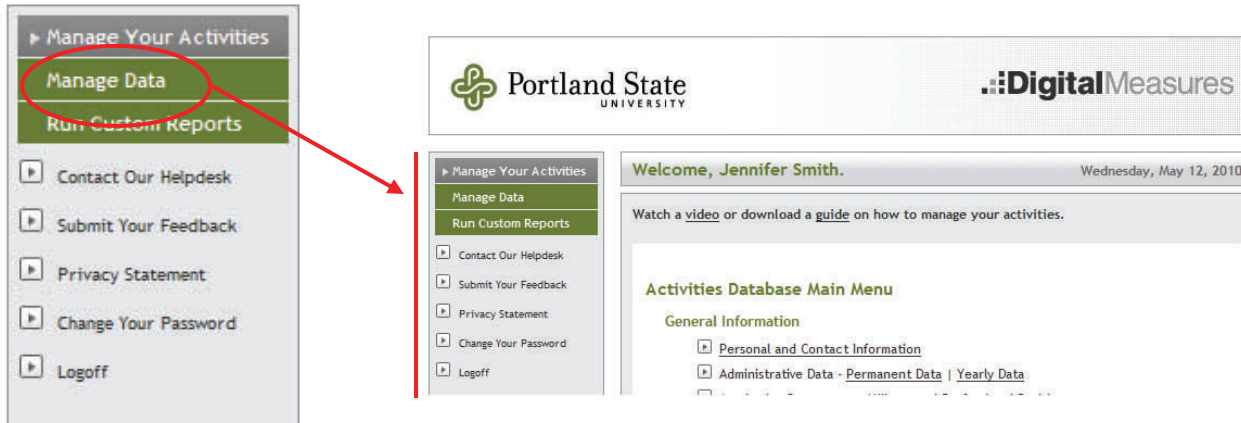


# Assessment Module Faculty/Staff User Guide

## Navigating the Assessment Module

The left-hand menu of the system displays at least two main menu tabs, “Manage Your Activities” and “Manage Data.” For the purposes of entering information into the assessment module you will use the “Manage Data” tab.



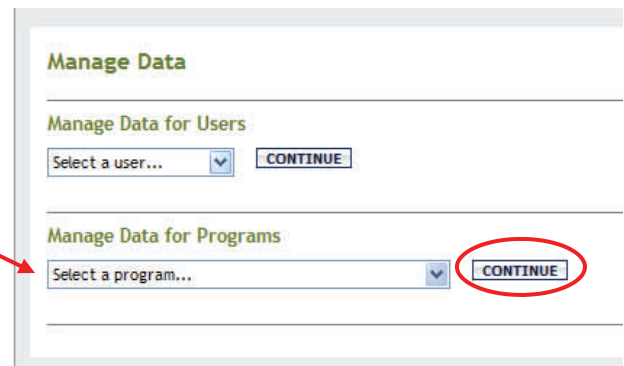
## Manage Data

You will need to select a program before choosing

**CONTINUE**

## Entering Data

When you access a screen you will see several options for actions that you can take.




To add new information, click the **ADD A NEW ITEM** button. As an example, this option can be used to add a new program-level learning outcome to the existing list of outcomes.

To edit a record, click the  button.

To delete a record, click the  button.

To copy a record, click the  button.

The  button is also used to view additional information about a specific entry.

If you make changes and want to keep the changes, you need to click one of the **Save** buttons at the bottom of the screen prior to leaving it.

## Getting Started

Begin by selecting “Administrative Data” from the Main Menu. This will take you to the screen shown below.

The screenshot shows a user interface with a sidebar on the left and a main content area on the right. The sidebar is titled "Manage Your Activities" and contains a "Manage Data" link, a "Run Custom Reports" link, and a list of links: "Contact Our Helpdesk", "Submit Your Feedback", "Privacy Statement", "Change Your Password", and "Logout". The main content area has a header "Welcome, Jennifer Smith." with the date "Tuesday, May 18, 2010". Below the header is a green bar with the text "You are currently managing data for UG Architecture Program." and an "End" link. The main content area contains a list of screens in the "Manage Program Assessment Main Menu": "Administrative Data", "Program-Level Learning Outcomes", "Assessment Plan & Curricular Map", "Program-Level Assessment Activities", and "Stage of Development / Program Response to Stage of Development". A red circle highlights "Administrative Data" in the menu, and a red arrow points from it to the "Administrative Data" screen shown in the next screenshot.

The screenshot shows the "Manage Program Assessment" form, specifically the "Administrative Data" section. The form is titled "Manage Program Assessment" and "Administrative Data". It has two buttons at the top right: "RETURN (CANCEL)" and "RETURN TO MAIN MENU". The form is divided into sections for "College or School/CUPA School/CLAS Division/Department or Unit". The "Relationship" section contains four dropdown menus: "College or School" (set to "Undergraduate Studies"), "(For CUPA Only:) School", "(For CLAS Only:) Division", and "Department or Unit" (set to "University Studies"). Below this is a section for "Add another Relationship:" with a dropdown set to "1" and an "ADD" button. The "Program Name" field is set to "UG University Studies". The "Program Description" field is empty. The "Program Level" dropdown is set to "Undergraduate". At the bottom are two buttons: "SAVE AND RETURN" and "RETURN (CANCEL)".

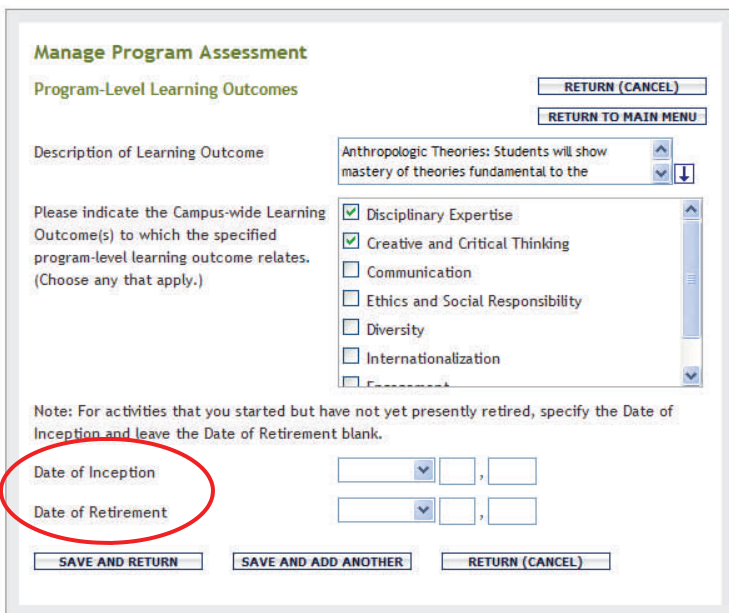
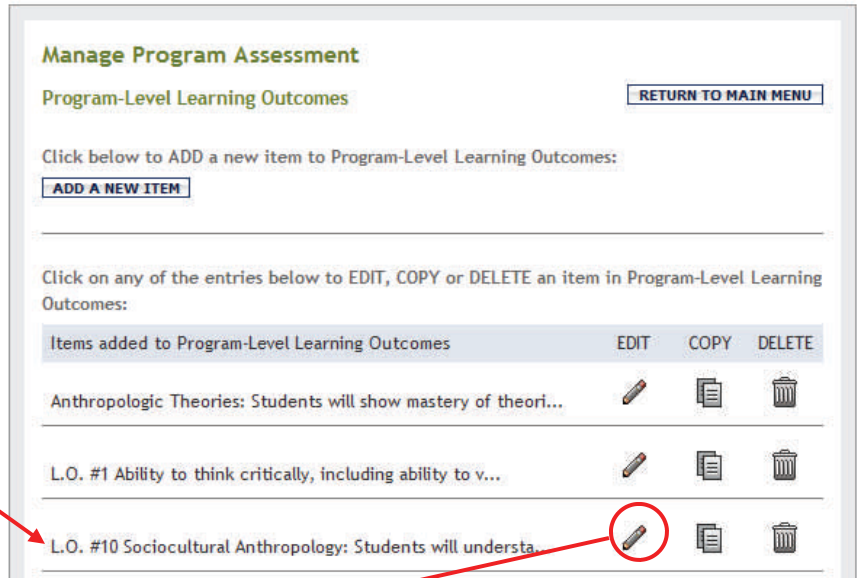
This screen is pre-populated with school, college, and department information. Check for accuracy. Contact [digitalm@pdx.edu](mailto:digitalm@pdx.edu) if you wish to make changes. The “Program Description” is optional. When finished select

**SAVE AND RETURN**

# Program-Level Learning Outcomes

Program-level learning outcomes have been entered from information provided during the 2008-2009 assessment cycle. Review each outcome and make necessary changes. Update with assessment information gathered this year.


Learning outcomes will appear alphabetically. To list outcomes in a specific order, you may opt to preface the learning outcomes with a number.



## Editing Program-Level Learning Outcomes

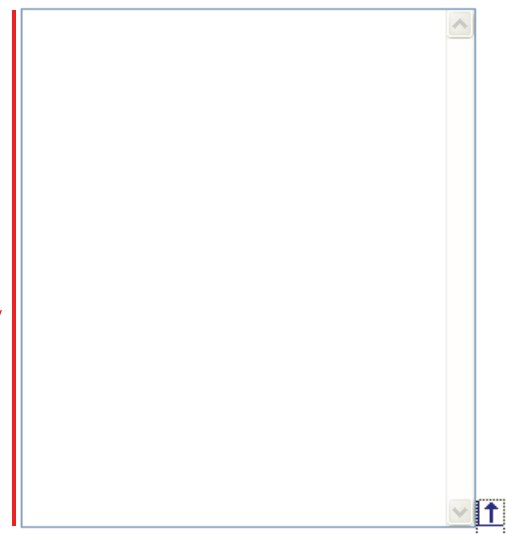
If a program-level learning outcome addresses a campus-wide learning outcome please indicate here by selecting the appropriate outcome.

“Date of Retirement” will be used to track change across years. Instead of deleting a learning outcome that is no longer used, indicate that the learning outcome has retired. If a learning outcome is still in use, leave the “Date of Retirement” field blank.

This screen is visible after selecting the  button.

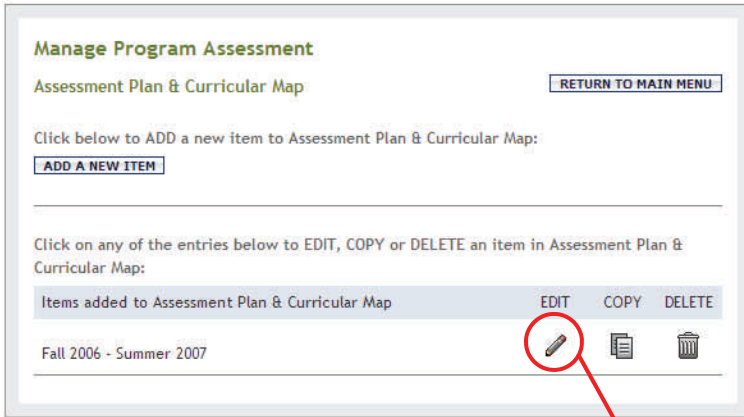
## Expanding Text Boxes

You may see a blue arrow next to or under text boxes. Clicking this blue arrow makes the text box next to it larger to give you more space. On a Mac you may have to run your cursor over the side of the box to make the arrow appear.



Expanded view

# Assessment Plan & Curricular Map



To keep a record of past assessment cycle activities, list assessment plans by year (e.g. Fall 2008-Summer 2010 and Fall 2010-Summer 2011). You will need to review the information that has been entered for the 2008-2010 cycle and update with changes.

Future assessment plans are added by selecting **ADD A NEW ITEM**

## Entering Information into Text Boxes

Enter descriptive information that you feel would aid others in understanding your unit's assessment cycle. You may leave a text box blank if you feel it is not applicable to your unit.

## Uploading Documents

Upload and store documents that are used in your assessment cycle. Select "Store file" and then "Browse..." to locate the file.

**Manage Program Assessment**  
Assessment Plan & Curricular Map

RETURN (CANCEL)  
RETURN TO MAIN MENU

Assessment Cycle Start Term and Year: Fall 2006  
Assessment Cycle End Term and Year: Summer 2007

Briefly describe the assessment plan generally. In cases where the assessment cycle or plan spans multiple years, describe the specific focus of the plan by academic year as well.

**Assessment Plan**

Store Assessment Plan: [Download "SSW CFS 2006-07 Assessment..."](#)  
[Delete file](#)

Add another Assessment Plan: 1 ADD

How are program-level learning outcomes conveyed to students? (Choose any that apply.)

- Course syllabi
- Program/departmental brochures, handbooks, informational materials
- Advising sheets or course planning guides
- Faculty discuss learning outcomes in class
- Through student groups or associations
- Specific course assignments identified for

Explanation of "Other": Informational meetings, Portfolio guidelines

**Curricular Map**

Store Curricular Map: [Download "SSW CFS 2006-07 Curric Ma..."](#)  
[Delete file](#)

Add another Curricular Map: 1 ADD

**Summary and Discussion**

Considering all assessment activities within this assessment cycle, briefly summarize and discuss their cumulative influence on program decisions and improvements, as well as plans for future assessment cycles.

**Relevant Document**

Document	Description
<a href="#">Store file</a>	<input type="text"/>

Add another Relevant Document: 1 ADD

**Stage of Development / Program Response to Stage of Development**

Pick the record that corresponds to this cycle's date range

Stage of Development / Program Response: Fall 2007 - Summer 2008

SAVE AND RETURN    SAVE AND ADD ANOTHER    RETURN (CANCEL)

**Manage Program Assessment**  
Program-Level Assessment Activities RETURN TO MAIN MENU

Click below to ADD a new item to Program-Level Assessment Activities:  
ADD A NEW ITEM

Click on any of the entries below to EDIT, COPY or DELETE an item in Program-Level Assessment Activities:

Items added to Program-Level Assessment Activities	EDIT	COPY	DELETE
Eval of student work samples in SOC 200: Intro to Sociology ...			
Evaluation of student writing samples in SOC 398 2008			
Exam given to all majors 2005			

**Manage Program Assessment**  
Program-Level Assessment Activities RETURN (CANCEL) RETURN TO MAIN MENU

Title of Assessment Activity: Evaluation of student writing samples in SOC 398

Start Term and Year: [dropdown] [input]

End Term and Year: [dropdown] 2008

Program-Level Learning Outcome(s) Assessed in This Activity

Outcome	[dropdown]	
Outcome	LO #09: Students can critically analyze sociologic...	
Outcome	[dropdown]	
Outcome	LO #10: Students can successfully address research...	

Add another Outcome: 1 ADD

Description of Activity:  
In your description, please include brief information about the

- methodology and design
- amount of data collected (e.g., number of writing samples collected, number of survey or focus group respondents, etc.)
- course(s) in which data were collected
- faculty who were involved in the activity

Type(s) of Measures Used in Assessment Activity: (Choose any that apply.)

Direct Measures

- Evaluation of student writing samples (e.g., essays, reports, reflective papers)
- Evaluation of student presentations or speeches
- Evaluation of student creative works
- Evaluation of student portfolios or e-portfolios
- Evaluation of student performance on test, quiz, or exam items
- Other direct measure

If "Other," please elaborate: [input]

Indirect Measures

- Student survey or questionnaire
- Faculty survey or questionnaire
- Student focus groups
- Faculty focus groups
- Syllabus analysis
- Other indirect measure

If "Other," please elaborate: [input]

Store relevant documents or assessment instruments related to the design of the assessment activity

Document	Document Type	Explanation of "Other"	Document Store file
	[dropdown]	[input]	[input]

Add another Document: 1 ADD

Results or Findings of the Assessment Activity  
Briefly describe the results or findings from this assessment activity

Store relevant documents related to the results or findings of the assessment activity using the options below

Document	Document Type	Explanation of "Other"	Document Store file
	[dropdown]	[input]	[input]

Add another Document: 1 ADD

Closing the Feedback Loop  
What did you learn from this activity?  
Briefly describe how findings or results related to this assessment activity have informed or will inform efforts to shape or improve the program and future assessment activities

Results will be used to improve methods course.

SAVE AND RETURN SAVE AND ADD ANOTHER RETURN (CANCEL)

Each assessment activity should be listed as a separate item in the list.

Identify the learning outcome(s) that are measured using this activity. Learning outcomes can be selected from the dropdown menu.

Additional learning outcomes can be added by selecting "Add another Outcome."

## Documents

Upload rubrics or other documents used with this activity. Choose "Document Type" from the dropdown menu.

## Results or Findings of the Assessment Activity

Include a brief overview of the findings of this assessment activity.

## Closing the Feedback Loop

Once the assessment activity is complete, return to this screen to log the how this activity informed your future activities.

This section is designed to initiate conversations about your unit's assessment activities. Once submitted, your assessment activities will be reviewed by the a committee and comments will be posted here for your consideration.

**Manage Program Assessment**

Stage of Development / Program Response to Stage of Development RETURN TO MAIN MENU

Click below to ADD a new item to Stage of Development / Program Response to Stage of Development:  
ADD A NEW ITEM

---

Click on any of the entries below to EDIT, COPY or DELETE an item in Stage of Development / Program Response to Stage of Development:

Items added to Stage of Development / Program Response to Stage of Development	EDIT	COPY	DELETE
2007 - 2008			

**Manage Program Assessment**

Stage of Development / Program Response to Stage of Development RETURN (CANCEL)  
RETURN TO MAIN MENU

Assessment Cycle Start Term and Year

Assessment Cycle End Term and Year

**Stage of Development of Program-Level Assessment**  
*This section is to be answered by the Program Review Committee*

Rubric score of program-level assessment development to date

Comment / narrative to accompany rubric score

**Program Response to Stage of Development**  
*This section is to be answered by the Program Coordinator(s)*

What strategies or steps are planned to move assessment of this program to the next stage of development or continue well established assessment?

SAVE AND RETURN SAVE AND ADD ANOTHER RETURN (CANCEL)

## Rubric Score

Unit assessment activities are evaluated using a rubric. A score of “Emerging,” “Mid-Stage,” or “Established” will be assigned. For a full description of the scores assigned, please refer to the Center for Academic Excellence website at [www.cae.pdx.edu](http://www.cae.pdx.edu).

## Program Response to Stage of Development

This text box can be used to track you response to the Program Review Committee's evaluation of your unit's assessment plan. Intended actions can be included in the response.

For additional support creating an assessment plan or using the assessment module please contact the Center for Academic Excellence at [caestaff@pdx.edu](mailto:caestaff@pdx.edu) or (503) 725-5642.

OIRP will support faculty use of the product by answering questions or concerns about the technical aspects of the Assessment Module. Technical assistance is available through [digitalm@pdx.edu](mailto:digitalm@pdx.edu).