ASSESSMENT PORTAL

Arizona State University

Delegate Guide

University Office of Evaluation and Educational Effectiveness

Assessment Portal Delegate Guide

This manual is meant to help guide you through the use of the assessment portal found on uoeee.asu.edu/assessment-portal. For any questions or further clarification, please email assessment@asu.edu or call 480-965-9790.

For additional information about the assessment process and the development of assessment plans, please visit our website: https://uoeee.asu.edu/introduction.

Feedback

All feedback regarding functionality of the portal or suggested changes that will better meet your needs is welcome. Please contact assessment@asu.edu or 480-965-9790.

Delegate Guide Table of Contents

Home Page

This page is provided as a landing page to navigate the assessment portal's main functionality. Delegates have access to: 1) view current assessment plans and submit updated assessment plans; 2) submit information on new programs; 3) view prior assessment reports and submit updated assessment reports for the current cycle; 4) submit and edit program mission statements; 5) approve plans and reports; and 6) administer user accounts associated with your unit.

A delegate has access to all of the programs he or she oversees. Program names are created using College, Academic Level (i.e., Graduate (GR) or Undergraduate (UG)), Academic Organization, Degree Type (i.e., Major (MAJ) or Certificate (CERT)), Transcript Description, and Academic Plan Code. The program name provided should match that found on the assessment report template for the current reporting year.

FIGURE 1 ASSESSMENT PORTAL HOME PAGE

Assessment Portal

Assessment Portal	**Program Status**
Assessment Process	Review Approval Status of Active Programs.
Assessment Plan	**Assessment Plans**
Mission Statement	View, Revise or Submit assessment plans.
Goal	**Reports**
Outcomes	Modify current assessment reports and review archived reports.
Outcome Examples	**Mission Statements**
Measures	Edit program mission statements.
Performance Criteria	**Approvals**
Sampling	Approve new and continuing plans and reports.
Revising a Plan	**Users**
Data Collection	Review user permissions and add new users.
Interpret Results	
Report	

Program Status: This link provides users and delegates a list of active programs as well as their submission and approval status.

Assessment Plans: This link provides users and delegates with their list of active programs. If this list is found to be incomplete or inaccurate, please contact assessment@asu.edu to alter the list of programs.

Users and delegates are able to view the assessment plan for the current reporting cycle as well as edit the assessment plan for the coming cycle. This link additionally provides users and delegates with their list of recently established programs in need of an assessment plan. New programs on this list should submit an assessment plan for the current reporting cycle, with plans to collect data in the next cycle.

Reports: This link provides users and delegates a list of programs with current reports for editing and submission. On each program page, archived reports from previous years may also be reviewed.

Mission Statements: Delegates have access to edit mission statements. The page shows program mission statements submitted to the UOEEE office. Mission statements can be viewed by users in the report and plan edit pages.

Approvals: Delegates have access to approve plan edits. The page shows program assessment plans submitted for approval and program assessment plans previously approved.

Users: This page allows delegates to view users' permissions and request additions, edits, and removals of user permissions.

Program Status

On this page, users and delegates will be able to review the current status of reports and plans. All active programs will have a status for plans, however "New" programs and programs in "Development" will not be expected to submit a report. By clicking the status of the program, you will be directed to the appropriate portal to continue to make edits, submit, or handle requested revisions.

FIGURE 2 PROGRAM STATUS

Status Report

College: All ▾

Department: All ▾

Search

Program Name	Report Status	Plan Status
UOEEE_GR - COUE - MAJ - Alumni Survey_GRAD2	No report expected	Requested Revisions
UOEEE_GR - COUE - MAJ - EXITING SURVEY_GRAD1	Approved	Not Submitted
UOEEE_UG - CEVAL - MAJ - CAREER GRANTS_UNDRG3	No report expected	Submitted
UOEEE_UG - COUE - MAJ - FIRST YEAR STUDENT SURVEY_UNDRG4	No report expected	Approved
UOEEE_UG - COUE - MAJ - RECENT GRADUATES_UNDRG2	No report expected	Requested Revisions
UOEEE_UG - CRES - MAJ - Annual Surveys_UNDRG1	Requested Revisions	Submitted

Assessment Plans

All active programs are required to have an assessment plan on file with our office. Each assessment cycle our office will ask 1.) "New" Programs to submit and approve an assessment plan to begin data collection the following year, 2.)Programs in "Development" (typically programs that have transferred ownership across colleges or had other significant restructuring) will not be required to collect data for the current year, and are asked to spend the cycle identifying the outcomes and measures best suited for the program, and 3.) "Current" Programs to either "Continue" or "Edit" their existing plan for the coming assessment cycle. The Assessment Plans page will list the programs you have access to that require submission and approval for the coming year.

FIGURE 3 CURRENT ASSESSMENT PLANS

Assessment Plans

Assessment Portal > Current Assessment Plans

College: All ▼

Department: All ▼

Search

| Program Name	Plan
UOEEE_GR - COUE - MAJ - Alumni Survey_GRAD2	Add
UOEEE_GR - COUE - MAJ - EXITING SURVEY_GRAD1	View Edit
UOEEE_UG - CEVAL - MAJ - CAREER GRANTS_UNDRG3	View Feedback Edit
UOEEE_UG - COUE - MAJ - FIRST YEAR STUDENT SURVEY_UNDRG4	View Feedback Edit
UOEEE_UG - COUE - MAJ - RECENT GRADUATES_UNDRG2	Add
UOEEE_UG - CRES - MAJ - Annual Surveys_UNDRG1	View Feedback Edit

As the list of programs could be somewhat long for delegates, the page can be filtered to search for a specific college, department or both. To return to the full list, select "All" for both college and department and click "Search."

FIGURE 4 CURRENT ASSESSMENT PLANS WITH FILTER

Assessment Plans

Assessment Portal > Current Assessment Plans

College: All ▼

Department: All ▼
- All
- COUE
- CEVAL
- CRES

Program N	Plan
UOEEE_GR - COUE - MAJ - Alumni Survey_GRAD2	Add
UOEEE_GR - COUE - MAJ - EXITING SURVEY_GRAD1	View Edit
UOEEE_UG - CEVAL - MAJ - CAREER GRANTS_UNDRG3	View Feedback Edit
UOEEE_UG - COUE - MAJ - FIRST YEAR STUDENT SURVEY_UNDRG4	View Feedback Edit
UOEEE_UG - COUE - MAJ - RECENT GRADUATES_UNDRG2	Add
UOEEE_UG - CRES - MAJ - Annual Surveys_UNDRG1	View Feedback Edit

New Programs

New programs are indicated by a single link "Add" on the Assessment Plans page. When you click the "Add" link, the linked page lists the assessment delegate for the currently selected program and indicates whether the plan has been approved by the delegate for the next cycle. Below this language, bookmark links (e.g., "Outcome 1) are provided to navigate through the plan outcomes. Buttons to save changes to the assessment plan ("Save Assessment Plan") can be found at the top and bottom of each page.

As this page is for *new* assessment plans, all of the dialog boxes will be blank when it is first accessed by a user. Once information is entered, it will be saved to the page when a user selects "*Save Assessment Plan.*"

FIGURE 5 NEW ASSESSMENT PLAN EDIT TOP

University Office of Evaluation and Educational Effectiveness

| 🏠 | Testing ⌄ | Assessment ⌄ | Surveys ⌄ | Program/Grant Evaluation ⌄ | Course Evaluations ⌄ | About Us ⌄ |
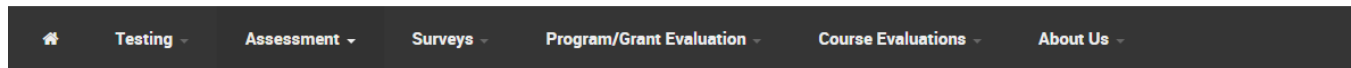
Home / Assessment Plan Edit

Assessment Plan Edit

Assessment Portal > Current Assessment Plans > Assessment Plan Edit

Printer Friendly

UOEEE_GR - COUE - MAJ - EXITING SURVEY_GRAD1 2015-2016 New Plan Submission

Last updated by Carmen Lott on 0000-00-00

New assessment plans require at least two outcomes, with two measures each. For further information on how to develop a strong assessment plan, please click on *Assessment Plan*

Your assessment delegate is Shelly Potts

Your plan has <u>not</u> been approved by the delegate.

Outcome 1   Outcome 2

Space is provided for two outcomes with two measures, as this is the <u>minimum</u> length for an assessment plan. To add an additional measure to an outcome (a maximum of three measures are allowed per outcome), click on the "Add a Third Measure" button at the bottom of the outcome table for the outcome to which you wish to add the measure. To add an additional outcome to the assessment plan, the "Add a Third Outcome" button is provided below the outcome tables. Clicking either of these buttons will open additional dialog boxes for providing the updated assessment plan information.

FIGURE 6 NEW ASSESSMENT PLAN ADDITION

Current and Developing Assessment Plans

For "Current" programs or programs in "Development", there are two standard options: *View* and *Edit*. A third option, *Feedback*, may be requested at the discretion of the delegate.

The **View** link allows viewing of the assessment plan for the current reporting cycle. The link in the upper right corner of the page offers a "Printer Friendly" option should the delegate or user desire to save the page as a PDF or print it for distribution to contributors.

FIGURE 7 ASSESSMENT PLAN VIEW

The *Feedback* link allows users and delegates to review the annual UOEEE comments on the assessment plan. Delegates can request feedback to be available for users at the college, department, or plan level.

FIGURE 8 PLAN FEEDBACK

The *Edit* link allows users and delegates to update and submit the assessment plan for the next reporting cycle. The Edit page lists the assessment delegate for the currently selected program and indicates whether the plan has been approved by the delegate for the next cycle. If the plan has been updated since uploaded to the site by UOEEE, the page will also indicate who made the change and on what date the change was made. Below this

language, bookmark links to each outcome section (e.g., "Outcome 1") are provided to navigate the user through the plan outcomes. Buttons to save changes to the assessment plan ("Save Assessment Plan") can be found at the top and bottom of each page. The link in the upper right corner of the page offers a "Printer Friendly" option should the user desire to save the page as a PDF or print it for distribution to contributors.

The Assessment Plan Edit page has some functionality that is unique to delegates. As a delegate, there is a table that allows for the review and approval of any plan changes. If comments are submitted to the delegate, these will appear in the "Team Comments" section of the table. The delegate is able to communicate any information to the team using the "Approval Comments" section. The "approval comments" will appear at the top of the page the next time a team member enters the page. To save the approval status, delegates must click the "Save Assessment Plan" button. Buttons to save changes to the assessment plan can be found at the top and bottom of each page.

FIGURE 9 ASSESSMENT PLAN EDIT WITH DELEGATE APPROVAL

Both users and delegates can add an additional measure to an outcome (a maximum of three are allowed per outcome), click on the "Add a Third Measure" button at the bottom of the outcome table for the outcome to which you wish to add the measure. To add an additional outcome to the assessment plan, the "Add a Third Outcome" button is provided

below the outcome tables. Clicking either of these buttons will open additional dialog boxes for providing the updated assessment plan information. "Back to Top" links are provided throughout for ease of navigation.

FIGURE 10 ASSESSMENT PLAN EDIT ADDITIONS

Continuing Assessment Plans

Assessment plans are not required to submit changes each cycle. Users may indicate that the plan will be used again for the coming cycle. Within the Plan Edit page for current plans, there is an option to "Continue with Current Plan." By selecting "Yes" the plan will

stay on file for the next assessment cycle without any edits. The plan will not be submitted to the delegate and will be automatically approved as it was approved by the delegate in the previous cycle.

FIGURE 11 CONTINUE WITH CURRENT PLAN

Assessment Plan Edit

Printer Friendly

UOEEE_GR - COUE - MAJ - Alumni Survey_GRAD2 2015-2016 Plan Edits

Last updated by William Krause on 2042-07-06

Changes made to your assessment plan will be reflected in the 2015-2016 reporting cycle. Your assessment delegate is Shelly Potts

Outcome 1	Outcome 2	Outcome 3

Continue with Current Plan	No ▼

Your plan has not been approved by the delegate.

Submitting a Plan for Approval

Users are encouraged to use the *Comments* section at the bottom of the page to communicate with team members as well as provide information to the delegate. Delegates and users will be able to both view and edit the comments provided by others to assist with iterative revision before submission of the plan.

Users are able to save the assessment plan. However, the plan is not officially submitted to UOEEE until the assessment delegate approves the plan. Users should *Submit Plan to Delegate for Approval* once the plan is ready by selecting "Yes" from the drop-down menu at the bottom of the page and then saving the assessment plan. The delegate will then review and approve the plan for submission to UOEEE.

In situations where the responsible faculty member is unable to complete revisions or did not submit the plan through the assessment portal, delegates are able to modify and approve the plan *without* the program having been submitted to the delegate.

FIGURE 12SUBMITTING ASSESSMENT PLAN

Requested Plan Revisions

Once plans have been submitted for the coming assessment cycle, delegates will review the plan and may request revisions prior to approving. If revisions are requested, you will see this on your "Program Status" page and you will be able to review comments on the Plan Edit page.

FIGURE 13 RESUESTED PLAN REVISIONS

UOEEE_GR - COUE - MAJ - Alumni Survey_GRAD2 2015-2016 Plan Edits

Last updated by William Krause on 2015-06-16

Changes made to your assessment plan will be reflected in the 2015-2016 reporting cycle. Your assessment delegate is Shelly Potts

| Outcome 1 | Outcome 2 | Outcome 3 |

Continue with Current Plan   No ▾

The delegate has requested revisions.

Your plan has not been approved by the delegate.

Your delegate has the following comments about the program:
Outcome 2 should specify the field of study. Consider using a measure from earlier in the program, so that we can assess student performance throughout the program.

Once plan revisions have been addressed, resubmit the plan for approval to the delegate and submit revisions as well. This will alert the delegate that the plan is ready to be re-evaluated and approved.

FIGURE 14 SUBMITTING PLAN REVISIONS

Add a Fourth Outcome

Submit Plan to Delegate for Approval	Yes ▾
Requested Revisions	Yes
Submit Revisions	Yes ▾
Comments:	The revisions from the delegate have been addressed.

Save Assessment Plan

Assessment Reports

Delegates and users see all of the programs to which he or she has access to on the Assessment Reports page. Program names are created using College, Academic Level (i.e., Graduate (GR) or Undergraduate (UG)), Academic Organization, Degree Type (i.e., Major (MAJ) or Certificate (CERT)), Transcript Description, and Academic Plan Code.

FIGURE 15 ASSESSMENT REPORTS PORTAL

As the list of programs could be somewhat long for delegates, the page can be filtered to search for a specific college, department, or both. To return to the full list, select "All" for both college and department.

FIGURE 16 ASSESSMENT REPORTS PORTAL WITH FILTER

The *Report* link allows users and delegates to update and submit the assessment report for the next reporting cycle, as well as view reports submitted in previous years. The Report page lists the current report in one table, with the list of previous ("Archive") reports in a subsequent table detailing the submission year in the right column.

FIGURE 17 ASSESSMENT REPORT PROGRAM SELECTED

To update the report for the current year, click "Update Report." The table at the top of the page allows for the approval of the assessment report. If comments are submitted to the delegate, these will appear in the "Team Comments" section. The delegate is able to communicate any information to the team using the "Approval comments" section. These comments will appear at the top of the page the next time a team member enters the page. To save the approval status, delegates must click the "Save Report" button. Buttons that may be used to save changes to the assessment plan ("Save Report") may be found at the top and bottom of each page.

Figure 18 CURRENT REPORT EDIT

Space is provided for all outcomes corresponding the assessment plan on file.

The web portal allows delegates and users to submit information for each outcome, using the web portal. Information can be filled in throughout the year, as information becomes available, to assist with data collection efforts.

FIGURE 19 CURRENT REPORT OUTCOMES

Program Results

OUTCOME 1: Students will demonstrate knowledge of the ways in which gender intersects with other identity characteristics in shaping ideology and social, political and cultural institutions.

What do these results indicate about the extent to which students from this program possess the knowledge or skill reflected in Outcome 1? How do your results support this conclusion? Please use the space below to indicate whether or not each performance criterion was met and to describe components of the program you believe contributed to this result.

Outcome 1 met?

MEASURE 1.1: Outcomes will be directly measured by the completion of a major research paper in the required WST 498 Senior Pro-Seminar: Theory and Methods in Women's Studies

Performance Criteria 1.1: 75% of the students will achieve a grade of C or higher on the research paper submitted in WST 498

Was the Performance Criterion Met?

Results:

Number of Observations Included in Assessment (e.g., number of students, papers, projects):

Proportion of Target Population Assessed:

Data Collection Challenges or Issues [if applicable]:

Users are encouraged to use the *Comments* section at the bottom of the page to communicate with team members, as well as provide information to the delegate. Users will be able to *both view and edit* the comments provided by others to assist with iterative revision before submission of the report.

FIGURE 20 CURRENT REPORT COMMENTS

Users are able to save the assessment report. However, the report is not officially submitted to UOEEE until the assessment delegate approves the report. Users should *Submit Report to Delegate for Approval* once the report is ready by selecting "Yes" from the drop-down menu at the bottom of the page and then saving the assessment report. The delegate will then review and approve the report for submission to UOEEE.

While completing the annual assessment report, we encourage delegates and users to reflect on progress and changes from the previous year. Previously submitted reports are available in the "Archive Report" section, and all information from a previous year is available in the web format.

FIGURE 21 ARCHIVED REPORT

Search this site | GO | **Request Info**

Testing

Assessment

Surveys

Program/Grant Evaluation

Instructor/Course Evaluations

About Us

Report View 1213

Program Background

Please provide your program mission statement.
The mission of the Walter Cronkite School is to educate as well as train journalists, to educate in mass communication, to prepare graduate students, to generate new knowledge, to serve the media, the community, and the public.
List the names and titles of those participating in the assessment planning, analysis and reporting activities for this program.
Marianne Barrett, Senior Associate DeanKristin Gilger, Associate DeanMark Lodato, Assistant DeanSteve Crane, Director Cronkite News Service, WashingtonSteve Elliott, Director Cronkite News Service DigitalRetha Hill, Director of the New Media Innovation LabFran Matera, Associate Professor and Director of the Public Relations LabMike Wong, Director of Career Services
Please describe your program's assessment process and specific assessment activities during the 2012-13 academic year. Please include who was involved and how they were engaged in assessment activities.
During the 2012-13 academic year, the Cronkite School implemented an assessment process that more directly measures student learning outcomes. Students
If no data were collected for this program during 2012-13, please use the space below to note the reason and describe the strategies in place to ensure that data collection will occur during 2013-14, and then continue to the last page of this report and provide any changes to your current assessment plan.
During the 2012-13 academic year, what changes have been made to the program, curriculum, and/or instruction? Why were these changes made? Please discuss how those changes were implemented and their intended impact on student learning.
Based on the results of 2011-12 assessment, an outside reporting assignment was added to JMC 201 Newswriting and Reporting, a public records search assignment was added to the intermediate reporting class and students enrolled in three credits of a professional immersion experience (Cronkite News Service or NewsWatch) focused on day-of stories rather than long investigative pieces.

Program Assessment Results

Current Missions

This page is exclusive to delegates. Program mission statements can be revised for each program. Mission statements are presented in the report and plan edit pages to users. As mission statements may only be updated by delegates, there is no approval process for mission statements.
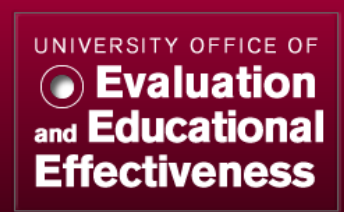
FIGURE 22 MISSION STATEMENTS

Updates made to the mission statement are reflected automatically in the report and plan edit pages.

FIGURE 23 MISSION STATEMENT EDIT

Approvals

<u>This page is exclusive to delegates.</u> Programs can be approved individually on their edit pages or in batches (multiple programs at once) on the approvals page. The approvals page shows the programs that have been submitted for approval, as well as programs that have been previously approved. The delegate can click the program name to view the edit page of the program and review the plan in detail. Approvals exist for current plans, new plans, and current reports.

FIGURE 24 APPROVAL PORTAL

Approval Portal

Assessment Portal > Approval Portal

Assessment Plans

Approve assessment plans

Reports

Approve assessment reports

For additional information on how to navigate the approval portal, please click here.

As the process for batch approvals is similar across Assessment Plans and Report, we will focus only on Assessment Plans.

FIGURE 25 DELEGATE PLAN APPROVALS

Delegate Portal: Approvals

Assessment Portal > Approval Portal > Delegate Portal: Approvals

View all unapproved plans

Program Name	Last Updated	Program Notes	Approve?	Request Revision
UOEEE_UG - CEVAL - MAJ - CAREER GRANTS_UNDRG3	0000-00-00 by William Krause		☐	☐
UOEEE_UG - CRES - MAJ - Annual Surveys_UNDRG1	2042-07-09 by William Krause		☐	☐

Approve Assessment

Awaiting Revisions

Program Name
UOEEE_UG - COUE - MAJ - RECENT GRADUATES_UNDRG2
UOEEE_GR - COUE - MAJ - Alumni Survey_GRAD2

Previously Approved

The approval portal has two options for batch updating: Approve and Request Revisions. It is recommended that if revisions are requested that the delegate goes into the program page to provide specific comments for the revisions. By clicking the program name, delegates can go directly to the edit page for the program.

Once revisions or approvals have been submitted, the program will appear in the appropriate table below, to signify their status.

To view all plans regardless of submission status, click "View All Unapproved Plans." The column "Submitted for Approval" will appear in the table of unapproved plans; it indicates whether or not the team has requested delegate approval. Regardless of the submission status, approvals can be made in batches from this page using the column labeled "Approve?" Delegates may find this necessary for programs where the responsible faculty did not submit the program for final review through the assessment portal.

FIGURE 26 UNAPPROVED PLANS

Delegate Portal: Unapproved

Program Name	Submitted for Approval	Last Updated	Program Notes	Approve?
UOEEE_GR - COUE - MAJ - Alumni Survey_GRAD2	No	2015-06-16 by William Krause		☐
UOEEE_GR - COUE - MAJ - EXITING SURVEY_GRAD1	No	0000-00-00 by Carmen Lott		☐
UOEEE_UG - CEVAL - MAJ - CAREER GRANTS_UNDRG3	Yes	0000-00-00 by William Krause		☐
UOEEE_UG - COUE - MAJ - RECENT GRADUATES_UNDRG2	Yes	0000-00-00 by William Krause		☐
UOEEE_UG - CRES - MAJ - Annual Surveys_UNDRG1	Yes	2042-07-09 by William Krause		☐

Approve Assessment

Previously Approved

Users

This page is exclusive to delegates. On this page, delegates are able to review the users who have access to programs within their college. To edit the permissions of an existing user, click "Edit." Delegates can also request that a user be fully removed using the "Remove" link.

FIGURE 27 USERS

To edit the permissions of an existing user, please first review the current user's permissions. The page linked through the "Edit" option displays a table of colleges, departments, and program assessment plans a user has permission to access and edit. Department permission gives a user permission for all academic programs within a department; college permission includes all departments and academic programs within a college. To edit a user's permissions, please describe the change that you would like to make in the box below the permissions table and submit the request. Modifications should be completed in a few business days.

FIGURE 28 USER EDITS

Delegates can also request that a user be fully removed using the "Remove" link. To remove the permissions of an existing user, please describe the reason for removal and submit the request. Modifications should be completed in a few business days.

FIGURE 29 USER REMOVAL

Finally, new users may be added using the "Add a New User" link at the bottom of the page. We require the name(s) and ASU email address(es) of new users to establish their accounts. In addition, providing the individuals' ASURITEs (if available) and detailed

information regarding the requested permission will speed processing. Requests should be completed in a few business days.

FIGURE 30 REQUEST FOR NEW USERS

Next Steps

Review Process

The University Office of Evaluation and Educational Effectiveness (UOEEE) reviews submitted assessment plans on an ongoing basis. Reviews begin after the submission deadline of September 30th (or the next business day) for reports and December 1st (or the next business day) for plan submissions.

UOEEE provides ratings, dispositions, and feedback on assessment plans to address clarity and quality of learning outcomes and related assessment measures. This feedback is intended to help program staff and faculty design and execute assessment plans that capture the best data in an effective and efficient manner. Any comments provided are used for constructive review and should allow faculty an opportunity to reflect on the methods by which the program is assessed. Comments on assessment plans are shared with program delegates and distributed to users in the method that works best for each discipline. For additional information on the best practices in designing your assessment plan, please consult the following resources:

Directions for creating a plan, https://uoeee.asu.edu/creating-plan;

FAQs, https://uoeee.asu.edu/assessment-faq;

Send questions to assessment@asu.edu;

Request to meet with a member of our team to address your program needs in further detail.

Contact

For any questions about the assessment portal, please contact assessment@asu.edu or 480-965-9790.