CSUF | Institutional Effectiveness and Planning

AMS Annual Assessment Reporting:
Assessing an Existing Outcome

Annually, all units are required to complete an assessment report for at least one outcome. Units who are re-assessing an outcome reported in the past or assessing an existing outcome, should only complete the Data Collection and Analysis (Step 4) and Improvement Actions (Step 5) for the outcome they are re-assessing. Information in this step-by-step guide is intended for units who are re-assessing an outcome or assessing an existing outcome, and therefore have no changes to Outcome (Step 1) or Methods/measures and Criteria for Success (Step 2 & 3).

The academic unit reporting deadline is **November 15th**.

The operational unit reporting deadline is **July 15th**.

NOTES:
- 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.** See the instructional guide on how to complete an AAS form.
- If you are unsure if you are assessing a current outcome or need support with completing an assessment report for a new outcome, please contact data@fullerton.edu.

LOGON:

Use CSUF username 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

If you do not have access and would like to request an AMS user account, please complete the AMS access request form and email to data@fullerton.edu.

NAVIGATING THE AMS:

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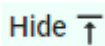
Hide ↑ In several places throughout the Platform, you will find these icons. Clicking on the icon allows you to choose between leaving the highlighted information available as you enter information, or you can click the Hide icon to hide the information. Unhide allows you to uncover the highlighted information.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

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HOMEPAGE DASHBOARD

When you logon to the AMS, you are taken to your Homepage Dashboard which displays a status snapshot of the program/unit's outcomes.

NOTE: Columns Step 2 and Step 3 should ALWAYS appear as a "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.

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

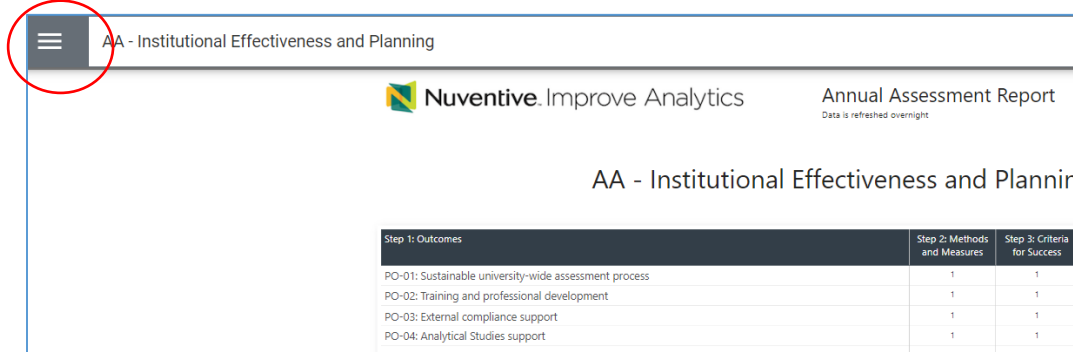## SPLIT SCREEN / DOCUMENTS VIEW

To the far right of the navigation bar you will find a set of icons referred to as Split Screen/Documents & Reports. 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. This area will contain a variety of resources such as previous years assessment reports and guides to assist your assessment reporting.

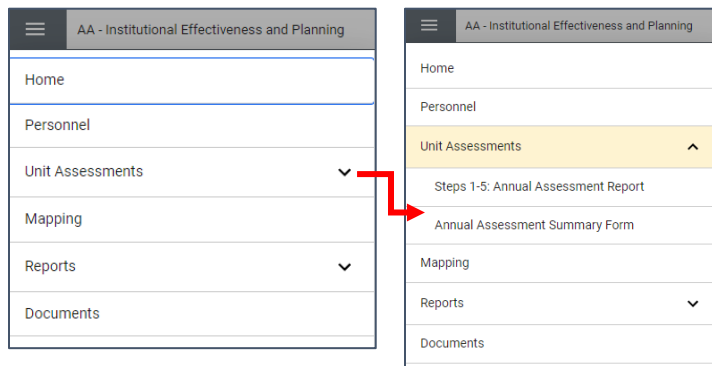# AMS Annual Assessment Reporting:
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The Main Menu (Hamburger Menu) ☰

Once you locate the program or unit that you will be reporting assessment activity for, 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.

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A reminder that this guide is for existing outcomes with no changes to the Outcome (step 1) or Methods/measures and Criteria for Success (step 2 and 3). Below are instructions for completing Data Collection and Analysis (Step 4) and Improvement Actions (Step 5) only.
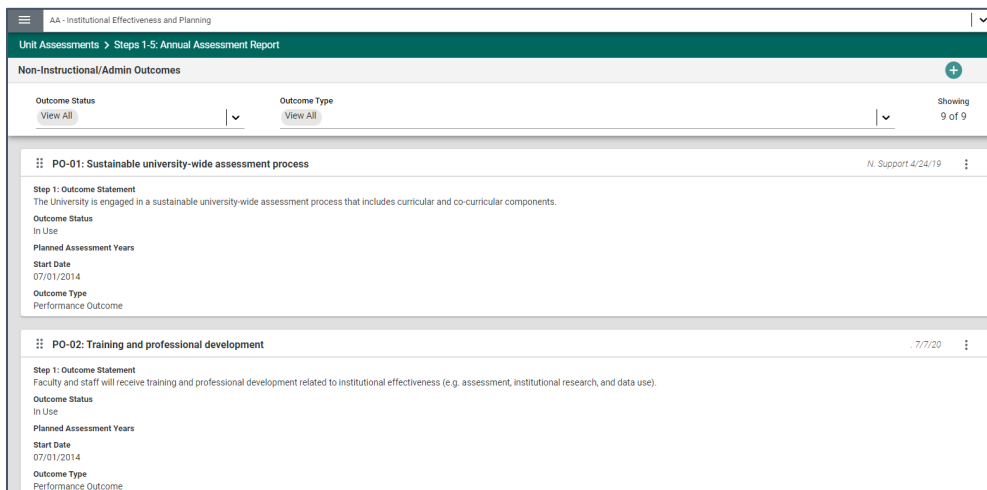
1. Click on **Steps 1-5: Annual Assessment Report** in the left navigation menu.
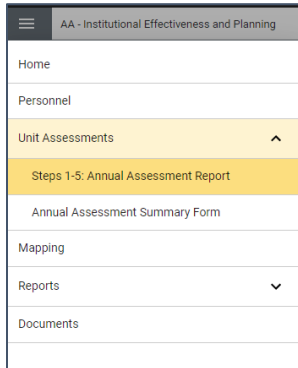
2. You are taken to a list of ALL outcomes for your unit. Use the right scroll bar to locate the outcome you will be completing a report for.

3. Double click directly on the outcome that you will be reporting on for the period or click the ellipsis [⋮] to the right of the outcome and click Open.
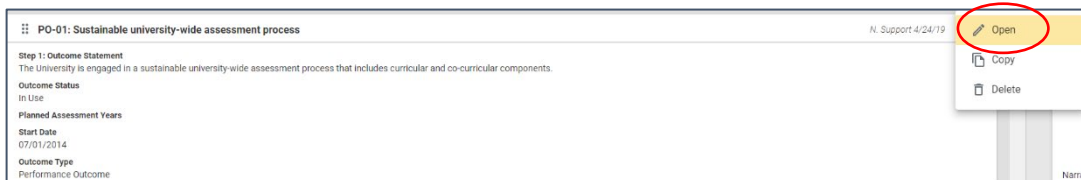

Note: By default, both active and inactive outcomes will display. Use the filter dropdown/caret if you would like to filter Outcome Status by "**In Use**" or "**No Longer In Use**". You may also filter by Outcome Type ("Learning outcome" or "Performance Outcome").
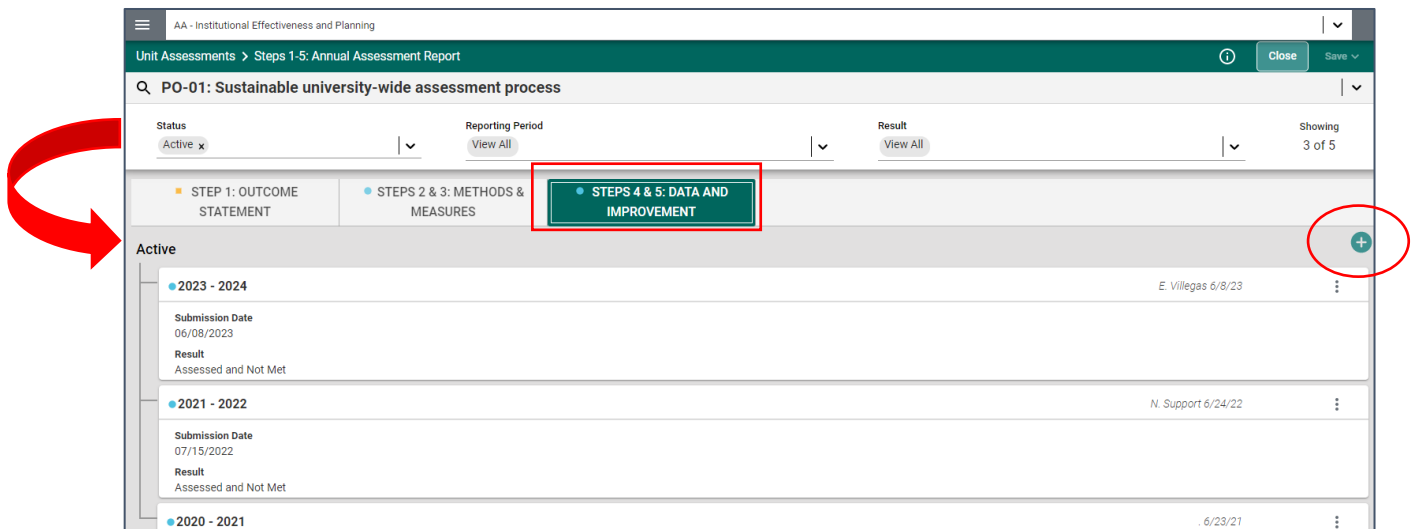
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4. You may review Step 1: Outcome Statement, and Steps 2 & 3: Methods & Measures by clicking directly on each tab. These steps reflect your Assessment Plan and should remain static across reporting cycles.
    - **IMPORTANT**: If changes are needed to your Outcome (Step 1) or your Methods and Measures (step 2), **DO NOT** create a new entry, nor delete any entries that have been used in prior cycles. Contact our office at data@fullerton.edu or extensions 2187 or 2015 for assistance with retiring the outdated methods and measures BEFORE reporting your data.
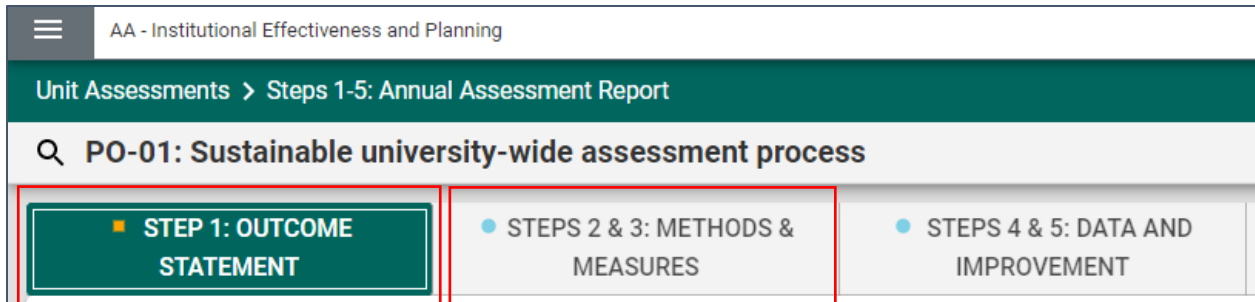
Once you have confirmed no changes are needed to your Outcome (step 1) and Methods and Measures (step 2):

5. Click on **Steps 4 & 5: Data and Improvement** tab.
6. You will see a history of assessment activity entries by cycle year. Notice that any filter settings you selected in prior steps will transfer over. In this example, the filter was set to "Active" to filter out any inactive outcomes. Use the filter drop downs to change the setting as needed.
7. Click on green circle with the plus (+) sign to report assessment activity for the current/new period.

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The **Steps 4 & 5: Data & Improvement** 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.

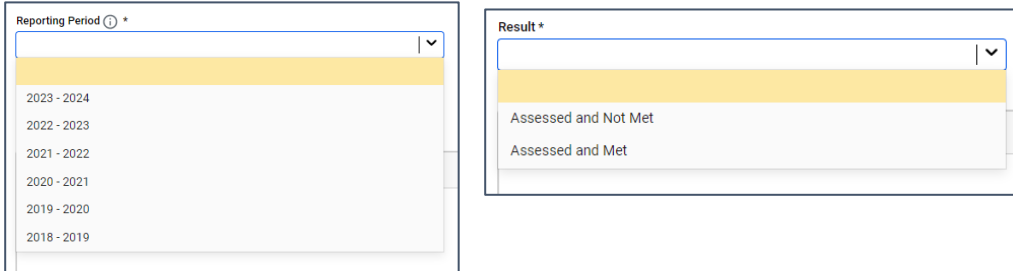8. Enter information into the following fields:
    * **Submission Date:** This field will be auto-populate with the current date.
    * **Data Collection and Analyses (Step 4):** Click in the text box and the tool bar will appear, similar to a Word document toolbar where you can change text, cut and paste from a Word document, insert a table, link to an outside source (URL), add a graphic/picture.

        NOTE: DO NOT type only "see attached". The expectation is for this field to summarize the data collection process, data analysis, and interpretation of assessment findings (e.g. how do these results inform practice, how do results compare to prior assessment results, what are the trends, if this is the first time the outcome is assessed, indicate so).
        For more information about reporting data collection and analyses, please visit the OIEP website.

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- **Reporting Period:** Use the drop-down menu to select the year the data were collected (the current reporting period).
- **Result:** Use the drop-down menu to select "Assessed and Met" or "Assessed and Not Met".

Reporting Period ⓘ *

| 2023 - 2024 |
| 2022 - 2023 |
| 2021 - 2022 |
| 2020 - 2021 |
| 2019 - 2020 |
| 2018 - 2019 |

Result *

| Assessed and Not Met |
| Assessed and Met |

- **Improvement Actions (Step 5):** Type text into the box. This field accepts limited rich text (e.g. bullet points, but not tables or graphics).

  NOTE: DO NOT type only "see attached". Improvement actions should tie to assessment results. Best practices include addressing improvement actions even when assessment criteria were "met".

  Examples include: How results get disseminated to faculty, what improvement actions were developed in response to analysis, findings, and interpretation (if any), who will carry out the improvement actions (if any), time frame for implementing the improvement actions (if any), timeframe for re-assessing the improvement actions (if any), if no improvement actions were identified, when outcome will be re-assessed.

  For more information about reporting improvement actions, please visit the OIEP website.

Improvement Actions (Step 5) Press ALT + 0 for accessibility help ⓘ *
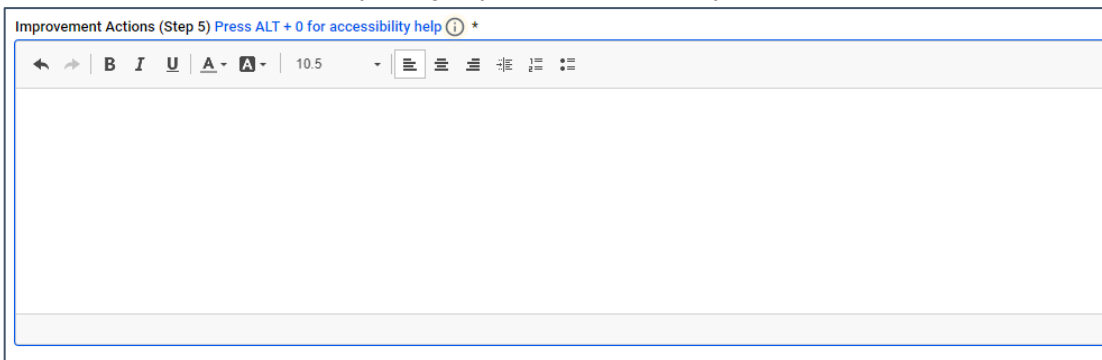
9. **Optional**: You may attach a supporting document to the outcome by uploading it to the document repository.

- Click the green circle plus + sign ⊕
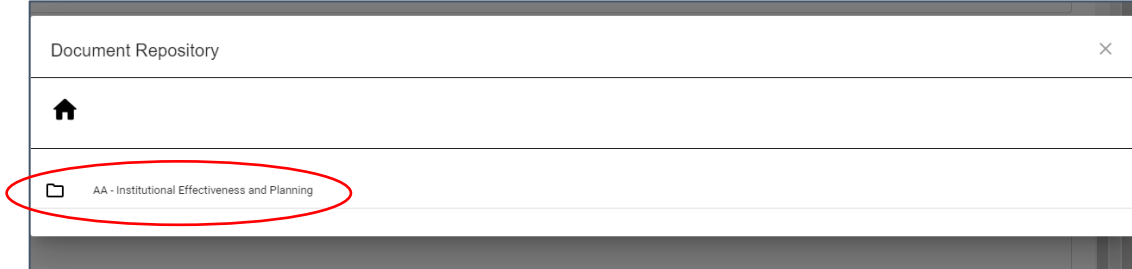
Related Documents

| Document Name | Document Description | ⊕ |

There are no documents attached
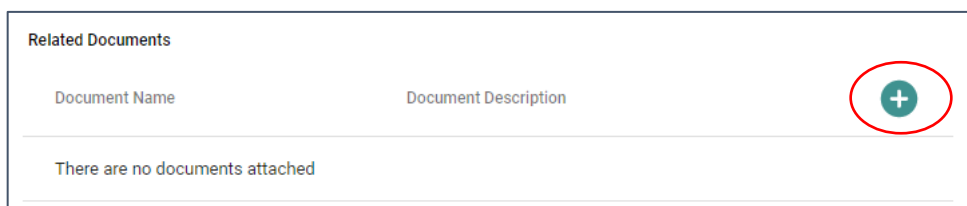
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The following screen will appear. In this example, the primary folder is AA-Institutional Effectiveness and Planning.

- 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
    - 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.

- Click the **Add File** icon
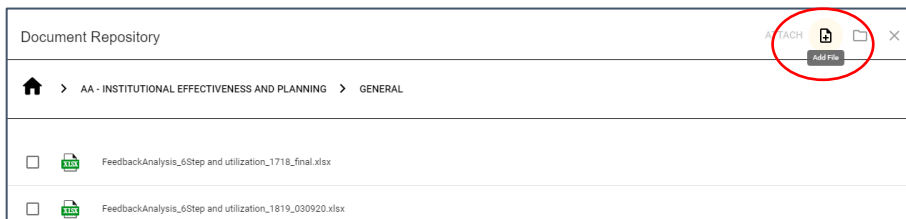
- Click **Choose Files,** then browse and select a file from your computer.
- Click **SAVE**

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

- **Check the box** next to the file to select. You may select multiple files.
- Click **ATTACH**
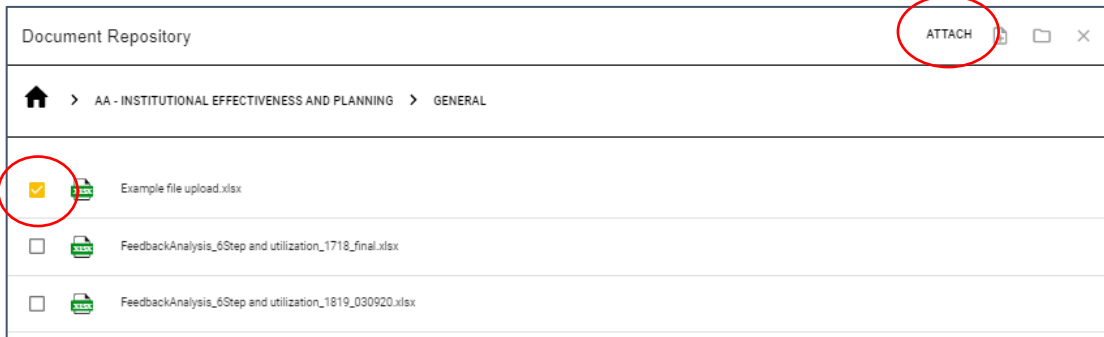
The file appears under '**Related Documents**' in the Steps 4 & 5 entry for the outcome.
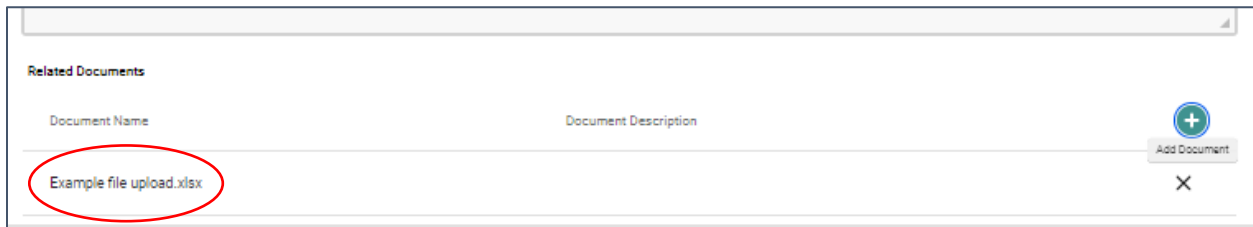
10. When done entering Steps 4 & 5: Data & Improvements, use the Save dropdown and click **Save & Close**.
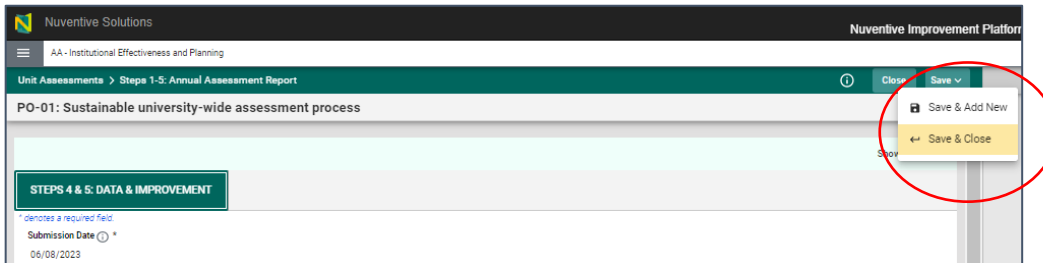
You are returned to the assessment reporting history view for the outcome and you can see your submission has been added.

11. Click **Close** to return to the outcomes view

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- You are returned to the outcome view. You may now repeat the process for the next outcome or click the hamburger icon to return to the home page.