

LOGON

Use University user name and password to logon at <http://www.fullerton.edu/ams> or use the University portal (AMS Assessment Management System app).

CREATE OUTCOME (STEP 1)

1. Navigate to unit using search field at top of screen.
2. Click on Unit Assessment in navigation on left, then click on Plan (Steps 1-3).
3. Select “Add Outcome (Step 1)” **[green circle with + symbol]**.
4. Enter information and when done, click **[Save]** and **[Return]**.
 - Outcome abbreviations must be in the university format and unique within the unit, no duplicates. (Example: “SLO-01: Outcome Abbreviation”).

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

1. Navigate to outcome, then click to expand window to display entry panel if necessary.
2. Select “Add Methods and Measures (Step 2)” **[green circle with + symbol]**.
3. Enter information and when done, click **[Save]** and **[Return]**.

LINK OUTCOMES TO UNIVERSITY FRAMEWORKS

1. Navigate to unit using search field at top of screen.
2. Click Mapping in navigation on left, then select Outcomes Map sub-tab.
3. Select framework (SPG/ULG/GLG/CC if applicable) from drop-down menu.
4. Click into area indicating alignment between framework and Outcome to create a checkmark.
5. Click **[Save]** between mapping each framework and when done.
 - To remove a checkmark, click the checkmark.
 - Link only 1 SPG and only 1 ULG/GLG.
 - Link all CCs that apply.

EDIT OUTCOMES, METHODS AND MEASURES, AND CRITERIA FOR SUCCESS

1. Select unit from drop-down menu at top of screen.
2. Navigate to the Outcome (Step 1) or Methods and Measures (Step 2) to be edited.
3. Click on the edit icon to the right of the outcome statement.

RESOURCES

AMS User Guide:

http://www.fullerton.edu/data/resources/pdfs/assessment_reporting/AMS-User-Guide_091119.pdf

HELP

Contact OAIE at data@fullerton.edu or contact Esperanza Villegas at x 2187.