# UNO ACADEMIC PROGRAM ASSESSMENT
## REVIEWING REPORTS INSTRUCTIONS

**Table of Contents**

Logging In ................................................................................................................................. 2

Finding Your Reports .................................................................................................................. 3

Completing a Non-Accredited Report Review ........................................................................... 5
  - Report Information ................................................................................................................ 5
  - Section I: SLOs .................................................................................................................... 5
  - Section II: Assessments ....................................................................................................... 7
  - Section III: Data .................................................................................................................. 8
  - Section IV: Decisions & Actions ......................................................................................... 10
  - Overall Comments ............................................................................................................. 11
  - Preview and Submit ............................................................................................................. 12

Completing an Accredited Report Review .................................................................................. 14
  - Report Information ............................................................................................................. 14
  - Section I: SLOs .................................................................................................................. 14
  - Section II: Assessments ...................................................................................................... 16
  - Section III: Data .................................................................................................................. 17
  - Section IV: Decisions & Actions ......................................................................................... 19
  - Overall Comments ............................................................................................................. 20
  - Preview and Submit ............................................................................................................. 21
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!).

3. Enter your AAC 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.
Finding Your Reports

1. First, click on the “AAC Reports tab.”

2. To search for the reports you need to review, fill in some identifying features of the report(s) you are looking for in the search fields including ending year of the academic year, filtering only submitted or reviewed reports, the college, the department, and/or the degree programs. Then, click the blue “Search” button to pull up the reports.
   - A report is ready for review if there is a blue “Review” next to the report name.

3. Click the blue “Review” button next to the report name to begin reviewing the report.
   - The blue “Return for Revisions” button allows the Degree Program Assessment Coordinator to return reports back to units for additional information.
- The blue “View” button allows you to view the report overall (without the rubric). You can also download the report as a PDF (with or without supplements) from the view screen.

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<tr>
<th>Reports</th>
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<tr>
<td>BA Accredited Test</td>
<td>Review</td>
<td>Return for Revisions</td>
<td>View</td>
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<td>Report for academic year 2020-2021</td>
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<tr>
<td>Report for academic year 2020-2021</td>
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</table>

4. If a report is missing, please contact programassessment@unomaha.edu.
Completing a Non-Accredited Report Review

Report Information
1. This section provides general information about the report including the college, department, program, degree level, academic year of the report, data range of reported data, and the person(s) who prepared the report.
2. The blue “Report PDF (with supplements)” or “Report PDF (without supplements)” buttons allow you to download a PDF version of the report with or without the additional supplements (e.g., rubrics).
3. If the report has any supplements, you can also download them under “Report Supplements.”

Section I: SLOs
1. Section I of the report is provided on the left side of the screen. The right side of the screen is the electronic rubric for Section I.
2. Identifying the status (i.e., does not meet/did not include, meets with concerns, or meets established) for each item of the rubric. The blue “More Details” button provides the written explanations of the rubric items.

3. Provide additional comments for this section in the “Section comment” text box (e.g., feedback statements).
4. Once finished, click the blue “Save & Next button.”
Section II: Assessments

1. Section II of the report is provided on the left side of the screen. The right side of the screen is the electronic rubric for Section II.

2. Identifying the status (i.e., does not meet/did not include, meets with concerns, or meets established) for each item of the rubric. The blue “More Details” button provides the written explanations of the rubric items.

Measures of student learning outcomes are aligned to corresponding SLOs.

- Does Not Meet/Did Not Include
- Meets with Concerns
- Meets Established

**Did Not Meet Expectations:**
Measures provide data that does not reflect the constructs represented in the SLOs.

**Met Expectations with Concerns:**
Some measures provide data that reflect the constructs represented in the SLOs.

**Met Expectations Established:**
All measures provide data that reflect the constructs represented in the SLOs (or measures are dictated by accreditation body).
3. Provide additional comments for this section in the “Section comment” text box (e.g., feedback statements).
4. Once finished, click the blue “Save & Next button.”

Section III: Data
1. Section III of the report is provided on the left side of the screen. The right side of the screen is the electronic rubric for Section III.

2. Identifying the status (i.e., does not meet/did not include, meets with concerns, or meets established) for each item of the rubric. The blue “More Details” button provides the written explanations of the rubric items.
3. Provide additional comments for this section in the “Section comment” text box (e.g., feedback statements).

4. Once finished, click the blue “Save & Next button.”
Section IV: Decisions & Actions

1. Section IV of the report is provided on the left side of the screen. The right side of the screen is the electronic rubric for Section IV.

| SLO 1 | For SLO 1: the program...
| SLO 2 | For SLO 2: the program...
| Comment | None

2. Identifying the status (i.e., does not meet/did not include, meets with concerns, or meets established) for each item of the rubric. The blue "More Details" button provides the written explanations of the rubric items.

**Section 4 Rubric**

Evidence of data-informed decisions is provided.

- [ ] Does Not Meet/Did Not Include
- [ ] Meets with Concerns
- [x] Meets Established

**More Details**

**Did Not Meet Expectations:**
No evidence of data-informed decisions is provided.

**Met Expectations with Concerns:**
General statements related to data informed decisions are provided.

**Met Expectations Established:**
Specific examples of data-informed decisions are provided.
3. Provide additional comments for this section in the “Section comment” text box (e.g., feedback statements).
4. Once finished, click the blue “Save & Next button.”

**Overall Comments**

1. The overall report is provided on the left side of the screen. On the right side of the screen, provide additional comments on the overall report in the “Comments on the Report as a Whole” section (e.g., feedback statements).
2. Once finished, click the blue “Save & Next button.” Or click the blue “Skip” button if you do not have any additional comments to provide.
Preview and Submit

1. The overall report is provided on the left side of the screen. The entire rubric is on the right side of the screen for you to review. You can see what status you assigned for each item before submitting the rubric.

2. If a rubric item was not completed, it will say “Not graded” under that item. Please go back to that section and assign a status for that item.

3. The blue “PDF of Feedback” button at the top also allows you to view the rubric as a PDF.
4. Once finished, click the blue “Submit” button to send your review to the Degree Program Assessment coordinator.

Section IV. Decisions & Actions
Evidence of data-informed decisions is provided.

Meets Established

More Details

Action has been determined as result of decision.

Meets Established

More Details

Section IV Comments:
Additional comments here...

Overall:
Overall, the program...

Submit

5. If you need any further guidance on reviewing a non-accredited report, please reach out to programassessment@unomaha.edu.
Completing an Accredited Report Review

Report Information
1. This section provides general information about the report including the college, department, program, degree level, academic year of the report, data range of reported data, and the person(s) who prepared the report.
2. The blue “Report PDF (with supplements)” or “Report PDF (without supplements)” buttons allow you to download a PDF version of the report with or without the additional supplements (e.g., rubrics).
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Section I: SLOs
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3. Provide additional comments for this section in the “Section comment” text box (e.g., feedback statements).

4. Once finished, click the blue “Save & Next button.”
Section II: Assessments

1. Section II of the report is provided on the left side of the screen. The right side of the screen is the electronic rubric for Section II.

2. Identifying the status (i.e., does not meet/did not include, meets with concerns, or meets established) for each item of the rubric. The blue “More Details” button provides the written explanations of the rubric items.

Section 2 Rubric

Assessment methods meet expectations.

- Does Not Meet/Did Not Include
- Meets with Concerns
- Meets Established

More Details

Did Not Meet Expectations:
The program has not identified measures, the domain of the measures being implemented, and/or a data collection cycle.

Met Expectations with Concerns:
The program has identified some measures, the domain of the measures being implemented, and/or a data collection cycle.

Met Expectations Established:
Each SLO is assessed by one or more measure identified as a product, performance, or examination. The measures follow a data collection cycle.
3. Provide additional comments for this section in the “Section comment” text box (e.g., feedback statements).
4. Once finished, click the blue “Save & Next button.”

Section III: Data

1. Section III of the report is provided on the left side of the screen. The right side of the screen is the electronic rubric for Section III.
2. Identifying the status (i.e., does not meet/did not include, meets with concerns, or meets established) for each item of the rubric. The blue “More Details” button provides the written explanations of the rubric items.

3. Provide additional comments for this section in the “Section comment” text box (e.g., feedback statements).

4. Once finished, click the blue “Save & Next button.”
Section IV: Decisions & Actions

1. Section IV of the report is provided on the left side of the screen. The right side of the screen is the electronic rubric for Section IV.

2. Identifying the status (i.e., does not meet/did not include, meets with concerns, or meets established) for each item of the rubric. The blue “More Details” button provides the written explanations of the rubric items.
3. Provide additional comments for this section in the “Section comment” text box (e.g., feedback statements).
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