

AMS: How to Complete Steps 1-3

Information in this step-by-step guide is intended for units entering their assessment plan (Steps 1-3) for the first time or adding new outcomes to an existing assessment plan. For support on reporting annual assessment activity for an existing outcome, see [Assessing an Existing Outcome in AMS](#).

LOGON:

Use CSUF user name and password to logon at <https://solutions.nuventive.com> or use the University portal (search for AMS Assessment Management System app).

AMS ACCESS REQUEST FORM

To request an AMS user account, please complete the AMS access request form and email to data@fullerton.edu. The AMS access request form and other useful assessment reporting documents are available at [CSUF Assessment Reporting](#).

NAVIGATING THE AMS:

Basic Navigation icons:



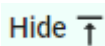
Throughout the Platform, wherever you see this icon, instructions may have been provided for that specific field, item, or area. Clicking on the icon will reveal any instructions that have been made available.



Throughout the Platform, wherever you see this icon, options will be presented by clicking on the ellipsis. Typical options include: Open, View/Print, Copy, and/or Delete.



Throughout the Platform, wherever you see this icon is where you will click to **Add a NEW** Goal, Outcome, Objective, or other element to that screen.



In several places throughout the Platform, you will find these icons. Clicking on the icon allows you to choose between leaving the highlighted information available as you enter information, or you can click the Hide icon to hide the information. Unhide allows you to uncover the highlighted information.



AMS: How to Complete Steps 1-3

HOMEPAGE DASHBOARD

When you logon to the AMS, you are taken to your Homepage Dashboard which displays a status snapshot of steps that have been completed for the program/unit’s outcomes. The dashboard defaults to only display Active outcomes for the current reporting period.

NOTE: Columns Step 2 and Step 3 should ALWAYS appear as a “1” (i.e., you should not have anything greater than the value of “1”). For each new reporting cycle, Step 4 and Step 5 columns will appear as “0” and update to “1” after you have completed each step.

You may export this as an excel file.

- Hover over the triple dots to the right of the display and click for “More Options”.
- From the “More Options” pop up, select **Export data**
- Select **Data with current layout**
- Click **Export**

Step 1: Outcomes	Step 2: Methods and Measures	Step 3: Criteria for Success	Step 4: Data Collection and Analysis	Step 5: Improvement Plan
PO-01: Sustainable university-wide assessment process	1	1	0	0
PO-02: Training and professional development	1	1	0	0
PO-03: External compliance support	1	1	0	0
PO-04: Analytical Studies support	1	1	0	0
PO-05: Institutional Research	1	1	0	0
PO-06: Quality Assurance	1	1	0	0
PO-07: Institutional effectiveness dissemination	1	1	0	0

Which data do you want to export?

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)

Data with current layout
 Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.

Summarized data
 Export the summarized data used to create your visual (for example, sums, averages, and medians).

Underlying data
 The report author turned off this option

File format:

Export Cancel

AMS: How to Complete Steps 1-3

UNIT DROP-DOWN

Use the center Unit Drop-Down to locate your program(s)/unit (s). 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.



NOTE: Only unit(s) the user has permission/access to will display. If the unit is not in the drop-down list, please contact data@fullerton.edu.

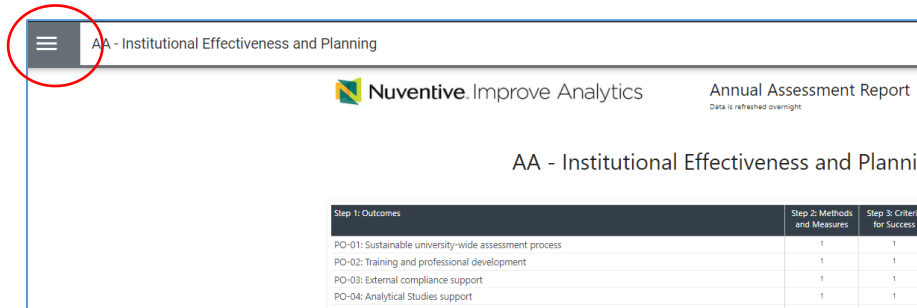
SPLIT SCREEN / DOCUMENTS VIEW



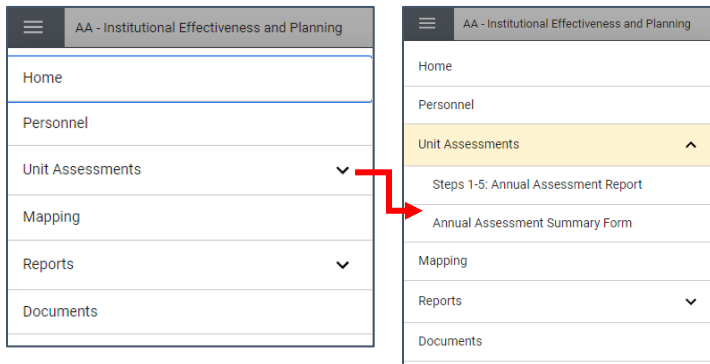
To the far right of the navigation bar you will find a set of icons referred to as Split Screen/Documents & Reports. This area is currently under development. Each of the icons represent the amount of space to be taken up on the screen (split-screen view) when clicking on and opening an item in the list.

The Main Menu (Hamburger Menu)

Once you locate the program or unit that you will be reporting assessment activity, click the hamburger icon on the left to reveal your navigation menu.



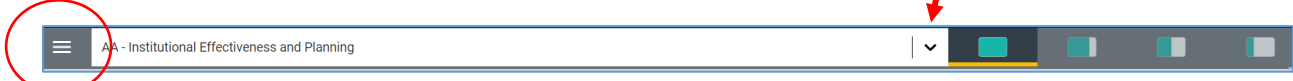
In the navigation menu, you may click directly on any process to navigate to that area. Click on the down arrow/caret to expand and reveal sub-menus.



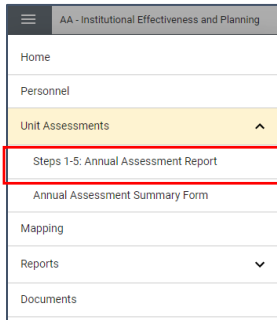
AMS: How to Complete Steps 1-3

CREATE AN OUTCOME (STEP 1)


1. Navigate to the applicable program or unit from the center Unit Drop Down.
2. Click on the Hamburger icon to open the navigation panel.

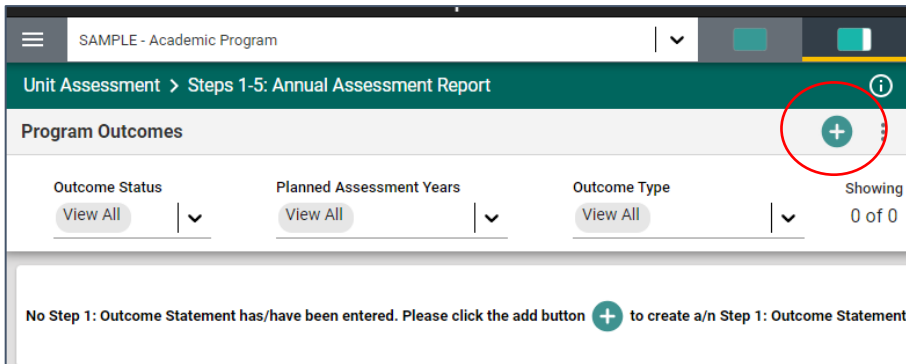


3. Click the **Unit Assessments** drop down/caret, then click on **Steps 1-5: Annual Assessment Report** in the left navigation menu.



4. Click on green circle with the plus (+) sign to create a new outcome.

NOTE: The display below reflects a program / unit  with no existing outcomes.



AMS: How to Complete Steps 1-3

The **Steps 1: Outcome** form will display.

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

5. Enter information into the following fields:

- Outcome Abbreviation:** Number SLOs consecutively beginning with SLO-01, must be unique with no duplicates. Follow the university naming convention by beginning with **SLO** (student learning outcome) or **PO** (performance outcome); followed by a dash; then a two-digit number; followed by a colon and space; followed by the outcome abbreviation (examples; “PO-01: Training and professional development”, “SLO-01: Cultural Literacy”).

A learning outcome (SLO) typically measures a student’s knowledge, skill, or attitude. A performance outcome (PO) typically measures end results or consequences of activities, services, or program for stakeholder (faculty, staff, students, community, etc.).

- Step 1: Outcome Statement:** The outcome statement should be specific, clear, and concise (one sentence) using proper capitalization, spelling, grammar, and punctuation as this field is posted to the OIEP website.

Outcomes should be learner/customer centered (not instructor/unit centered), aligned with division/university goals and missions, measurable, and discrete (no “double-barrel” statements). For more information about writing outcomes visit [How to Write Student Learning Outcomes](#) or [How to Write Performance Outcomes](#).

AMS: How to Complete Steps 1-3

- **Outcome Type:** Select “Learning Outcome” or “Performance Outcome” using the drop down/caret.
- **Outcome Status:** Select “In Use” using the drop down/caret. Only select “No Longer In Use” when retiring an outcome.
- **Planned Assessment Years:** This is an optional field. Multiple years may be selected.
- **Start Date:** Enter the current date. Field may be backdated.
- **Retired Date:** Leave blank (this field is ONLY used when ‘retiring’ an outcome and changing the “Outcome Status” field to “No Longer in Use”). Contact data@fullerton.edu if you would like to retire an existing outcome.
- Click **Save** (Do Not Close).

You have completed entering your outcome (step 1) and can now add methods and measures (step 2-3) from the same screen.

6. Click on the **Steps 2 & 3: METHODS & MEASURES** tab to navigate to the next step.

The screenshot displays the AMS system interface for an Academic Program. The breadcrumb trail shows 'Unit Assessment > Steps 1-5: Annual Assessment Report'. The current view is for 'SLO-01: Original Research'. The interface features three tabs: 'STEP 1: OUTCOME STATEMENT' (highlighted with a red box), 'STEPS 2 & 3: METHODS & MEASURES', and 'STEPS 4 & 5: DATA & IMPROVEMENT'. The 'Save' button in the top right corner is circled in red. The form fields are as follows:

- Outcome Abbreviation** (required): SLO-01: Original Research
- Step 1: Outcome Statement** (required): Students will identify a range of cultural documents and expressive forms and describe their significance to African American culture.
- Outcome Type** (required): Learning Outcome
- Outcome Status** (required): In Use
- Planned Assessment Years** (optional):
- Start Date** (required): 06/13/2023
- Retired Date** (optional):

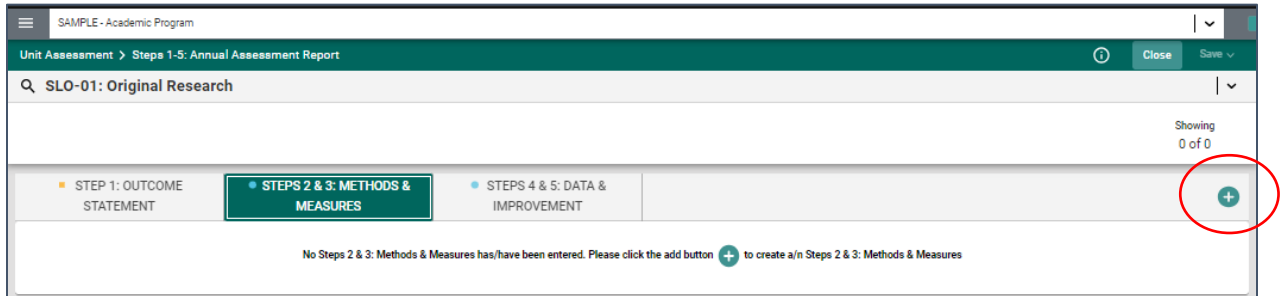
AMS: How to Complete Steps 1-3

ADD METHODS AND MEASURES (STEP 2) AND CRITERIA FOR SUCCESS (STEP 3)

From the **Steps 2 & 3: METHODS & MEASURES** tab;

1. Click on green circle with the plus (+) sign  to create a new methods/measures entry.

IMPORTANT: Only **ONE** Step 2 & 3: Methods and Measures entry should be created per outcome. Multiple methods/measures can be inputted into the single entry.



The **Step 2 & 3: Methods and Measures** form page will display.

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

AMS: How to Complete Steps 1-3

Enter information into the following fields:

- **Status:** Select “Active” using the drop down/caret. Only select “Inactive” when retiring methods and measures.
- **Measure Type:** Select “Direct”, “Indirect”, or “Both” using the drop down/caret. This field should reflect the measurements described in Methods and Measures (Step 2) field. Units are encouraged to use at least one direct and one indirect measure where possible.
- **Instruments Used:** Select instrument(s) that is/are described in Methods and Measures (Step 2) field using the drop down/caret.

NOTE: If your instrument is not available in the drop down list you may select “other”. A copy of the instrument should also be attached as a “Related Document.”

The screenshot shows a web interface for 'SAMPLE - Academic Program'. The breadcrumb trail is 'Unit Assessment > Steps 1-5: Annual Assessment Report'. The main heading is 'SLO-01: Original Research'. Below this, there is a light green header with the text '* denotes a required field'. The form contains three sections: 'Status *' with a dropdown menu showing 'Active'; 'Measure Type ⓘ *' with a dropdown menu showing 'Both'; and 'Instruments Used ⓘ' with a multi-select menu showing 'Capstone project x', 'Interviews or focus groups x', and 'Survey x'.

- **Methods and Measures (Step 2):** Click in the text box and the tool bar will appear, similar to a Word document toolbar where you can change text, use bullets, and cut and paste from a Word document.

The methods and measures section should clearly and adequately describe how the assessment will be conducted and measured. The description should include: who/what is being measured (e.g. knowledge, skill, attitude, etc.); how it will be measured (e.g. test item, essay, survey, etc.); where the data are being captured (e.g. course, activity, database, etc.); use of sampling (e.g. all students, sample of 50, 100% of transactions, etc.); and scoring method (e.g. rubric, item-response scale, etc.).

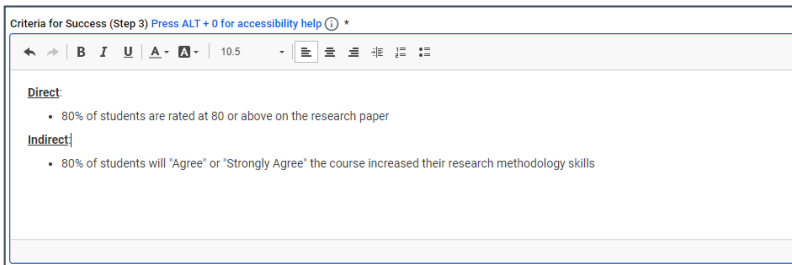
For more information about choosing methods visit [Choosing Methods for Student Learning Outcomes](#) or [Choosing Methods for Performance Outcomes](#).

The screenshot shows a text editor window titled 'Methods and Measures (Step 2) Press ALT + 0 for accessibility help ⓘ *'. The toolbar includes icons for undo, redo, bold (B), italic (I), underline (U), text color (A), background color (A), font size (10.5), bulleted list, numbered list, link, and unlink.


AMS: How to Complete Steps 1-3

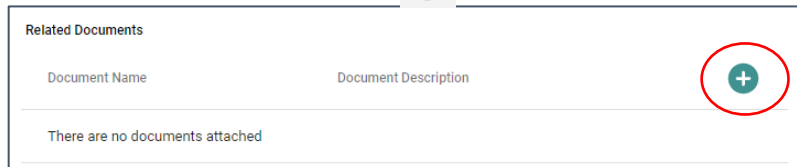
- **Criteria for Success (Step 3):** Click in the text box and the tool bar will appear, similar to a Word document toolbar where you can change text, use bullets, and cut and paste from a Word document.

Criteria for success are set to indicate when an outcome has been met. For example, a criterion can be a level of performance, a score achieved, the number of times something happened, or group consensus, etc. There must be a criterion of success for each measurement specified in Methods and Measures (Step 2) field. The criteria for success should be determined before the data are collected/analyzed and can be based on historical data, industry standards, accreditation demands, or professional standards, etc.



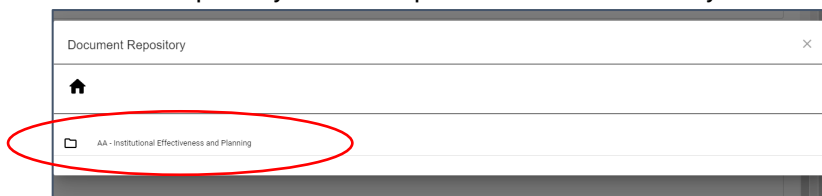
Optional: You may attach a copy of your instrument (e.g. rubric, survey) by uploading it to the document repository and relating it to the methods and measures.

- Click the green circle plus + sign 



The following screen will appear. In this example, the primary folder is AA-Institutional Effectiveness and Planning.

- Click on the primary folder to open the Document Library sub-folders

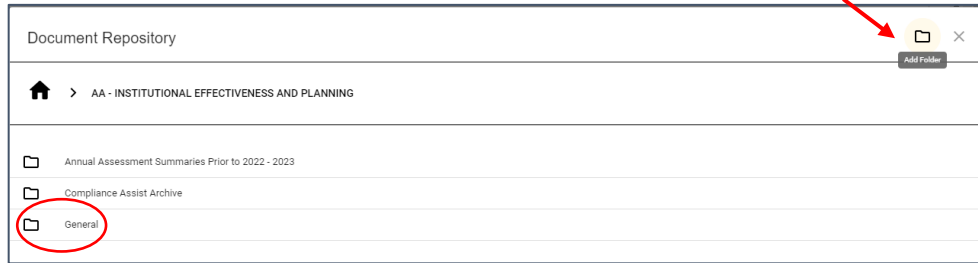


Sub-folders will appear where prior documents may have been uploaded.

- Click the sub-folder name that you would like to upload your document to

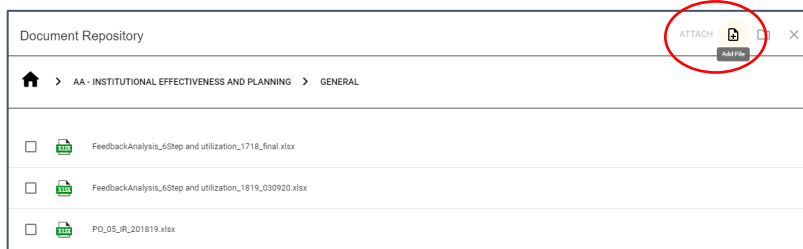
AMS: How to Complete Steps 1-3

- i. **Option:** You may also create a new folder (click on the folder icon - top right corner)



In this example, the General Folder was selected which already contains files. You will be adding a new file to relate to your outcome.

- d. Click the **Add File** icon

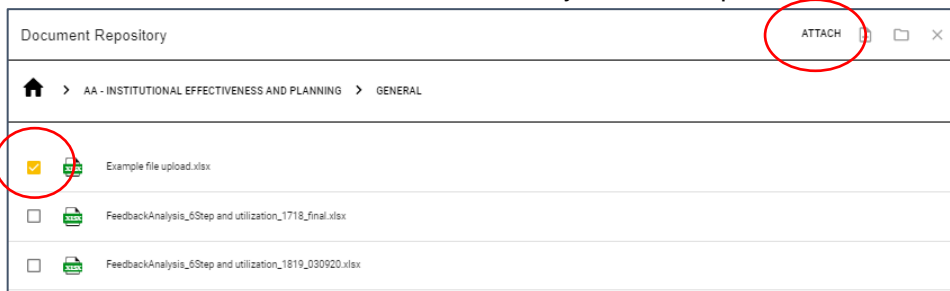


- e. Click **Choose Files**, then browse and select a file from your computer.
 f. Click **SAVE**



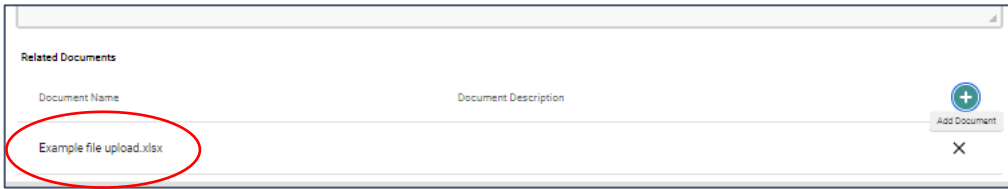
The file has been uploaded to the "General" folder.

- h. **Check the box** next to the file to select. You may select multiple files. Click **ATTACH**

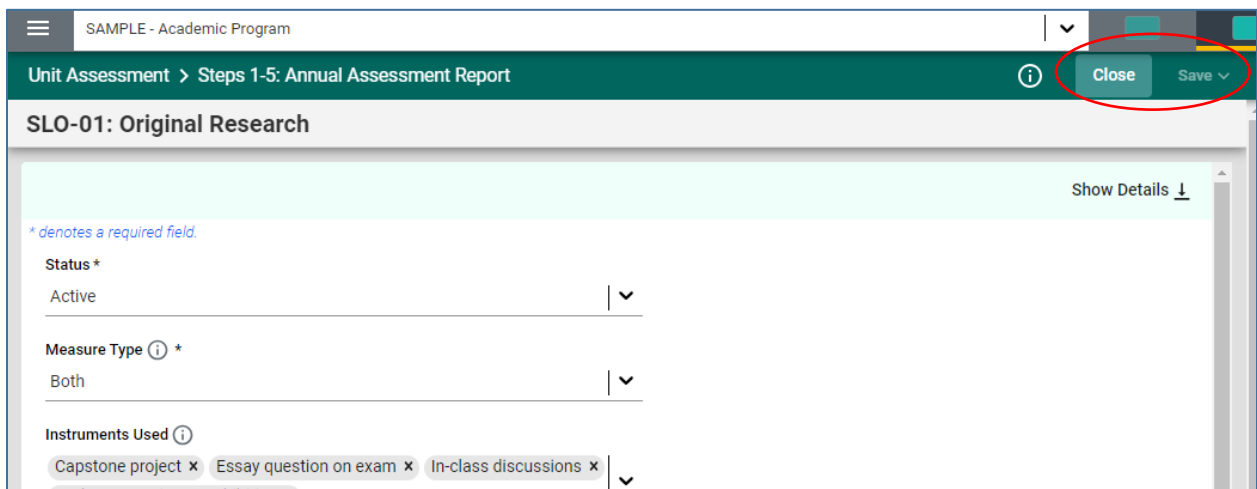


AMS: How to Complete Steps 1-3


The file appears under **'Related Documents'** in the Steps 2 & 3: Methods & Measures for the outcome.



When done entering Steps 2 & 3: Methods and Measures, click **Save** and **Close**.



You are returned to the home view of the **Steps 2 & 3: METHODS & MEASURES** tab and will see your entry has been added.

If you need to edit your entry, double click directly on the entry, or click on the ellipsis  to the right of the entry and click "Open" from the dropdown.

