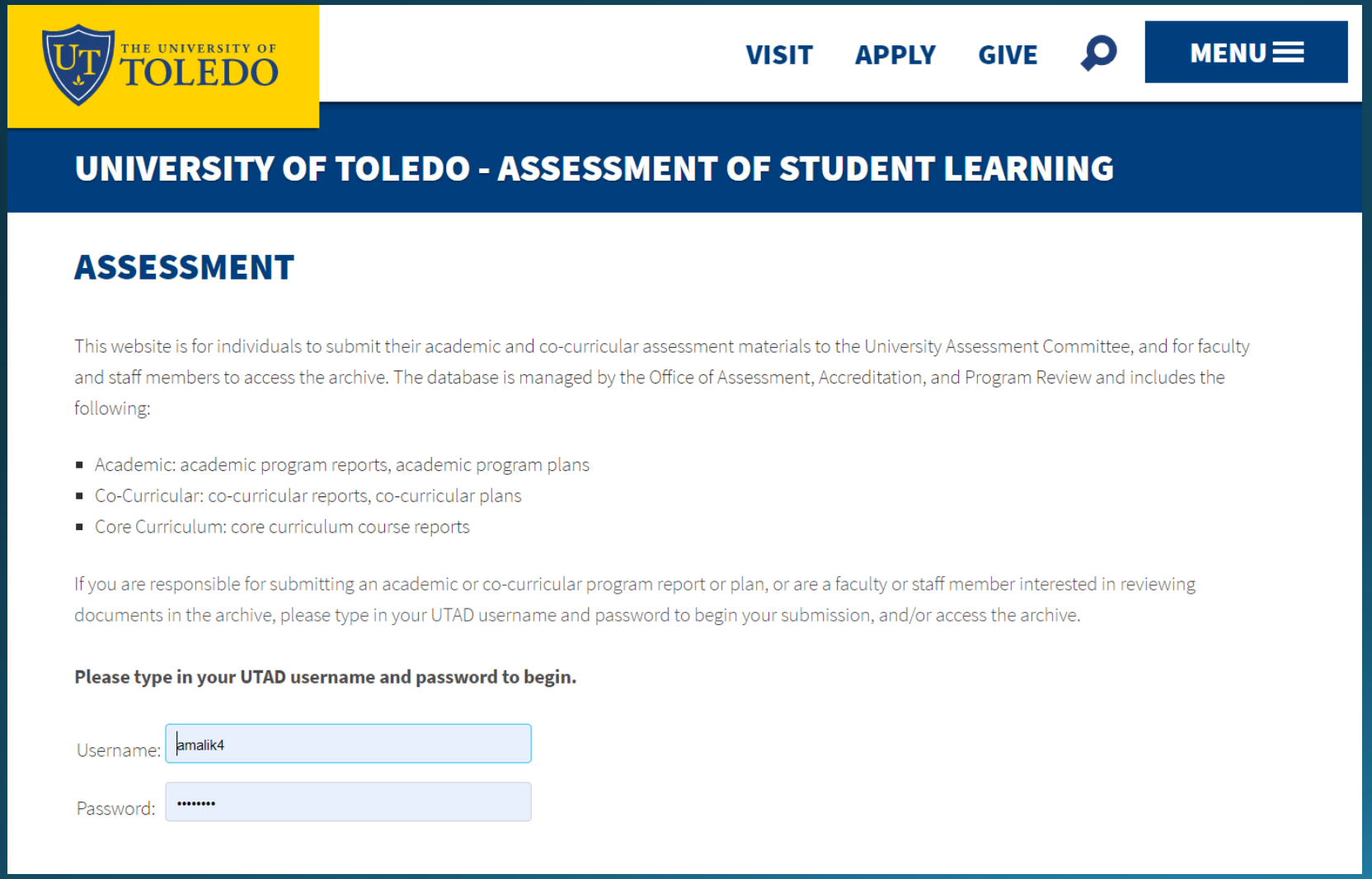
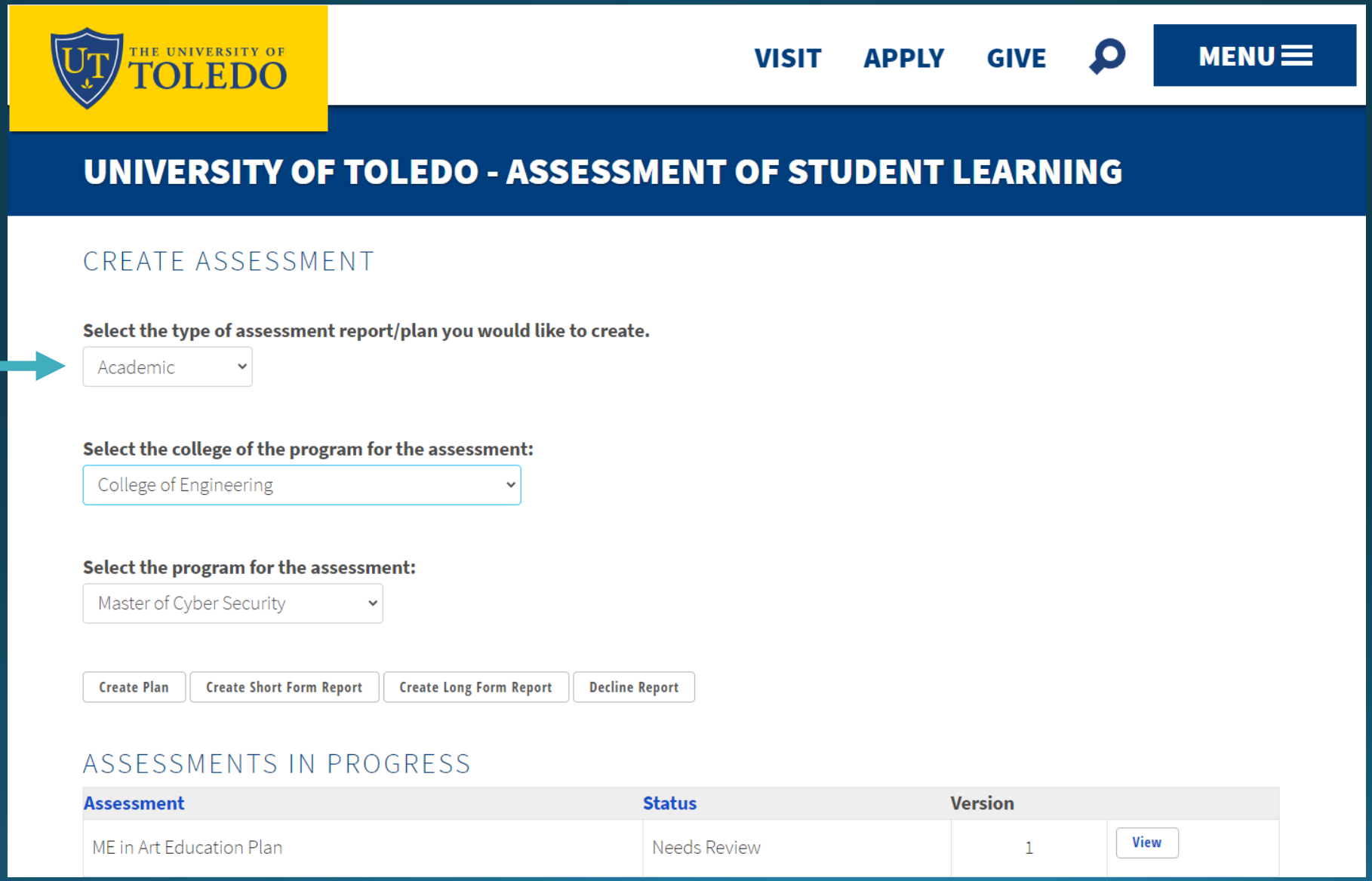
Submission Guide

Short Form Assessment Report

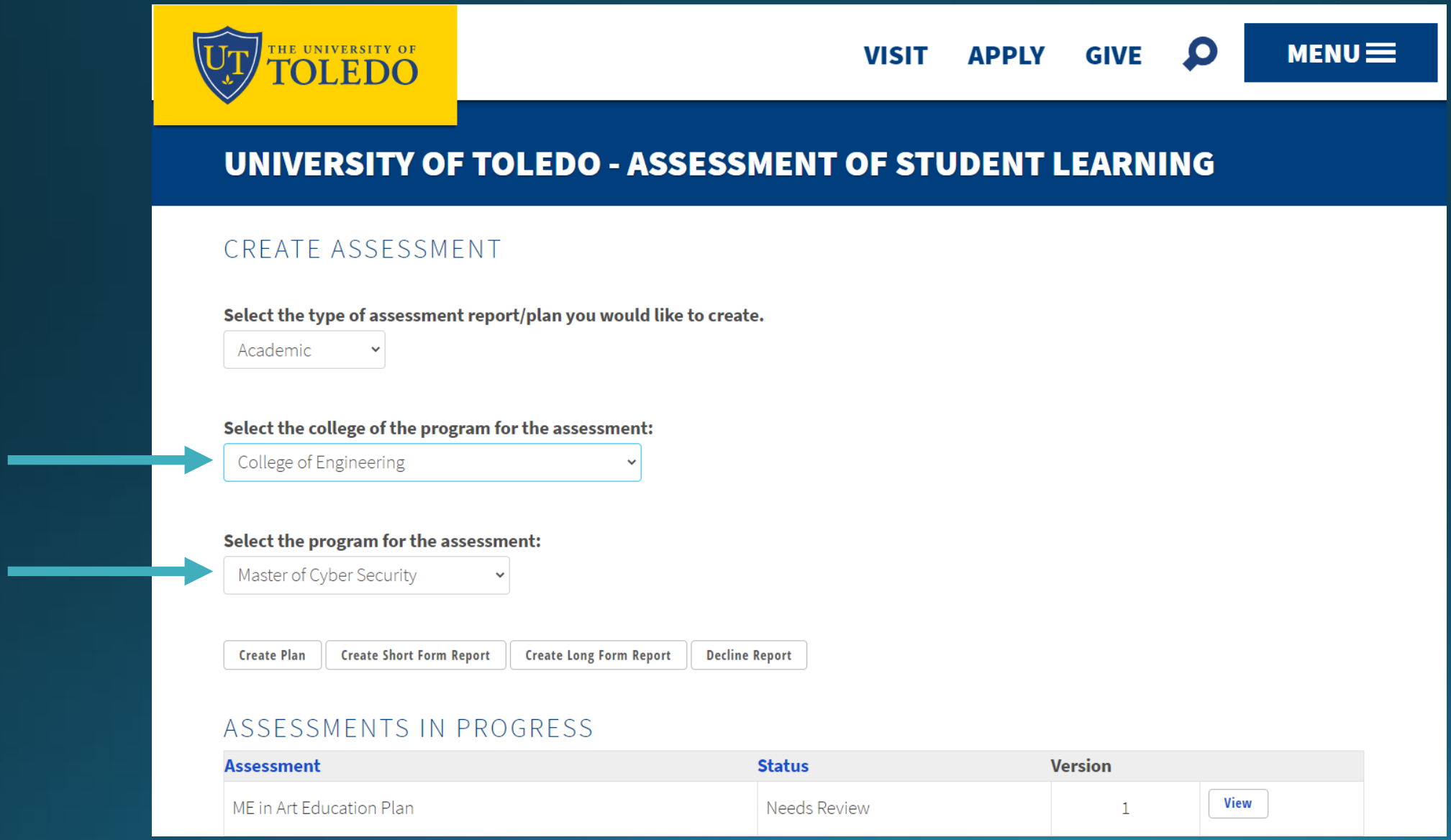
Step One: Go to http://www.utoledo.edu/offices/provost/assessment/tool/login.aspx
Enter your UTAD and password to log in.



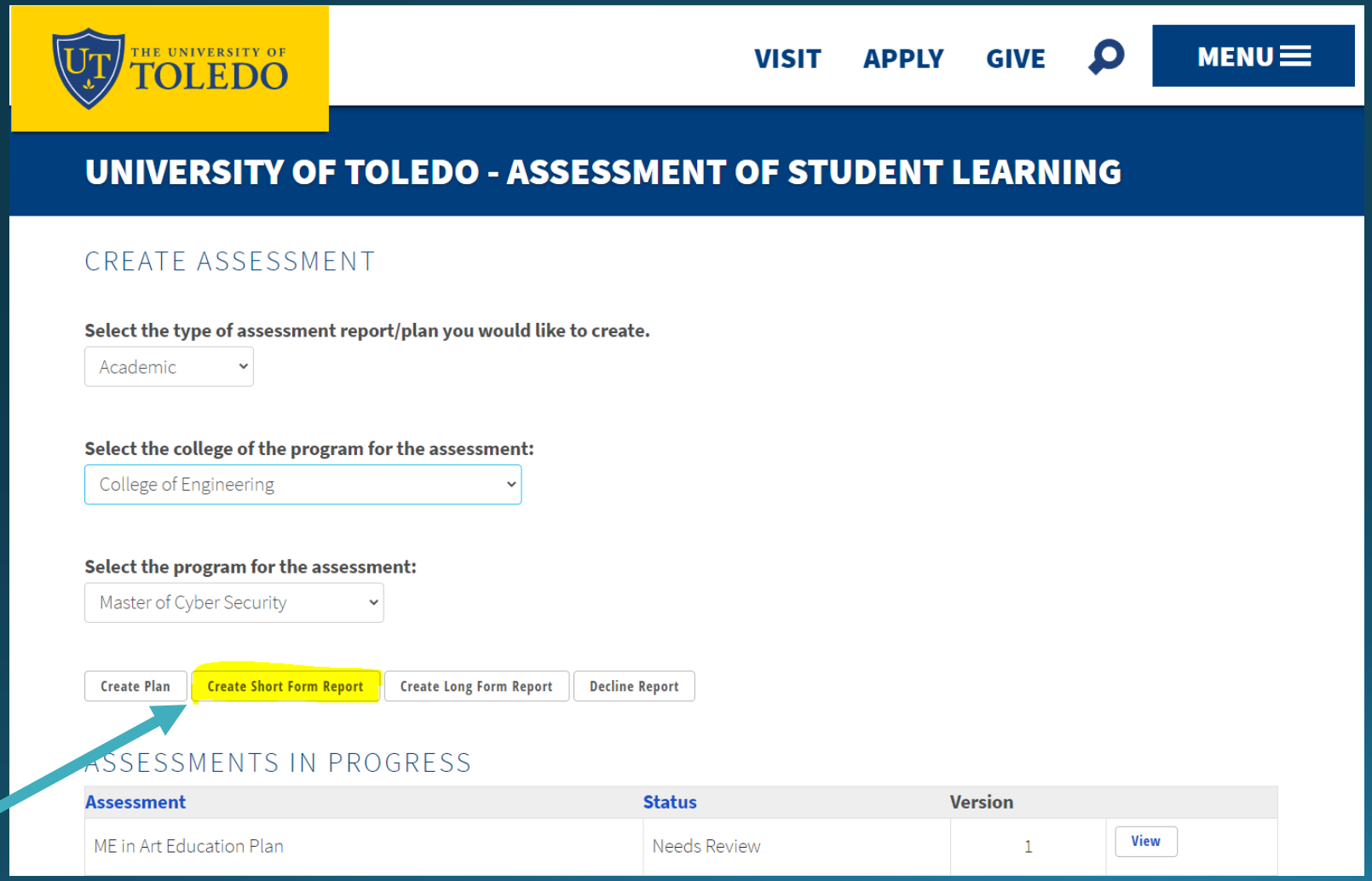
Step Two: Select the "**Academic**" from the drop down menu as the type of assessment report you intend to create.



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



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.



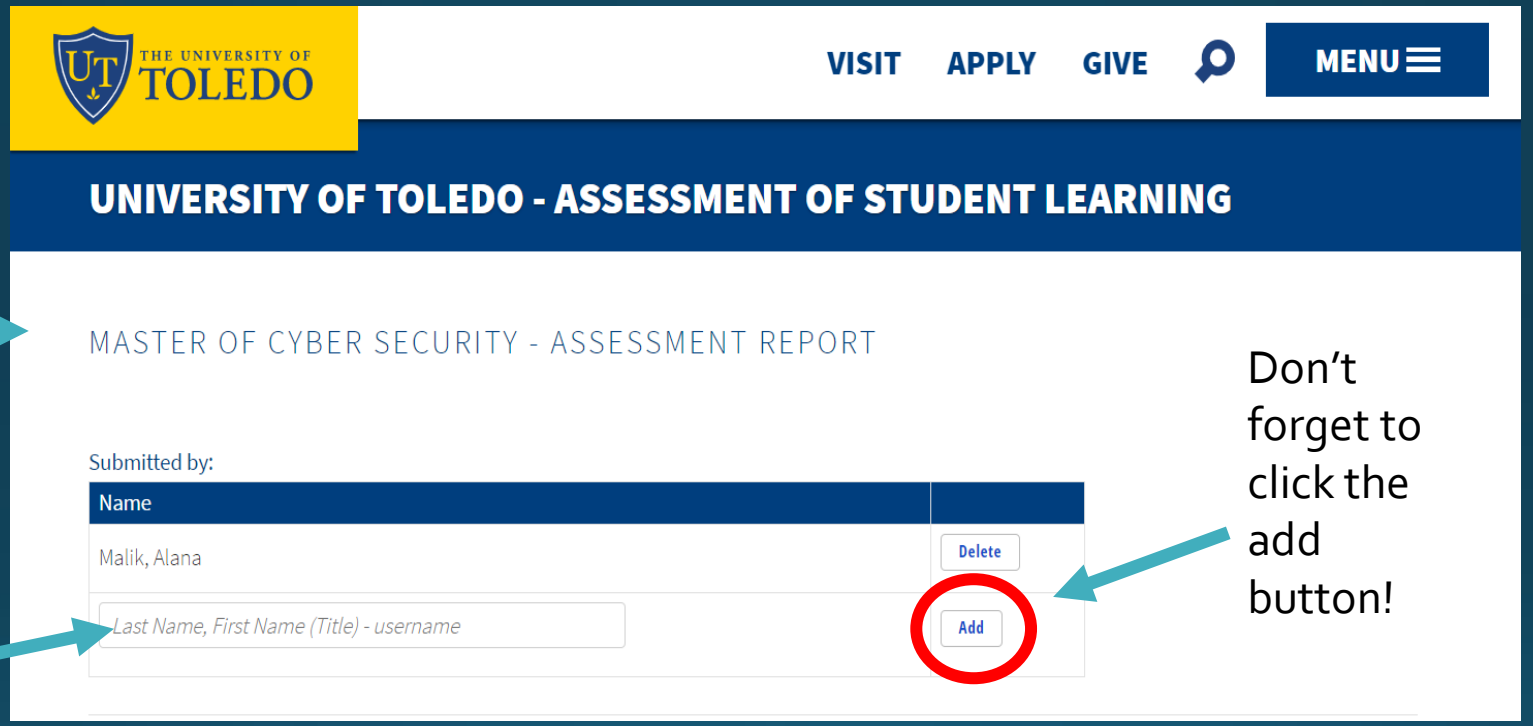
Once you click on the **Create Short Form Report** button, you will be directed to the page for you to work on the report.

Please complete all sections as requested.

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

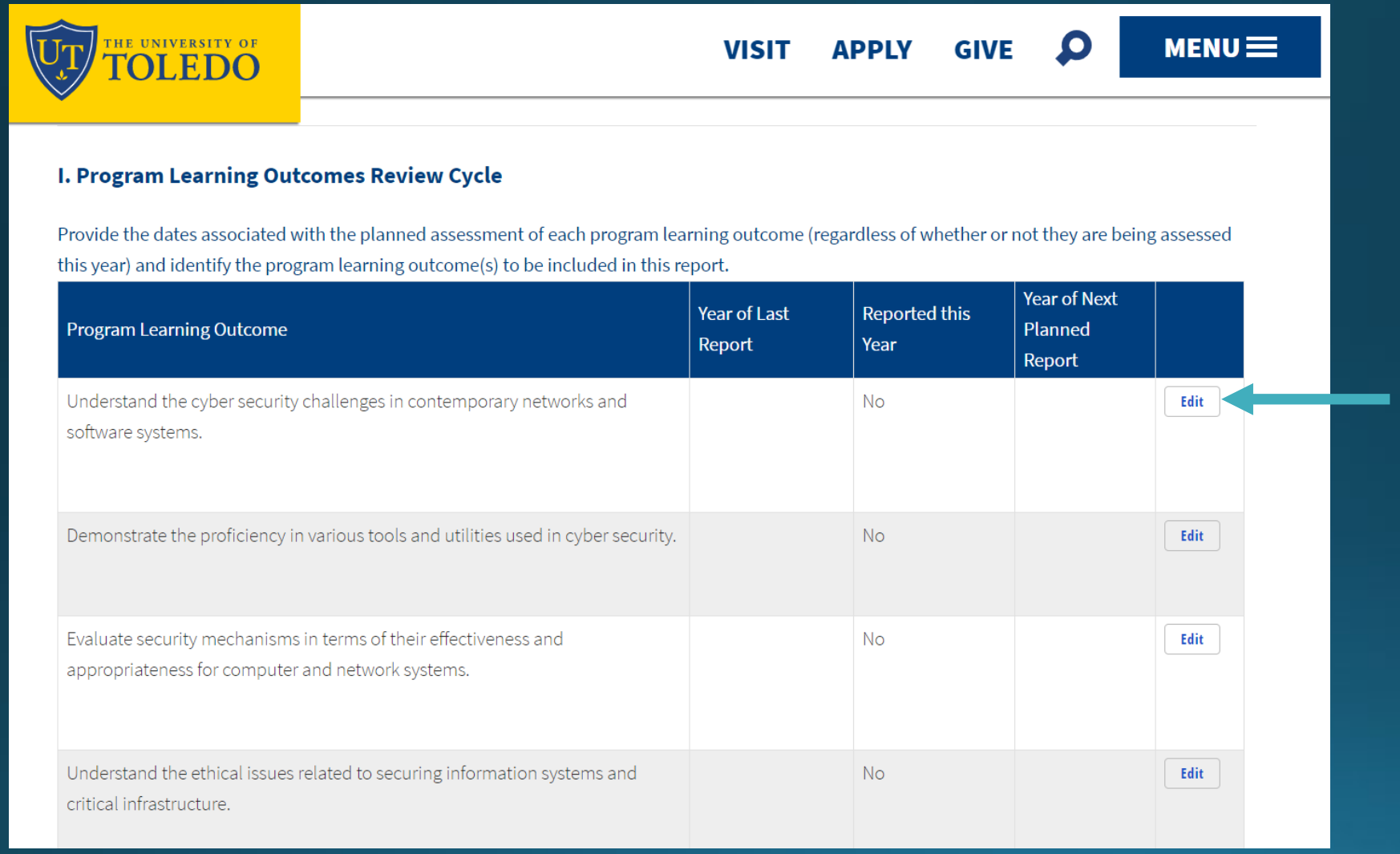
The name of the program should appear at the top of the document.

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.



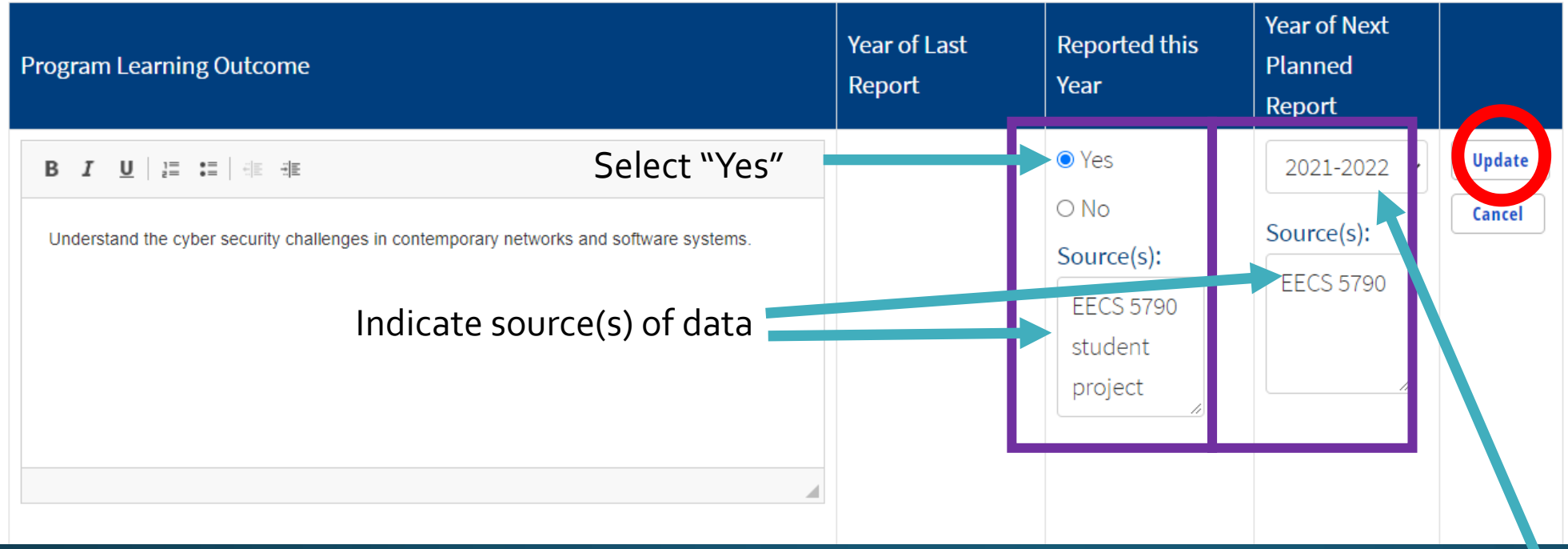
Don't forget to click the add button!

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



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.



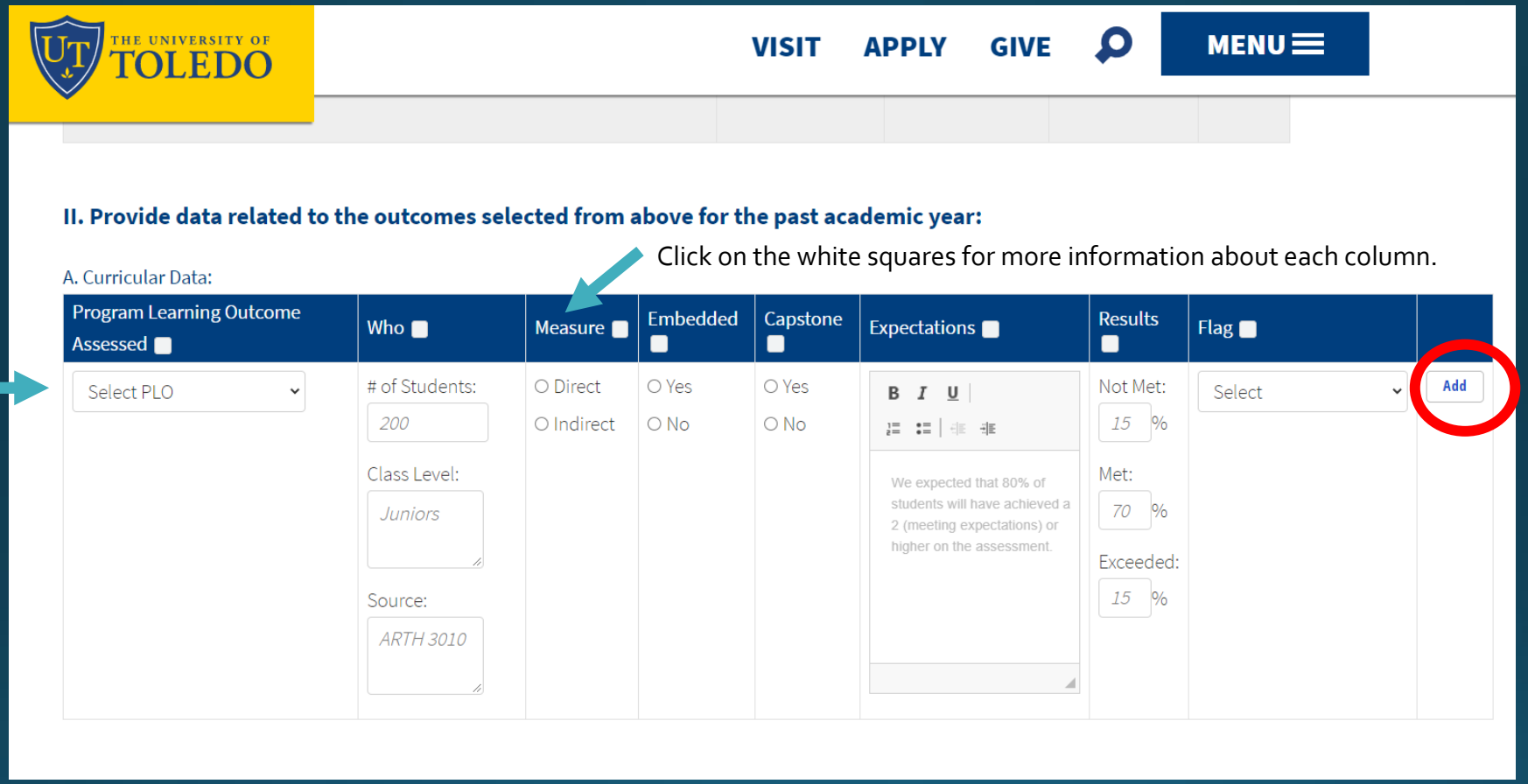
Don't forget to click "update" to save your changes.

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

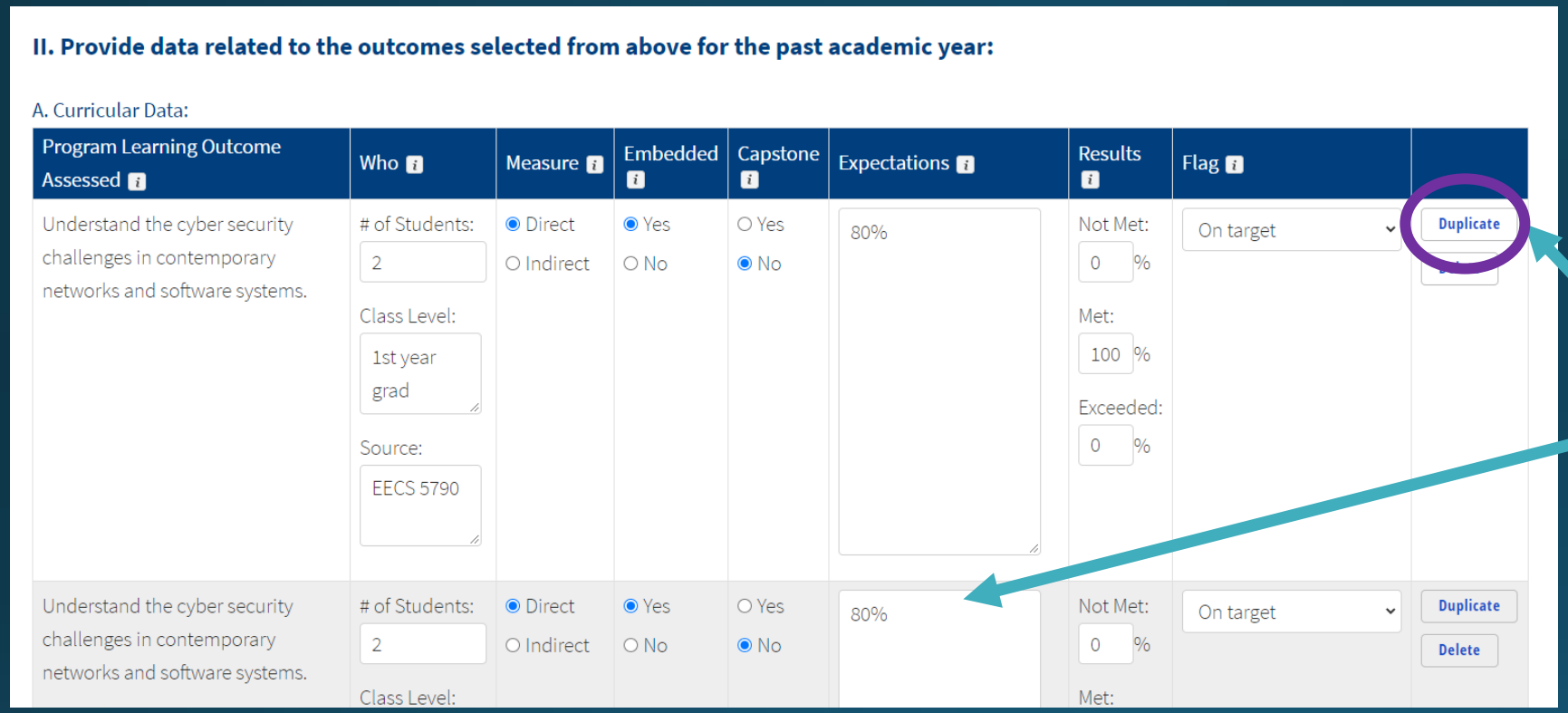
Only PLOs that were identified in the first table for the current year will appear as options.



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.



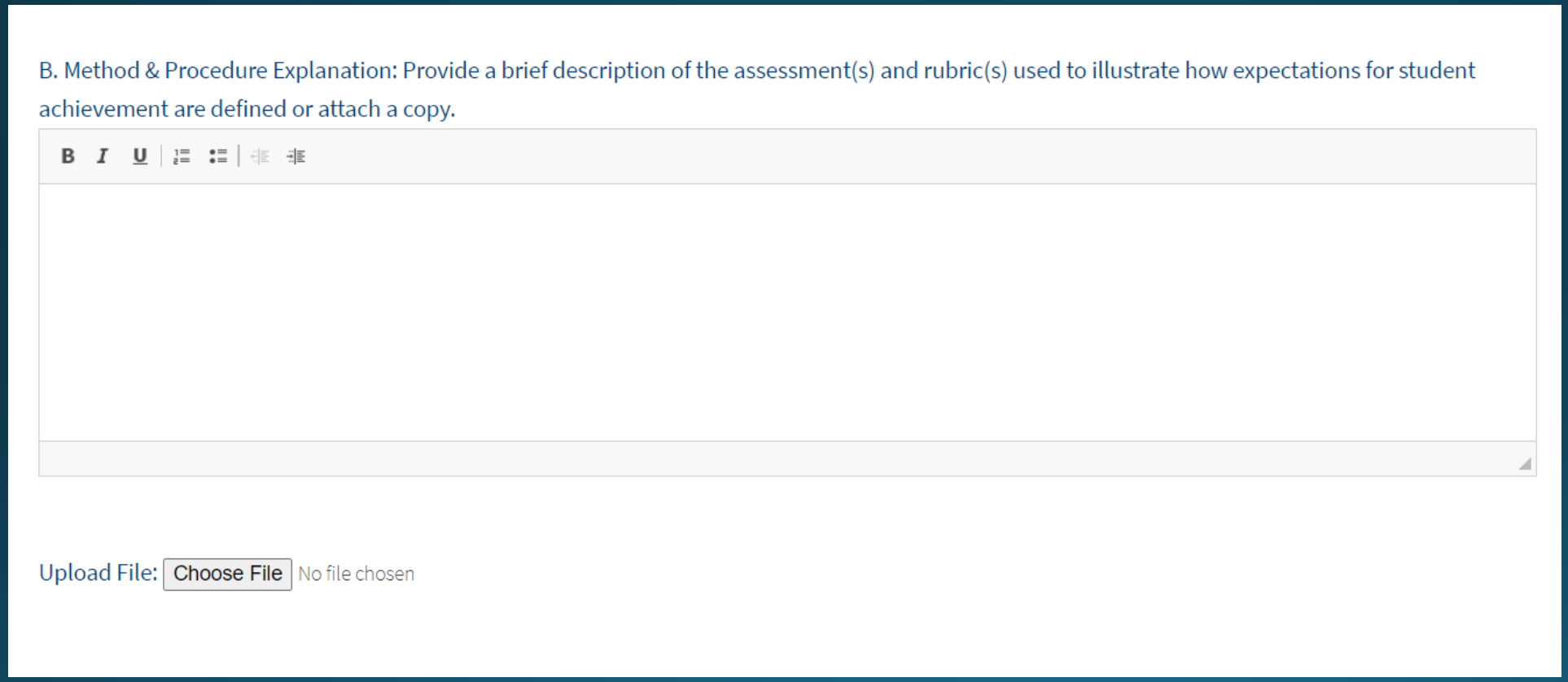
II. Provide data related to the outcomes selected from above for the past academic year:

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: 2 Class Level: 1st year grad Source: EECS 5790	◉ Direct ○ Indirect	◉ Yes ○ No	○ Yes ◉ No	80%	Not Met: 0 % Met: 100 % Exceeded: 0 %	On target	Duplicate
Understand the cyber security challenges in contemporary networks and software systems.	# of Students: 2 Class Level:	◉ Direct ○ Indirect	◉ Yes ○ No	○ Yes ◉ No	80%	Not Met: 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).



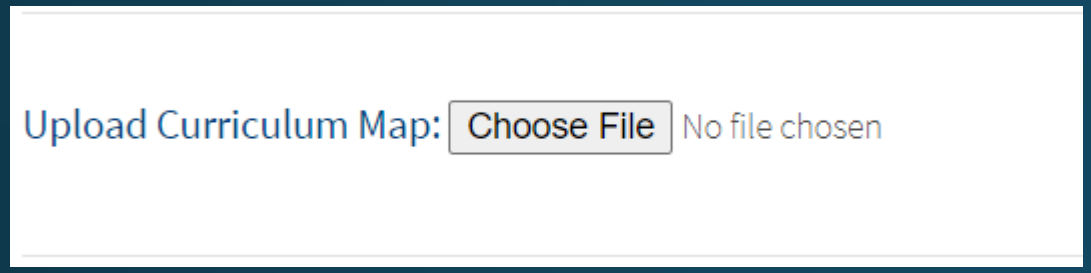
Step Nine: Answer the prompts below related to how your program responded to the results.

III. Actions Taken/Closing the Loop

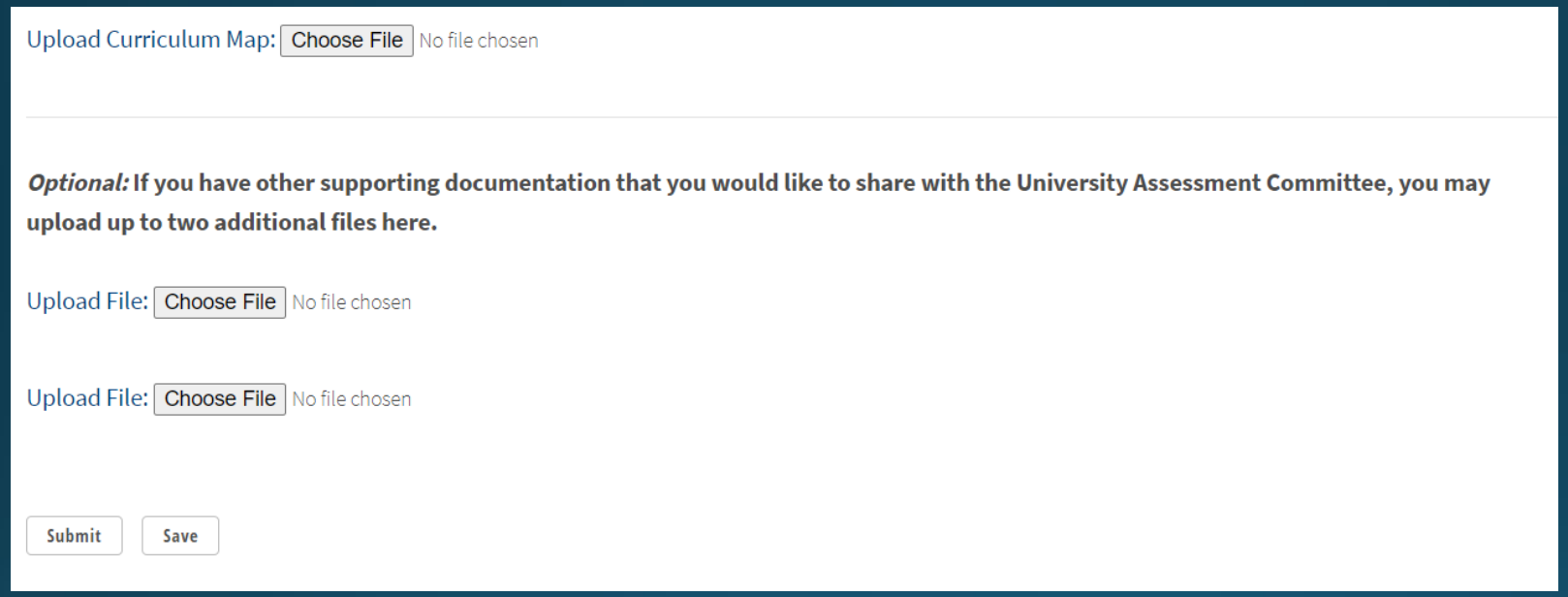
A. Describe how the results have been shared with program faculty/staff, and how they have provided input into decisions about curriculum and/or co-curricular improvements.

B. 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?

Step Ten: Upload your current curriculum map.



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.*

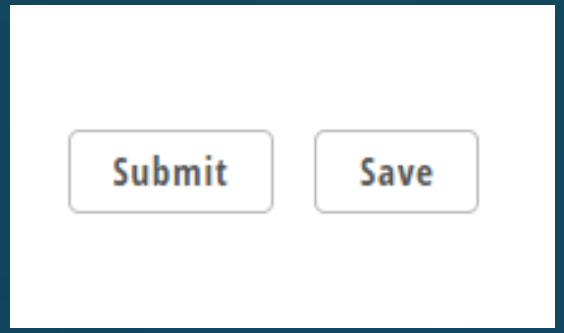


Step Twelve: Save or submit the report.

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

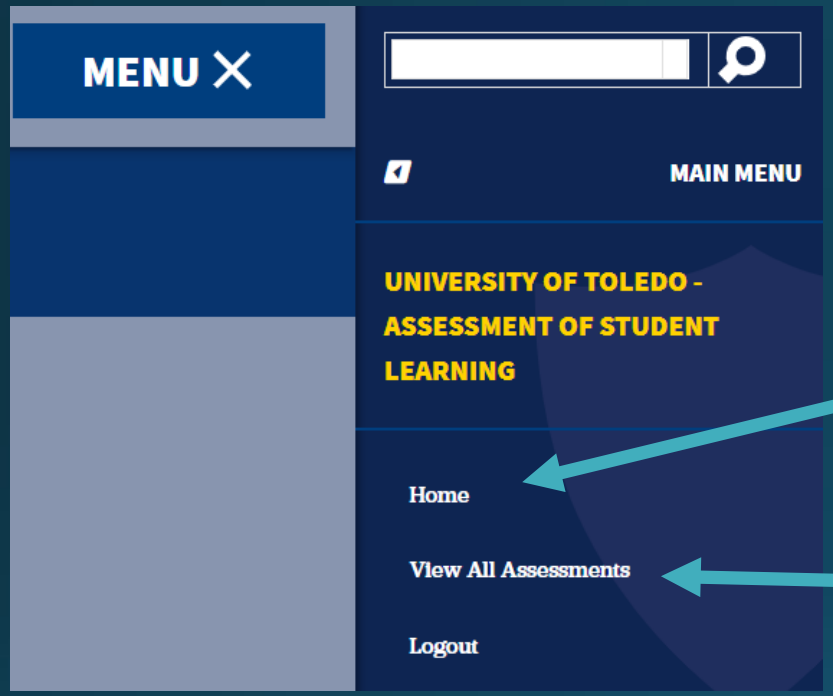
When you click submit, your University Assessment Committee Liaison will be notified that the report is ready for his/her review.

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.

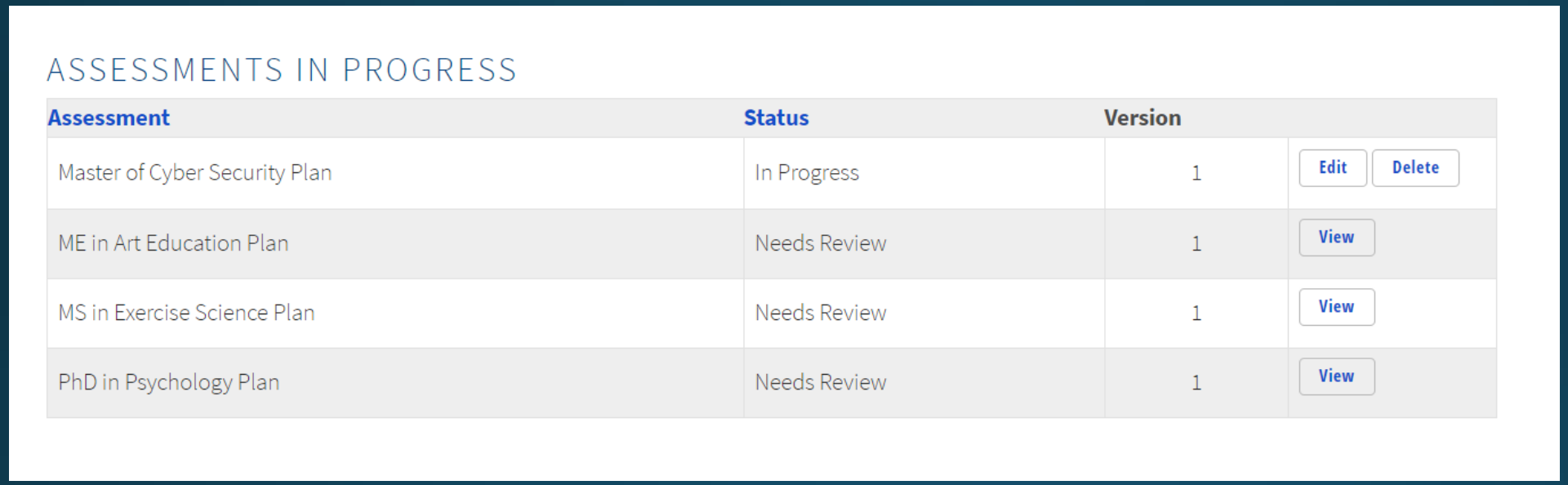
Note: If you have more than one report to submit to the UAC, or you would like to know the status of your current report(s), please click on the menu button on the top, right side of the page to open up the following list of options.



"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.



Issues? Questions?

Alana Malik, University Assessment Director

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