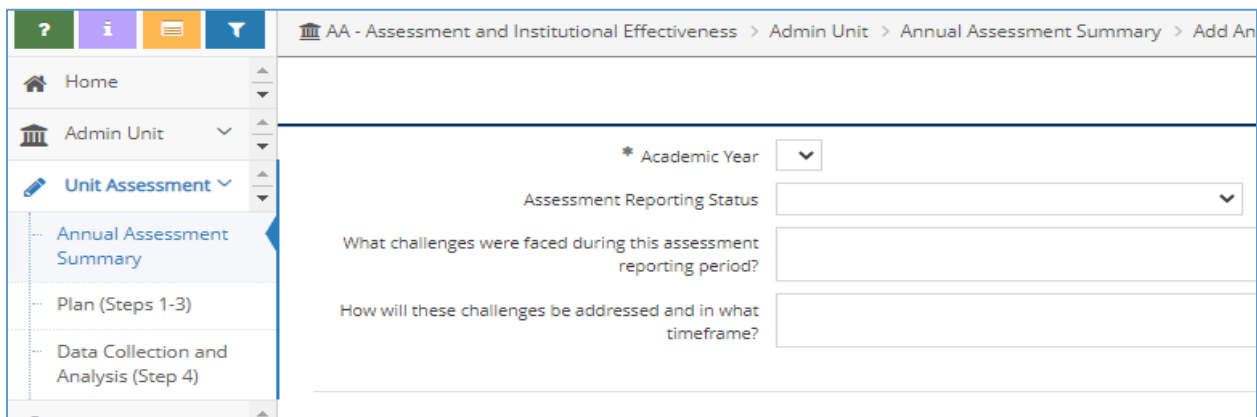# AMS Annual Assessment Summary

Annually, all units are required to enter Data Collection and Analysis (Step 4) and Improvement Actions (Step 5) for at least one outcome. Academic units must enter their annual assessment activity by November 15th. Non-academic units must enter their annual assessment activity by July 15th. Entering the Steps 4 and 5 data into the AMS by the reporting deadline fulfills the annual assessment reporting requirement.

When a unit is unable to assess for at least one outcome, or does not have at least one outcome entered into AMS, completion of the "Annual Assessment Summary" is **mandatory**.

1. Select unit from drop-down menu at top of screen.
2. Click Unit Assessment tab from navigation on left, then click Annual Assessment Summary sub-tab.
3. Click the [**green circle with + symbol**] to add a new entry
4. Select the Academic Year from the drop-down.

5. Select the "Assessment Reporting Status" from the dropdown. Note: Completing the summary is optional 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.
6. Enter a description of the challenges faced that impacted assessment reporting during the reporting cycle, as well as plans to address those challenges.
7. Click [**Save**].