UNO ACADEMIC PROGRAM ASSESSMENT ONLINE SUBMISSION SYSTEM INSTRUCTIONS

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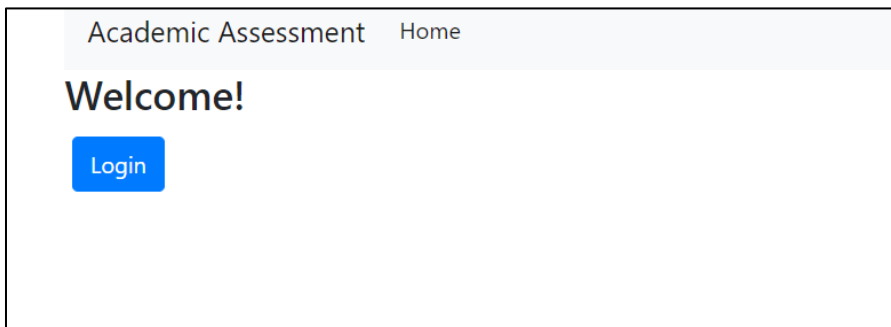
Logging In

1. Access the UNO Academic Program Assessment Online Submission System Login page. If the hyperlink is not working, please copy this web address into your web browser: https://ist-uno-acad-assess-prd.unomaha.edu/

2. Click "Login" on the welcome page (should be directly under Welcome!).
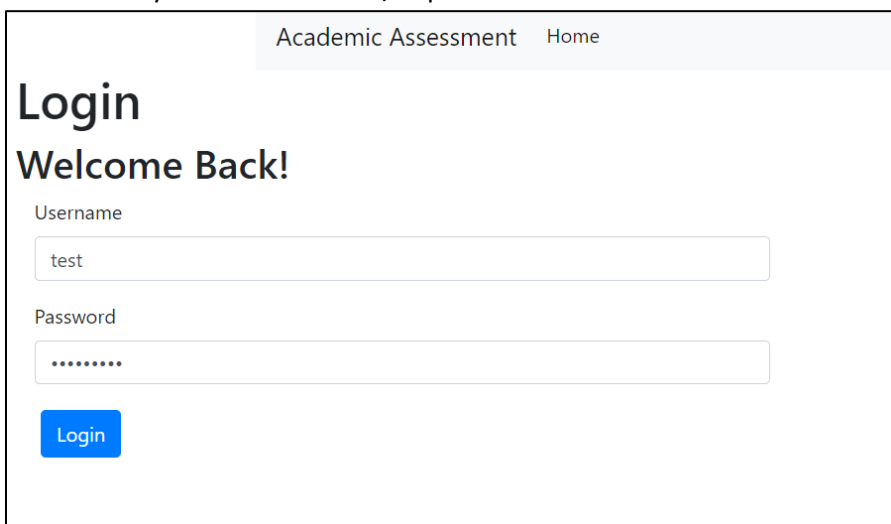
Academic Assessment   Home

Welcome!

Login

3. Enter your department's username and password (provided in an email by UNO Academic Program Assessment). Please contact programassessment@unomaha.edu if you need a reminder of your username and/or password.

Academic Assessment   Home

Login
Welcome Back!

Username

test

Password

••••••••

Login

Finding Your Report(s)

1. Under "Department Reports To-Do," a list of your reports due for the current assessment cycle should be provided.
2. Click the blue "Start" button next to the report name to begin filling out the report.
   - GR stands for graduate report.
   - UG stands for undergraduate report.

3. If a report is missing from your to-do list, please contact programassessment@unomaha.edu.

Completing a Non-Accredited Report

Beginning

1. In the author information section, please provide the name(s) of who is completing the report.
2. In the date range of reported data, please provide the date range of when the data was collected (e.g., 2018-2020).
3. To receive the abbreviated accredited report form, check the program is accredited box. If this box is not checked, you will receive the non-accredited report form. *The accredited report is for program-level accreditation and is for programs who are evaluated by an external accrediting body (e.g., AACSB, ABET, AAQEP, etc.). At the institution-level, UNO is accredited by the Higher Learning Commission (HLC), but this is not the same as program-level accreditation.*
4. If your SLOs are reviewed by an accrediting body, check the SLOs are reviewed by accrediting body box. *This checkbox is for programs whose accrediting bodies (e.g., AACSB) routinely review their SLOs whether annually, bi-annually, every 5 years, etc.*
5. If your SLOs are established by an accrediting body, check the SLOs are established by accrediting body box. *This checkbox is for programs whose accrediting bodies (e.g., ABET) require programs use specific SLOs/guidelines that cannot be changed.*

Academic Assessment	Home Your Reports test22 ▾						
Form Entry	Beginning	Section I. SLOs	Section II. Assessments	Section III. Data	Section IV. Decisions and Actions	Report Supplements	Preview & Submit	View Rubric

Report Initial Information

Author

Jane Doe

Date range of reported data

Summer 2020-Fall 2021

☐ Program is accredited

☐ SLOs reviewed by accrediting body

☐ SLOs established by accrediting body

Next

Section I: SLOs
- SLO Summary
  - *Adding a New SLO*
    1. Click the blue "Add SLO" button to create a new SLO (should be directly under "SLO Summary").

    2. Type the new SLO in the text box.
    3. Indicate the highest Bloom's Taxonomy level using the drop-down menu.

4. For *graduate* programs only, indicate the graduate-level goal(s) the SLO maps onto by clicking the boxes.

Highest Bloom's Taxonomy Level:

> The following keywords commonly appear in **Application** level SLOs: act, develop, administer, solve, apply, teach, build, plan, choose, employ, connect, demonstrate.

Application ⌄

Graduate-level Goals:

☐ 1. Mastery of discipline content.

☐ 2. Proficiency in analyzing, evaluating, & synthesizing information.

☑ 3. Effective oral & written communication.

☐ 4. Knowledge of discipline's ethics & standards.

☐ Not applicable for SLO

Add SLO

5. When finished, click the blue "Add SLO" button to create the new SLO.

▪ *Importing a SLO From a Previous Report*
1. Click the blue "Import SLO" button to import a previous SLO (should be directly under "SLO Summary").

Academic Assessment   Home   Your Reports   test ▾

Form Entry   Beginning   Section I. SLOs   Section II. Assessments   Section III. Data   Section IV. Decisions and Actions   Report Supplements   Preview & Submit   View Rubric

SLO Summary

To-Do List

Add SLO   Import SLO

Goal	Bloom's Taxonomy	Options
No SLOs yet.		

2. First, complete the "Search for SLOs" section:
   a. Indicate the degree program you wish to draw the previous SLO from using the drop-down menu.
   b. Indicate the report year you wish to draw the previous SLO from using the drop-down menu.
   c. Click the blue "Search for SLOs" button.

Import SLO

Search For SLOs

Degree Program: BA Non-Accredited Test ˅

Year:

2018-2019   × ˅

Search for SLOs

3. Then complete the "Select SLOs to Import" section:
   a. Click the gray box under "SLOs to Import." If the first step was completed, a drop-down menu of SLOs from the selected previous report should appear. Select one or more SLOs to import.
   b. If the previous SLOs assessments also have not changed, click the "Also import assessments with SLO" box to import the previous report's assessments.
4. When finished, click the blue "Add SLOs" button to import the previous SLO(s).

Select SLOs to Import

SLOs to Import:

Students will… ×

☐ Also import assessments with SLO

Add SLOs

5. **WARNING: Importing an SLO means that certain areas cannot be edited (e.g., Bloom's level or Grad SLOs) in either the original form or the imported form.**

Edit SLO

This SLO was imported in this or another report, so not all editing options are available.
Warning: This SLO's data will continued to be tracked with the data of all versions of this imported SLO. If you do not want this, delete this SLO and create a new one without importing.
SLO:

Students will…

Submit Changes

- *Editing or Deleting a SLO*
  1. Click the blue "Edit SLO" button on the right side of a SLO (in the options column) to edit a SLO.
  2. Click the blue "Delete SLO" button on the right side of a SLO (in the options column) to permanently remove a SLO.
  3. **WARNING: Deleting a SLO will delete all assessments tied to that SLO.**

- *Other Options in the SLOs Section*
  1. The blue "Add New Assessment" button on the right side of a SLO (in the options column) is where you can add a new assessment method for that SLO. You can also add assessments in the "Section II: Assessments" portion of the "Completing a Non-Accredited Report" section. For further information on how to add a new assessment for an SLO, refer to the "Section II: Assessments" portion in this guide.
  2. The blue "Import Assessment" button on the right side of a SLO (in the options column) is where you can import a previously added assessment method for that SLO. You can also import assessments in the "Section II: Assessments" portion of the "Completing a Non-Accredited Report" section. For further information on how to import a previous assessment for an SLO, refer to the "Section II: Assessments" portion in this guide.
  3. The blue "Decisions and Actions" button on the right side of a SLO (in the options column) is where you can type in the decisions and actions your program has made about a particular SLO. You can also add decisions and actions in the "Section IV: Decisions and Actions" portion of the "Completing a Non-Accredited Report" section. For further information on how to add decisions and actions for an SLO, refer to the "Section IV: Decisions and Actions" portion in this guide.

- Communication to Stakeholders
  1. Click the blue "Edit" button next to "Communication to Stakeholders" to complete this section. When finished, click the blue "Save" button.

Communication to Stakeholders   Edit

Stakeholder Communication

Describe how stakeholders (both internal and external) are involved in the creation and/or review of SLOs as well as how SLOs are communicated to stakeholders.

- A few examples of internal stakeholders (and communication methods) could include full-time/adjunct faculty and staff (departmental meetings or retreats), and/or current students (syllabi, advising documents, student organizations).
- Some examples of external stakeholders (and communication methods) could include prospective students (recruitment materials), alumni (advisory boards, focus groups, surveys, newsletters), employers (internship evaluation forms, focus groups, surveys, advisory boards, newsletters), and/or community members/groups (advisory boards, focus groups, surveys).

Import

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SLOs are communicated to stakeholders on the program website...

Save

2. If you want to import this section from a previous report, click the blue "Import" button after clicking the "Edit" button from the previous step.

Stakeholder Communication

Import

B *I* U ... **A** ... ...

a. First, complete the "Search From Past Reports" section:
   i. Indicate the degree program you wish to draw the previous information from using the drop-down menu.
   ii. Indicate the report year you wish to draw the previous information from using the drop-down menu.
   iii. Click the blue "Search" button.

Import Stakeholder Communication

Search From Past Reports

Degree Program: BA Non-Accredited Test ⌄

Year:

| 2018-2019 | × ⌄ |

[Search]

b. Then complete the "Select Stakeholders to Import" section:
   i. Click the gray box under "Stakeholder Communication Methods". If the first step was completed, a drop-down menu of previous information from the selected previous report should appear. Select what you want to import.
   ii. When finished, click the blue "Import" button to import previous information.

Select Stakeholder to Import

Stakeholder Communication Methods

| SLOs are communicated to stakeholders on the program website... | × ⌄ |

[Import]

- Additional Comments
  1. Click the blue "Edit" button next to "Additional Comments" to add any extra information for "Section I: SLOs" that the AAC reviewers might find useful. When finished, click the blue "Save" button.
  2. If you need any further guidance on completing "Section I: SLOs," please reach out to programassessment@unomaha.edu.

Additional Comments   [Edit]
None

[Next]

Section II: Assessments

- Assessment Summary
  - *Adding a New Assessment*
    1. Click the blue "Add Assessment" button in the top left corner to create a new assessment.

    2. Click the SLO from the drop-down box this assessment measures.
    3. Indicate the title of the assessment.
    4. Briefly, describe how this measure aligns with the selected SLO.

    5. Click the domain box(es) this assessment relates to.
    6. Indicate whether the assessment is a direct measure or indirect measure using the drop-down menu.
    7. Indicate the point in the program this assessment is administered using the drop-down menu.
    8. Indicate where this assessment occurs (e.g., the course number).

Domain
- ☐ Performance
- ☑ Product
- ☐ Examination

Direct measure

| Direct Measure | ⌄ |

Point in Program Assessment is Administered

| In final year | ⌄ |

Where does the assessment occur

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TEST 450: Senior Seminar

9. Indicate the population measured using the drop-down menu.
10. Indicate the frequency of data collection using the drop-down menu.
11. Indicate the proficiency threshold (if you use threshold metrics). If you do not use threshold metrics, please see the "What if I do not use threshold metrics to analyze my assessment data?" in the Frequently Asked Questions section.
12. Indicate the proficiency target (e.g., 90%).
13. When finished, click the blue "Add Assessment" button to create the new assessment.

Population Measured

| All Students | ⌄ |

Frequency of Data Collection

| Once/year | ⌄ |

Proficiency Threshold

| Scoring a 3 or above on each item of the rubric |

Program Proficiency Target: Percentage of students that achieve the proficiency threshold

| 95 | % |

Add Assessment

- ▪ *Importing a Previous Assessment*
  1. Click the blue "Import Assessment" button in the top left corner to import a previous assessment from a prior report OR a prior SLO (e.g., SLO 1 and 3

use the same assessment measure). See the above screenshot under "Adding a New Assessment."

2. First, complete the "Search for Assessments" section:
   a. Indicate the degree program you wish to draw the previous assessment from using the drop-down menu.
   b. Indicate the report year you wish to draw the previous assessment from using the drop-down menu.
   c. Indicate the specific SLO you wish to draw an assessment from. You can also choose any if it does not matter.
   d. Click the blue "Search for Assessments" button.

Import Assessment

Search For Assessments

Degree Program: [BA Non-Accredited Test ∨]

Year:

[2018-2019   × ∨]

SLO:

[Any   ∨]

[Search for Assessments]

3. Then complete the "Select Assessments to Import" section:
   a. Click the assessment title under "Assessment" that you want to import.
   b. Indicate which SLO this assessment measures using the drop-down menu.
4. When finished, click the blue "Add Assessments" button to import the previous assessments.

Select Assessments to Import

Assessment

[Example Assessment 1   ]

SLO Imported Assessments will Measure

[Students will...   × ∨]

[Add Assessments]

5. **WARNING: Importing an assessment means that the certain areas cannot edited (e.g., title of assessment) in either the original form or the imported form.**

Edit Assessment

This assessment was imported in this or another report, so not all editing options are available.
Warning: This assessment's data will continued to be tracked with the data of all versions of this imported assessment.
If you do not want this, delete this assessment and create a new one without importing.
SLO

| Students will... | × ▾ |

Describe How Measure Aligns with SLO

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This assessment measures...

- *Editing or Deleting an Assessment Method*
    1. Click the blue "Edit Assessment" button at the bottom of an assessment (in the options row) to edit an assessment.
    2. Click the blue "Delete Assessment" button at the bottom of an assessment (in the options row) to delete an assessment.
    3. **WARNING: Deleting an assessment will delete all data tied to that assessment.**

SLO 1:
Students will...

1. Title of Measure: *SLO 1 Example Assessment*	
2. Description of How the Measure Aligns to the SLO This assessment measures...	
3. Domain	Product
4. Type	Direct Measure
5. Point in Program **Assessment is Administered**	In Final Year of Program Where does the assessment occur: *TEST 450: Senior Seminar*
6. Population Measured	All Students
7. Frequency of Data Collection	Once/year
8. Proficiency Threshold	*Scoring a 3 or above on each item of the rubric*
9. Program Proficiency Target	*95%*
Supplements	
Options	Edit Assessment ・ Delete Assessment ・ Upload Supplement ・ Import Supplement ・ Add Data

- ▪ *Adding a Supplement (e.g., Rubric)*
  1. Click the blue "Upload Supplement" button at the bottom of an assessment (in the options row) to upload a rubric or additional supplement (see the above screenshot under "Editing or Deleting an Assessment Method").
  2. Choose the file you wish to upload.
  3. When finished, click the blue "Upload" button.

Supplement Upload

Supplement

[Choose File] No file chosen

[Upload]

- ▪ *Other Options in the Assessment Methods Section*
  1. The blue "Import Supplement" button at the bottom of an assessment (in the options row) is where you can upload a supplement from a previous report (see the above screenshot under "Editing or Deleting an Assessment Method"). The process is very similar to the "Adding a Previous Assessment" section above. Refer there, for further information.
  2. The blue "Add Data" button at the bottom of an assessment (in the options row) is where you can upload data for that assessment (see the above screenshot under "Editing or Deleting an Assessment Method"). You can also add data in the "Section III: Data" portion of the "Completing a Non-Accredited Report" section. For further information on how to add data for an assessment, refer to the "Section III: Data" portion of this guide.

- • Additional Comments
  1. Click the blue "Edit" button next to "Additional Comments" to add any extra information for "Section II: Assessments" that the AAC reviewers might find useful. When finished, click the blue "Save" button.
  2. If you need any further guidance on completing "Section II: Assessments," please reach out to programassessment@unomaha.edu.

Additional Comments   [Edit]

None

[Next]

Section III: Data

- Data Table
  - *Add Data*
    1. Click the blue "Add Data" button next to each SLO measure to add data.

Measure	Date	Number of Students	Students Meeting Threshold	Data Options	Aggregate	Overall Options
SLO 1: Students will… **Measure 1:** SLO 1 Example Assessment						Add Data Add Aggregate

2. Indicate the data collection range.
3. Indicate the number of students sampled.
4. Indicate the percentage of students that met or exceeded the threshold proficiency.
5. When finished, click the blue "Add Data" button to add data.

Add Assessment Collection Data

SLO: Students will…
Assessment: SLO 1 Example Assessment
Threshold: Scoring a 3 or above on each item of the rubric
Data Collection Range

> Summer 2019-Fall 2020

Number of Students Sampled

> 100

Percentage of Students who Met/Exceeded Threshold Proficiency

> 97   %

Add Data

- *Add Aggregate*
  1. Click the optional blue "Add Aggregate" button next to each SLO measure to aggregate all the data for this assessment into one number (see the above screenshot under "Add Data").
  2. Indicate the aggregate percentage.
  3. When finished, click the blue "Save" button to create an aggregate.

Aggregate Data

Aggregate all the data for this assessment into one overall proficiency to compare with the target.
Aggregate proficiency percentage

> 97   %

Save

▪ *Editing or Deleting Data*
1. Click the blue "Edit Data" button in the middle of the SLO row (in the data options column) to edit the SLO's data.
2. Click the blue "Delete Data" button in the middle of the SLO row (in the data options column) to delete the SLO's data.

Measure	Date	Number of Students	Students Meeting Threshold	Data Options		Aggregate	Overall Options
SLO 1: Students will… **Measure 1:** SLO 1 Example Assessment	Summer 2019-Fall 2020	100	97%	Edit	Delete	97%	Add Data Edit Aggregate

- Supplements
1. Click the blue "Add Supplement" button to upload a data supplement (e.g., a different table or chart used to display data).

Supplements

Add Supplement

Supplement	Comment	Options

2. Indicate what the supplement is describing in the comment section.
3. Choose the file you wish to upload.
4. When finished, click the blue "Upload" button.

Supplement Upload

Comment

[Comment]

Supplement

Choose File No file chosen

Upload

- SLO Status
1. Whether an SLO is met, partially met, not met, or unknown is automatically updated if data is entered using the "Add Data" button.

SLO Status

SLO	Status	Options
SLO 1: Students will…	Met	Edit
SLO 2: Students will…	Met	Edit

2. To edit the status, click the blue "Edit" button next to the SLO, and indicate the updated status. When finished, click the blue "Save" button to implement the change.

Change SLO Status

SLO 1: Students will...

Assessment 1 - SLO 1 Example Assessment: Target: 95%, Aggregate Proficiency: 97%

SLO Status:

Met	⌄

Save

- Describe How Results Are Communicated Within the Program
  1. Click the blue "Edit" button to describe how results are communicated within the program.

Describe how results are communicated within the program

Text	Options
Describe how results are communicated within the program. Address each SLO.	Edit

2. Type in the information. When finished, click the blue "Save" button.

Result Communication

Describe how results are communicated within the program. Address each SLO. *If possible, please include the date(s) that Academic Program Assessment results were/will be discussed.*

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SLO 1 and 2 are communicated at...

Save

- Additional Comments
    1. Click the blue "Edit" button next to "Additional Comments" to add any extra information for "Section III: Data" that the AAC reviewers might find useful. When finished, click the blue "Save" button.
    2. If you need any further guidance on completing "Section III: Data," please reach out to programassessment@unomaha.edu.

Additional Comments

None

Edit

Next

Section IV: Decisions & Actions

- Decisions and Actions Table
    1. Click the blue "Add" button next to each SLO to add in comments about decisions and actions being made.

Decisions and Actions Table

SLO	Description	Options
Students will...	(No Information)	Add

2. Type in the information. When finished, click the blue "Save" button.

Decisions and Actions Entry

SLO: Students will...

Briefly describe specific decisions and actions related to each SLO. Include who (e.g., program faculty, a faculty committee, etc.) made the decision, when the decision was made (e.g., faculty retreat, faculty meeting, etc.), what data informed the decision, and a timeline for actions taken or to be taken.

Furthermore, please briefly describe how your program has demonstrated continuous improvement by considering the following questions:

- What are the effects of your previously stated changes from your last report?
- What did you do in response to your previous assessment report feedback?
- How have you made progress since the last assessment report?

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For SLO 1, the program...

Save

- Additional Comments
    1. Click the blue "Edit" button next to "Additional Comments" to add any extra information for "Section IV: Decisions and Actions" that the AAC reviewers might find useful. When finished, click the blue "Save" button.
    2. If you need any further guidance on completing "Section IV: Decisions and Actions," please reach out to programassessment@unomaha.edu.

Additional Comments

None

Edit

Next

Report Supplements

1. If you wish to add a supplement to your overall report, click the blue "Add Supplement to Report" button.

Report Supplements List

Add Supplement to Report

No supplements.

Next

2. Choose the file you wish to upload.
3. When finished, click the blue "Add" button.

Add Supplement

Supplement

Choose File | No file chosen

Add

Preview & Submit

1. Review the report either on the webpage or by clicking the blue "Report PDF (with supplements)" or "Report PDF (without supplements)" buttons at the top. You may download a PDF file to keep in your records.

2. If any changes need to be made, go to that section in the report and implement those changes.
3. When the report is ready to be submitted to the AAC, click the blue "Submit Report to AAC" button in the top right corner.
4. If you need any further guidance on completing the non-accredited report, please check the "Frequently Asked Questions" section at the end of the guide and/or reach out to programassessment@unomaha.edu.

Completing an Accredited Report

Beginning

1. In the author information section, please provide the name(s) of who is completing the report.
2. In the date range of reported data, please provide the date range of when the data was collected (e.g., 2018-2020).
3. To receive the abbreviated accredited report form, check the program is accredited box. If this box is not checked, you will receive the non-accredited report form. *The accredited report is for program-level accreditation and is for programs who are evaluated by an external accrediting body (e.g., AACSB, ABET, AAQEP, etc.). At the institution-level, UNO is accredited by the Higher Learning Commission (HLC), but this is not the same as program-level accreditation.*
4. If your SLOs are reviewed by an accrediting body, check the SLOs are reviewed by accrediting body box. *This checkbox is for programs whose accrediting bodies (e.g., AACSB) routinely review their SLOs whether annually, bi-annually, every 5 years, etc.*
5. If your SLOs are established by an accrediting body, check the SLOs are established by accrediting body box. *This checkbox is for programs whose accrediting bodies (e.g., ABET) require programs use specific SLOs/guidelines that cannot be changed.*

Report Initial Information

Author

Jane Doe

Date range of reported data

Summer 2020-Fall 2021

☑ Program is accredited

☐ SLOs reviewed by accrediting body

☐ SLOs established by accrediting body

Next

Section I: SLOs

- SLO Summary
    - *Adding a New SLO*
        1. Click the blue "Add SLO" button to create a new SLO (should be directly under "SLO Summary").

Academic Assessment   Home   Your Reports   test ▾

Form Entry   Beginning   Section I. SLOs   Section II. Assessments   Section III. Data   Section IV. Decisions and Actions   Report Supplements   Preview & Submit   View Rubric

SLO Summary

To-Do List

Add SLO   Import SLO

Goal	Bloom's Taxonomy	Options
No SLOs yet.		

2. Type the new SLO in the text box.
3. Indicate the highest Bloom's Taxonomy level using the drop-down menu.

Add New SLO

SLO:

Students will...

Highest Bloom's Taxonomy Level:

The following keywords commonly appear in **Application** level SLOs: act, develop, administer, solve, apply, teach, build, plan, choose, employ, connect, demonstrate.

Application

Add SLO

4. For *graduate* programs only, indicate the graduate-level goal(s) the SLO maps onto by clicking the boxes.

5. When finished, click the blue "Add SLO" button to create the new SLO.

- *Importing a SLO From a Previous Report*
  1. Click the blue "Import SLO" button to import a previous SLO(should be directly under "SLO Summary").

  2. First, complete the "Search for SLOs" section:
     a. Indicate the degree program you wish to draw the previous SLO from using the drop-down menu.
     b. Indicate the report year you wish to draw the previous SLO from using the drop-down menu.
     c. Click the blue "Search for SLOs" button.

Import SLO

Search For SLOs

Degree Program: [BA Non-Accredited Test ⌄]

Year:

[2018-2019   × ⌄]

[Search for SLOs]

3. Then complete the "Select SLOs to Import" section:
   a. Click the gray box under "SLOs to Import." If the first step was completed, a drop-down menu of SLOs from the selected previous report should appear. Select one or more SLOs to import.
   b. If the previous SLOs assessments also have not changed, click the "Also import assessments with SLO" box to import the previous report's assessments.
4. When finished, click the blue "Add SLOs" button to import the previous SLO(s).

Select SLOs to Import

SLOs to Import:

[Students will... ×]

☐ Also import assessments with SLO

[Add SLOs]

5. WARNING: Importing an SLO means that certain areas cannot be edited (e.g., Bloom's level or Grad SLOs) in either the original form or the imported form.

Edit SLO

This SLO was imported in this or another report, so not all editing options are available.
Warning: This SLO's data will continued to be tracked with the data of all versions of this imported SLO. If you do not want this, delete this SLO and create a new one without importing.
SLO:

[Students will...

 ]

[Submit Changes]

- *Editing or Deleting a SLO*
  1. Click the blue "Edit SLO" button on the right side of a SLO (in the options column) to edit a SLO.

2. Click the blue "Delete SLO" button on the right side of a SLO (in the options column) to permanently remove a SLO.
3. **WARNING: Deleting a SLO will delete all assessments tied to that SLO.**

- *Other Options in the SLOs Section*
    1. The blue "Add New Assessment" button on the right side of a SLO (in the options column) is where you can add a new assessment method for that SLO. You can also add assessments in the "Section II: Assessments" portion of the "Completing a Non-Accredited Report" section. For further information on how to add a new assessment for an SLO, refer to the "Section II: Assessments" portion in this guide.
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- Additional Comments
    1. Click the blue "Edit" button next to "Additional Comments" to add any extra information for "Section I: SLOs" that the AAC reviewers might find useful. When finished, click the blue "Save" button.
    2. If you need any further guidance on completing "Section I: SLOs," please reach out to programassessment@unomaha.edu.

Additional Comments

None

Edit

Next

Section II: Assessments

- Assessment Summary
    - *Adding a New Assessment*
        1. Click the blue "Add Assessment" button in the top left corner to create a new assessment.

Academic Assessment   Home   Your Reports   test ▾

Form Entry   Beginning   Section I. SLOs   Section II. Assessments   Section III. Data   Section IV. Decisions and Actions   Report Supplements   Preview & Submit   View Rubric

Assessment Summary

To-Do List

Add Assessment   Import Assessment

No assessments.

2. Click the SLO from the drop-down box this assessment measures.
3. Indicate the title of the assessment.
4. Click the domain box(es) this assessment relates to.
5. Indicate the frequency of data collection using the drop-down menu.
6. When finished, click the blue "Add Assessment" button to create the new assessment.

Add New Assessment

SLO

Students will...   × ▾

Title

Example Assessment 1

Domain

☐ Performance
☑ Product
☐ Examination

Frequency of Data Collection

Once/year   ⌄

Add Assessment

- *Importing a Previous Assessment*
    1. Click the blue "Import Assessment" button in the top left corner to import a previous assessment from a prior report OR a prior SLO (e.g., SLO 1 and 3 use the same assessment measure). See the above screenshot under "Adding a New Assessment."
    2. First, complete the "Search for Assessments" section:
        a. Indicate the degree program you wish to draw the previous assessment from using the drop-down menu.
        b. Indicate the report year you wish to draw the previous assessment from using the drop-down menu.
        c. Click the blue "Search for Assessments" button.

Import Assessment

Search For Assessments

Degree Program: BA Non-Accredited Test ▾

Year:

2018-2019   ✕ ▾

SLO:

Any   ▾

Search for Assessments

    3. Then complete the "Select Assessments to Import" section:
        a. Click the assessment title under "Assessment" that you want to import.
        b. Indicate which SLO this assessment measures using the drop-down menu.
    4. When finished, click the blue "Add Assessments" button to import the previous assessments.

Select Assessments to Import

Assessment

Example Assessment 1

SLO Imported Assessments will Measure

Students will...   ✕ ▾

Add Assessments

5. **WARNING: Importing an assessment means that the certain areas cannot edited (e.g., title of assessment) in either the original form or the imported form.**

Edit Assessment

This assessment was imported in this or another report, so not all editing options are available.
Warning: This assessment's data will continued to be tracked with the data of all versions of this imported assessment.
If you do not want this, delete this assessment and create a new one without importing.
SLO

Students will...	× ▼

- *Editing or Deleting an Assessment Method*
  1. Click the blue "Edit Assessment" button at the bottom of an assessment (in the options row) to edit an assessment.
  2. Click the blue "Delete Assessment" button at the bottom of an assessment (in the options row) to delete an assessment.

SLO 1:	
Students will...	
1. Title of Measure: *Example Assessment 1*	
2. Domain	Product
3. Frequency of Data Collection	Once/year
Supplements	
Options	Edit Assessment Delete Assessment Upload Supplement Import Supplement

- *Adding or Importing a Supplement (e.g., Rubric)*
  1. Adding a Supplement
     a. Click the blue "Upload Supplement" button at the bottom of an assessment (in the options row) to upload a rubric or additional supplement (see the above screenshot under "Editing or Deleting an Assessment Method").
     b. Choose the file you wish to upload.
     c. When finished, click the blue "Upload" button.

Supplement Upload

Supplement

Choose File   No file chosen

Upload

  2. The blue "Import Supplement" button at the bottom of an assessment (in the options row) is where you can upload a supplement from a previous

report. The process is very similar to the "Adding a Previous Assessment" section above. Refer there, for further information.

- Additional Comments
    1. Click the blue "Edit" button next to "Additional Comments" to add any extra information for "Section II: Assessments" that the AAC reviewers might find useful. When finished, click the blue "Save" button.
    2. If you need any further guidance on completing "Section II: Assessments," please reach out to programassessment@unomaha.edu.

Additional Comments

None

Edit

Next

Section III: Data

- Supplements
    1. Click the blue "Add Supplement" button to upload a data supplement (e.g., a different table or chart used to display data.

Supplements

Add Supplement

Supplement	Comment	Options

    2. Indicate what the supplement is describing in the comment section.
    3. Choose the file you wish to upload.
    4. When finished, click the blue "Upload" button.

Supplement Upload

Comment

Comment

Supplement

Choose File No file chosen

Upload

- SLO Status
    1. To edit the status, click the blue "Edit" button next to the SLO, and indicate the updated status.

SLO Status

SLO	Status	Options
SLO 1: Students will…	**Met**	Edit
SLO 2: Students will…	**Met**	Edit

2. When finished, click the blue "Save" button to implement the change.

Change SLO Status

SLO 1: Students will…

Assessment 1 - Example Assessment 1: Target: 0%, Aggregate Proficiency: -%

SLO Status:

Met	⌄

Save

- Additional Comments
    1. Click the blue "Edit" button next to "Additional Comments" to add any extra information for "Section III: Data" that the AAC reviewers might find useful. When finished, click the blue "Save" button.
    2. If you need any further guidance on completing "Section III: Data," please reach out to programassessment@unomaha.edu.

Additional Comments

None

Edit

Next

Section IV: Decisions & Actions

- Decisions and Actions Table
    1. Click the blue "Add" button next to each SLO to add in comments about decisions and actions being made.

Decisions and Actions Table

SLO	Description	Options
Students will…	(No Information)	Add

2. Type in the information. When finished, click the blue "Save" button.

Decisions and Actions Entry

SLO: Students will...

Briefly describe specific decisions and actions related to each SLO. Include who (e.g., program faculty, a faculty committee, etc.) made the decision, when the decision was made (e.g., faculty retreat, faculty meeting, etc.), what data informed the decision, and a timeline for actions taken or to be taken.

Furthermore, please briefly describe how your program has demonstrated continuous improvement by considering the following questions:

- What are the effects of your previously stated changes from your last report?
- What did you do in response to your previous assessment report feedback?
- How have you made progress since the last assessment report?

For SLO 1, the program...

Save

- **Additional Comments**
  1. Click the blue "Edit" button next to "Additional Comments" to add any extra information for "Section IV: Decisions and Actions" that the AAC reviewers might find useful. When finished, click the blue "Save" button.
  2. If you need any further guidance on completing "Section IV: Decisions and Actions," please reach out to programassessment@unomaha.edu.

Additional Comments   Edit

None

Next

Report Supplements

1. If you wish to add a supplement to your overall report, click the blue "Add Supplement to Report" button.

2. Choose the file you wish to upload.

3. When finished, click the blue "Add" button.

Preview & Submit

1. Review the report either on the webpage or by clicking the blue "Report PDF (with supplements)" or "Report PDF (without supplements)" buttons at the top. You may download a PDF file to keep in your records.

2. If any changes need to be made, go to that section in the report and implement those changes.
3. When the report is ready to be submitted to the AAC, click the blue "Submit Report to AAC" button in the top right corner.

4. If you need any further guidance on completing the accredited report, please check the "Frequently Asked Questions" section at the end of the guide and/or reach out to programassessment@unomaha.edu.

Submit Report

To-Do List   Submit Report to AAC

Report PDF (with supplements)   Report PDF (without supplements)

ACCREDITED PROGRAM TEMPLATE

Undergraduate Assessment Report for 2020-2021

College: TEST - College of Testing this System   Department: Test
Program: BA Accredited Test   Degree Level: Undergraduate
Academic Year of Report: 2020-2021   Date Range of Reported Data: Summer 2019-Fall 2020
Person Preparing the Report: Jane Doe

I. Student Learning Outcomes (SLOs)

Frequently Asked Questions

What do I do if I assess two programs in one report (e.g., BA/BS or MA/MS in the same report)?

Although separate reports will be assigned to you for the BA and BS (or MA/MS), you do not have to complete the same report twice if the programs happen to be analyzed together. Simply, complete the report for the BA or (MA). In the "Additional Comments" portion of "Section I: SLOs," simply indicate that this is the report for both the BA/BS (or MA/MS).

If I have two or more SLOs that use the same assessment, do I have to add all the assessment information using "Add Assessment" multiple times?

No, you do not have to keep re-adding the same assessment. If you added a new assessment for SLO 1 that SLO 2 also uses, click the blue "Import Assessment" button. In the "Select Assessment to Import" section, click the assessment title you wish to import and click the SLO you wish to import that assessment into. When finished, click the blue "Add Assessments" button. You can edit parts of the assessment (e.g., the "how does this measure align to the SLO" section), by clicking "Edit Assessment" in the options under the newly imported assessment. However, you cannot change the edit the name of an imported assessment.

What happens if my SLO has two or more measures?

You can upload multiple measures for the same SLO. After adding the first measure, click the "Add Assessment" or "Import Assessment" buttons, and indicate the same SLO you previously just did. The system will automatically include them as different measures as long as each measure has a unique title. Both Measures will occur on in the data table in "Section III: Data."

SLO 1:	
Students will...	
1. Title of Measure: *SLO 1 Example Assessment*	
2. Description of How the Measure Aligns to the SLO	
This assessment measures...	
3. Domain	Product
4. Type	Direct Measure
5. Point in Program **Assessment is Administered**	In Final Year of Program Where does the assessment occur: *TEST 450: Senior Seminar*
6. Population Measured	All Students
7. Frequency of Data Collection	Once/year
8. Proficiency Threshold	*Scoring a 3 or above on each item of the rubric*
9. Program Proficiency Target	95%
Supplements	
Options	[Edit Assessment] [Delete Assessment] [Upload Supplement] [Import Supplement] [Add Data]

SLO 1:	
Students will...	
1. Title of Measure: *Example Assessment 2*	
2. Description of How the Measure Aligns to the SLO	
This assessment measures...	
3. Domain	Product, Performance
4. Type	Direct Measure
5. Point in Program **Assessment is Administered**	In Final Year of Program Where does the assessment occur: *TEST 450: Senior Seminar*
6. Population Measured	All Students

Measure	Date	Number of Students	Students Meeting Threshold	Data Options
SLO 1: Students will... **Measure 1:** SLO 1 Example Assessment	Summer 2019-Fall 2020	100	97%	[Edit] [Delete]
SLO 1: Students will... **Measure 2:** Example Assessment 2	Summer 2019-Fall 2020	100	98%	[Edit] [Delete]

What if my data looks different than what can be added into the data table?

If your data looks different, upload the data using the "Supplements" portion of "Section III: Data."
Afterward, manually indicate whether each SLO was met, partially met, etc. in the "SLO Status" portion.

Supplement Upload

Comment

Comment

Supplement

Choose File | No file chosen

Upload

Change SLO Status

SLO 1: Students will…

Assessment 1 - SLO 1 Example Assessment: Target: 95%, Aggregate Proficiency: 97%

SLO Status:

Met

Save

What does the blue "Clear Overrides" button do in the "Data Table" portion of "Section III: Data?"

If you manually aggregate your data using the "Edit Aggregate" button, the system stops automatically updating the aggregate even if more data is provided. To allow the system to automatically update again, click the blue "Clear Overrides" button.
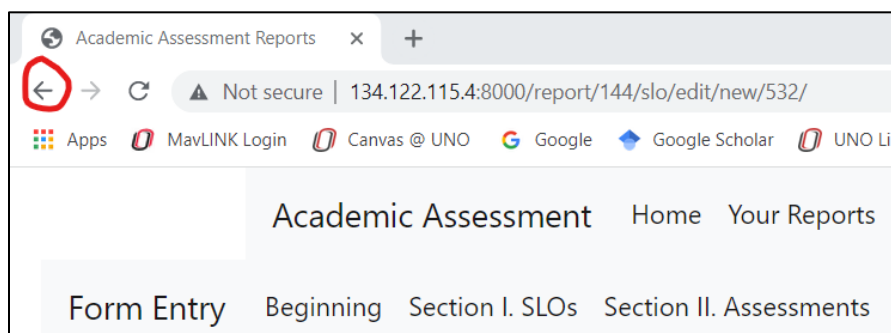
Data Collection and Analysis Summary

Data Table

Aggregate values and SLO statuses in bold have been manually changed and will not update automatically. | Clear Overrides

What if I want to cancel without saving when adding an SLO, assessment measure, and so on?

In sections that have a "Save" button or an "Add" button, you can hit the back arrow at the top of your screen to cancel without saving.

Academic Assessment Reports   ×   +

← → C   ⚠ Not secure | 134.122.115.4:8000/report/144/slo/edit/new/532/

▦ Apps   🪐 MavLINK Login   🪐 Canvas @ UNO   G Google   🔷 Google Scholar   🪐 UNO Lib

Academic Assessment   Home   Your Reports

Form Entry   Beginning   Section I. SLOs   Section II. Assessments

What if I do not use threshold metrics to analyze my assessment data?

For the non-accredited assessment report, the current form requires you to enter a proficiency threshold and target when adding a new assessment under Section II: Assessments. If you do not use threshold metrics to analyze your assessment data, please write "Threshold metrics are not used to analyze this SLO" in the proficiency threshold box. For the proficiency target number, please insert a "0" and then click the "Add Assessment" button. Next, click the "Upload Supplement" button for that measure and upload a brief description of your analytic strategy (e.g., Cohen's d).

Proficiency Threshold

Threshold metrics are not used to analyze this SLO.

Program Proficiency Target: Percentage of students that achieve the proficiency threshold

| 0 | % |

Add Assessment

SLO 1:	
Students will…	
1. Title of Measure: *Example Assessment*	
2. Description of How the Measure Aligns to the SLO	
This assessment measures…	
3. Domain	Product
4. Type	Direct Measure
5. Point in Program **Assessment is Administered**	In Final Term of Program Where does the assessment occur: *TEST 450: Senior Seminar*
6. Population Measured	All Students
7. Frequency of Data Collection	Once/year
8. Proficiency Threshold	*Threshold metrics are not used to analyze this SLO.*
9. Program Proficiency Target	*0%*
Supplements	
Options	Edit Assessment Delete Assessment Upload Supplement Import Supplement Add Data

Additionally, the current form requires you to enter how many students met or exceeded the proficiency threshold when adding data under Section III: Data. Please insert a "0" for that part and then click the "Add Data" button. Next, click "Add Supplement" below the data table, and upload a brief summary or chart of your data analysis.

Add Assessment Collection Data

SLO: Students will...
Assessment: Example Assessment
Threshold: Threshold metrics are not used to analyze this SLO.

Data Collection Range

Summer 2020-Fall 2021

Number of Students Sampled

100

Percentage of Students who Met/Exceeded Threshold Proficiency

| 0 | % |

Add Data

Data Table

Aggregate values and SLO statuses in bold have been manually changed and will not update automatically. **Clear Overrides**

Measure	Date	Number of Students	Students Meeting Threshold	Data Options		Aggregate	Overall Options	
SLO 1: Students will... **Measure 1:** Example Assessment	Summer 2020-Fall 2021	100	0%	Edit	Delete	0%	Add Data	Edit Aggregate

Supplements

Add Supplement

Supplement	Comment	Options

I have additional questions that are not answered in this guide.

Please reach out to programassessment@unomaha.edu with any additional questions.