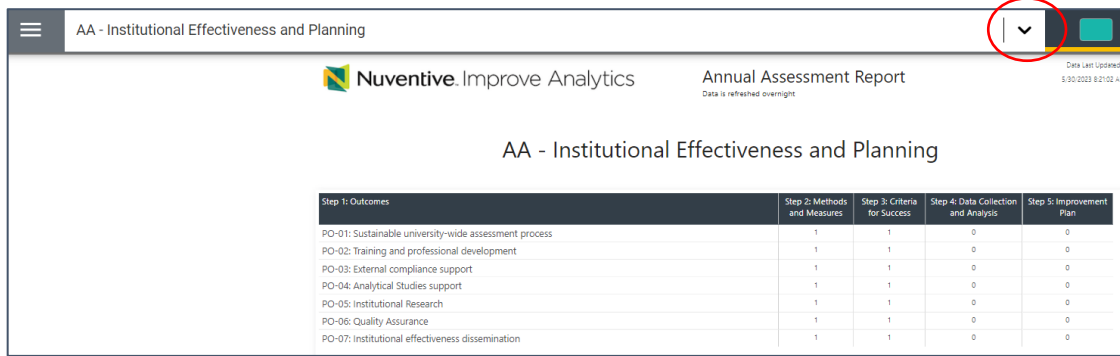


COMPLETING THE ANNUAL ASSESSMENT SUMMARY

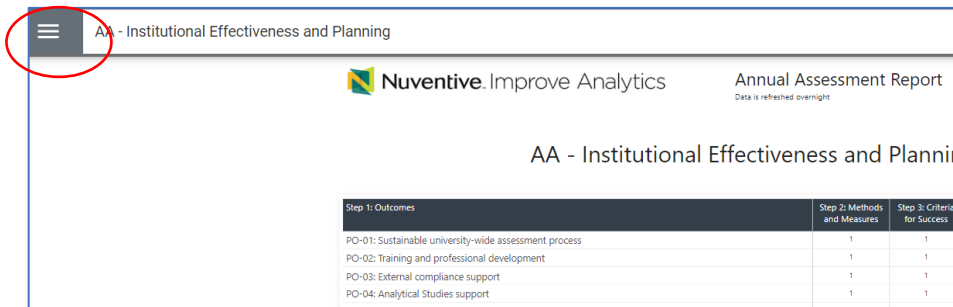
If a unit was unable to collect data for an assessment of at least one outcome, completion of the Annual Assessment Summary form (AAS) is **mandatory**.

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.

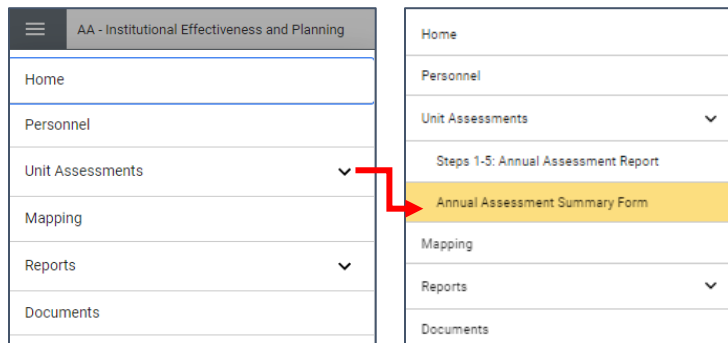
1. Select unit/program using the center Unit Drop-Down. By clicking the down arrow/caret to the right in the dropdown you will be able to locate the program/units that are available to you. If there are numerous units listed in the drop down, you may type in the dropdown box to quickly locate a unit.




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

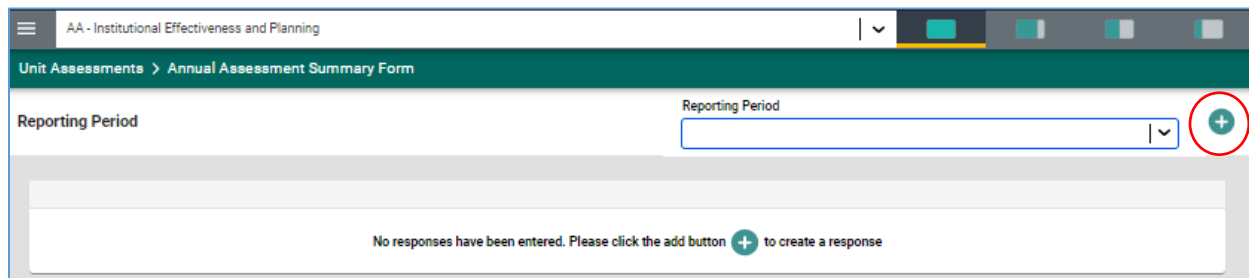


3. In the navigation menu, click on **Unit Assessments** (or use the down arrow/caret to expand and reveal sub-menus).
4. Click on **Annual Assessment Summary Form**.



CSUF | Institutional Effectiveness and Planning AMS Annual Assessment Summary

5. Click on the green circle + plus sign 




AA - Institutional Effectiveness and Planning

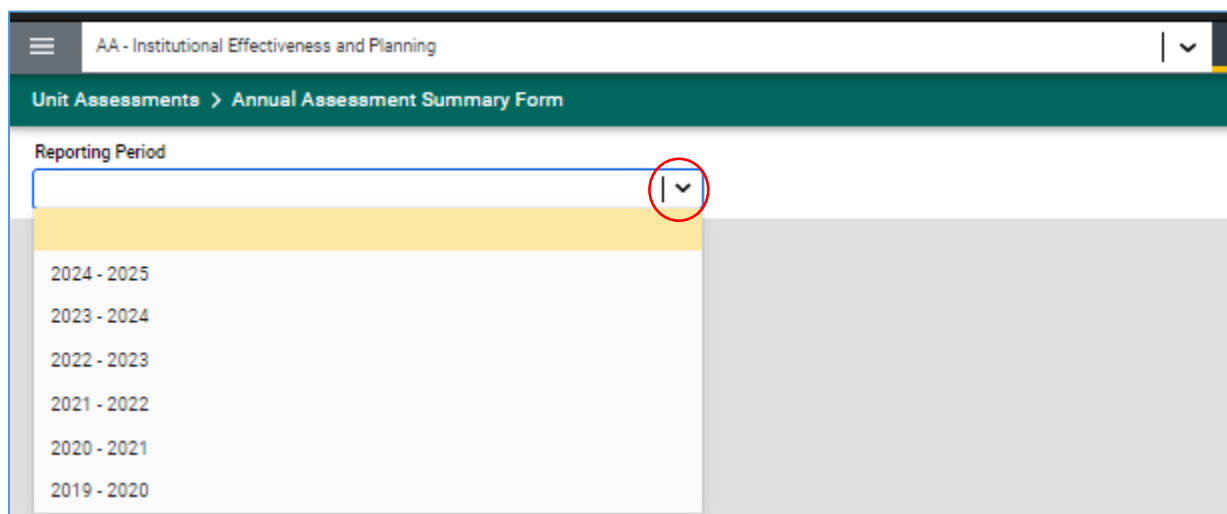
Unit Assessments > Annual Assessment Summary Form

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.



AA - Institutional Effectiveness and Planning

Unit Assessments > Annual Assessment Summary Form

Reporting Period

2024 - 2025

2023 - 2024

2022 - 2023

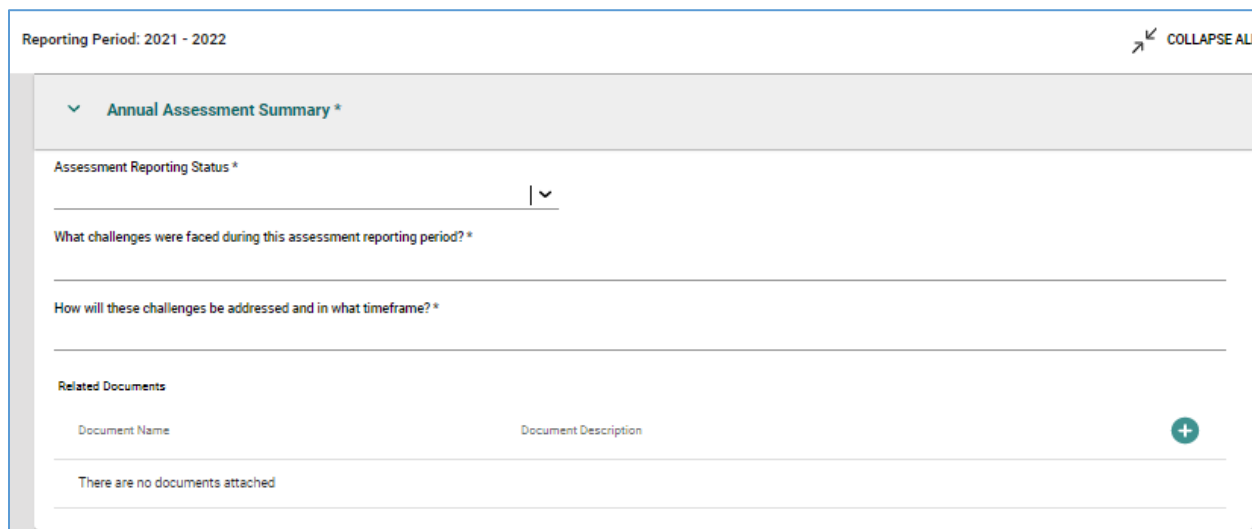
2021 - 2022

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

COLLAPSE ALL


Annual Assessment Summary *

Assessment Reporting Status *

What challenges were faced during this assessment reporting period? *

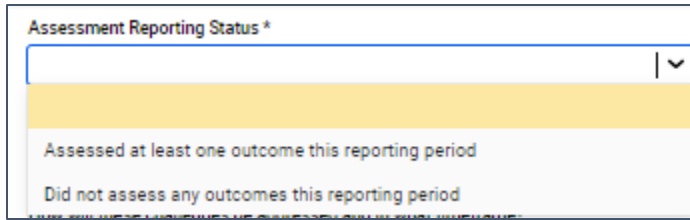
How will these challenges be addressed and in what timeframe? *

Related Documents

Document Name	Document Description	
There are no documents attached		

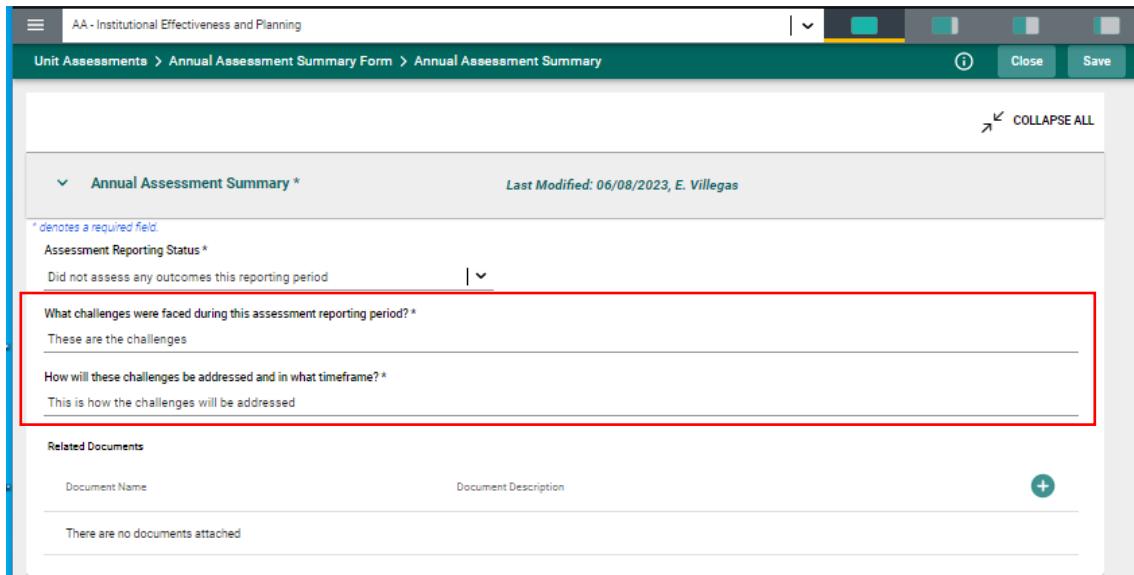
CSUF | Institutional Effectiveness
and Planning
AMS Annual Assessment Summary

7. Select the **Assessment Reporting Status** from the dropdown.



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**.



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.

