## CSUF Institutional Effectiveness and Planning AMS Annual Assessment Summary

## COMPLETING THE ANNUAL ASSESSMENT SUMMARY

If a unit was unable to collect data for an assessment of at least one outcome, completion of the Annual Assessment Summary form (AAS) is **mandatory**.

**Note:** Completing the AAS form is not needed if a unit has assessed at least one outcome during the reporting period, however, a unit may choose to complete the form as a means of documenting information deemed valuable to the next reporting cycle.

1. Select unit/program using the center Unit Drop-Down. By clicking the down arrow/caret to the right in the dropdown you will be able to locate the program/units that are available to you. If there are numerous units listed in the drop down, you may type in the dropdown box to quickly locate a unit.

AA - Institutional Effective	ness and Planning			(   ·	~ ) 🗖
	Nuventive. Improve Analytics	Annual Assessment	Report		Data Last Up 5/30/2023 8:21
		Effectiveness and	Plannin	a d	
		Effectiveness and	riami	ig	
	Step 1: Outcomes	Step 2: Methods and Measures		Step 4: Data Collection and Analysis	Step 5: Improvemen Plan
		Step 2: Methods	Step 3: Criteria	Step 4: Data Collection	
	Step 1: Outcomes	Step 2: Methods and Measures	Step 3: Criteria for Success	Step 4: Data Collection and Analysis	Plan
	Step 1: Outcomes PO-01: Sustainable university-wide assessment process	Step 2: Methods and Measures 1	Step 3: Criteria for Success	Step 4: Data Collection and Analysis 0	Plan 0
	Step 1: Outcomes PO-01: Suctainable university-wide assessment process PO-02: Training and professional development	Step 2: Methods and Measures 1	Step 3: Criteria for Success 1	Step 4: Data Collection and Analysis 0 0	Plan 0 0
	Step 1: Outcomes PO-01: Sustainable university-wide assessment process PO-02: Training and professional development PO-03: External compliance support	Step 2: Methods and Messures 1 1	Step 3: Criteria for Success 1 1 1	Step 4: Data Collection and Analysis 0 0 0	Plan           0           0           0           0
	Step 1: Outcomes PO-01: Sustainable university-wide assessment process PO-02: Training and professional development PO-03: External compliance support PO-04: Analytical Suidei support	Step 2: Methods and Mestures 1 1 1 1	Step 3: Criteria for Success 1 1 1 1	Step 4: Data Collection and Analysis 0 0 0 0	Plan           0           0           0           0           0           0

2. Click the Hamburger Menu icon to reveal the navigation panel on the left.

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	<b>X Nuventive</b> . Improve Analytics	Annual Assessmen Data is refreshed overnight	t Report
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	Step 1: Outcomes	Step 2: Method and Measures	s Step 3: Criter for Success
	PO-01: Sustainable university-wide assessment process	1	1
	PO-02: Training and professional development	1	1
	PO-03: External compliance support	1	1
	PO-04: Analytical Studies support	1	

- 3. In the navigation menu, click on **Unit Assessments** (or use the down arrow/caret to expand and reveal sub-menus).
- 4. Click on Annual Assessment Summary Form.

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AA - Institutional Effectiveness and Planning	Home
Home	Personnel
Personnel	Unit Assessments 🗸
Unit Assessments 🗸	Steps 1-5: Annual Assessment Report
Mapping	Annual Assessment Summary Form
Reports 🗸	Mapping
Documents	Reports 🗸
Documents	Documents

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5. Click on the green circle + plus sign

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Unit Assessments > Annual Assessment Summary Form							
Reporting Period	Reporting Period						
No responses have been entered. Please click the add button + to create a response							

6. Select the Reporting Cycle from the drop-down.

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Unit Assessments > Annual Assessment Summary Form						
Reporting Period						
2024 - 2025						
2023 - 2024						
2022 - 2023						
2021 - 2022						
2020 - 2021						
2019 - 2020						

The Annual Summary Form fields will appear.

**NOTE:** Fields with an asterisk (\*) are required, and you will not be able to **Save** the information until this information has been entered.

Reporting Period: 2021 - 2022		
<ul> <li>Annual Assessment Summary *</li> </ul>		
Assessment Reporting Status *	<b> ~</b>	
What challenges were faced during this assessment reporting perio	d? *	
How will these challenges be addressed and in what timeframe? *		
Related Documents		
Document Name	Document Description	0
There are no documents attached		



7. Select the Assessment Reporting Status from the dropdown.

ssessment Reporting Status *	
	<b> </b> ∼
Assessed at least one outcome this reporting period	
Did not assess any outcomes this reporting period	

- 8. Enter a description of the challenges faced that impacted assessment reporting during the reporting cycle, as well as plans to address those challenges. Both fields accept plain text only.
- 9. Click Save, then Close.

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Unit Assessments > Annual Assessment Summary Form > Annu	al Assessment Summary		<b>(</b> )	Close	Save
			7	<sup>,</sup> COLLAPS	E ALL
<ul> <li>Annual Assessment Summary *</li> </ul>	Last Modified: 06/08/2023, E. Villegas				
* denotes a required field. Assessment Reporting Status *					
Did not assess any outcomes this reporting period	<b>~</b>				
What challenges were faced during this assessment reporting period? * These are the challenges					
How will these challenges be addressed and in what timeframe?* This is how the challenges will be addressed					_
Related Documents					_
Document Name	Document Description			Ð	
There are no documents attached					

- 10. The Annual Assessment Summary Display will update to show multiple entries if prior reports existed.
- 11. Click the ellipsis if you need to edit your entry.

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U	nit Assessments > Annual	Assessment Summary Form			
R	eporting Period		Reporting Period		
			View All		<b>\</b> ●
					$\frown$
	2021 - 2022	Last Modified: 06/08/2023, E. Villegas			( 🗄 )
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	Assessment Reporting Status				
	Did not assess any outcomes th	is reporting period			
	What challenges were faced of	during this assessment reporting period?			
	These are the challenges				
	How will these challenges be	addressed and in what timeframe?			
	This is how the challenges will b	e addressed			