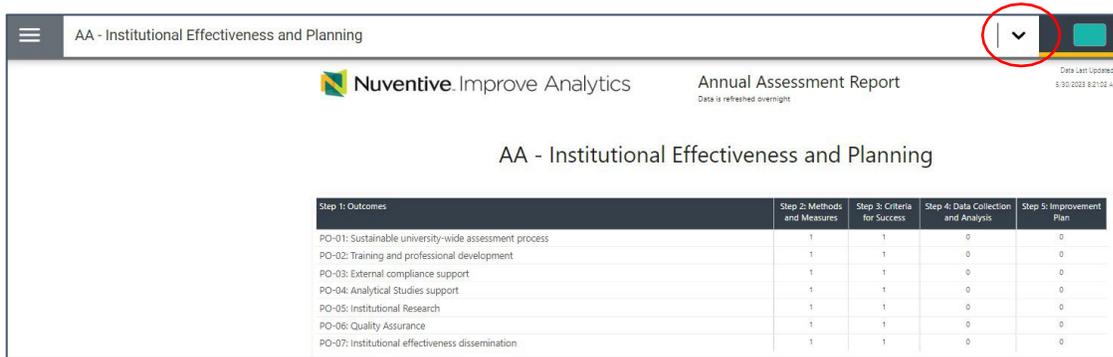


**COMPLETING THE ANNUAL ASSESSMENT SUMMARY**

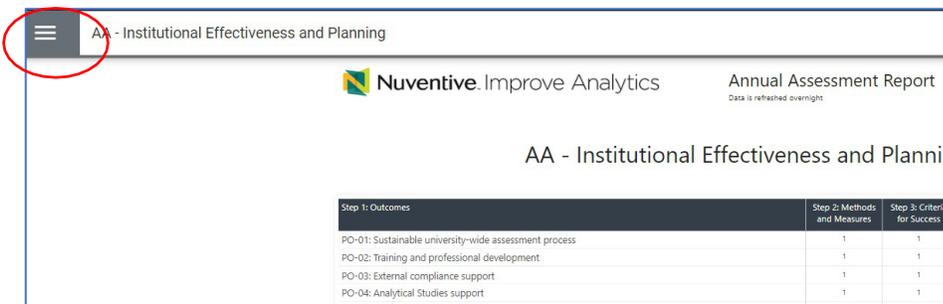
If a unit was unable to collect data for an assessment of at least one outcome, completion of the Annual Assessment Summary form (AAS) is **mandatory**.

**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.

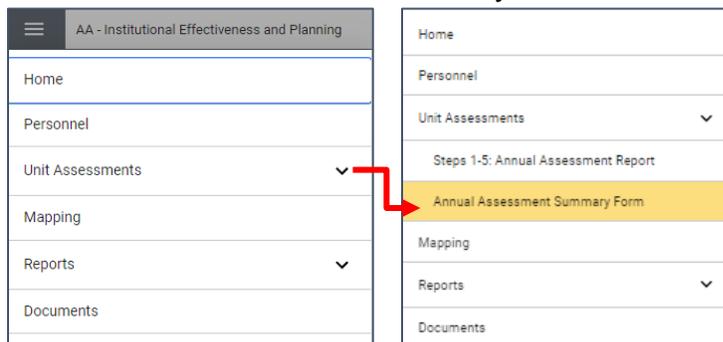
1. Select unit/program using the center Unit Drop-Down. By clicking the down arrow/caret to the right in the dropdown you will be able to locate the program/units that are available to you. If there are numerous units listed in the drop down, you may type in the dropdown box to quickly locate a unit.



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



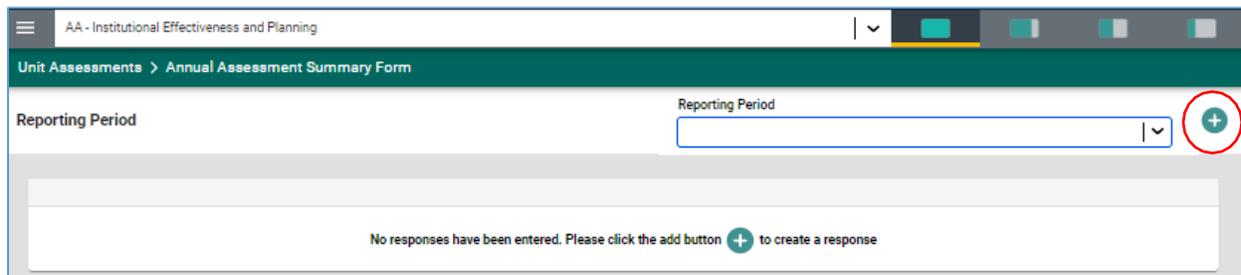
3. In the navigation menu, click on **Unit Assessments** (or use the down arrow/caret to expand and reveal sub-menus).
4. Click on **Annual Assessment Summary Form**.



# CSUF | Institutional Effectiveness and Planning

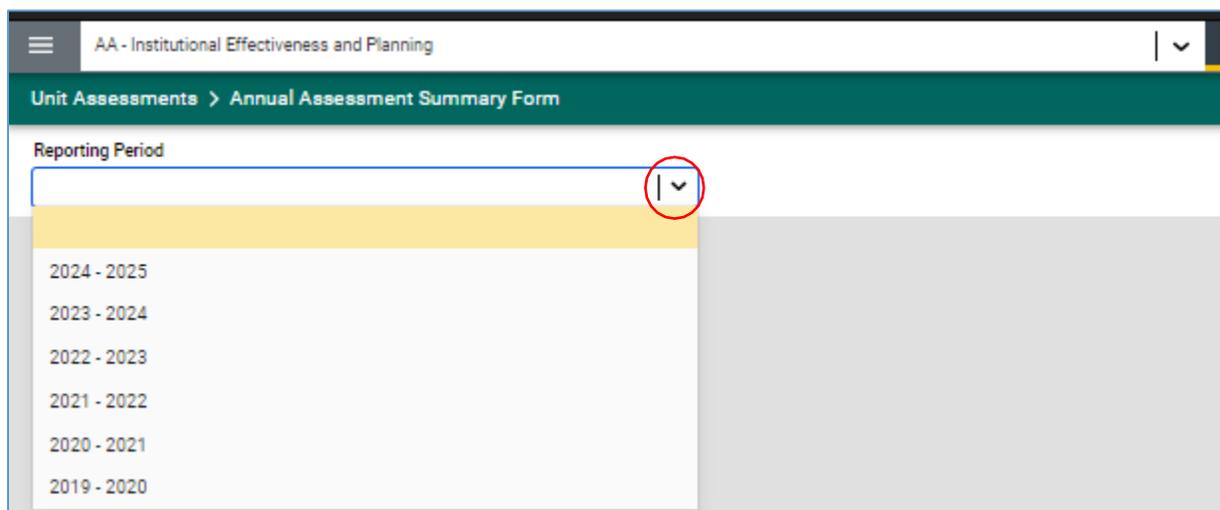
## AMS Annual Assessment Summary

5. Click on the green circle + plus sign 



The screenshot shows the top portion of the 'Annual Assessment Summary Form'. At the top, there is a navigation bar with 'AA - Institutional Effectiveness and Planning' and a dropdown arrow. Below this is a breadcrumb trail: 'Unit Assessments > Annual Assessment Summary Form'. The main section is titled 'Reporting Period' and contains a dropdown menu. A red circle highlights a green plus sign button to the right of the dropdown. Below the dropdown, a message reads: 'No responses have been entered. Please click the add button  to create a response'.

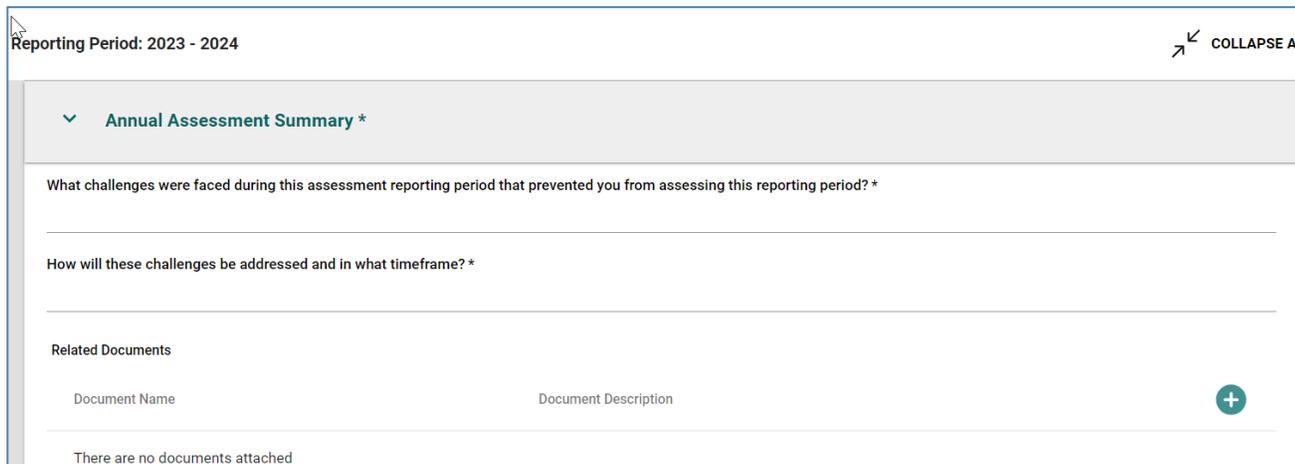
6. Select the Reporting Cycle from the drop-down.



The screenshot shows the 'Reporting Period' dropdown menu open. The dropdown list contains the following options: '2024 - 2025', '2023 - 2024', '2022 - 2023', '2021 - 2022', '2020 - 2021', and '2021 - 2020'. The '2024 - 2025' option is highlighted in yellow. A red circle highlights the dropdown arrow icon.

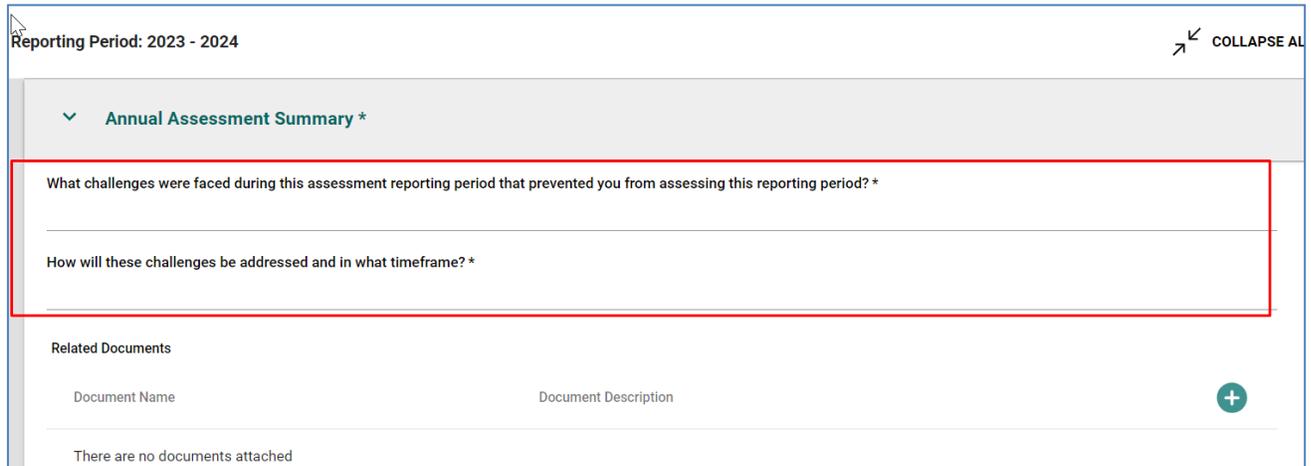
The Annual Summary Form fields will appear.

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



The screenshot shows the full form with the 'Reporting Period' set to '2023 - 2024'. In the top right corner, there is a 'COLLAPSE ALL' button with an arrow icon. The form is titled 'Annual Assessment Summary \*'. It contains two text input fields: 'What challenges were faced during this assessment reporting period that prevented you from assessing this reporting period? \*' and 'How will these challenges be addressed and in what timeframe? \*'. Below these fields is a section for 'Related Documents' with a table header: 'Document Name' and 'Document Description'. A green plus sign button is located at the bottom right of the table. At the bottom of the form, it says 'There are no documents attached'.

- 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.



Reporting Period: 2023 - 2024 COLLAPSE ALL

▼ **Annual Assessment Summary \***

What challenges were faced during this assessment reporting period that prevented you from assessing this reporting period? \*

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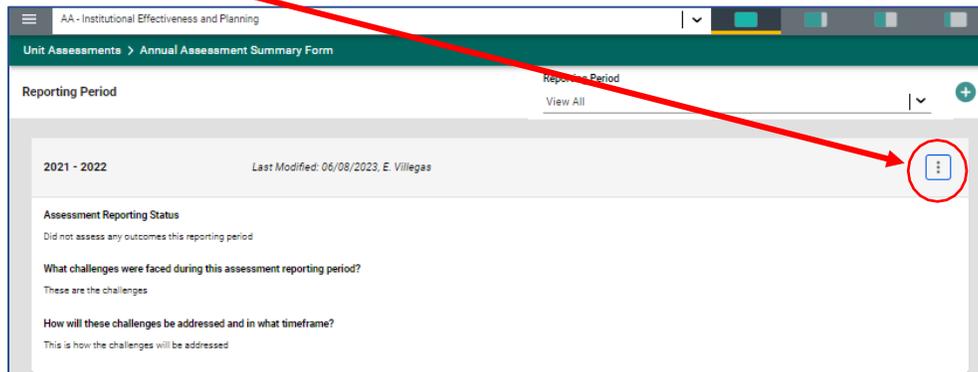
How will these challenges be addressed and in what timeframe? \*

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Related Documents

Document Name	Document Description	
There are no documents attached		

- Click **Save**, then **Close**.
- The Annual Assessment Summary Display will update to show multiple entries if prior reports existed.
- Click the ellipsis if you need to edit your entry.



AA - Institutional Effectiveness and Planning

Unit Assessments > Annual Assessment Summary Form

Reporting Period: 2021 - 2022 View All

Last Modified: 06/08/2023, E. Villegas

Assessment Reporting Status  
Did not assess any outcomes this reporting period

What challenges were faced during this assessment reporting period?  
These are the challenges

How will these challenges be addressed and in what timeframe?  
This is how the challenges will be addressed

*Note: A red circle and arrow highlight the ellipsis icon in the top right corner of the entry card.*