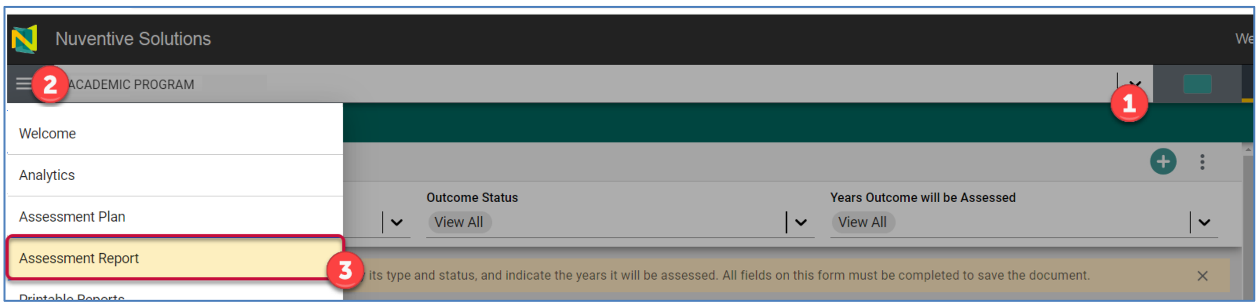
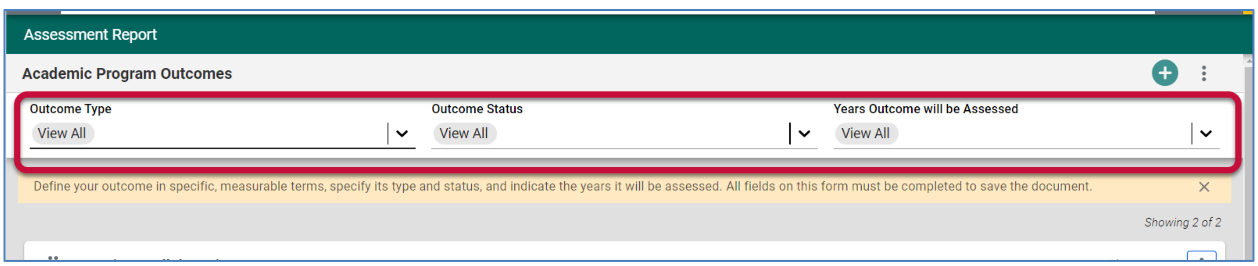
Editing & Adding Outcomes

VIEWING OR EDITING AN OUTCOME

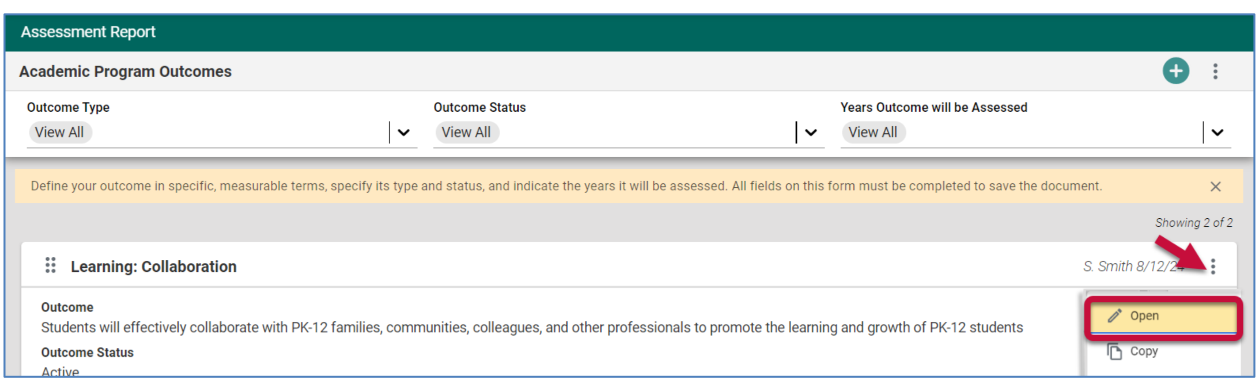
To locate existing **Outcomes**, first, select your department from the **Unit Drop-Down Menu** (1) and then use the Hamburger Icon (2) to select **Assessment Report** from the **Platform Menu** (3).



To view or update information for existing **Outcomes**, locate the outcome you would like to edit using the filters at the top of the screen (Outcome Type, Outcome Status, Years Outcome will be Assessed).



Once you have located the **Outcome**, click the **Ellipse Icon** on the right side of the screen and then select **Open**. You may now edit each form field. Descriptions of each field are described in the [**Adding a Program Outcome**] section.

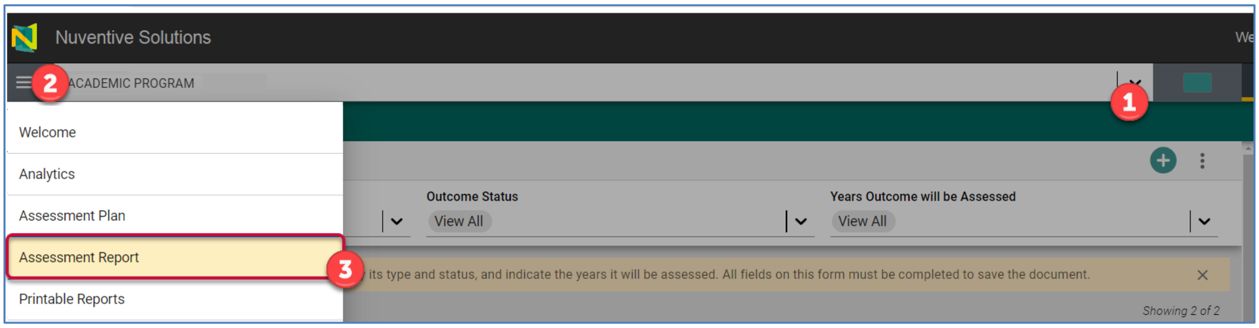


NOTE: Fields where you see an Asterisk (*) next to the name, indicating the field is required, ***you will not be able to save the form until information has been entered into the field****.*

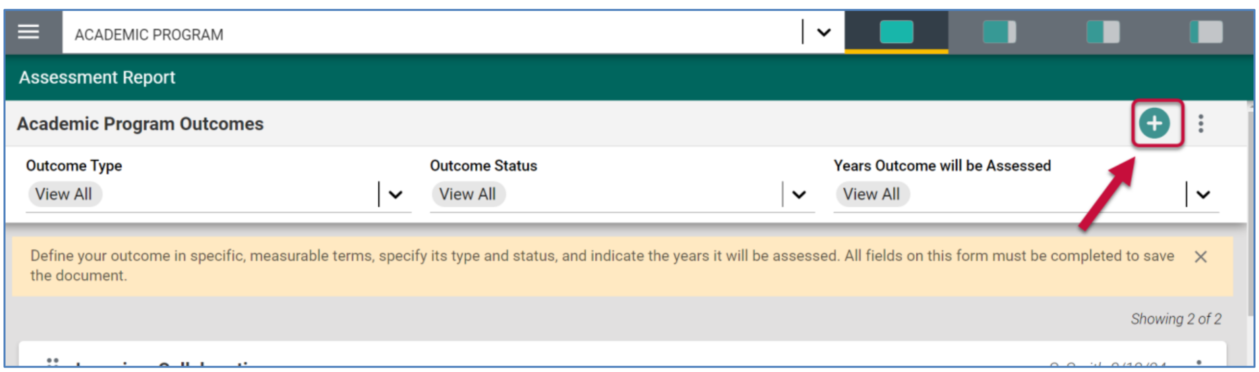
Important! *The form does not automatically save. If you walk away, Nuventive may time-out and unsaved changes will be lost.*

ADDING A PROGRAM OUTCOME

To add a new **Outcome**, select your department from the **Unit Drop-Down Menu** (1) and then use the Hamburger Icon (2) to select **Assessment Report** from the **Platform Menu** (3).



On the **Program Outcomes** page, click the **Add New Icon** to enter a new Outcome (some outcomes may have been pre-entered for your program).



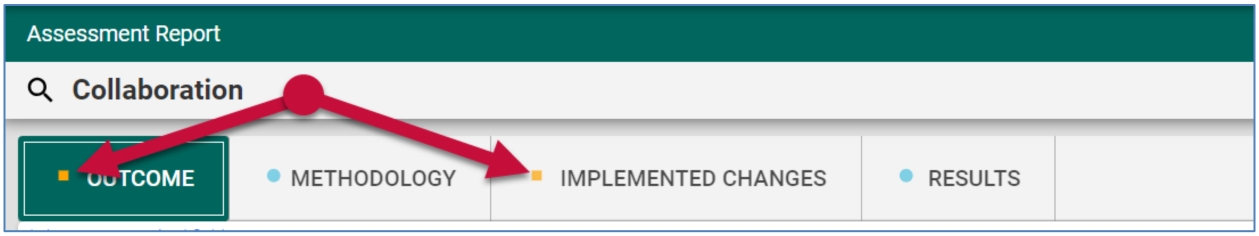
When editing the **Outcome**, complete the form fields/text boxes, as designated, by clicking in the text box or selecting from the dropdown lists. Ensure you save your changes frequently by clicking the **Save** button at the top right of the screen. Edit all fields as needed.

Begin by entering the **Outcome's Type** and **Title**. Notice the Asterisk (*) next to the name of several of the fields. The Asterisk (*) indicates that the field is required, and information must be entered for the form to be saved.

The **Outcome Title** should reflect the **Outcome** and be a shortened version. For example: "LO 1- Critical Thinking" or "LO 2 -Ethics" instead of "LO 1". Continue by entering the specific information in measurable terms in the **Outcome** area. This should mirror the outcome in the **Assessment Plan.** This step is crucial. Without assigning a title to your outcome, you won't be able to create a space to report results for your assessment method in the "**Results**" tab.

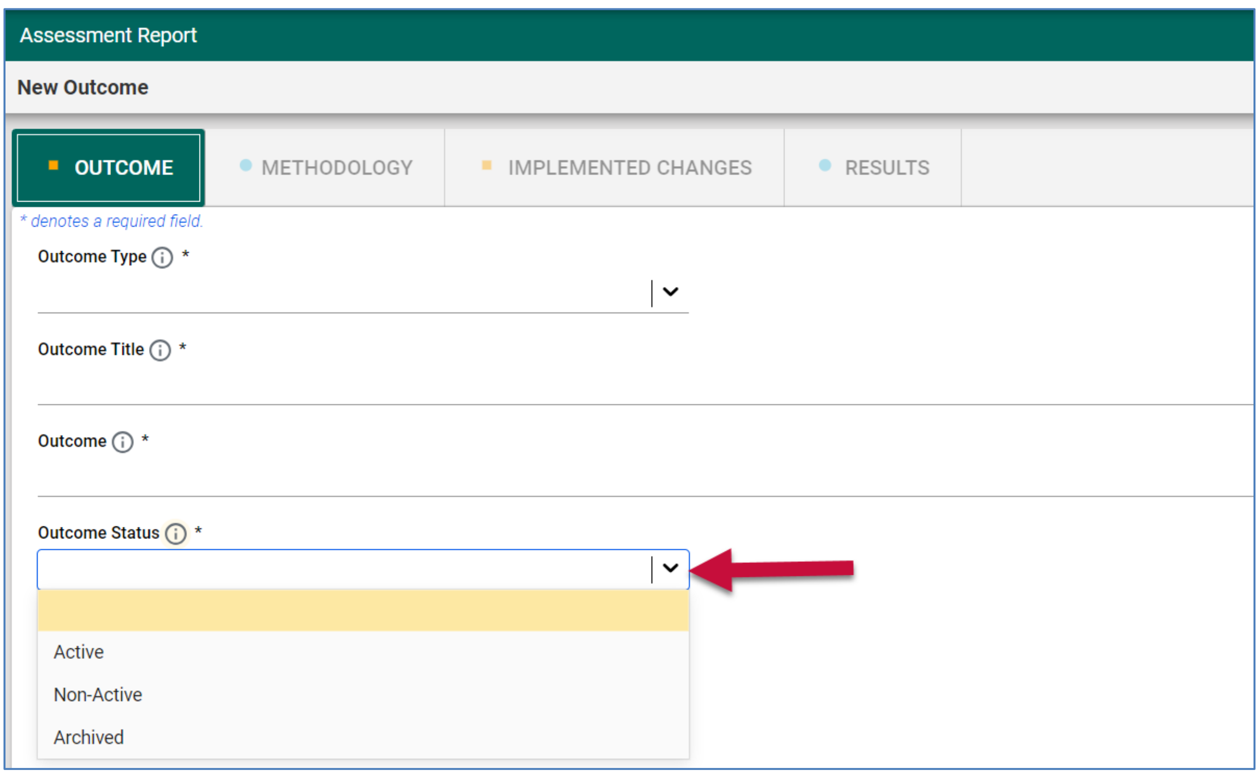
NOTE: All fields must be entered as requested. This prevents titles in the final Assessment Report from displaying as blank.

Important! Notice the corresponding icons on each tab. Information entered in the **Outcome** tab, will carry over to information presented on the **Implemented Changes** tab.



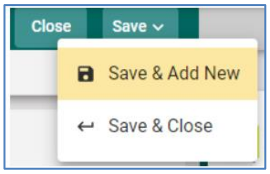
Next, from the drop-down caret/arrow enter the **Outcome Status** and **Years the Outcome will be Assessed**. Notice the caret/arrow icon next to some of the fields. This icon indicates that options have been provided from which you are to choose.

For the **Outcome Status**, options will be **Active**, **Non-Active**, or **Archived**. Select "**Active**" if the outcome is included in the assessment plan and is assessed during the current assessment cycle. Select "**Non-Active**" if the outcome is included in the **Assessment Plan**, but not assessed in this assessment cycle. "**Archived**" may be chosen if this outcome was previously assessed, documented and retained for historical reference, but not included in the current assessment plan.



The **Years Outcomes will be Assessed** drop-down requires you to select multiple years to create a six-year schedule. This ensures each outcome is assessed at least twice. This should mirror the years listed in the **Assessment Plan**.

Save your work by clicking on the **Save button** in the top right-hand corner. Clicking on the **Save button**, without clicking on the caret/arrow, your work will be saved, and you can continue working on the plan for this outcome.



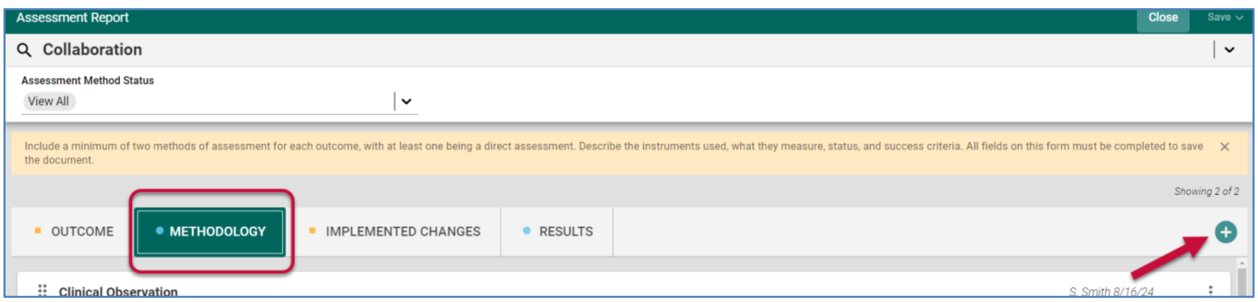
By clicking on the **caret/arrow** you will be offered the options to **Save & Add New** or **Save & Close** the Outcome. If you have other outcomes to enter, you may select **Save & Add New** to continue adding outcomes. If you have finished adding outcomes, click Save & Close.

Entering Methodology/ Assessment Method

Once you have finished entering the **Outcome**, click the **Methodology** tab to enter the **Assessment Method** for the **Outcome**.

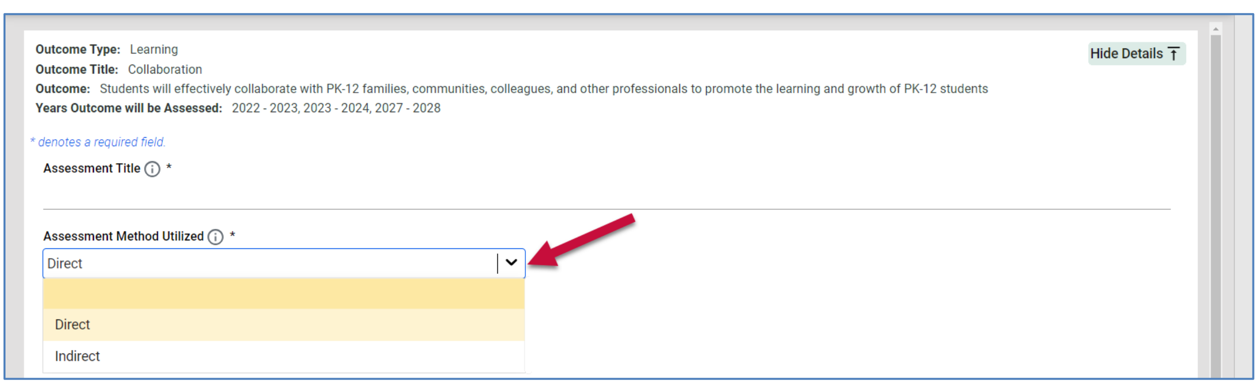
When entering the **Assessment Method**, include a minimum of two methods of assessment for each outcome, with at least one being a direct assessment. Describe the instruments used, what they measure, status, and success criteria.

Click the **Add New Icon**, to enter the first **Assessment Method**.



When entering information for the **Assessment Method**, first provide an **Assessment Title**. This is a short name for your assessment. This must be unique for each assessment method. This step is crucial. Without assigning a title to your assessment method, you won't be able to create a space to report results for your assessment method in the "Results" tab.

Next enter the **Assessment Method Utilized**. Notice the caret/arrow icon next to some of the fields. This icon indicates that options have been provided from which you are to choose. You will select either "**Direct**" or "**Indirect**".



The **Assessment Method Description** is where you will describe the instrument used to assess the outcome and what it measures. **This should mirror the method or assessment described in the Assessment Plan.**

For the **Assessment Method Status**, options will be **Active**, **Non-Active**, or **Archived**. Select "**Active**" if this method is included in the **Assessment Plan** and is currently being assessed during this assessment cycle. Select "**Non-Active**" if this method is included in the Assessment plan but is not being assessed during this assessment cycle. "**Archived**" indicates the method was previously assessed, documented and retained for historical reference, but is not included in the current **Assessment Plan**.

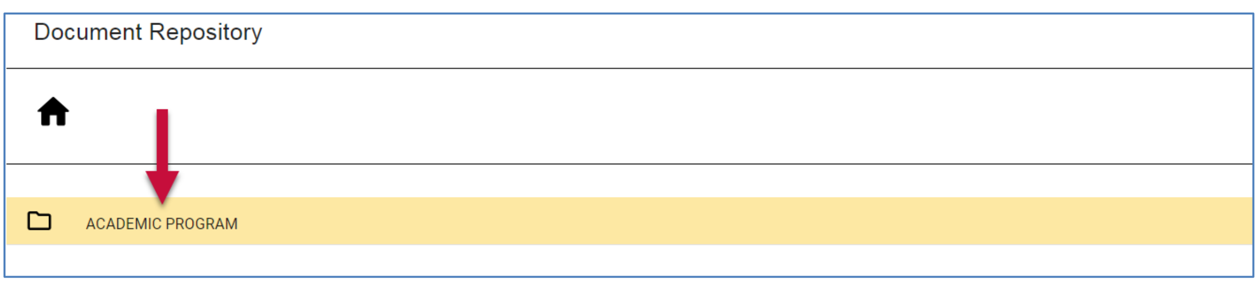
In the **Success Criteria** section, indicate the success criteria/target. This should mirror the criteria in the **Assessment Plan**.

NOTE: All fields must be entered as requested. This prevents titles in the final Assessment Report from displaying as blank.

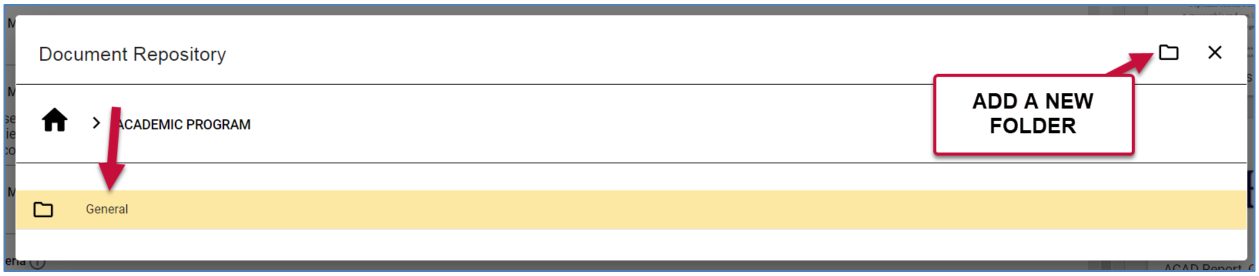
Upload any assessment instruments and/or accompanying rubrics in the **Assessments Artifacts** area.

To upload an artifact, click the **Add New Icon** to the right of **Document Description**.

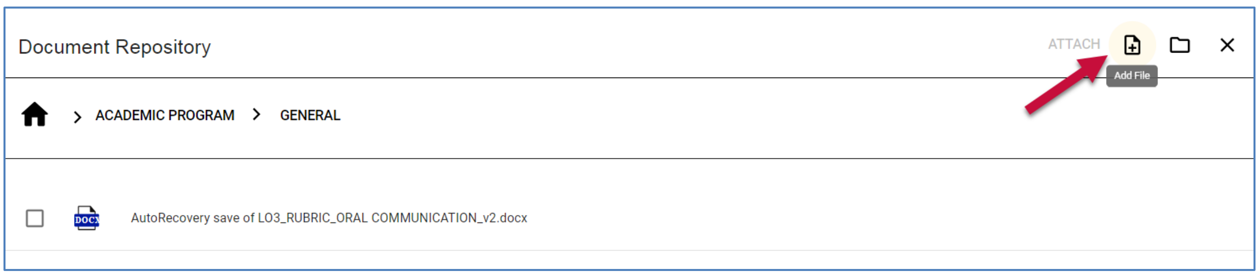
You will be taken to an area called the **Document Repository**. Select the first folder in your program's **Document Repository**.



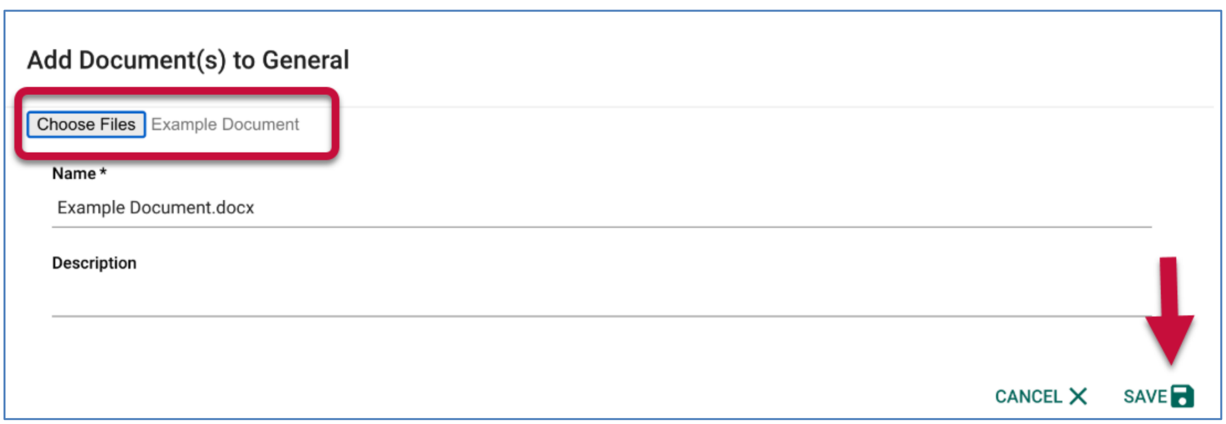
Then select the folder where you would like the document stored. This may be the "**General**" folder. You may also create a **new folder**.



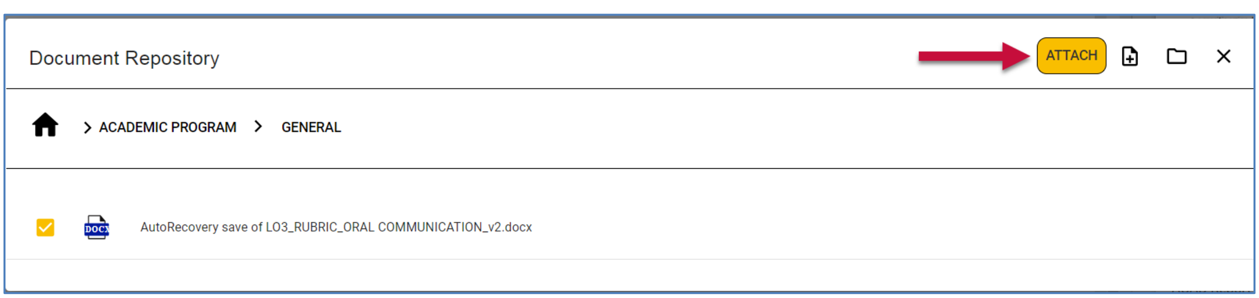
After selecting a folder, click **the Add File** icon on the right to select documents from your computer.



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

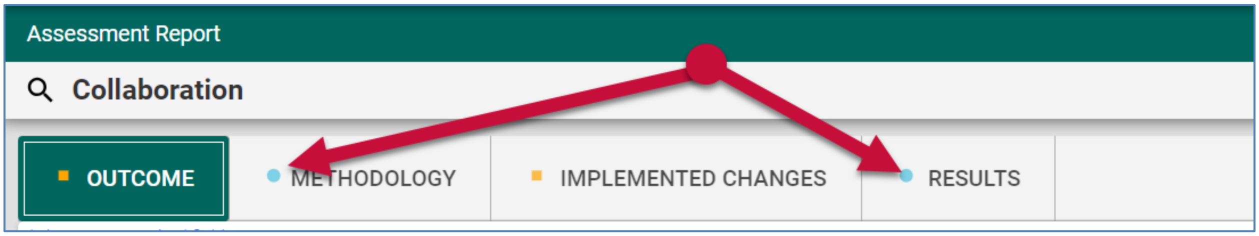


Next, select the file and click **Attach**. This will attach the file to the **Assessments Artifacts** area.



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

Important! Notice the corresponding icons on each tab. Information entered in the **Methodology** tab, will carry over to information presented on the **Results** tab.

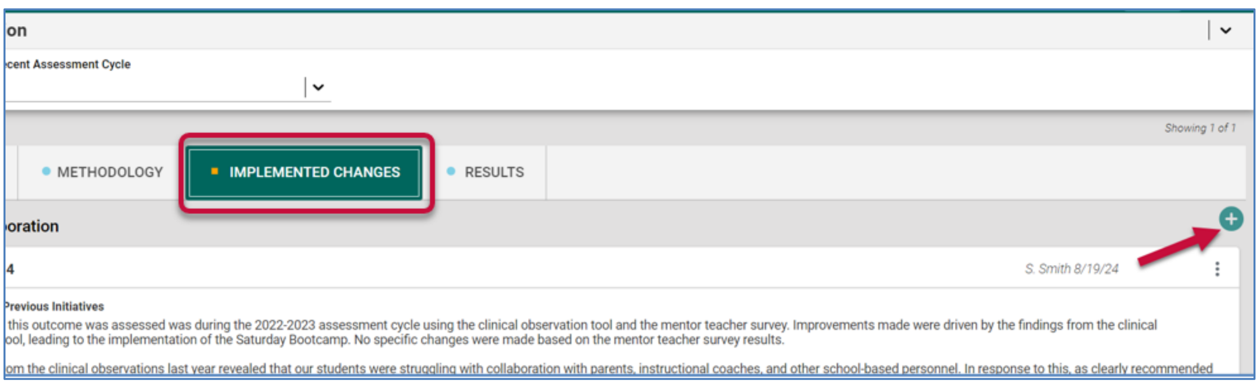


Once you have finished editing the **Methodology** section, **save** your work and proceed to the **Implemented Changes** tab.

Entering Implemented Changes

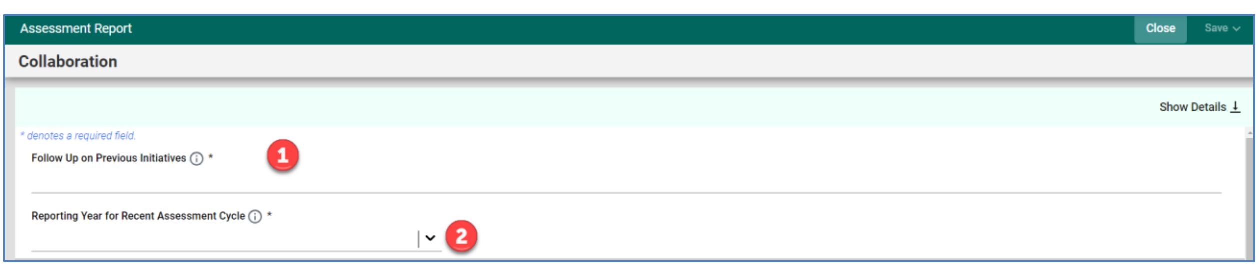
On the **Implemented Changes** tab, you will describe the extent to which recommended improvements from the previous assessment of the outcome have been implemented.

To enter a new **Implemented Change**, click the **Add New Icon**.



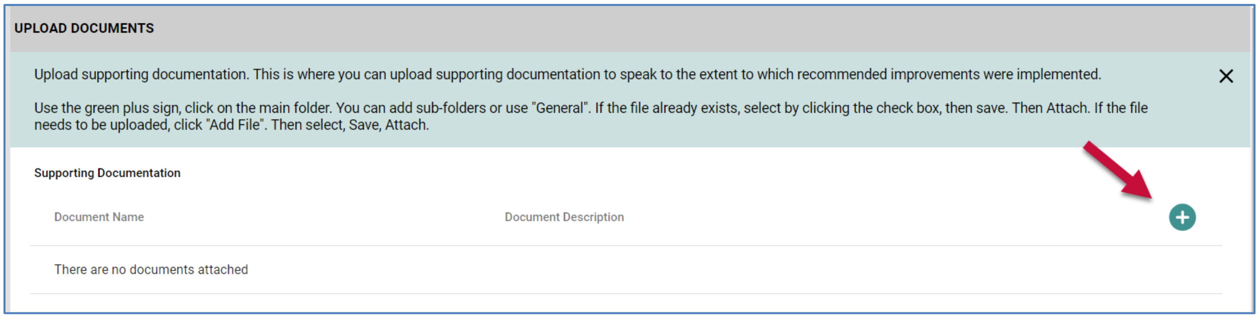
In the **Follow Up on Previous Initiatives area** (1), enter your implemented changes. If no changes were made, please explain why. When describing improvements made, avoid discussing their impact in this area, as the impact will be addressed later in the report.

Next, select the **Reporting Year for Recent Assessment Cycle** (2), click the caret/arrow and choose the academic year this report reflects.



The **Supporting Documentation area** is where you can upload supporting documentation to speak to the recommended improvements.

To upload an artifact, click the **Add New Icon** to the right of **Document Description**.

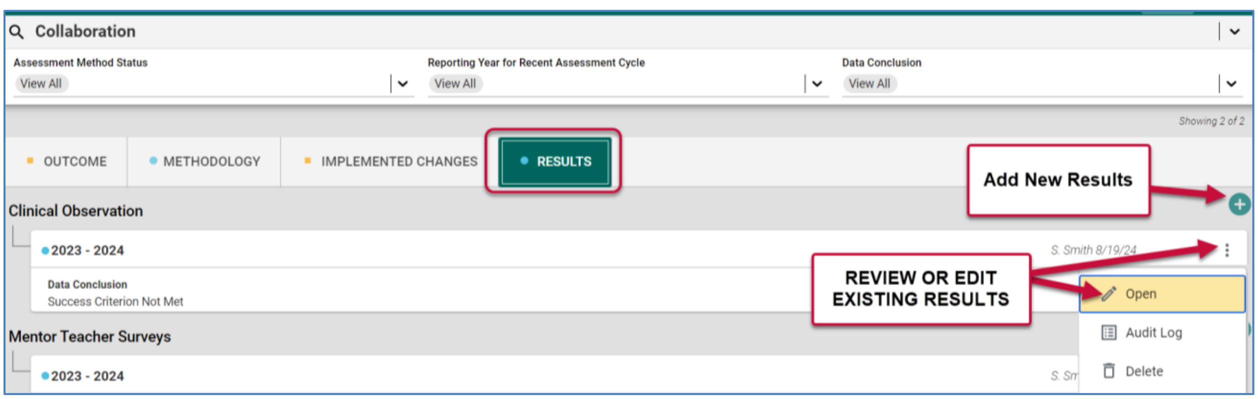


After uploading, **save** your work and proceed to the **Results** tab.

Updating Assessment Results

When clicking the **Results tab**, the previously entered **Assessment Methods** will be displayed in the order they appear on the **Methodology** tab. Click the **Ellipse Icon** on the right side of the **Assessment Method** and then click **Open** to add or review existing **Results**.

If new Results are being added for an **Assessment Method**, click on the **Add New Icon** next to the **Assessment Method**.



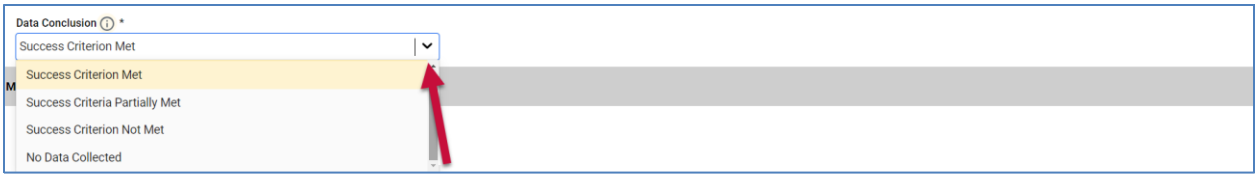
When entering **Report Results**, first select the **Reporting Year for Recent Assessment Cycle**. Next enter the **Results** including the number of work products reviewed, sampling methodology, population size, sample size (for surveys and broader assessments), and data tables (including longitudinal data if available). Provide details on how you analyzed the data, but do not interpret.

If applicable, enter the **Disaggregation of Data**. Type “N/A” if not applicable.

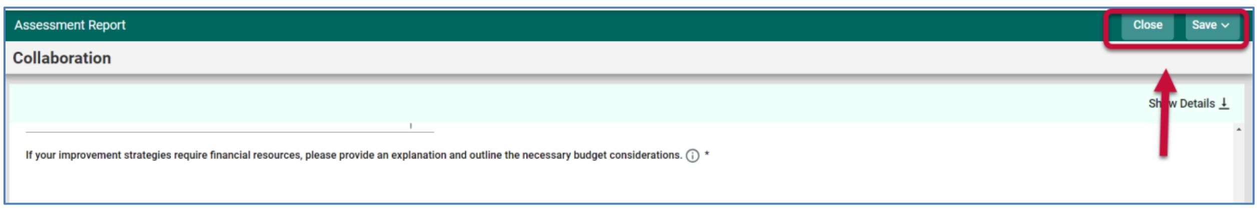
NOTE: Per Policy PS 03.A.31, programs are required to disaggregate assessment data by mode of instruction or site of instruction once the total number of graduates completing 50 percent of their UHD coursework online or at an off-campus site reaches 20 graduates for undergraduate programs (beyond the common core) and reaches 10 for graduate programs.

In the **Interpreting the Data** section, detail what the data means. Focus on the patterns that may have emerged in the data.

Select the caret/arrow icon to provide the **Data Conclusion**. Choose if the **Success Criteria** was met, partially met, not met, or if no data was collected.



Once you are satisfied with the information you have entered, and have **saved** the form, click the **Close** button at the top of the screen.

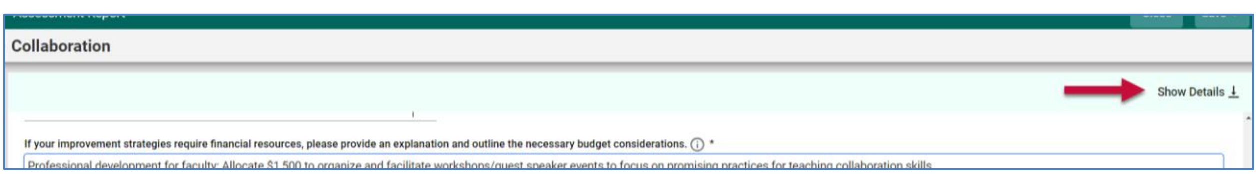


Continue to the **Impact of Improvements Previously Made** and **Use of Results** sections. Reflect on how the improvements implemented since the last assessment, specifically based on the results from this methodology, have positively or negatively affected the current results.

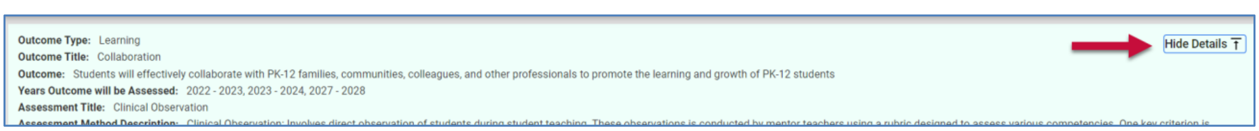
In the **Improvements to Student Learning and/or Operations** and **Improvements to the Measurement / Assessment Tool / Assessment Process** areas, tell how you will use the results from this assessment cycle to improve student learning or operations. Describe the actions planned for future implementation.

Next, provide any **Additional Insights or New Directions** and **Budget Considerations**. If your improvement strategies require financial resources, please provide an explanation and outline the necessary budget considerations. If you do not require financial resources, you may enter "N/A".

Remember to click the **Information Icon** ⓘ for additional information or help with an area. If you need to review Outcome information, you can click "**Show Details**" at the top of the screen to view additional information such as, **Years the Outcome will be Assessed**, and the **Assessment Method Description**.

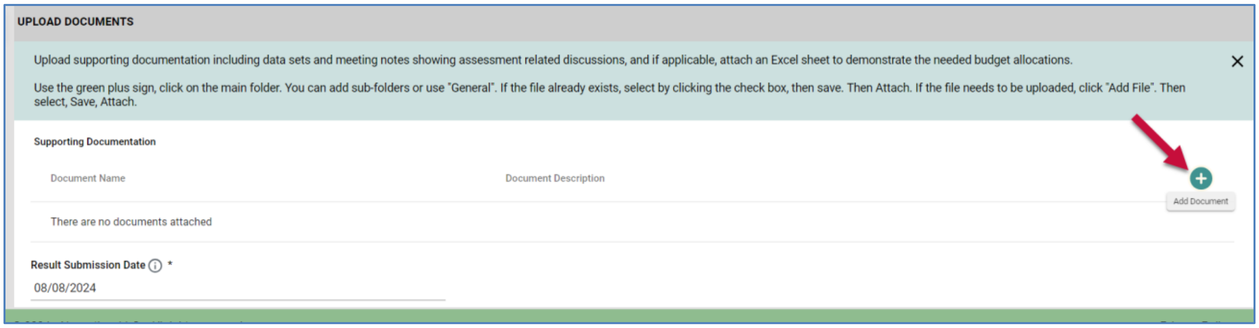


Click "**Hide Details**" to collapse the information displayed.



Finally, upload supporting documentation including data sets and meeting notes showing assessment related discussions, and if applicable, attach an Excel sheet to demonstrate the needed budget allocations.

To upload **Supporting Documentation**, click the **Add New Icon** to the right of **Document Description**.



Once you are satisfied with the information you have entered, and have **saved** the form, click the **Close** button at the top of the screen.