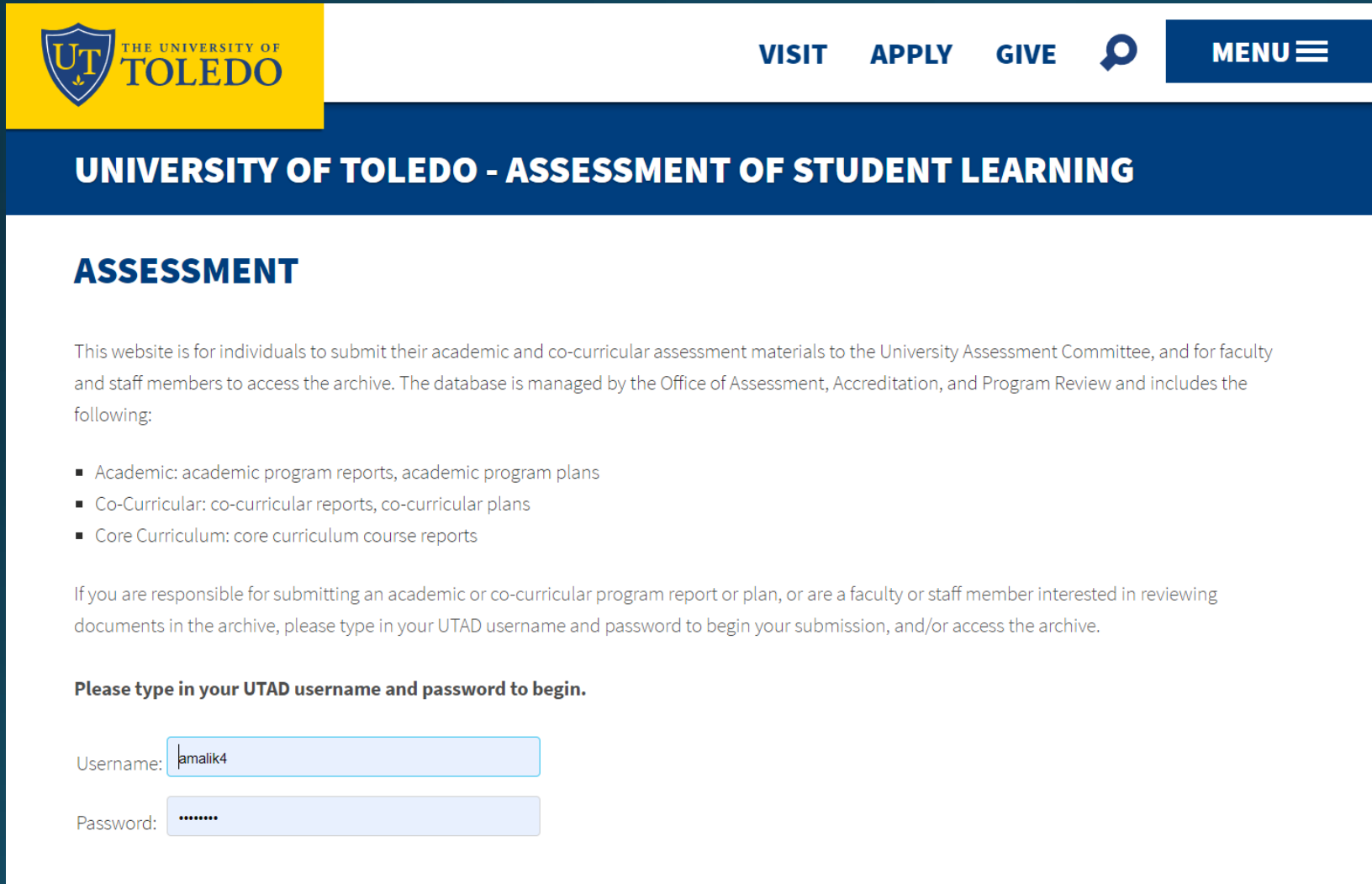


Submission Guide

Short Form

Assessment Report

Step One: Go to <http://www.utoledo.edu/offices/provost/assessment/tool/login.aspx>
Enter your UTAD and password to log in.



The screenshot shows the top navigation bar of the University of Toledo website. On the left is the university logo. In the center are links for 'VISIT', 'APPLY', and 'GIVE', followed by a magnifying glass icon. On the right is a 'MENU' button with a hamburger icon. Below the navigation bar is a dark blue header with the text 'UNIVERSITY OF TOLEDO - ASSESSMENT OF STUDENT LEARNING'. The main content area has a white background with a blue heading 'ASSESSMENT'. Below the heading is a paragraph explaining the website's purpose. A bulleted list follows, detailing the types of materials accepted. Another paragraph provides instructions for users. At the bottom, there is a login section with a prompt and two input fields: one for the username (containing 'lamalik4') and one for the password (displayed as dots).

UNIVERSITY OF TOLEDO - ASSESSMENT OF STUDENT LEARNING

ASSESSMENT

This website is for individuals to submit their academic and co-curricular assessment materials to the University Assessment Committee, and for faculty and staff members to access the archive. The database is managed by the Office of Assessment, Accreditation, and Program Review and includes the following:

- Academic: academic program reports, academic program plans
- Co-Curricular: co-curricular reports, co-curricular plans
- Core Curriculum: core curriculum course reports

If you are responsible for submitting an academic or co-curricular program report or plan, or are a faculty or staff member interested in reviewing documents in the archive, please type in your UTAD username and password to begin your submission, and/or access the archive.

Please type in your UTAD username and password to begin.

Username:

Password:

Step Two: Select the "Academic" from the drop down menu as the type of assessment report you intend to create.

UNIVERSITY OF TOLEDO - ASSESSMENT OF STUDENT LEARNING

CREATE ASSESSMENT

Select the type of assessment report/plan you would like to create.

Academic

Select the college of the program for the assessment:

College of Engineering

Select the program for the assessment:

Master of Cyber Security

Create Plan Create Short Form Report Create Long Form Report Decline Report

ASSESSMENTS IN PROGRESS

Assessment	Status	Version	
ME in Art Education Plan	Needs Review	1	View

Step 3: Select your college and individual academic program from the drop down menus.

UNIVERSITY OF TOLEDO - ASSESSMENT OF STUDENT LEARNING

CREATE ASSESSMENT

Select the type of assessment report/plan you would like to create.

Academic

Select the college of the program for the assessment:

College of Engineering

Select the program for the assessment:

Master of Cyber Security

Create Plan Create Short Form Report Create Long Form Report Decline Report

ASSESSMENTS IN PROGRESS

Assessment	Status	Version	
ME in Art Education Plan	Needs Review	1	View

Step 4: If your academic program has data to report, click “**Create Short Form Report.**” If your program does not have data to report (i.e. new academic program, no students enrolled), click “Decline Report” and follow the prompt.

CREATE ASSESSMENT

Select the type of assessment report/plan you would like to create.

Academic

Select the college of the program for the assessment:

College of Engineering

Select the program for the assessment:

Master of Cyber Security

Create Plan **Create Short Form Report** Create Long Form Report Decline Report

ASSESSMENTS IN PROGRESS

Assessment	Status	Version	
ME in Art Education Plan	Needs Review	1	View

Once you click on the **Create Short Form Report** button, you will be directed to the page for you to work on the report.

Please complete all sections as requested.

Step Five: Optional -You may add co-contributors. They will be able to view and edit the document.




The name of the program should appear at the top of the document.

The system is linked to Banner-you may need to wait a few seconds for the names to populate. Select the correct name from the dropdown menu to add it to the box. Click the add button.

The screenshot shows the top navigation bar with the University of Toledo logo and links for VISIT, APPLY, GIVE, and a MENU button. Below this is a dark blue header with the text "UNIVERSITY OF TOLEDO - ASSESSMENT OF STUDENT LEARNING". The main content area is white and contains the title "MASTER OF CYBER SECURITY - ASSESSMENT REPORT". Underneath, there is a "Submitted by:" section with a table. The table has a header row with "Name" and a "Delete" button. Below the header, there is a row with the name "Malik, Alana" and a "Delete" button. Below the table is a text input field with the placeholder text "Last Name, First Name (Title) - username" and an "Add" button. The "Add" button is circled in red. A red arrow points from the text "Don't forget to click the add button!" to the "Add" button. Another red arrow points from the text "The name of the program should appear at the top of the document." to the title "MASTER OF CYBER SECURITY - ASSESSMENT REPORT". A third red arrow points from the text "The system is linked to Banner-you may need to wait a few seconds for the names to populate. Select the correct name from the dropdown menu to add it to the box. Click the add button." to the "Add" button.


Don't forget to click the add button!

Step Six: Determine which PLOs will be included in this report. Click the edit button to select.

 **VISIT** **APPLY** **GIVE**  **MENU** 

I. Program Learning Outcomes Review Cycle

Provide the dates associated with the planned assessment of each program learning outcome (regardless of whether or not they are being assessed this year) and identify the program learning outcome(s) to be included in this report.

Program Learning Outcome	Year of Last Report	Reported this Year	Year of Next Planned Report	
Understand the cyber security challenges in contemporary networks and software systems.		No		Edit 
Demonstrate the proficiency in various tools and utilities used in cyber security.		No		Edit
Evaluate security mechanisms in terms of their effectiveness and appropriateness for computer and network systems.		No		Edit
Understand the ethical issues related to securing information systems and critical infrastructure.		No		Edit

I. Program Learning Outcomes Review Cycle

Provide the dates associated with the planned assessment of each program learning outcome (regardless of whether or not they are being assessed this year) and identify the program learning outcome(s) to be included in this report.

Program Learning Outcome	Year of Last Report	Reported this Year	Year of Next Planned Report	
<p>B I U </p> <p>Select "Yes"</p> <p>Understand the cyber security challenges in contemporary networks and software systems.</p> <p>Indicate source(s) of data</p>		<p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Source(s):</p> <p>EECS 5790 student project</p>	<p>2021-2022</p> <p>Source(s):</p> <p>EECS 5790</p>	<p>Update</p> <p>Cancel</p>

Don't forget to click "update" to save your changes.

Select the next year you plan to report on this outcome again in the future from the dropdown menu.

Step Seven: Complete the table by selecting the PLO from the drop down menu and filling in the corresponding fields across the row.

Select the PLO from the dropdown menu

Only PLOs that were identified in the first table for the current year will appear as options.

II. Provide data related to the outcomes selected from above for the past academic year:

A. Curricular Data:

Program Learning Outcome Assessed	Who	Measure	Embedded	Capstone	Expectations	Results	Flag	
Select PLO	# of Students: 200	<input type="radio"/> Direct <input type="radio"/> Indirect	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	B I U We expected that 80% of students will have achieved a 2 (meeting expectations) or higher on the assessment.	Not Met: 15 % Met: 70 % Exceeded: 15 %	Select	Add











Don't forget to click the add button!

The system will always include a blank row at the end of the table. Ignore the last row if/when you have no more data to add.

You may need to use the horizontal scroll bar to see the last column of the table depending on the size of your screen.

II. Provide data related to the outcomes selected from above for the past academic year:





A. Curricular Data:

Program Learning Outcome Assessed 	Who 	Measure 	Embedded 	Capstone 	Expectations 	Results 	Flag 	
Understand the cyber security challenges in contemporary networks and software systems.	# of Students: <input type="text" value="2"/> Class Level: <input type="text" value="1st year grad"/> Source: <input type="text" value="EECS 5790"/>	<input checked="" type="radio"/> Direct <input type="radio"/> Indirect	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="80%"/>	Not Met: <input type="text" value="0"/> % Met: <input type="text" value="100"/> % Exceeded: <input type="text" value="0"/> %	On target 	Duplicate
Understand the cyber security challenges in contemporary networks and software systems.	# of Students: <input type="text" value="2"/> Class Level:	<input checked="" type="radio"/> Direct <input type="radio"/> Indirect	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="80%"/>	Not Met: <input type="text" value="0"/> % Met:	On target 	Duplicate Delete

The "Duplicate" button copies the data from the current row into a new row.

Step Eight: Answer the prompt below related to the data shared in the previous table. You may also upload an optional file to provide additional information related to your response (i.e. a sample rubric).

B. Method & Procedure Explanation: Provide a brief description of the assessment(s) and rubric(s) used to illustrate how expectations for student achievement are defined or attach a copy.





B *I* U |   |  

Upload File: No file chosen





Step Nine: Answer the prompts below related to how your program responded to the results.

III. Actions Taken/Closing the Loop

A. Describe how the results have been shared with program faculty/staff, and how they have provided input into decisions about curriculum and/or co-curricular improvements.

B I U |   |  

B. Describe the connection between assessment results and program changes. Are there any additional actions that have been taken regarding the previous year's assessment of program learning outcomes?

B I U |   |  

Step Ten: Upload your current curriculum map.

Upload Curriculum Map: No file chosen

Step Eleven: Optional-If you have additional supporting materials that you would like to share with the University Assessment Committee, you may upload up to two additional files.

Upload Curriculum Map: No file chosen

Optional: If you have other supporting documentation that you would like to share with the University Assessment Committee, you may upload up to two additional files here.

Upload File: No file chosen

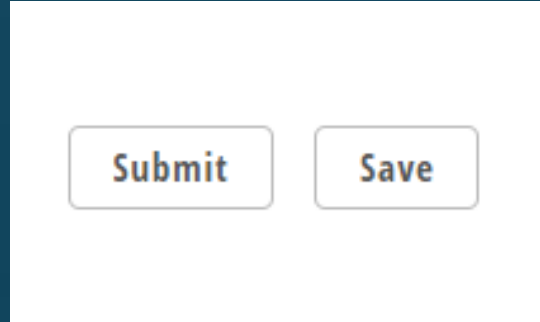
Upload File: No file chosen

Step Twelve: Save or submit the report.

Click **Submit** once you complete all of the required fields listed above.

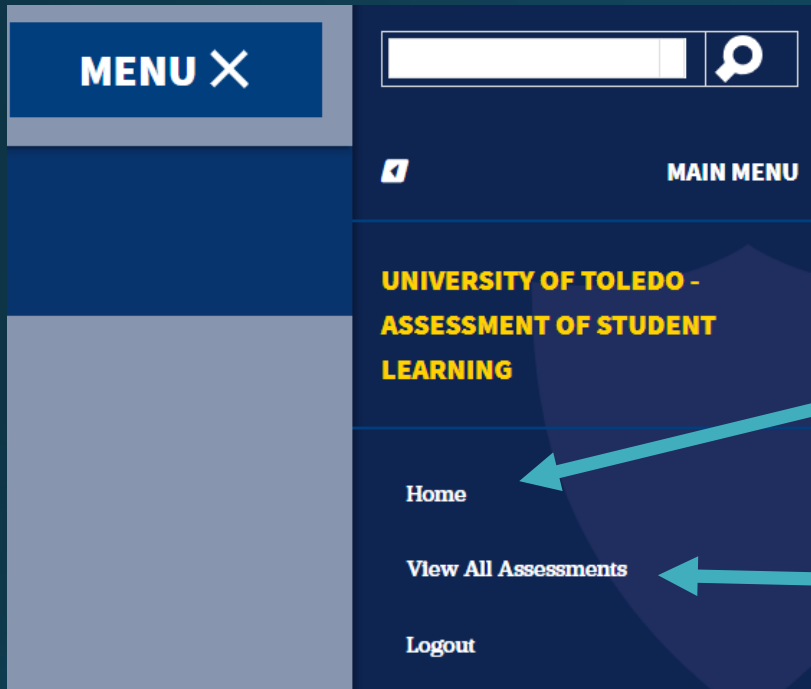
When you click submit, your University Assessment Committee Liaison will be notified that the report is ready for his/her review.

Your liaison will notify you if further revisions are requested.



If you would like to continue to work on your report prior to submission, please click **Save**. This enables you to return to your draft report at a later time.

Note: If you have more than one report to submit to the UAC, or you would like to know the status of your current report(s), please click on the menu button on the top, right side of the page to open up the following list of options.



“Home” returns you to the initial page, providing the option to create a new assessment. It will also show a list of any current assessment reports or plans noting their status in the system.

“View All Assessments” allows you to search the archive of all reports submitted to the UAC via the online tracking tool.

The home screen lists all of your assessment plans and reports.

ASSESSMENTS IN PROGRESS

Assessment	Status	Version	
Master of Cyber Security Plan	In Progress	1	Edit Delete
ME in Art Education Plan	Needs Review	1	View
MS in Exercise Science Plan	Needs Review	1	View
PhD in Psychology Plan	Needs Review	1	View

Issues? Questions?

Alana Malik, University Assessment Director

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