

**Spring 2023**

# **Assessment and Action Planning Guide**

## **Academic Programs**



Need additional help or would you like to schedule a training session?

Email the Assessment Working Team at [assessment@syr.edu](mailto:assessment@syr.edu)

## Moving from Tk20 to Planning & Self-Study








Syracuse University is transitioning to Watermark’s new assessment management platform, Planning and Self-Study (P&SS). There are some differences between the two platforms, but the University’s assessment framework remains the same:

- Specify measures and criteria/targets
- Collect and analyze results
- Identify action and follow-up

### Tk20 and P&SS Comparison

Tk20	P&SS
<p>Academic programs focus on student learning outcomes.</p> <p>Co-curricular programs/units focus on student learning and operational outcomes.</p> <p>Functional units focus on objectives.</p>	<p>P&amp;SS uses the terms, “learning outcome” and “success outcome.” Programs and units can establish both types of statements if they choose.</p> <p>Academic programs can use success outcomes to monitor other indicators of student success (e.g., graduation, placement etc.), while co-curricular and functional areas use success outcomes in the assessment of operations.</p>
<p>Information is entered by clicking on screen tabs for Phases 1, 2, and 3.</p>	<p>Phase 1-, 2-, and 3-tab format is no longer used.</p>
<p>Measures are entered or copied over manually each year.</p>	<p>Once entered, measures carry over from year to year.</p>
<p>Results for all measures are summarized together in text format.</p>	<p>Results for each measure are summarized individually in text format or uploaded in various file formats.</p>
<p>Analysis and actions are documented only at the outcome level.</p>	<p>Analysis and actions are documented at the measure and/or the outcome level.</p>
<p>No document repository for programs.</p>	<p>Each program or unit has a document repository.</p>

## Frequently Used Icons

-  The check mark icon is used to save your information.
-  The X icon is used to cancel any action taken; the information you entered will not be saved.
-  The pencil icon is used to edit content.
-  The three dots icon is used to display more options.
-  The download icon is used to download documents and reports.
-  The expand/collapse icon is used to expand and collapse content.
-  The + icon is used add more details.

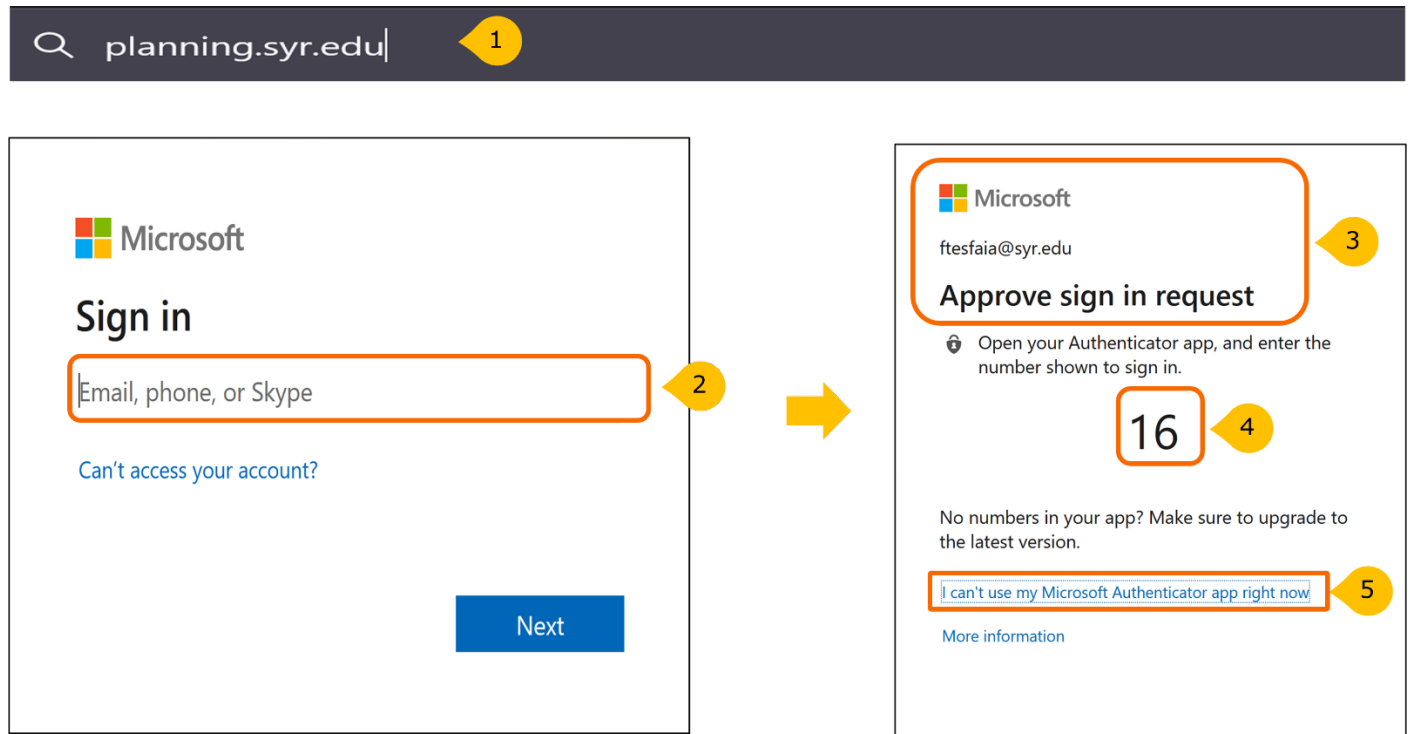
## Important Reminders

- ✓ Chrome and Firefox are the recommended browsers for P&SS.
- ✓ Please note that P&SS does not have rich text editing capabilities.
- ✓ When you are done entering details in any area of P&SS, make sure to use the check mark and save and close buttons to save your information throughout P&SS.
- ✓ If you are having issues logging in to P&SS or accessing your program/unit dashboard, please do not hesitate to email the Assessment Working Team at [assessment@syr.edu](mailto:assessment@syr.edu).

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## Planning & Self-Study Log in Process



To log in to Planning & Self-Study:

1. Go to [planning.syr.edu](https://planning.syr.edu). If you're signing into Microsoft for the first time, this will open the Microsoft sign in window. If you have signed to Microsoft before, the system will skip you to step 3.
2. Use your Syracuse University email and click **Next**.
3. This will open the Microsoft "Approve sign in request" window.
4. Open your Authenticator app on your other device and enter the number shown to sign in.
5. If you cannot use the Microsoft Authenticator app, click the "I can't use my Microsoft Authenticator app right now." This will take you to another window with other options to verify your identity.

## Home Page Navigation

When you log into P&SS, you will see your **Home** page, which:

- Displays each academic program that has you as a lead contributor.
- May contain multiple dashboards if you are associated with more than one program.
- Provides easy access to specific content, such as assessment and action plan data and curriculum maps.

The screenshot shows a dashboard for 'Agricultural Systems BS'. The interface is divided into several sections, each highlighted with a yellow callout number:

- 1**: Program header area showing 'Agricultural Systems BS' and lead names: 'Program - Amanda Johnson Sanguilliano, Fresenai Afeworki, Laura Harrington, Violetta Soboleva'.
- 2**: 'PROJECTS IN PROGRESS' section, showing '2020-21 Assessment and Action Plan' and '1 organization included | 3 outcomes being assessed'.
- 3**: 'Outcome Progress and Results' section, featuring a horizontal bar chart with a legend for 'Not Started', 'In Progress', 'Met', and 'Not Met'.
- 4**: 'PROFILE PROGRESS' section, displaying 'Mission: View Mission', 'Outcomes: 7', 'Outcomes Mapped: 6/7', and 'Curriculum Map: Edit Map'.
- 5**: A blue 'ENTER PROGRAM' button in the top right corner.

Each dashboard includes:

1. Program name (s) and names of leads (individuals with permission to enter information)
2. Assessment and action plans in progress noted as **Projects in Progress**
3. After you enter outcome and results information, a dashboard will be created to show the status of the outcomes for that specific plan.
4. **Profile Progress** includes links that take you directly to specific areas and serves as a dashboard that will change as more information is entered into P&SS:
  - Mission
  - Outcomes (the program's current number of outcomes is shown)
  - Outcomes Mapped
  - Curriculum Map (recent curriculum maps on file with IEA have been created in P&SS and the dashboard will allow you to **Edit Map**)
5. Click the **Enter Program** to review and update information.

# Program Dashboard

Home > Agricultural Systems BS

## Agricultural Systems BS

Amanda Johnson Sanguiliano, Fresenai Afeworki, Laura Harrington, Violetta Soboleva

- 1 In Progress** Projects In Progress  
Access, monitor and track this program's projects that are active and in progress from this page.
- 2 Program Information** Continuous Improvement Project(s) 4 projects
- 3 Curriculum**
- 4 Actions**
- 5 Docs & Reports**

### 2021-22 Assessment and Action Plan

DETAILS			
Status:	Due:	Last Update:	Last Update by:
In Progress	12/01/2022	12/20/2022	Laura Harrington

QUICK STATS

4 Outcomes 7 Measures 6 Actions Proposed

After clicking ENTER PROGRAM, you will see the Program Dashboard, which includes five tabs:

- 1. In Progress:** Access, monitor, and track assessment and action plans that are active and in progress.
- 2. Program Information:** Communicate the purpose and design of your program by creating and editing a mission statement, outcomes, and outcome map.
- 3. Curriculum:** Access and edit the curriculum map and all courses affiliated with the academic program.
- 4. Actions:** Track status and report on the progress of all actions identified in the program's assessment and action plan.
- 5. Docs & Reports:** Access reports and add documents to track your continuous improvements and organizational activity. A pdf of previous assessment and action plan data in Tk20 is stored here.

## Program Information Tab: Mission Statement

From the Program Dashboard, click Program Information to enter a mission statement.

### Add Mission

Mission Statement

ADD MISSION

No mission added yet.

1. Use the **Add Mission** button to open the mission statement dialog box.

Mission Statement

Enter your mission statement here

Save

2. Enter the program's mission statement. Note that the system does not have rich text editing capabilities and has 1000-character limit.
3. Click the checkmark icon to save. **If you do not, your information will not be saved.**
4. Click the X icon to cancel; the information you entered will not be saved.

### Editing Mission Statement

**Editing** is used for minor changes to your current mission statement such as typos or word changes that do not change the intent of the mission statement. No history of edits is maintained in the system.

Mission Statement

Make changes to the existing statement.

To produce graduates who are capable of agricultural systems research and professional practice in diverse and challenging contexts.

132/1000

1. To edit a mission statement, click on the three dotted more options icon, and then select **Edit**.
2. When you select **Edit**, a text box will appear. Simply make edits within the text box.
3. Remember to save changes by clicking on the checkmark. As mentioned, no history is kept on edits. If you click the X button, any changes made will be undone.



## Revising Mission Statement

**Revise** is used to replace an existing mission statement. If you revise an existing mission statement, older versions will be archived for reference; therefore, a history of your program's mission statement is maintained.

The screenshot shows a 'Create Revision' form with the following elements:

- 1:** A large text area for the 'New Mission Statement\*' with a character count of 0/1000.
- 2:** A dropdown menu for 'Effective Academic Year\*' currently set to '2022-23 Academic Year'.
- 3:** A text area for 'Notes'.
- 4:** Two buttons at the bottom: 'CANCEL' and 'CREATE'.

Additional text at the bottom of the form reads: 'Date of revision: Feb 16, 2023' and 'Revised by: Fresenai Afeworki'.

When you select the Revise option, a panel will open on the right side of your screen to enter information about the new mission statement.

1. The first area is the **New Mission Statement** text box where you will enter the new mission statement.
2. Use the **Effective Academic Year** drop-down menus to select the year when your new mission statement goes into effect.
3. The last text box is optional and may be used for notes to provide any additional context about the revised mission statement.
4. When complete, select the **Create** button to save or click **Cancel** to undo your changes and delete any content you entered.

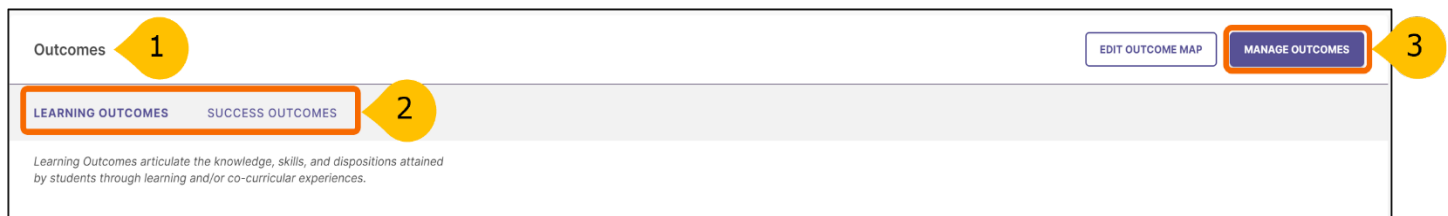
## Program Information Tab: Outcomes

P&SS designates two types of outcomes:

**Learning outcomes** articulate knowledge, skills, and dispositions obtained by students through learning/co-curricular activities.

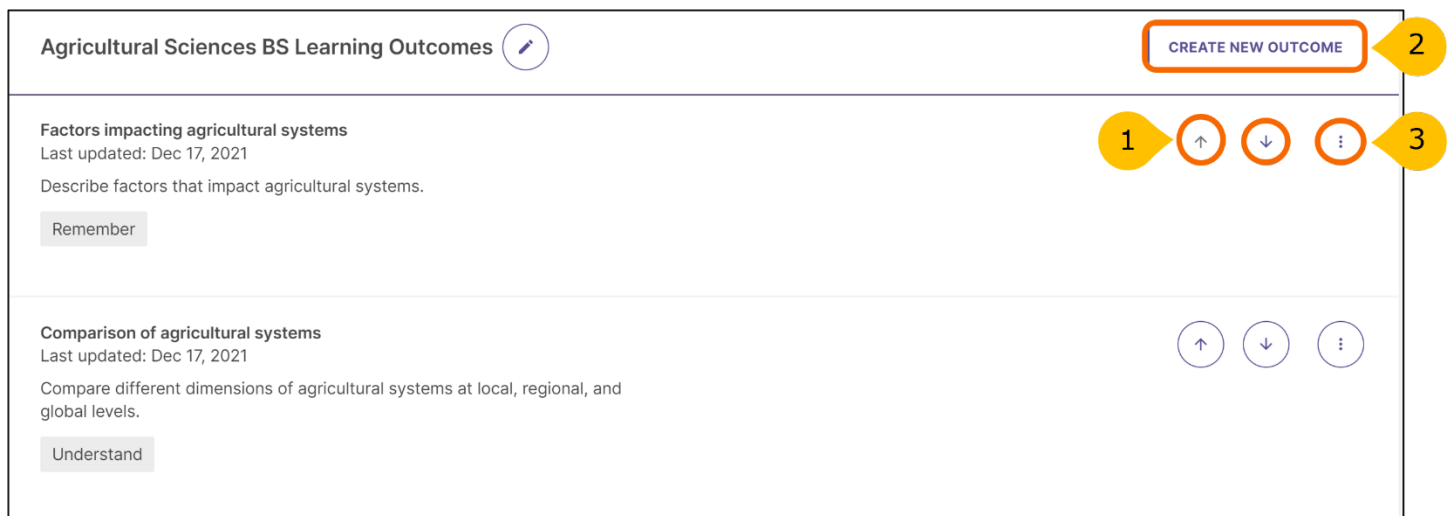
**Success outcomes** articulate other indicators of student success that are not directly tied to mastery of learning outcomes.

Each academic program's student learning outcomes have been transferred to P&SS.



1. On the Program Information tab, scroll down to the **Outcomes** section.
2. Click on either the Learning Outcomes or Success Outcomes tab depending on which type of outcome you would like to view. You will see the program's existing learning outcomes in the Learning Outcomes tab.
3. Click **Manage Outcomes** button to create, order, edit, or archive outcomes.

## Managing Outcomes Page



On the **Manage Outcomes** page, you will find the program outcomes listed. From this page you will be able to:

1. Reorder existing outcomes. Use the **Up and Down Arrows** to the right of the outcome title to rearrange the order of the program's outcomes.
2. Create a new outcome (see details on next page).
3. Use the more options icon to edit, revise, archive or delete an outcome.

## Creating a New Outcome

After clicking **Create New Outcome**, the following pop-up window will appear.

The screenshot shows a 'Create New Outcome' pop-up window. At the top, it says 'Enter details to describe the new outcome.' and 'Fields marked with \* are required.' Below this are three main sections: 1. 'Outcome Title\*' with a text input field (0/70 characters) and a yellow callout '1'. 2. 'Outcome Description' with a large text area and a yellow callout '2'. 3. 'Tags' with a text input field (0/30 characters) and a yellow callout '3'. Below the tags field is a dark grey bar that says 'Tags added: 0/5'. At the bottom of the window are two buttons: 'CANCEL' and 'CREATE', with a yellow callout '4' pointing to the 'CREATE' button. A small 'x' icon is in the top right corner of the window.

1. **Outcome Title:** Provide a concise descriptor for the outcome with no more than seventy (70) characters. For example: If the outcome is "Compare different dimensions of agricultural systems at local, regional, and global levels" the title may be "Comparison of agricultural systems." **Note**, this is a required field.
2. **Outcome Description:** Enter the entire outcome statement. Although, the system has this as optional, you **MUST** include the entire outcome statement.
3. **Tags:** An optional field used to categorize outcomes with similar themes or concepts. You can select from the Bloom's Taxonomy tags or use Enter or Comma to create your own tag. **Note**, tags are only available for learning outcomes, and you can enter up to five tags for each learning outcome.
4. Click on **Create** to save your new outcome.




**Important:** When you are done entering details for the outcome, be sure to click **Save & Close** in the top right-hand corner or all information will be lost.



**Note**, if you have created, edited, revised, archived, or deleted an outcome, please email the new/revised list of outcomes to the Assessment Working Team [assessment@syr.edu](mailto:assessment@syr.edu).

## Editing, Revising, Archiving or Deleting an Outcome

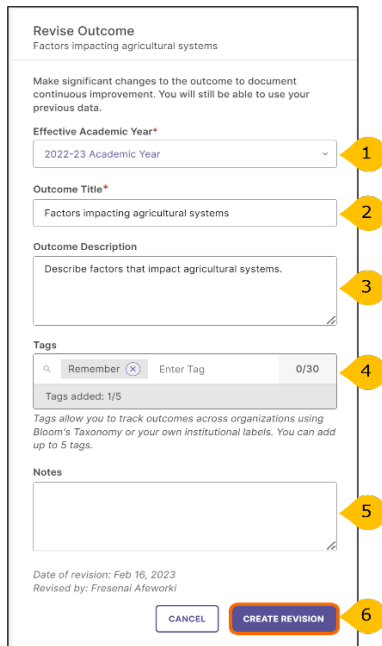
To adjust one or more outcomes listed, use the **more options icon**  to the right of the outcome you want to modify. You will see four options – Edit, Revise, Archive and Delete. **Note**, if any data are previously entered for an outcome, you will **NOT** see the delete option.

### Edit an Outcome

**Edit** is used for minor changes that do not change the intent of the outcome, such as typos or slight wording changes. These changes are NOT recorded in the history of the outcome.

### Revise an Outcome

The **Revise** option is used to make more significant changes. Those changes are recorded in the history of the outcome. When you select Revise option, the system will open the following side panel to create your revision.



The screenshot shows a 'Revise Outcome' form with the following fields and callouts:

- 1. Effective Academic Year\* (dropdown menu)
- 2. Outcome Title\* (text input)
- 3. Outcome Description (text area)
- 4. Tags (input field with 'Remember' and 'Enter Tag' buttons)
- 5. Notes (text area)
- 6. CREATE REVISION button

1. Select the **Effective Academic Year** that the revised outcome would be operational.
2. Enter the revised **Outcome Title**.
3. Enter the revised **Outcome Description (this is the full wording of the outcome)**.
4. Select or enter revised tag (if any).
5. The **Notes** section is optional but will allow you to document any additional context regarding the revised outcome.
6. When complete, click on **Create Revision** to save.

### Archive an Outcome

Use **Archive** to retire an outcome. This will permanently remove the outcome from the outcome set, and it will no longer be included in future assessment and action plans. However, prior data associated with that outcome will be preserved. Note, when you select **Archive**, a pop-up window will prompt you to document reasons for archiving the outcome. Click **Archive** or **Cancel** to go back to the **Manage Outcomes** page.

### Delete an Outcome

**Delete** permanently removes the outcome from the system. If any data has been previously entered for an outcome, you will NOT see this option.

# Curriculum Mapping for Academic Programs

## Accessing the Curriculum Map

Agricultural Systems BS  
Program - Amanda Johnson Sangulliano, Fresenai Afeworki, Laura Harrington

ENTER PROGRAM

PROJECTS IN PROGRESS

2020-21 Assessment and Action Plan  
1 organization included | 2 outcomes being assessed

Outcome Progress and Results

Not Started In Progress Met Not Met

PROFILE PROGRESS

Mission: View Mission  
Outcomes: 7  
Outcomes Mapped: 6/7  
Curriculum Map: Edit Map

Curriculum Map

Last modified on: 01/19/2022

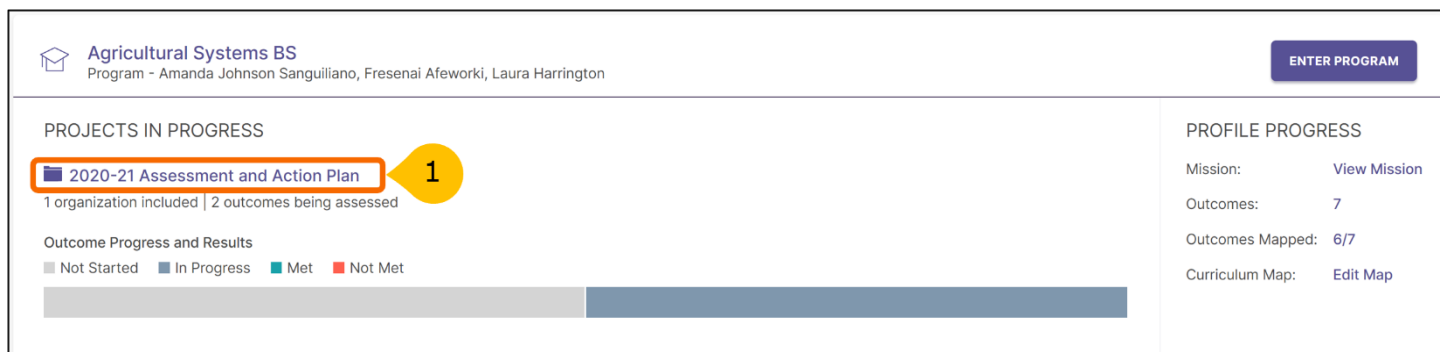
1. Access the curriculum map page by clicking **Edit Map** under **Profile Progress on the Home page**. This will take you directly to the Curriculum Map screen.
2. Alternatively, you can access the curriculum map by clicking on the **Enter Program** button on the **Home** page and switching to the **Curriculum** tab on the **Program Dashboard**.
3. Use the pencil button to the right of the **Curriculum Map** to go to the Curriculum Map edit page.



**Note**, if there is a recent curriculum map on file with IEA, you will find the curriculum map created in P&SS. If you would like to make edits to the curriculum map, please email the Assessment Working Team [assessment@syr.edu](mailto:assessment@syr.edu).

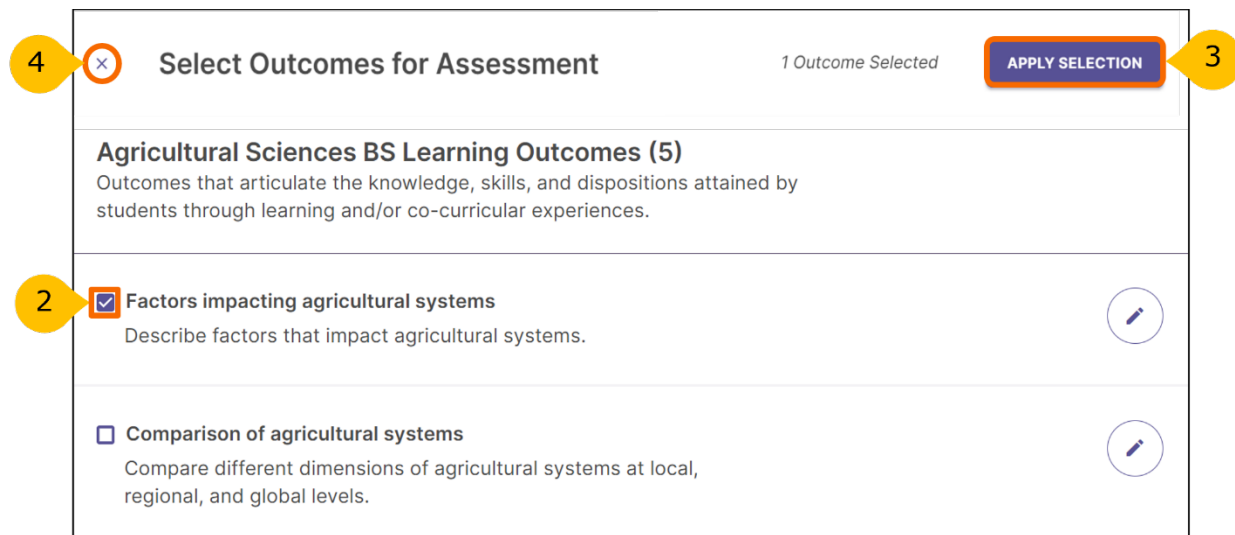
## Entering Information for the Program's Assessment and Action Plan

The following section shows how to enter information for the program's assessment and action plan.



1. From the **Home** page, select the current assessment and action plan under **Projects in Progress** (e.g., 2020-21 Assessment and Action Plan). On the next screen, click the **Select Outcomes** button to indicate which outcomes your program is assessing.

### Selecting Outcomes for the Assessment and Action Plan



2. Use the checkbox to select the outcome(s) to be assessed for the assessment and action plan in progress.
3. Click **Apply Selection** in the top right corner to add the selected outcomes to the assessment and action plan. This process keeps your assessment plan clean each year - with only the outcomes to be assessed added to your plan.
4. Use "X" to cancel the outcome selection. After clicking **Apply Selection**, the selected outcomes will appear on the next screen where you will be able to add measures.



**Note:** Faculty assess each learning outcome at least once within the University's four-year cycle (2021-2025). Programs that have specialized accreditation follow their accreditor's recommendation in assessing learning outcomes.

## Adding Measures for Learning Outcomes

Learning outcomes are examined using two or more measures, at least one of which is direct (e.g., student papers, projects, exams, performances). Students demonstrate their learning through these direct measures, which are often embedded in the course.

Indirect measures supplement the information gathered through direct measures. An indirect measure may ask students or alumni to share their perceptions of their gains in knowledge and skills and/or experiences in the program. Indirect measures can also include other indicators about the program such as syllabi review, retention and graduation rates, and graduate school or employment placement.

In P&SS, each measure, as well as the results and analysis for it, are entered separately.

Agricultural Systems BS Learning Outcomes

Factors impacting agricultural systems  
Describe factors that impact agricultural systems. ^

+ 2  
New Measure

Comparison of agricultural systems  
0 Measures | 0 Actions Not Started

Application of systems thinking and principles  
0 Measures | 0 Actions Not Started

1. To add a measure to an outcome, click on the outcome.
2. Click **+ New Measure** to open the **Add Measure** window. Continue to the next page to add details of the measure activity.

## Adding Details of the Measure Activity

The screenshot shows the 'Add Measure' form with the following fields and callouts:

- 1**: Method dropdown menu (currently showing 'Select Measure Method').
- 2**: Course dropdown menu (currently showing 'Select a course for this measure').
- 3**: Checkbox for 'This is a non-course based measure'.
- 4**: Title text input field (placeholder: 'Enter Measure Title').
- 5**: 'ALIGN RESULTS' button.
- 6**: Target text input field (placeholder: 'Enter target or criteria of success for this measure').
- 7**: Description text input field (placeholder: 'Briefly describe the measure activity').
- 8**: 'ATTACH DESCRIPTION DOCUMENTS' button.
- 9**: 'ADD' button.

Additional form details include: 'Definition' header, 'Outcome' field (filled with 'Factors impacting agricultural systems'), 'Program' field (filled with 'Agricultural Systems BS'), 'Results Collection' section with instructions, and a file upload section showing '0 of 5 Files' and accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv.

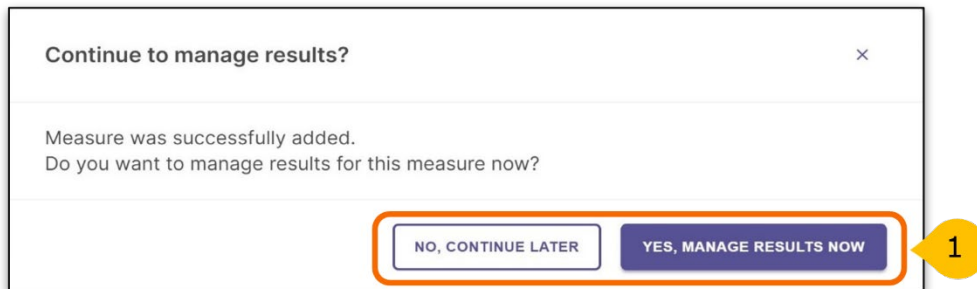
1. In the **Add Measure** window, select the **Measure Method** from the drop-down menu. The list contains commonly used types of direct measures, shown first, followed by indirect measures. If you do not see a type that matches your measure, select either **Other - Direct** or **Other - Indirect**.
2. Using the drop-down, identify the **course** in which the assessment will take place. Only one course can be selected. **IMPORTANT:** If you are assessing more than one course with this measure, you will need to add another measure for the additional course(s). Results for each course will be entered and analyzed separately. Note, if you cannot find the course, click the "Add course to program's curriculum."



3. If the measure is not associated with a specific course, select "This is a non-course-based measure." An example would be a service-learning project required for a program but not directly required in a particular course.
4. Enter a short title for the measure.
5. You can skip the ALIGN RESULTS feature for now.
6. Enter the target/criteria for success for the measure. For example, 80% of the students will achieve a score of 3 or above on the 5-point scale project rubric.
7. **Description** includes detailed information about the measure activity. This provides a historical record of the measure used, which may be helpful to faculty in the future.
8. You can attach up to five (5) files that describe the measure activity. These documents remain with this measure and outcome and will carry over to the next assessment period. Therefore, it is particularly important that you **do not upload student artifacts** here. This is an ideal place to upload a description and/or instructions for the student learning activity being assessed as well as a blank rubric if one is used.
9. When you are done adding the measure details, make sure to click the **ADD** button at the top right corner to save your work.

## Adding Results

Now it is time to document your assessment results, analyses, and actions. It is recommended that you do this after results are collected and discussed with faculty. Student artifacts and other evidence documents (e.g., a summary of student scores or faculty observations) can be uploaded in the system to support the program results and faculty's analyses.

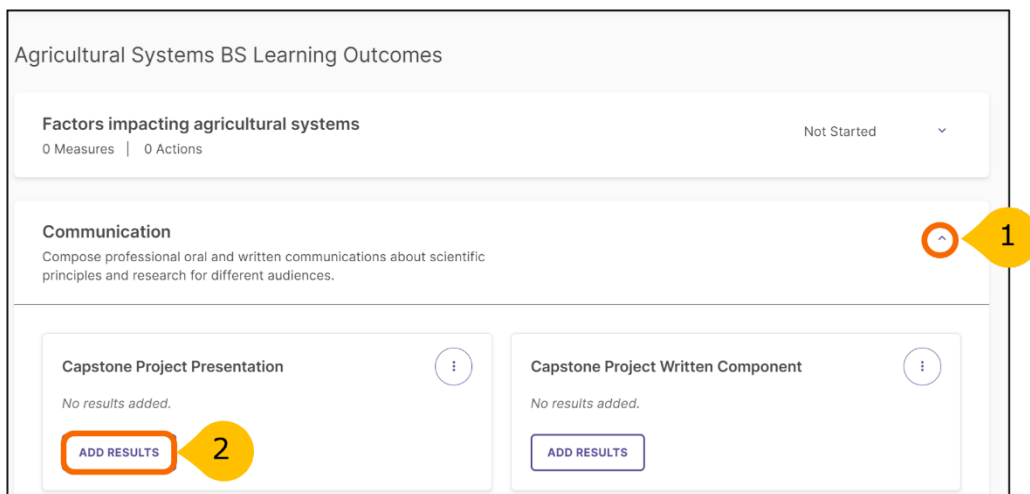


Continue to manage results? ×

Measure was successfully added.  
Do you want to manage results for this measure now?

After adding a measure, the system will ask you if you wish to **manage results** for the measure. At this point, you can either enter results or continue later.

Use the following steps to return to the results section later.



Agricultural Systems BS Learning Outcomes

Factors impacting agricultural systems Not Started ▼  
0 Measures | 0 Actions

**Communication** ⌵ 1  
Compose professional oral and written communications about scientific principles and research for different audiences.

**Capstone Project Presentation** ⓘ  
No results added. 2

**Capstone Project Written Component** ⓘ  
No results added.


Select the current assessment and action plan under **Projects in Progress** (e.g., 2020-21 Assessment and Action Plan), which will take you to the list of program learning outcomes.

1. From the selected outcomes list, click on the expand button to see the measures.
2. To add results, click **Add Results**.



## Adding Results (continued)

### Definition

Details of the measure activity

 **4**

**Method:** Capstone  
**Outcome:** Communication  
**Program:** Agricultural Systems BS  
**Course:** AGS 444: Capstone Research in Agricultural Systems  
**Title:** Capstone Project Presentation  
**Target:** Using a rubric with a scale of 1-3, 90% of students achieve ratings of 2 or higher on their senior thesis project presentation.  
**Description:** As part of the senior thesis project, students will be asked to present their project to class. Three groups of students in class will randomly be given the presentation scoring rubric and asked to rate the presenting group. The rubric will score each presenting group of students on Content, Delivery, Organization and composition, Demonstration/use of Technology, and Question and Answer. Course Instructor will use peer ratings to score each student performance in the group presentation. See Rubric attached.  
**Attachments:** [ATTACH DESCRIPTION DOCUMENTS](#) Attach up to 5 files.

Senior Project Presentation Scoring Rubric Revised 2015.pdf  

**3**

3. After clicking on **Add Results**, at the top of the page you will see details of the measure.
4. Use the pencil icon to make edits to the details of measure activity if necessary.


## Options for Adding Results

When you scroll down, you will see three options for adding results. Currently, only options 1 and 2 are available to Syracuse University faculty. P&SS is not currently aligned to another system.

### Results


Evaluation of the measure activity

Select the results format that you would like to use for this measure.  
You will also be able to include a summary once results have been added.



I want to upload the assessment results files


**1**



I want to enter the count of students who meet/do not meet the criteria

**2**

Currently not available



I want to align results from another system

**3**

## Option 1: Upload Assessment Results Files

The screenshot shows a web interface for documenting assessment results. At the top, the heading is "Results" with the subtitle "Evaluation of the measure activity". In the top right corner, there is a button labeled "Change Collection Method" with a pencil icon, circled in orange and labeled with a yellow circle containing the number 3. Below the heading, there is a section titled "Upload results file" which contains two buttons: "FILES" and "SUMMARY". Both buttons are circled in orange and labeled with yellow circles containing the numbers 1 and 2 respectively. Below these buttons is a text box labeled "Summary" with the placeholder text "Summarize the results of the measure activity".

After clicking in the “I want to upload the assessment results files” tile, **results** can be documented for the measure by:

1. Uploading one or more results file such as an Excel spreadsheet, Word document, or pdf file. This option may also be used to add student artifacts. Make sure student names have been redacted.
2. Entering results in the Summary text box.
3. Click “**Change Collection Method**” to return to the **Results** options page to select a different method.

## Option 2: Entering Counts of Students

### Results

Evaluation of the measure activity

[Change Collection Method](#)

**Enter met/not met counts**  
Select the level of detail for met/not met counts:\*

Overall counts for this measure activity.  
If you do not have values for some of the categories, you can leave them blank.


Exceeded	Met	Partially Met	Not Met
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Met Total:		Not Met Total:	

Counts for each section  
Enter counts for individual course sections, based on the term they occurred in.

[VIEW RESULTS](#)

Include result files and a summary of results (optional)

**FILES**   **SUMMARY**

  
Browse and upload result files  
[UPLOAD NEW FILE](#)

Results can be documented entering the count of students who met/did not meet the criteria.

1. Use this to add overall counts for the measure activity.
2. Once you enter the counts and click on the View Results button, you will see a bar graph indicating the percentage of students who Exceeded, Met, Partially Met and/or Not Met the criteria. This page also gives you the option to Edit Results or add student artifacts if you choose to do so.
3. Results files can be uploaded, or a summary entered.
4. Use the "**Change Collection Method**" to return to the **Results** options page to select a different method.

## Analyzing the Results of a Measure

Now that you have entered results, it is time to document faculty's analysis in the Findings section.

**Findings**  
Analysis of the results

**Measure Status**  
Select Measure Status

**Analysis**  
Please enter a narrative analysis of the results

**Actions**  
There are no actions for this measure

ADD NEW ACTION

PAST FINDINGS

1. First, select the **Measure Status**. Click on the drop down and select **Met** or **Not Met to indicate whether the target/criterion was achieved**.
2. In the text box, provide the **Analysis** or interpretation of the results.
3. You may create a specific measure-related action by clicking on **Add New Action**. **Note**, actions can be added for any measure, as well as for the program-level outcome.
4. The **Past Findings** button can be used to view and refer to past results, findings, and actions that are associated with the measure. **Note**, if you just added a new measure, there will not be any past findings associated with that measure.

2020-21 Assessment and Action Plan > Capstone Project Presentation

Capstone Project Presentation

SAVE & CLOSE

5. Click **Save & Close** in the top right corner after you are done documenting results and findings for the measure.

These steps may be repeated for subsequent measures used to assess the outcome. Results and analysis of each measure should be completed before moving on to the next section, Analyzing the Outcome.

## Analyzing the Outcome

**Communication**  
Compose professional oral and written communications about scientific principles and research for different audiences.

Capstone Project Presentation  
MET  
ADD ACTIONS

Capstone Project Written Component  
MET  
ADD ACTIONS

New Measure

ANALYZE OUTCOME

1. After entering results and analysis for each measure, click **Analyze Outcome** to provide analysis at an outcome level.

Outcome Analysis  
Provide analysis of the outcome and its combined measure(s).

Outcome Status  
Select Status

General Outcome Actions  
ADD NEW ACTION

2. **Outcome Analysis:** provide qualitative analysis of the outcome and its combined measures.
3. Click on the **checkmark** icon to save.
4. Using the drop-down for **Outcome Status**, select MET or NOT MET. **Important:** until the status is selected; your assessment and action plan will remain as **IN PROGRESS**.
5. Click **Add New Action** to add an action for the program-level outcome.

## Adding Actions

The assessment process fosters action. Based on the analysis and interpretation of results, the following questions should be considered:

- What actions, if any, should the program take to improve student learning, program operations, and/or the assessment process?
- How should any identified changes be made?

Focus on one or two action items each year and decide when the action will be implemented and who will be responsible for follow-up. After implementing the action, reassess the outcome to determine the effectiveness of the action. Certain action items may be long term with results reported in subsequent years.

The image shows two screenshots of the 'Add Action' form. The left screenshot shows a list of action types with 'Revise Curriculum' selected (1). A yellow arrow points to the right screenshot, which shows the details for 'Revise Curriculum' with 'Communication' as the outcome. The 'Action Description' field is highlighted (2), the 'Recommended Due Date' field is highlighted (3), and the 'CREATE ACTION' button is highlighted (4).

1. Select the type of action based on the findings. If you cannot find the type of action from the list, select **Other** and describe the action type.
2. After selecting action type, add the **Action Description** (required) where you will describe the action in detail.
3. Identify the **Recommended Due Date** for the action.
4. Click **Create Action**.



## Tracking Actions

The screenshot shows a navigation bar with tabs: IN PROGRESS, DEPARTMENT INFORMATION, CURRICULUM, ACTIONS (highlighted with callout 1), and DOCS & REPORTS. Below the navigation bar is the 'Actions' section with a sub-header 'All Reported Actions' and a table of actions. Callout 2 points to the table header, and callout 3 points to the 'Revise Measurement / Assessment' row.

ACTION	DUE DATE	REPORTED FROM*	STATUS
Collaborate with another Department / Unit / Program	02/01/2022	2020-21 Assessment and Action Plan	Not Started
Maintain Assessment Strategy		2020-21 Assessment and Action Plan	Not Applicable
Revise Measurement / Assessment	01/04/2021	2020-21 Assessment and Action Plan	Not Started
Gather Additional Data		2020-21 Assessment and Action Plan	Not Started

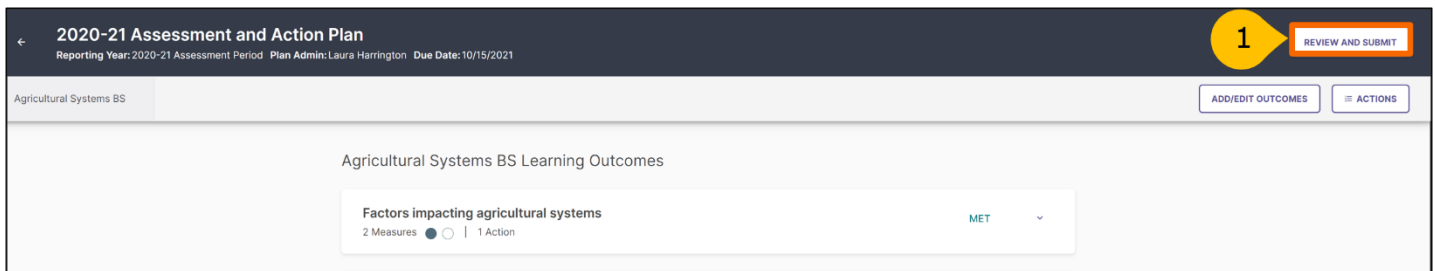
1. To track all actions from the **Actions** dashboard, return to the **Home** page and click **Enter Program**. From the **Program dashboard**, click on the **ACTIONS** tab.
2. The dashboard will show the complete list of actions, their due dates, assessment period, and status.
3. Update the status by clicking on the action's hyperlink. This will open a new window to change the status of the action.

## Changing Action Status

The screenshot shows the 'Revise Measurement / Assessment' form. Callout 1 points to a status drop-down menu with options: Not Started, In Progress, and Complete. Callout 2 points to the 'ADD UPDATE' button, and callout 3 points to the 'DONE' button. The form content includes: Plan: 2020-21 Assessment and Action Plan, Outcome: 1.3 Assessment recognition opportunities, Measure: Increase participation in the Assessment Leadership Institute, Action Description: Revise the target statement to maintain number of participants as is, however, develop a new target to measure the ALI effectiveness in supporting faculty's engagement in the assessment process., Recommended Due Date: 01/04/2021, and a link to View 2020-21 Assessment and Action Plan.

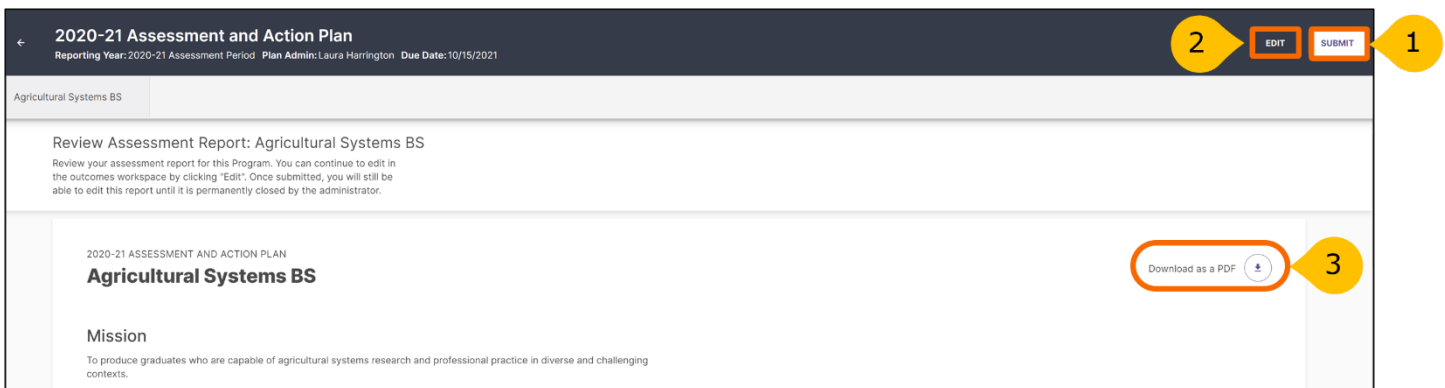
1. Using the drop-down, select either **In-Progress** or **Complete**.
2. Click **Add Update** if the action is in progress.
3. Click **Done** if the action is complete.

## Reviewing and Submitting the Assessment and Action Plan



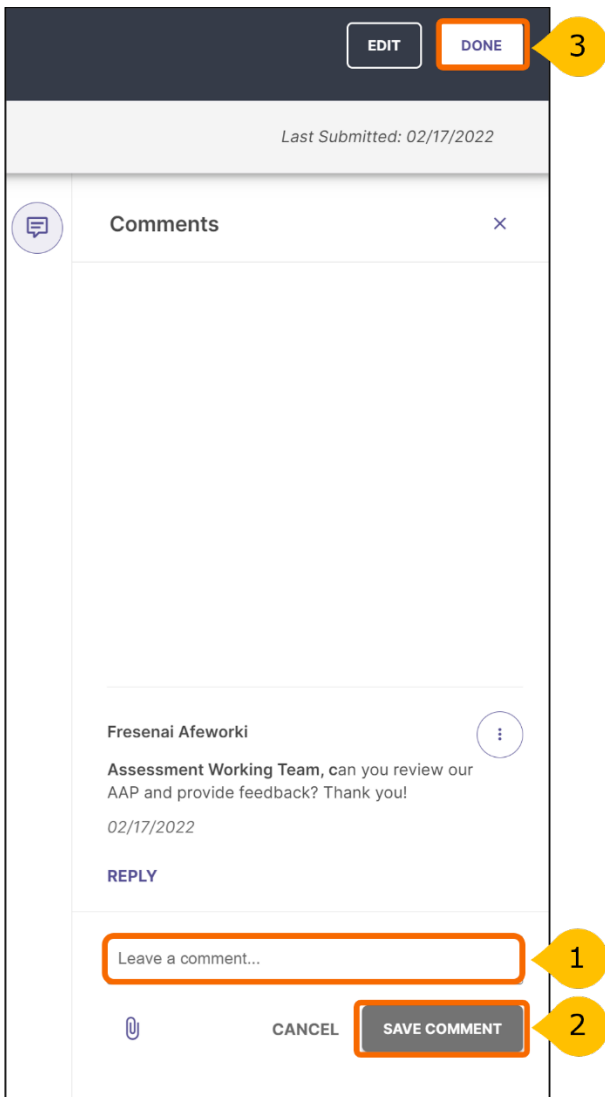
1. To review and submit your assessment and action plan, click on the **Review and Submit** button in the top right-hand corner of the screen. This will prompt you to a new screen where you can review the information entered for each outcome included in the current year's plan.

## Submitting the Assessment and Action Plan



1. Once reviewed, select **Submit**. Until this happens, the plan will remain in-progress.
2. You can continue to edit in the outcomes workspace by clicking **Edit**. Once submitted, you will still be able to edit this report until the administrator permanently closes it.
3. You can download a copy your report as PDF format, by clicking **Download as PDF**.

## Requesting Feedback



1. After you click submit, you will have the opportunity to leave a comment about your assessment and action plan on the right-side panel. If you would like to receive feedback, leave a comment and mention ([@Assessment Working Team](#)) in the comments section. You can also use the comments section to mention and notify other team members of your submission.
2. When done, click **Save Comment** to notify us of your submission and request for feedback.
3. Click Done, to go back to your home page.

## Questions/Training

If you have questions or need assistance in navigating Planning & Self-Study, please do not hesitate to contact the Assessment Working Team at [assessment@syr.edu](mailto:assessment@syr.edu).

We are also available to schedule one-to-one or group training sessions upon request. The training may include a one-hour session providing a full overview of the P&SS or a session focused on topics of interest.

Thanks to you and the faculty for your efforts to support and improve our academic offerings and the student experience!