

Spring 2023

Assessment and Action Planning Guide

Co-Curricular and Functional Areas



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

Email the Assessment Working Team at 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&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 areas in P&SS
-  The + icon is used add more details.

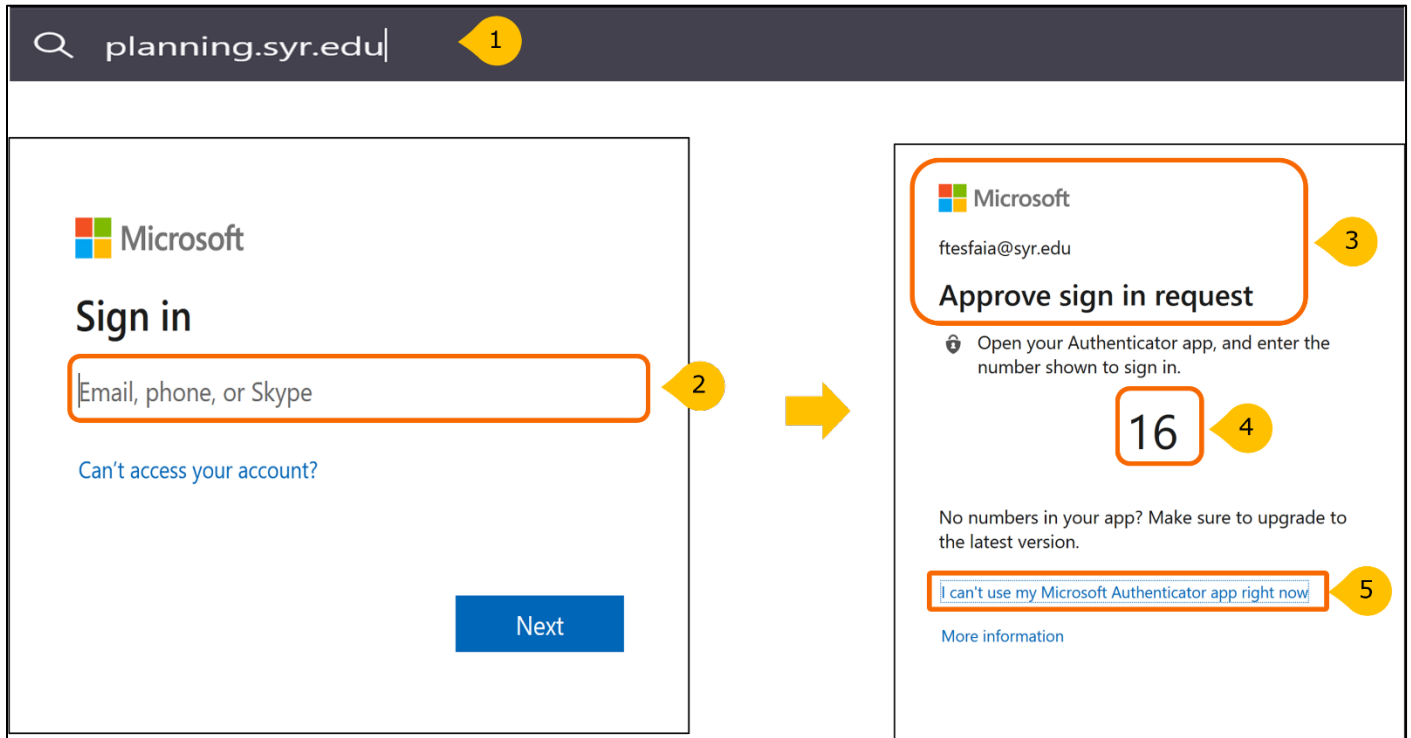
Important Reminders

- ✓ 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.

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Planning & Self-Study Log in Process



To log in to Planning & Self-Study:

1. Go to 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 co-curricular or functional program/unit that has you as a lead contributor.
- May contain multiple dashboards if you are associated with more than one program/unit.
- Provides easy access to specific content, such as assessment and action plan data, program/unit mission and outcomes.

The screenshot shows a dashboard for the Institutional Effectiveness and Assessment (IEA) department. At the top, a header bar contains the department name and a list of leads, with a callout '1' pointing to the lead names. To the right of the header is an 'ENTER DEPARTMENT' button with callout '5'. Below the header, the dashboard is divided into three main sections. The left section, 'PROJECTS IN PROGRESS', features a callout '2' pointing to the '2020-21 Assessment and Action Plan' title and another callout '3' pointing to the progress indicator '1 organization included | 5 outcomes being assessed'. The bottom section, 'Outcome Progress and Results', includes a legend for 'Not Started', 'In Progress', 'Met', and 'Not Met', with a callout '4' pointing to the progress bar. The right section, 'PROFILE PROGRESS', displays 'Mission: View Mission', 'Outcomes: 39', and 'Outcomes Mapped: Create Map', with callout '4' pointing to the 'View Mission' link.

Each dashboard includes:

1. Program/Unit 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/unit's current number of outcomes is shown)
 - Outcomes Mapped
5. Click the **ENTER DEPARTMENT** to review and update information.

Department Dashboard

Institutional Effectiveness and Assessment (IEA)

👤 Amanda Johnson Sanguiliano, Fresenai Afeworki, Laura Harrington, Melissa Lowry, Patrick Schnobrich

In Progress 1

Department Information 2

Actions 3

Docs & Reports 4

Projects In Progress

Access, monitor and track this organization's projects that are active and in progress from this page.

Continuous Improvement Project(s) *2 projects*

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

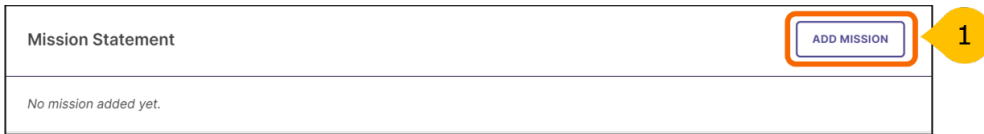
After clicking **ENTER DEPARTMENT**, you will see the Department Dashboard, which includes four tabs:

1. **In Progress:** Access, monitor, and track assessment and action plans that are active and in progress.
2. **Department Information:** Communicate the purpose and design of your program/unit by creating and editing a mission statement and outcomes.
3. **Actions:** Track status and report on the progress of all actions identified in the program's/unit's assessment and action plan.
4. **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.

Department Information Tab: Mission Statement

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

Add Mission

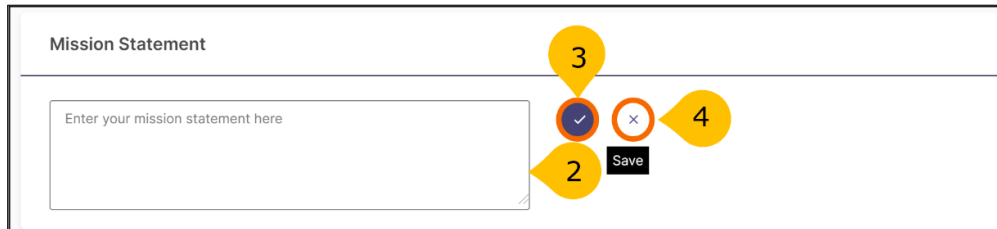


Mission Statement

ADD MISSION 1

No mission added yet.

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



Mission Statement

Enter your mission statement here

3 4 2 Save

2. Enter the program's/unit'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.

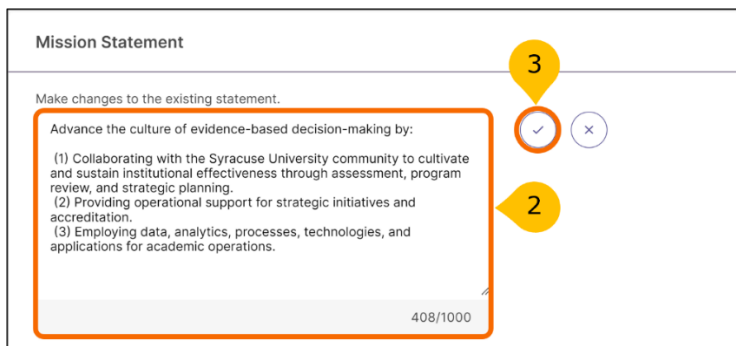
Editing Mission Statement

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

1



Mission Statement

Make changes to the existing statement.

Advance the culture of evidence-based decision-making by:

(1) Collaborating with the Syracuse University community to cultivate and sustain institutional effectiveness through assessment, program review, and strategic planning.

(2) Providing operational support for strategic initiatives and accreditation.

(3) Employing data, analytics, processes, technologies, and applications for academic operations.

408/1000

3 2 4 Save

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/unit'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 showing '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 17, 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.

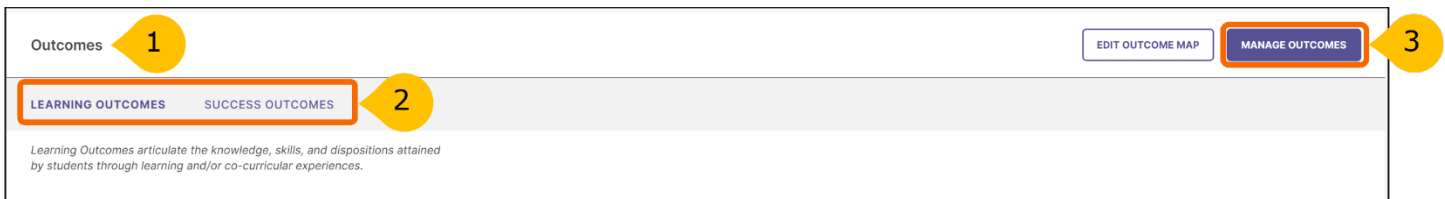
Department Information Tab: Outcomes

P&SS designates two types of outcomes:

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

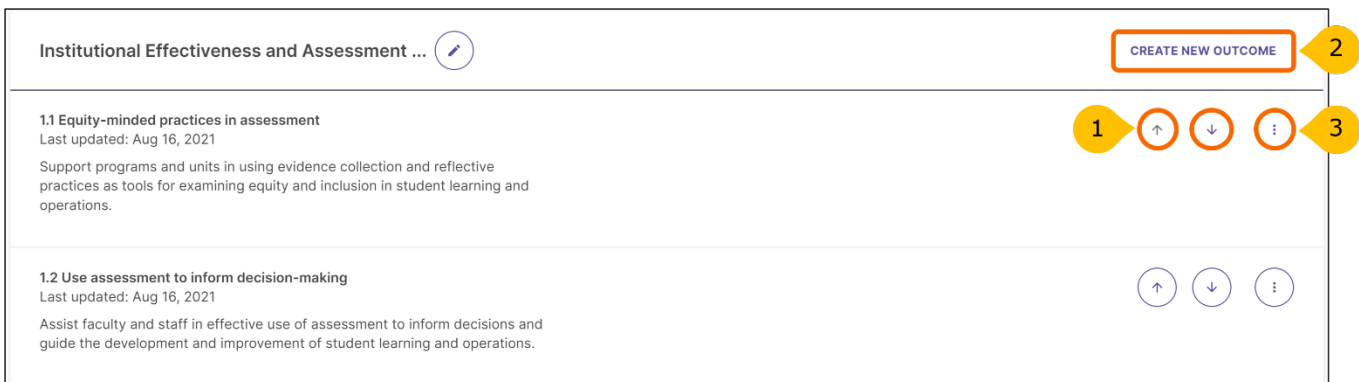
Success outcomes articulate other indicators of student success that are not directly tied to mastery of learning outcomes. Success outcomes are equivalent to objectives.

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



1. On the Department 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. Co-curricular and functional program's/unit's existing operational outcomes/objectives are listed under the Success Outcomes tab. Student learning outcomes for co-curricular programs are listed under 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.

1. **Outcome Title:** Provide a concise descriptor for the outcome with no more than seventy (70) characters. For example: If the outcome is "Community Connections: Students will establish meaningful connections to engage with their campus community" the title may be "Community Connections." **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. 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, an optional tags field, used to categorize outcomes with similar themes or concepts, is available when creating learning outcomes. Tags can be selected from Bloom's Taxonomy, or you can use Enter or Comma to create your own. You can enter up to five tags for each learning outcome.



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.

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' side panel for the outcome 'Support Use of Reflective Practices to I...'. It includes a dropdown for 'Effective Academic Year' (2022-23), a text field for 'Outcome Title' (Support Use of Reflective Practices to Inegrate Equity/Inc), a text area for 'Outcome Description' (1.1 Educate and support faculty and staff in using reflective practices as tools for integrating equity and inclusion in student learning and operations.), a text area for 'Notes', and buttons for 'CANCEL' and 'CREATE REVISION'. Five yellow callout circles with numbers 1-5 point to the dropdown, title field, description area, notes area, and the 'CREATE REVISION' button respectively.

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. The **Notes** section is optional but will allow you to document any additional context regarding the revised outcome.
5. When complete, click on **Create Revision** to save.

Archive an Outcome

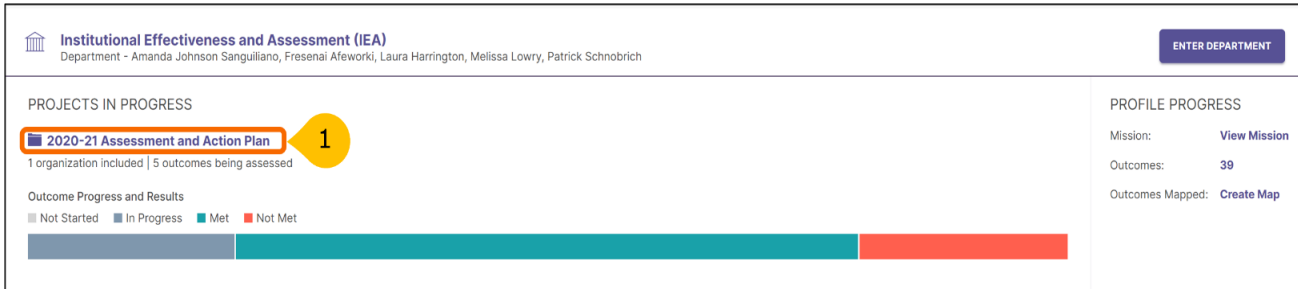
Use **Archive** to retire an outcome. This will permanently remove the outcome from the outcome set, and it will no longer be included in future assessment and action plans. However, prior data associated with that outcome will be preserved. Note, when you select **Archive**, a pop-up window will prompt 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.

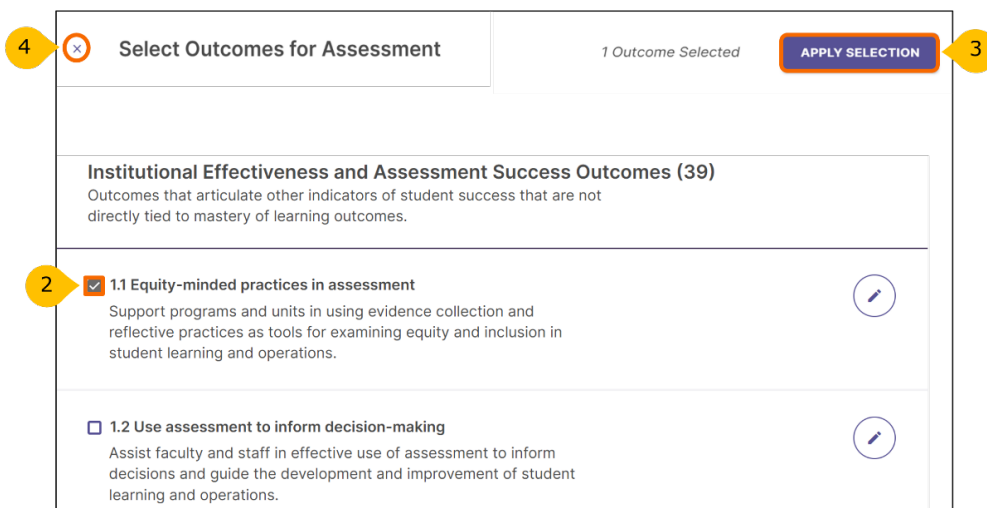
Entering Information for the Program's/Unit's Assessment and Action Plan

The following section shows how to enter information for the program's/unit'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 and staff assess each learning/ success outcome at least once within the University's four-year cycle (2021-2025).

Adding Measures for Learning/Success Outcomes

For each success outcome (formerly known as operational outcome/objective) at least one direct measure should be identified. Examples of direct measures for success outcomes may include average time, counts, money raised, number of applications, project, and total time. Indirect measures operate best as a support to the information gathered through direct measures. Examples of indirect measure for success outcomes include student perceptions gathered through focus groups, interviews, and surveys.

In addition to success outcomes, programs/units may establish learning outcomes. Learning outcomes are examined using direct or indirect measures. An example of direct measure could be student work, reflections, performances etc. 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.

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

The screenshot shows a list of outcomes in a P&SS system. The first outcome, '1.2 Use assessment to inform decision-making', is highlighted with a red border and a yellow callout bubble containing the number '1'. Below this, there is a large white box with a plus sign in a red circle and a yellow callout bubble containing the number '2', with the text 'New Measure' underneath. Below this box, there are three other outcomes: '1.3 Assessment recognition opportunities' (status: IN PROGRESS), '1.4 Participation in the University's assessment process' (status: MET), and '1.4 Participation in the University's assessment process' (status: MET). Each outcome has a progress indicator (dots) and a dropdown arrow.

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.

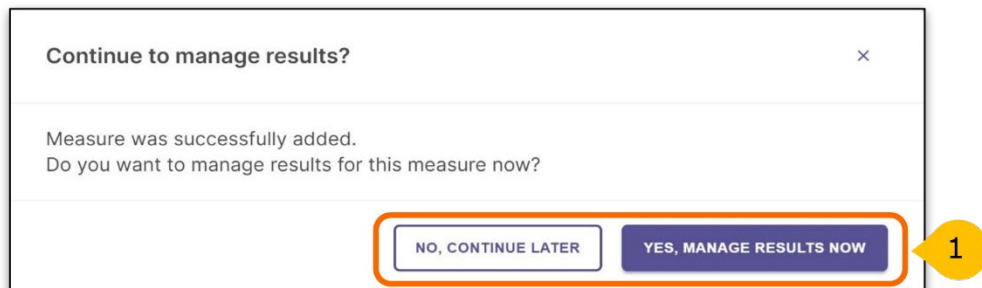
Adding Details of the Measure Activity

The screenshot shows the 'Add Measure' form in a web application. The form is titled 'Add Measure' and is part of the '2020-21 Assessment and Action Plan > Add Measure' section. It has a close button (X) and an 'ADD' button in the top right corner. The form is divided into several sections: 'Definition' (with a sub-label 'Details of the measure activity'), 'Method' (a drop-down menu with 'Select Measure Method'), 'Outcome' (a text field with '1.2 Use assessment to inform decision-making'), 'Department' (a text field with 'Institutional Effectiveness and Assessment (IEA)'), 'Title*' (a text field with 'Enter Measure Title'), 'Target' (a text field with 'Enter target or criteria of success for this measure'), 'Description' (a text field with 'Briefly describe the measure activity'), and 'Attachments' (a button labeled 'ATTACH DESCRIPTION DOCUMENTS' and the text 'Attach up to 5 files.'). Six yellow callout bubbles with numbers 1 through 6 point to specific elements: 1 points to the Method drop-down, 2 points to the Title field, 3 points to the Target field, 4 points to the Description field, 5 points to the Attachments button, and 6 points to the ADD button.

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. Enter a short title for the measure.
3. Enter the target/criteria for success for the measure. For example, 95% of applications are completed and processed by semester deadline.
4. **Description** includes detailed information about the measure activity. This provides a historical record of the measure used, which may be helpful to faculty and staff in the future.
5. You can attach up to five (5) files that describe the measure activity. These documents remain with this measure/outcome and will carry over to the next assessment period. Therefore, it is particularly important that you **do not upload student artifacts** here. If assessing a learning outcome, this is an ideal place to upload a description and/or instructions for the student learning activity being assessed such as a blank rubric if one is used. For success outcomes you can upload blank workshop feedback forms, meeting minutes etc.
6. 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.

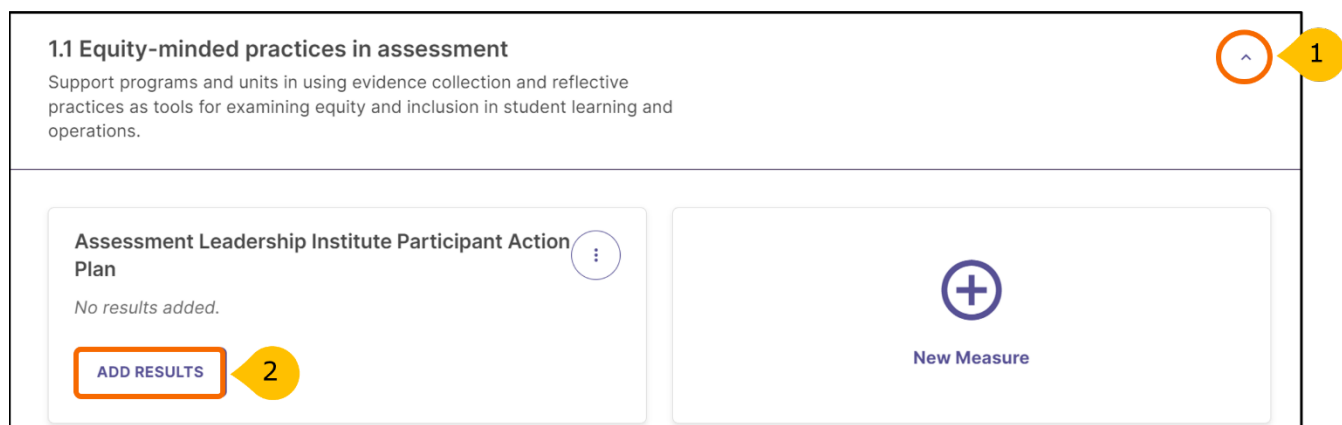


Continue to manage results? ×

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.



1.1 Equity-minded practices in assessment ^

Support programs and units in using evidence collection and reflective practices as tools for examining equity and inclusion in student learning and operations.

Assessment Leadership Institute Participant Action Plan ⋮

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: Other

Outcome: 1.1 Equity-minded practices in assessment

Department: Institutional Effectiveness and Assessment (IEA)

Title: Assessment Leadership Institute Participant Action Plan

Target: 100% will incorporate equity-minded practices into their plans.


Description: ALI participants' action plans for 2021-22 identify specific equity-minded practices they will utilize.

Attachments: [ATTACH DESCRIPTION DOCUMENTS](#) Attach up to 5 files.

3

Results

Evaluation of the measure activity



I want to upload the assessment results files

5

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.
5. To add results, scroll down and click "**I want to upload the assessment results files**" tile.

Upload Assessment Results Files

The screenshot shows a web interface for uploading assessment results. At the top, the heading is "Results" with the subtitle "Evaluation of the measure activity" and a link "Change Collection Method". Below this is a section titled "Upload results file" containing two buttons: "FILES" and "SUMMARY". A yellow circle with the number "1" points to the "FILES" button, and another yellow circle with the number "2" points to the "SUMMARY" button. Below the buttons is a "Summary" section with a text box containing 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.

Analyzing the Results of a Measure

Now that you have entered results, it is time to document staff'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/criteria 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/unit-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 > Assessment Leadership Institute Participant Action Plan

× Assessment Leadership Institute Participant Action Plan

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

1.1 Equity-minded practices in assessment

Support programs and units in using evidence collection and reflective practices as tools for examining equity and inclusion in student learning and operations.

Assessment Leadership Institute Participant Action Plan

MET

ADD RESULTS

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).

2

3

3

Outcome Status

Select Status

4

General Outcome Actions

ADD NEW ACTION

5

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/unit-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 displays two screenshots of the 'Add Action' form. The left screenshot shows a list of action types with 'Implement New Program Or Services' selected (marked with a yellow circle '1'). A yellow arrow points to the right screenshot, which shows the form filled out with 'Implement New Program or Services' as the action type, '1.1 Equity-minded practices in assessment' as the outcome, and a text area for 'Action Description*' (marked with a yellow circle '2'). Below the text area is a 'Recommended Due Date' field with a calendar icon (marked with a yellow circle '3'). At the bottom, there are 'CANCEL' and 'CREATE ACTION' buttons (marked with a yellow circle '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 the 'ACTIONS' tab in a navigation menu. Below it, a table lists reported actions. Callout 1 points to the 'ACTIONS' tab, 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' page. Callout 1 points to the status drop-down menu, callout 2 points to the 'ADD UPDATE' button, and callout 3 points to the 'DONE' button.

Home > Institutional Effectiveness and Assessment (IEA) > Revise Measurement / Assessment

Revise Measurement / Assessment

ADD UPDATE DONE

Not Started

In Progress

Complete

1 action proposed

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.

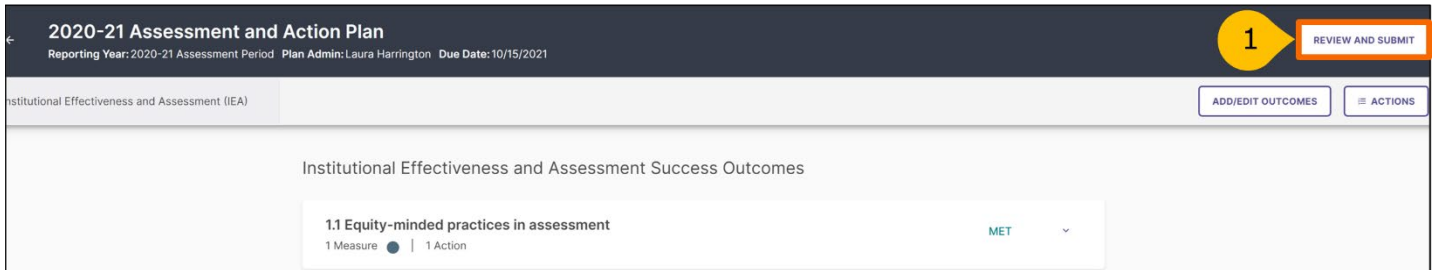
Recommended Due Date

01/04/2021

View 2020-21 Assessment and Action Plan

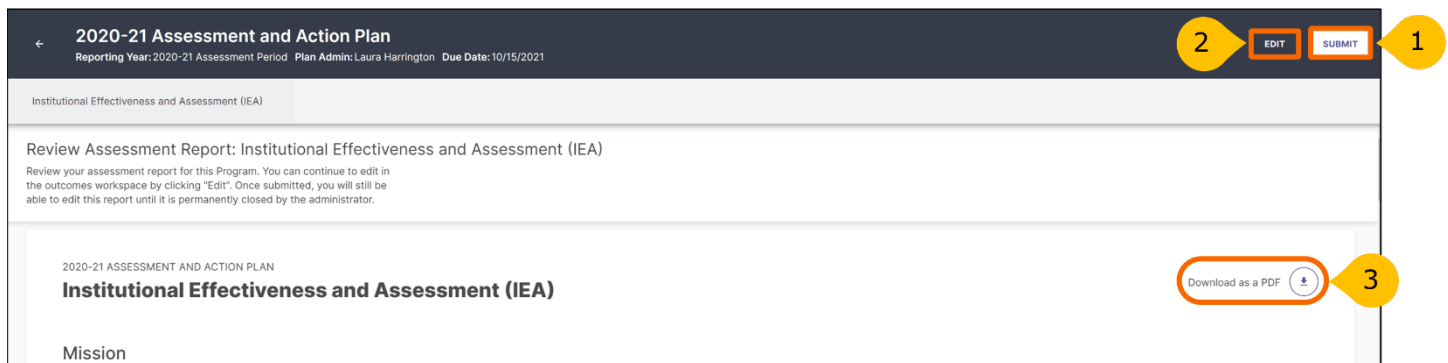
1. Using the drop-down, select either **In-Progress** or **Complete**.
2. Click **Add Update** if the action is in progress.
3. Click **Done** if the action is complete.

Reviewing and Submitting the Assessment and Action Plan



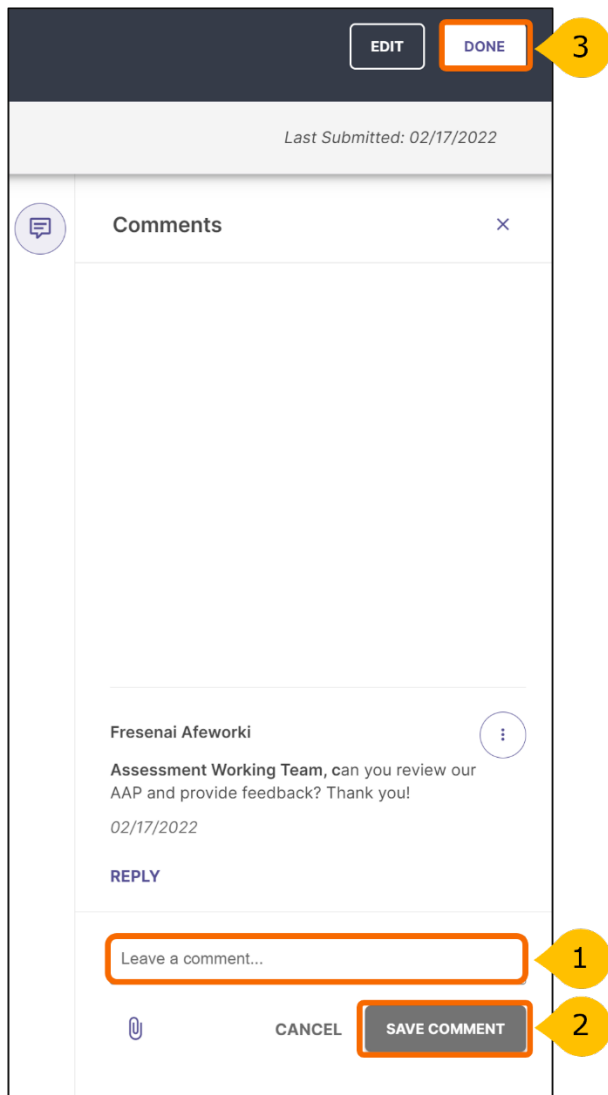
1. To review and submit your assessment and action plan, click on the **Review and Submit** button in the top right-hand corner of the screen. This will prompt you to a new screen where you can review the information entered for each outcome included in the current year's plan.

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.

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.

Thank you for your efforts to support and improve the student experience!