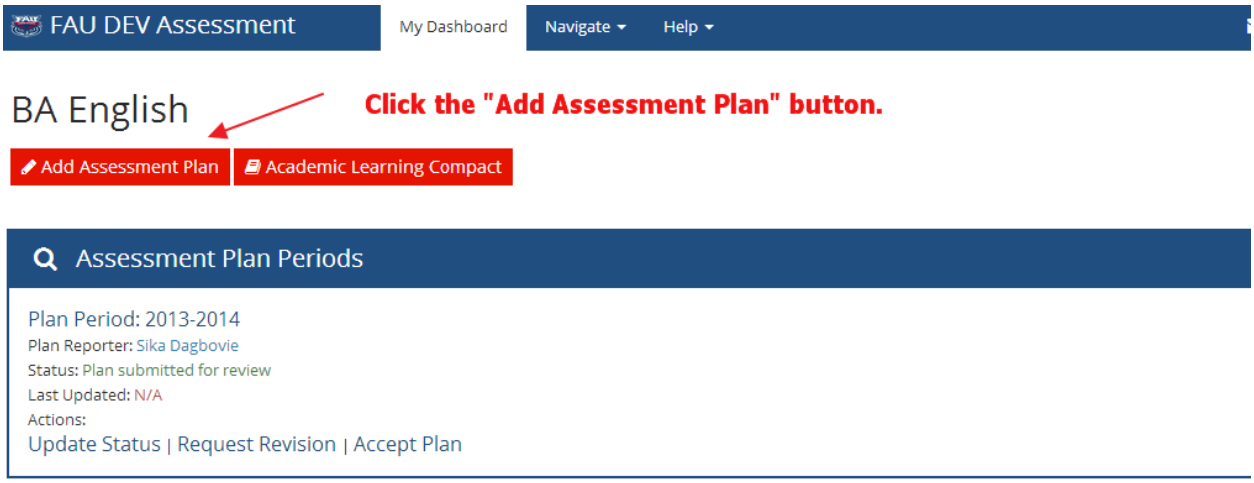


Adding an Assessment Plan

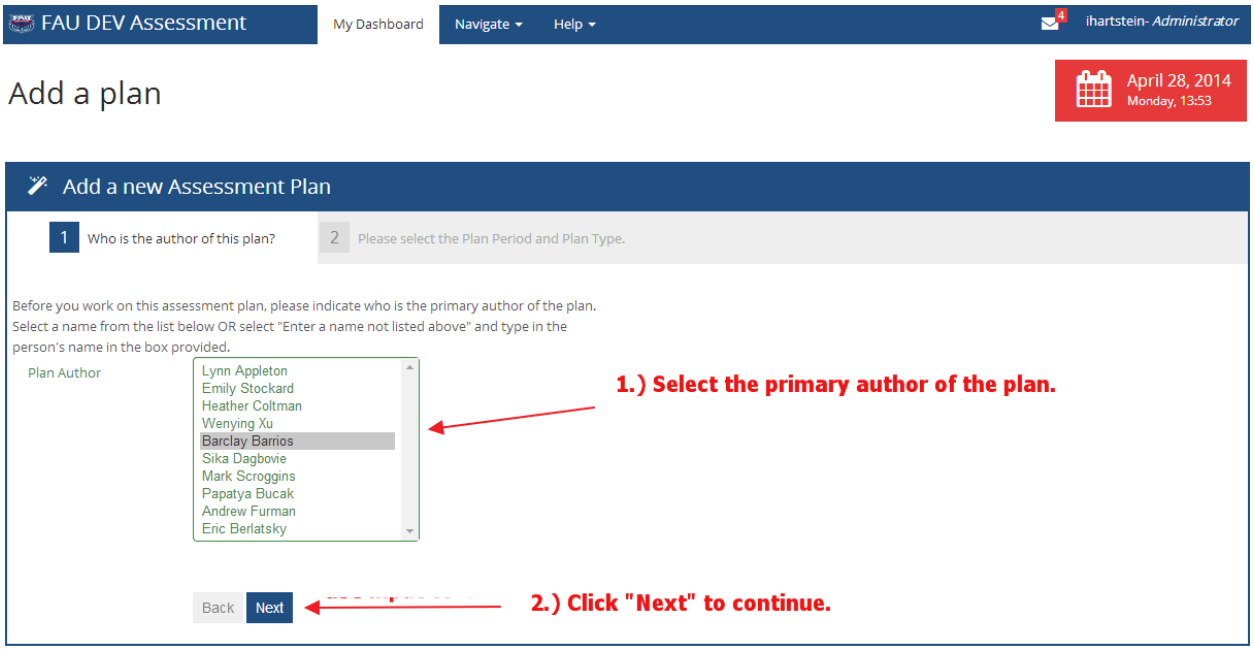
1) Start by selecting the appropriate program you wish to work with.



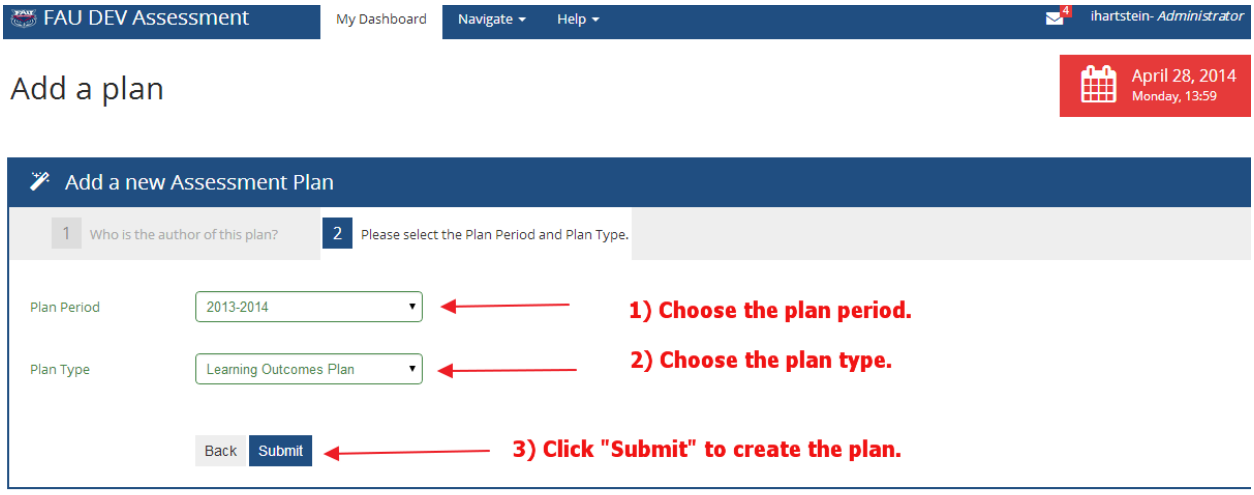
2) The following screen will display Plan Periods entered into the system. Click on the "Add Assessment Plan" button to begin adding your new plan.



3) Select the primary author of the plan and click “Next” to continue.

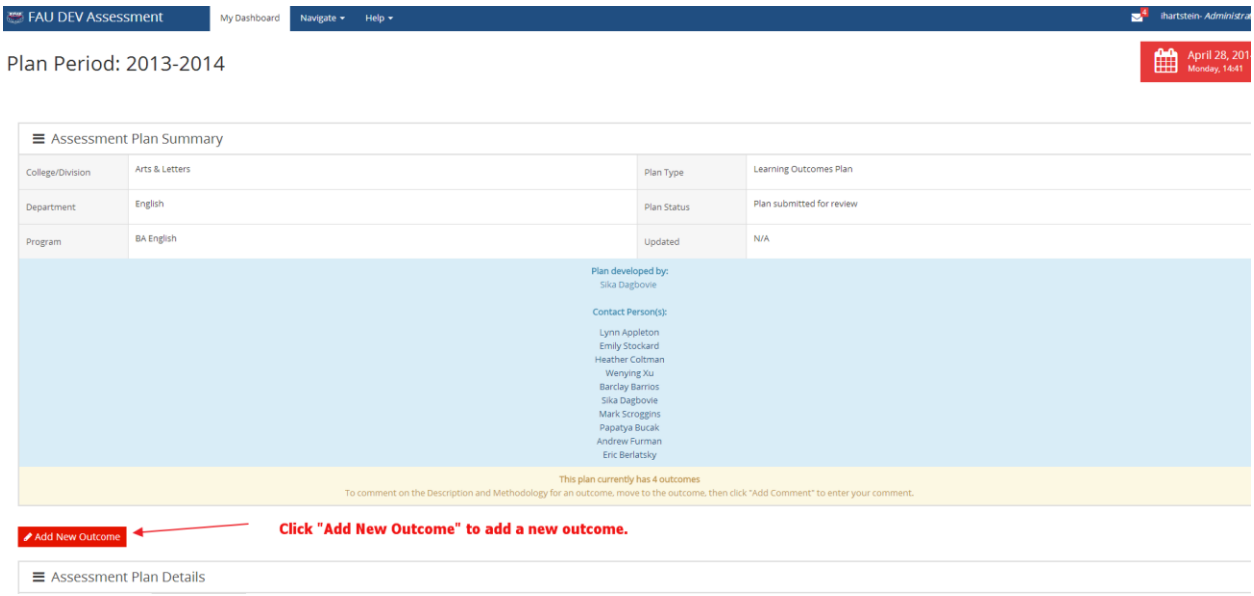


4) On the next screen you choose the plan period and the plan type. Click “submit” to create the plan.

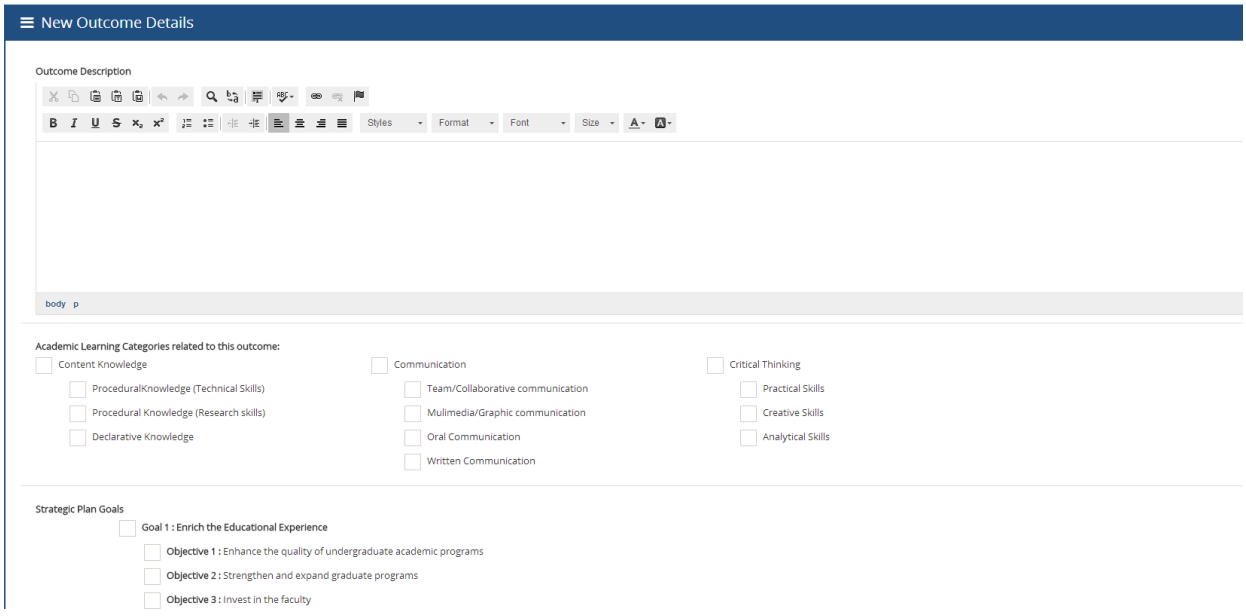


Adding a New Outcome

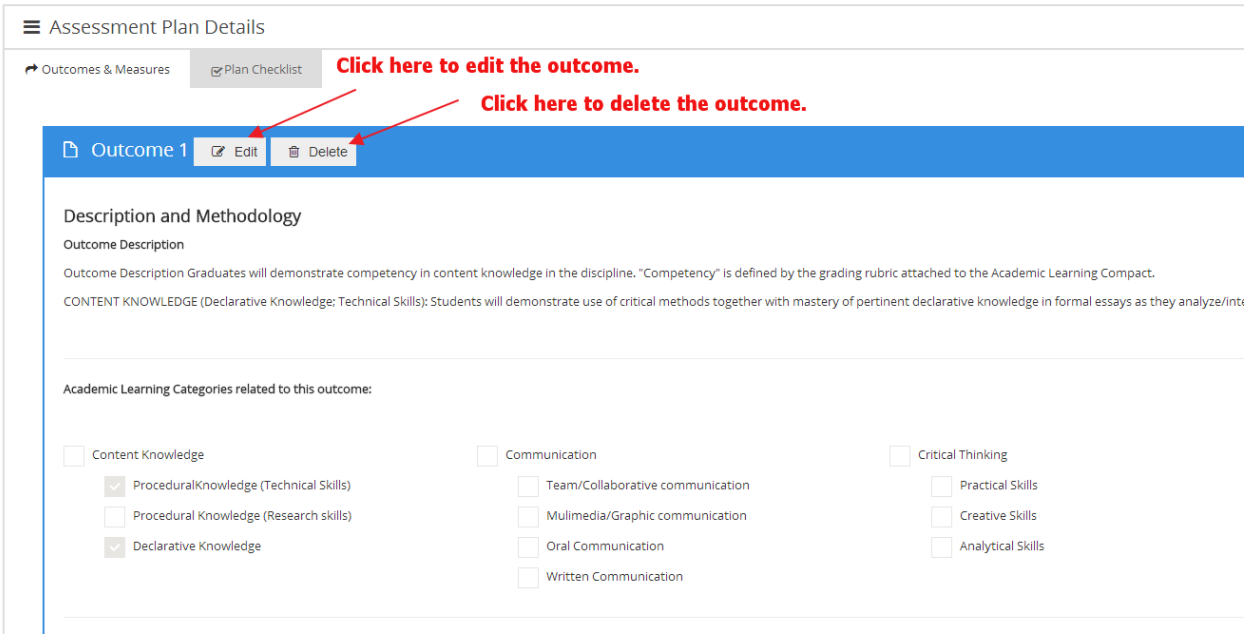
1) After adding a new plan (or selecting a plan to view) you have the option to add an outcome to the plan. To do so, click on the “Add New Outcome” button.



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).

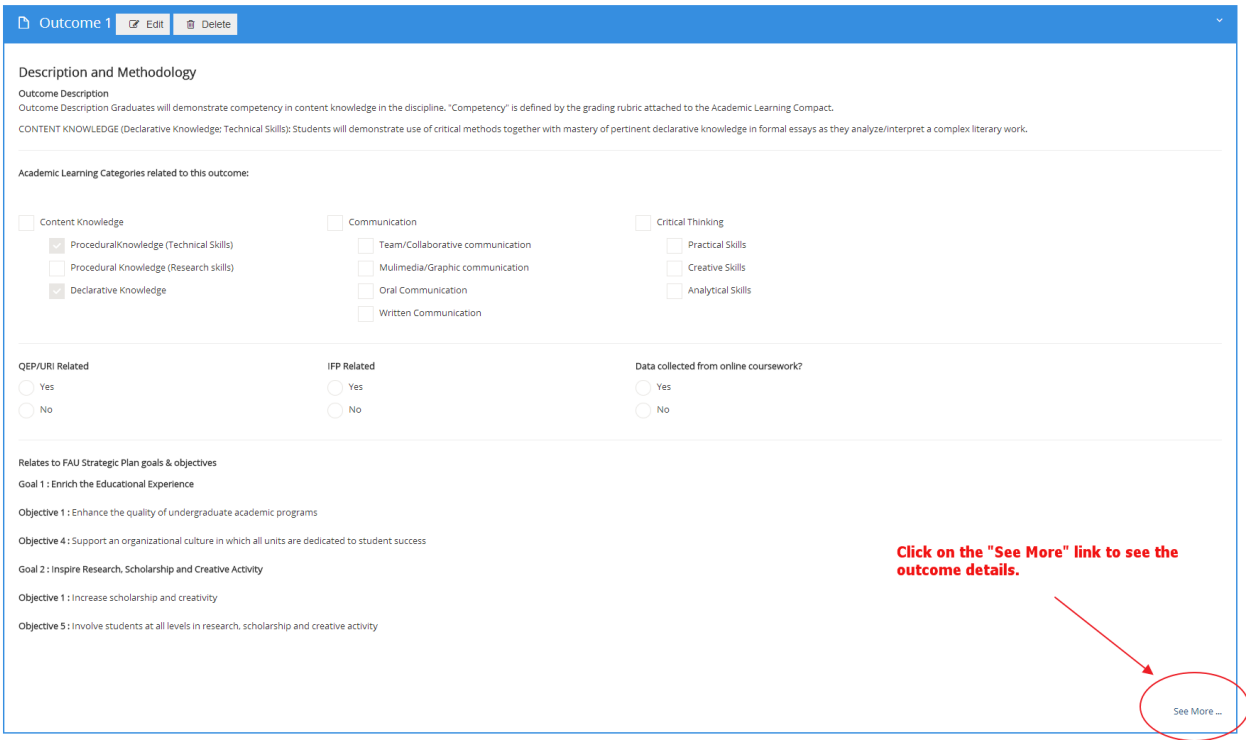


3) After saving the outcome (or viewing the existing outcomes in a plan) the Assessment Plan Details screen will appear. On this screen you have options to edit or delete the outcome(s) as necessary.

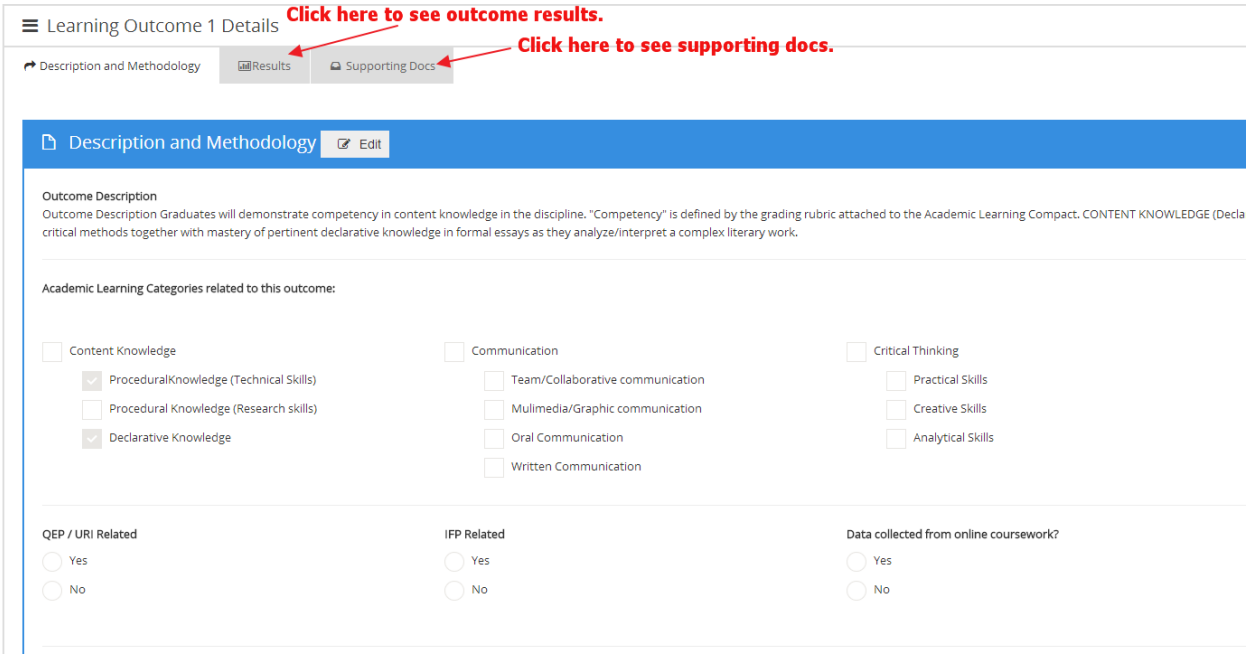


Outcome Details

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.



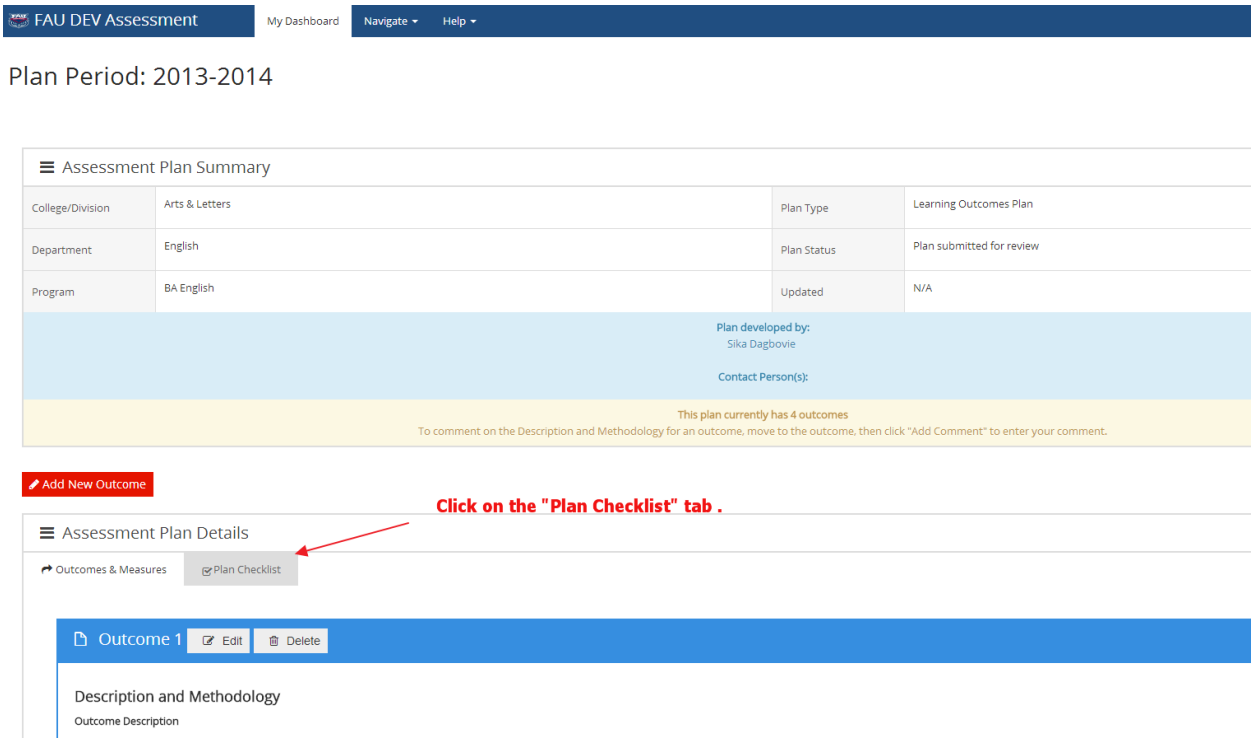
2) The next screen will offer greater details regarding the selected outcome including the following: FAU Strategic Plan related goals and objectives, Implementing Strategy, Assessment Method, and Criterion for Success. Additionally, you will be able to access the outcome results and supporting documents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



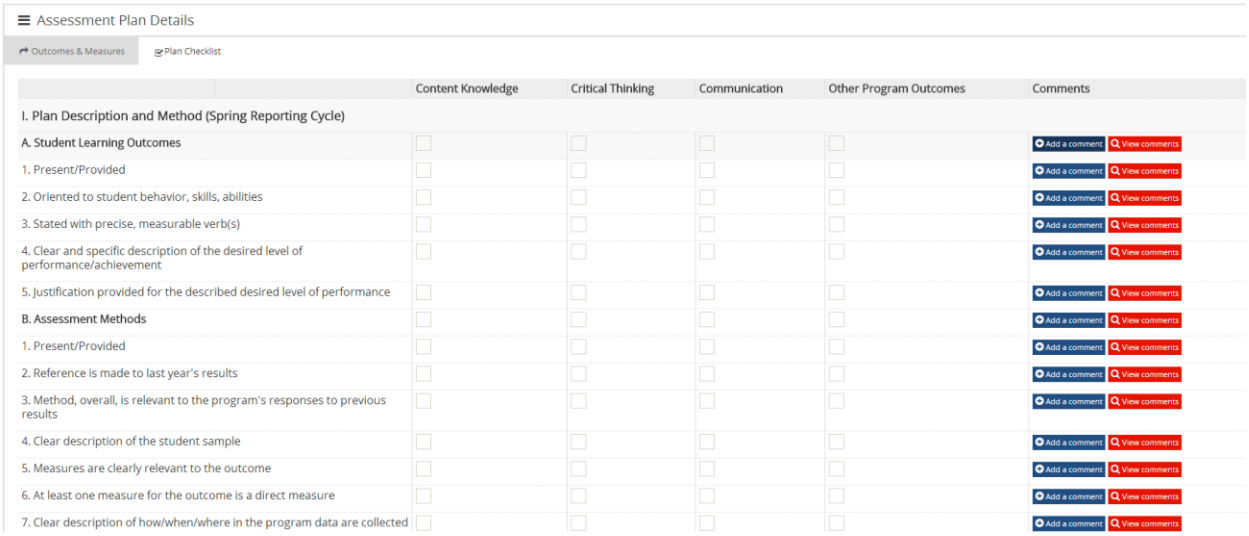
Assessment Plan Checklist

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.



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”.

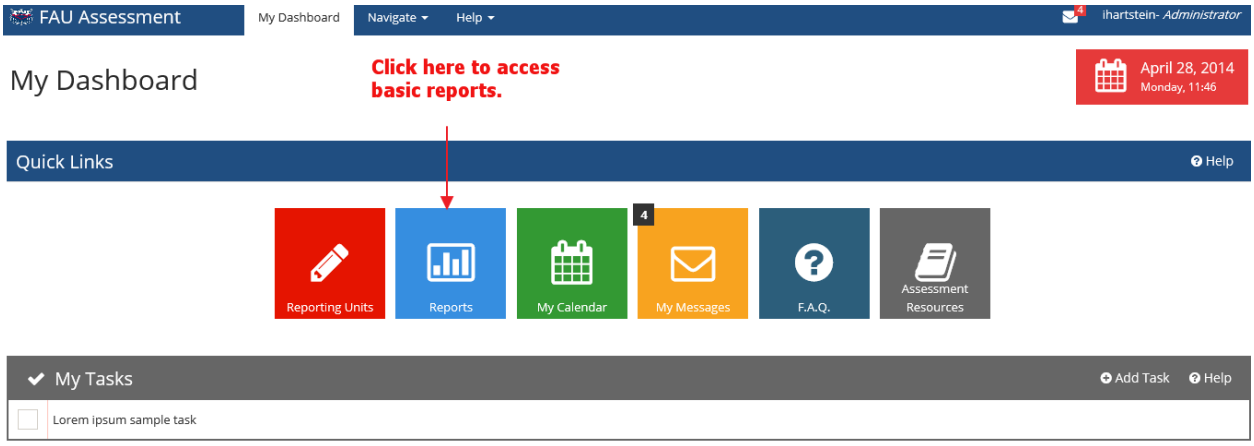


3) Proceed thru the list and select the checkboxes as necessary. Additionally, add any comments you deem necessary. When you are finished be sure to click on the "Save Checklist" button at the bottom of the page (not pictured).

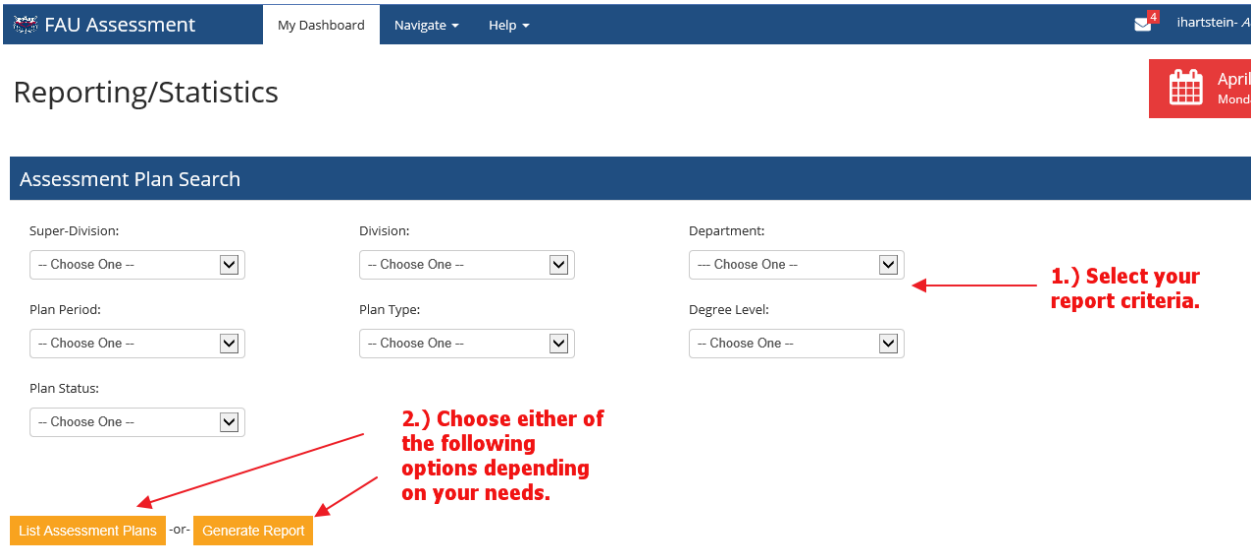
Reports

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.

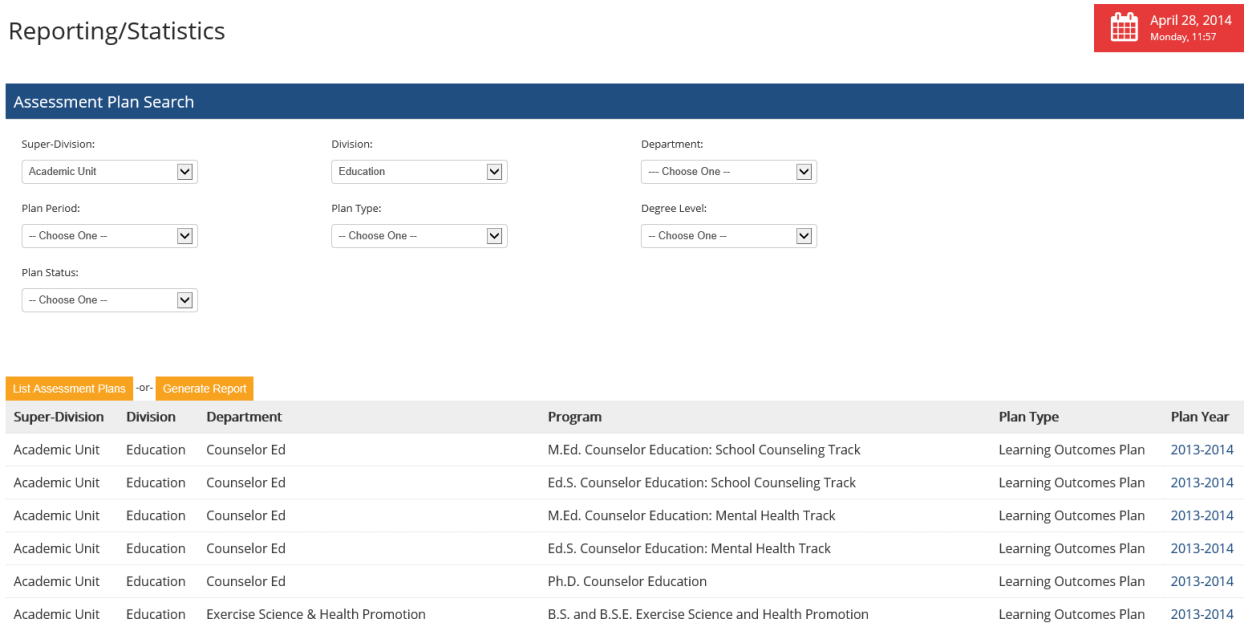
1) Click on the "Reports" tile in the main dashboard.



2) 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.

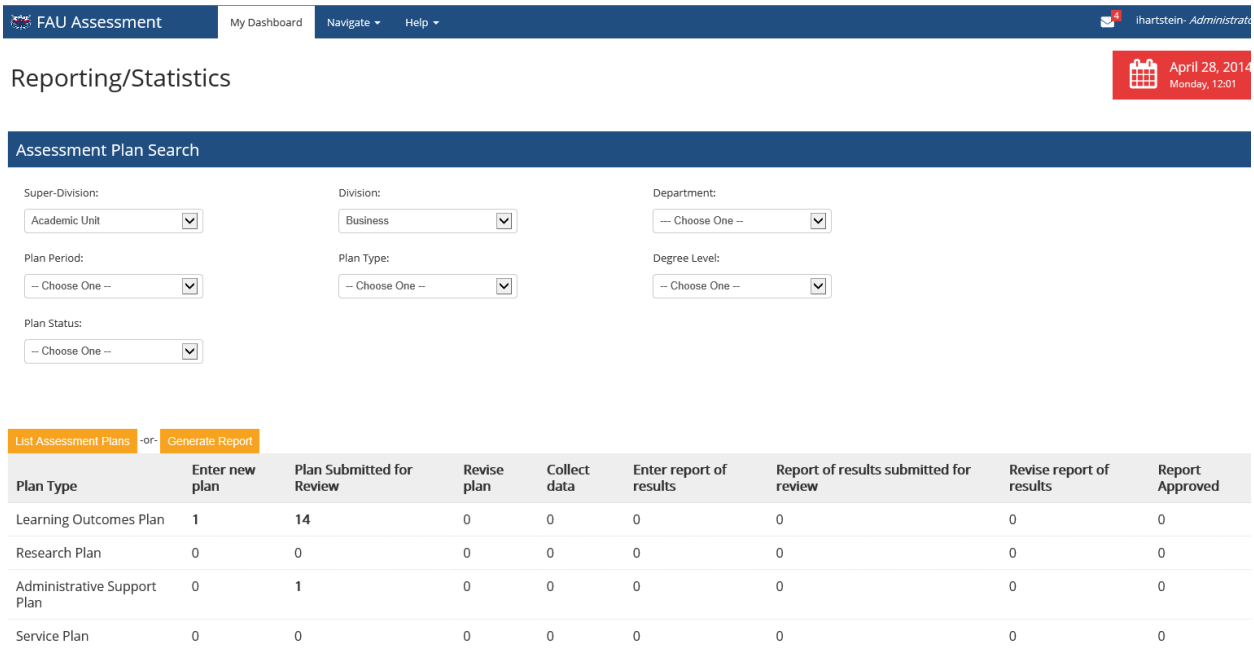


3) If you choose the “List Assessment Plans” option a clickable list of plans will be generated.



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.

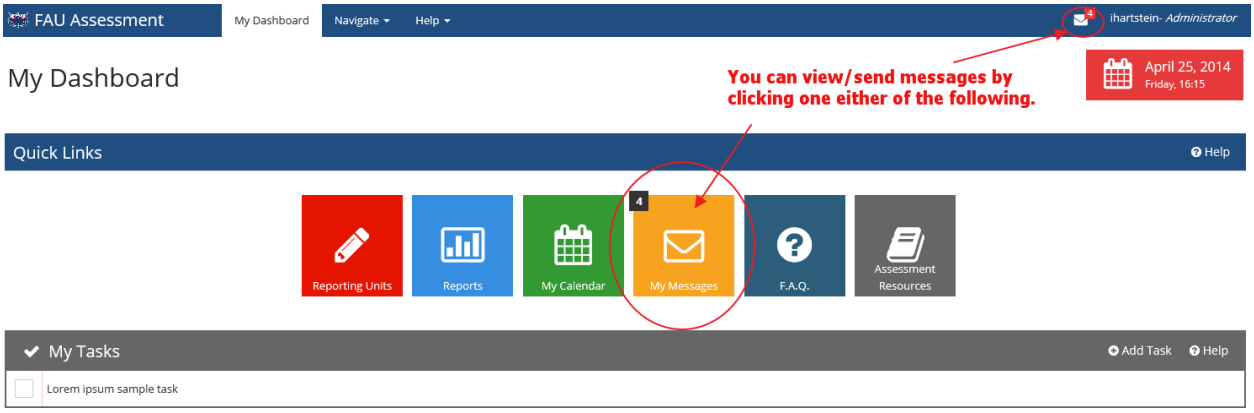


Plan Type	Enter new plan	Plan Submitted for Review	Revise plan	Collect data	Enter report of results	Report of results submitted for review	Revise report of results	Report Approved
Learning Outcomes Plan	1	14	0	0	0	0	0	0
Research Plan	0	0	0	0	0	0	0	0
Administrative Support Plan	0	1	0	0	0	0	0	0
Service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

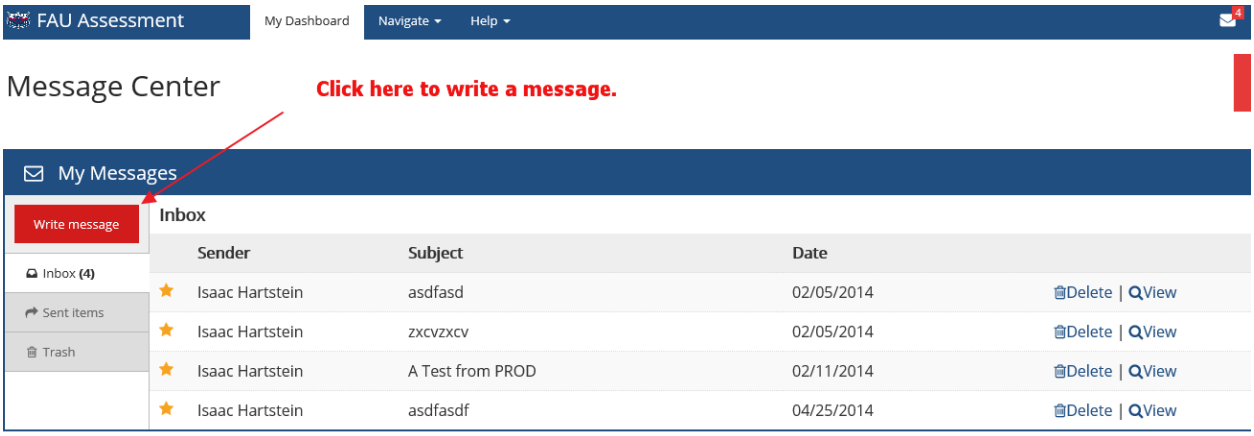
My Messages

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.

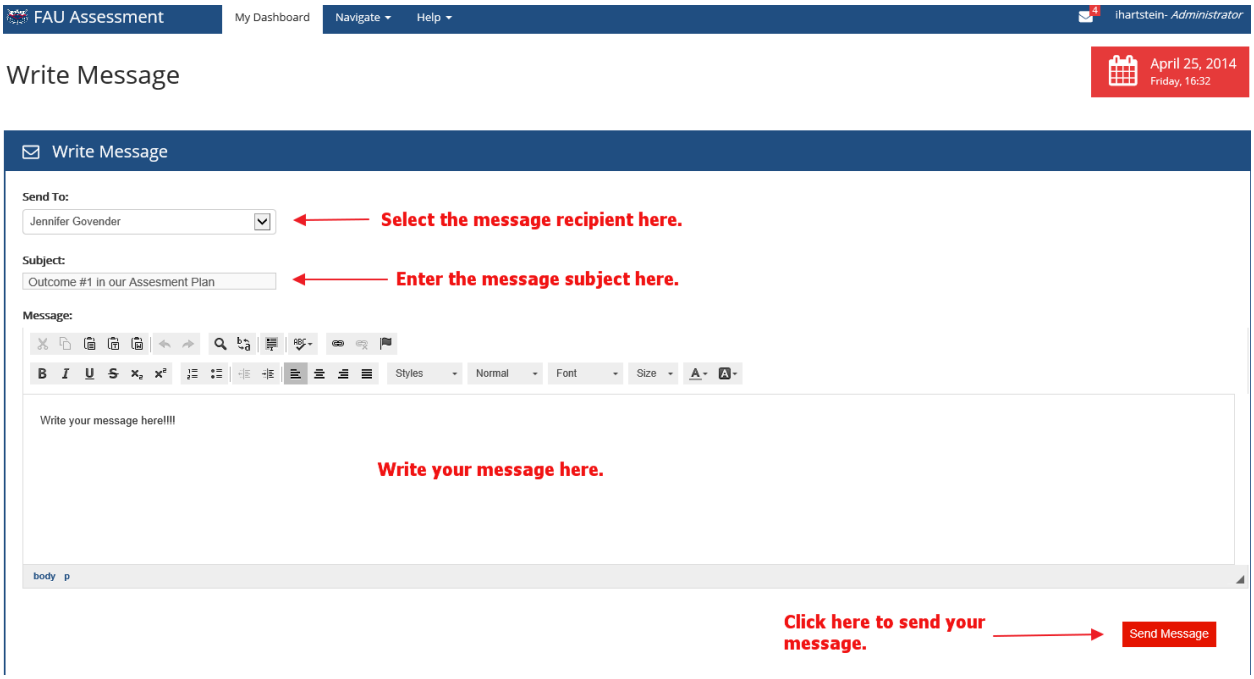
1) There are two ways to access the messaging functionality. You can either click the envelope icon in the navigation bar or you may click on the “My Messages” tile on the dashboard page.



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.

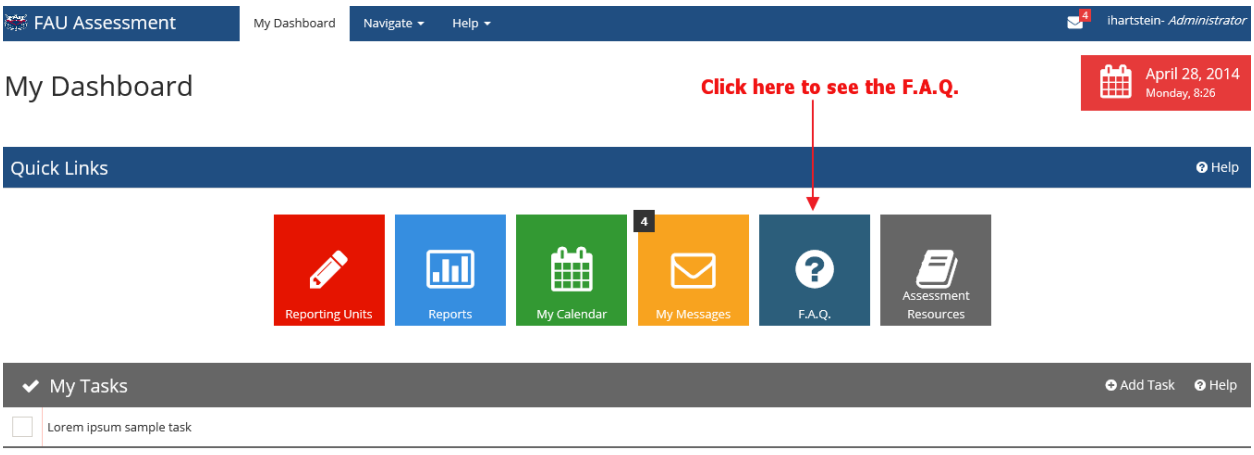


3) Start by selecting a message recipient. Next enter a subject for your message. Proceed to write a message of your choosing. Finally, send the message by clicking on the “Send Message” button. Clicking the “Send Message” button will do several things: First, it will send an email message to the recipient. 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.

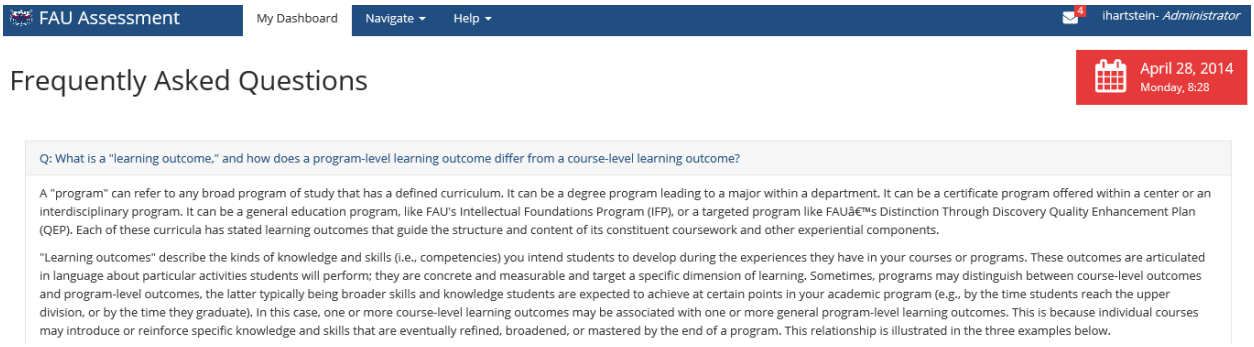


F.A.Q.

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.

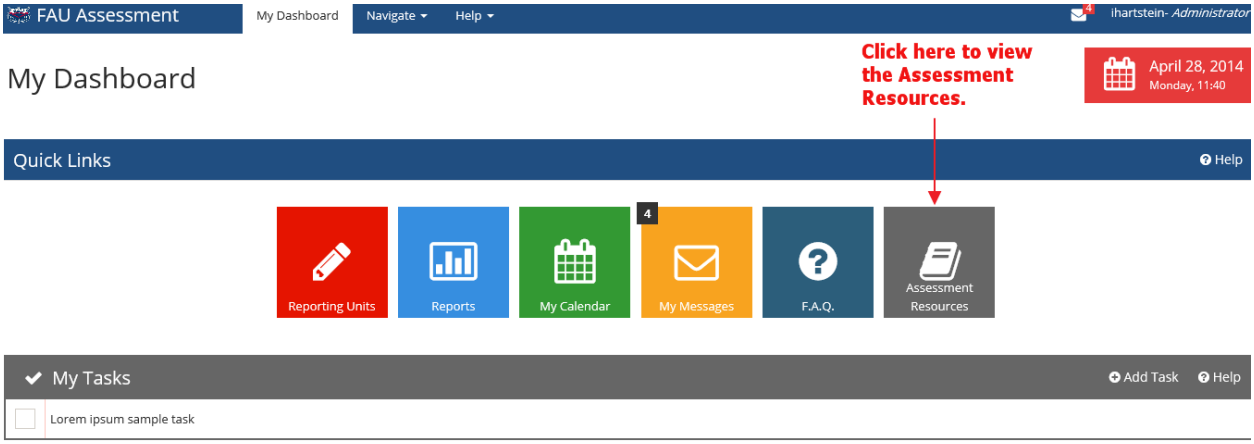


The subsequent page will display all available questions.



Assessment Resources

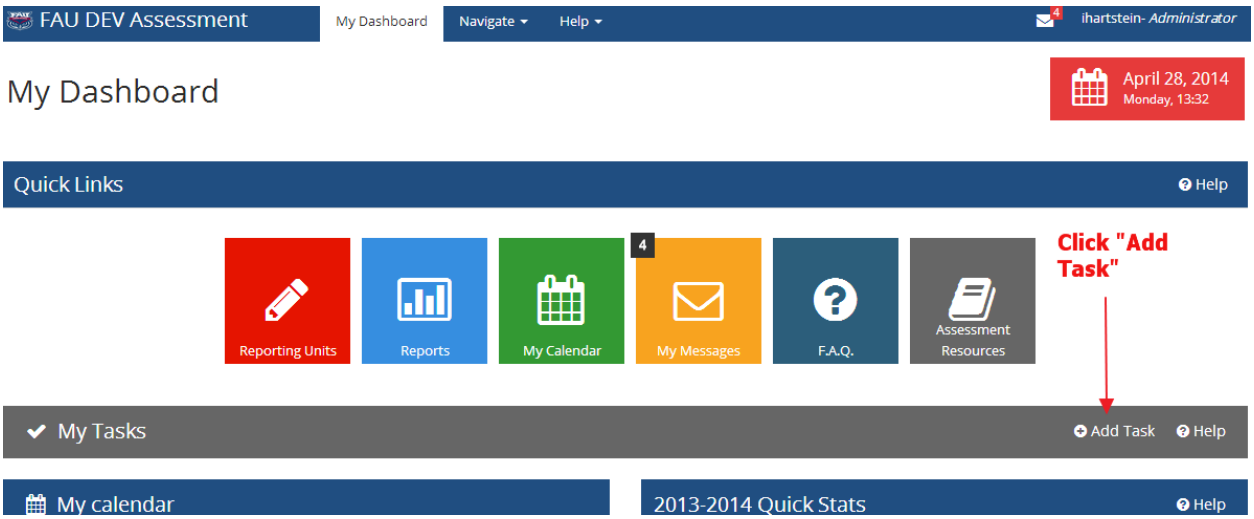
The Assessment Resources area contains links to a wide variety of assessment topics. This list is maintained by IEA. To access the list click on the “Assessment Resources” tile in the main dashboard.



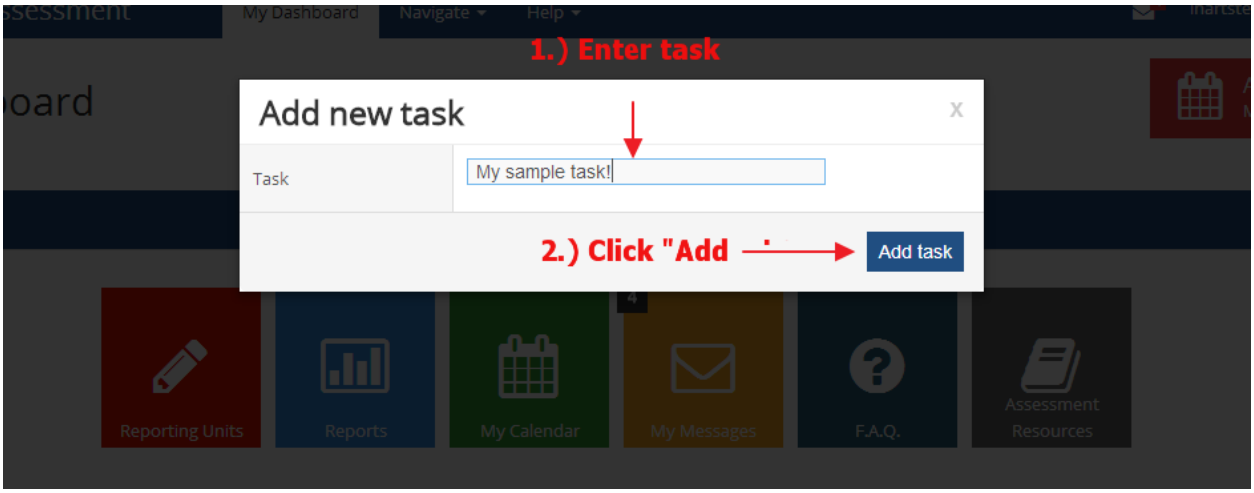
My Tasks

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:

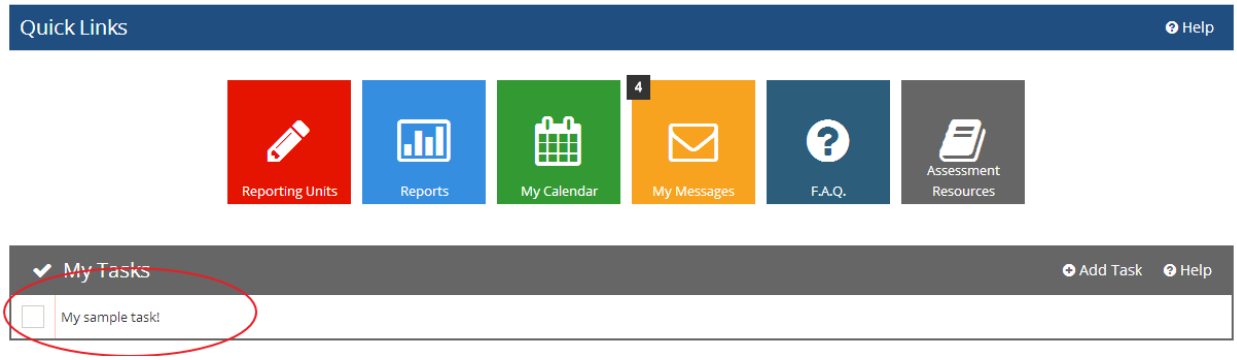
1) Click “Add Task”.



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



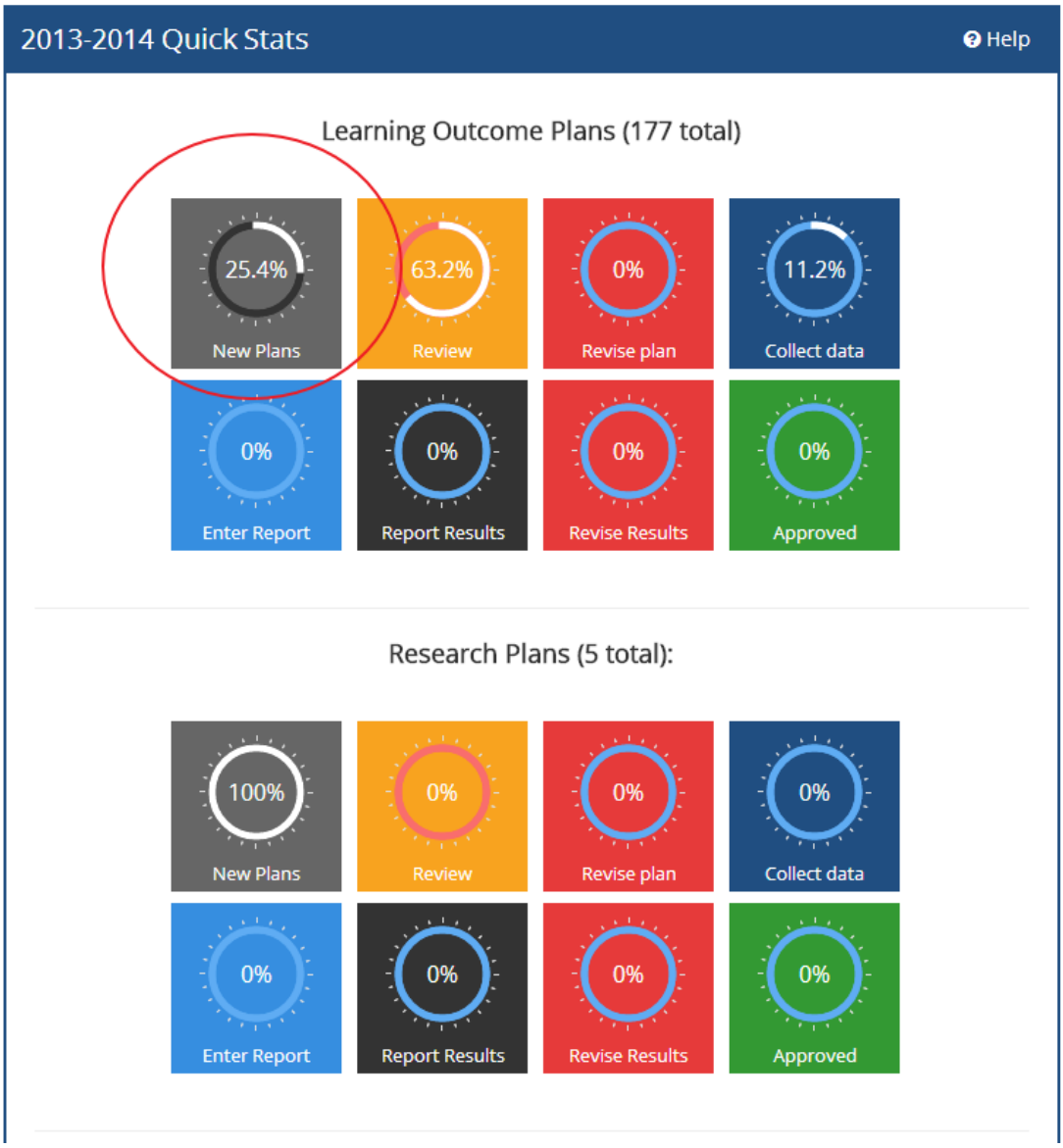
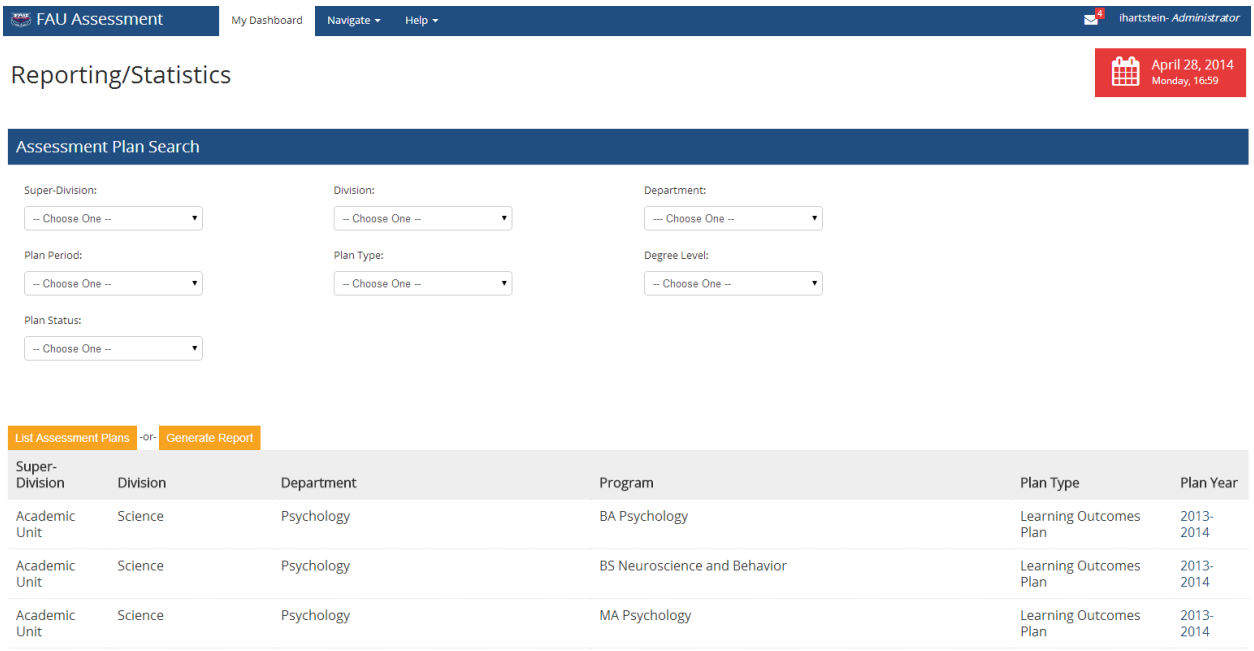
3) Your newly added task will appear on your task list.



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” .