Instructions for General Education Assessment Report Submission

1. Go to http://www.utoledo.edu/offices/provost/assessment/tool/login.aspx

Enter your UTAD and password to log in.

UNIVERSITY OF TOLEDO - ASSESSMENT OF STUDENT LEARNING

ASSESSMENT

This website is for individuals submitting their department/program's assessment materials to the Office of Assessment, Accreditation, and Program Review. Reports and plans included in this database include the following:

- Academic: academic program reports, academic program plans
- Service: service unit reports, service unit plans
- General Education: general education course reports

If you are responsible for submitting your department/program's reports or plan, please type in your UTAD username and password to begin your submission.

Please type in your UTAD username and password to begin.

Username: mliu3

Password: ....

LOGIN

2. Select the Type of assessment report you intend to create: *Academic, Service or General Education.*

CREATE ASSESSMENT

Select the **type** of assessment report/plan you would like to create.
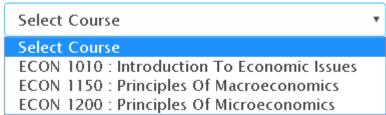
General Education ▾

3. Select the **department** of the program for the assessment.

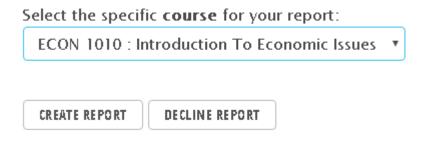Select the **department** of the general education course for your report:

Economics ▾

4. Select the specific **course** for your report.

Select the specific **course** for your report:

Select Course ▾

| Select Course |
| ECON 1010 : Introduction To Economic Issues |
| ECON 1150 : Principles Of Macroeconomics |
| ECON 1200 : Principles Of Microeconomics |

5. Once you have selected the specific course for the assessment, then click either **Create Report** or **Decline Report**. Declining a report will open a text box for you to provide a brief explanation as to why a report is not being submitted (i.e. course was not offered during 2015-2016 academic year).

Select the specific **course** for your report:

ECON 1010 : Introduction To Economic Issues ▾
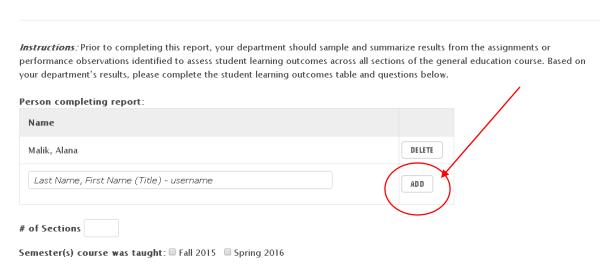
CREATE REPORT   DECLINE REPORT

6. Once you click the **Create Report** button, you will be directed to the page for you to work on the report! **Please complete all the sections as required.**

You will be asked to provide the name(s) of the person(s) completing the report. The name box is linked with Banner. Type in the last name and the first name of the person, wait a few seconds, and the name or a list of names, should pop up below the box. Highlight the correct name, then click the "**add**" button. If multiple people are contributing to the report, click the "add" button again to enter another person. Highlight their name, and don't forget to click the "add" button once more. Each name should appear in the box as a list.

Please also provide the number of sections taught and the semesters the course was offered in the appropriate boxes.
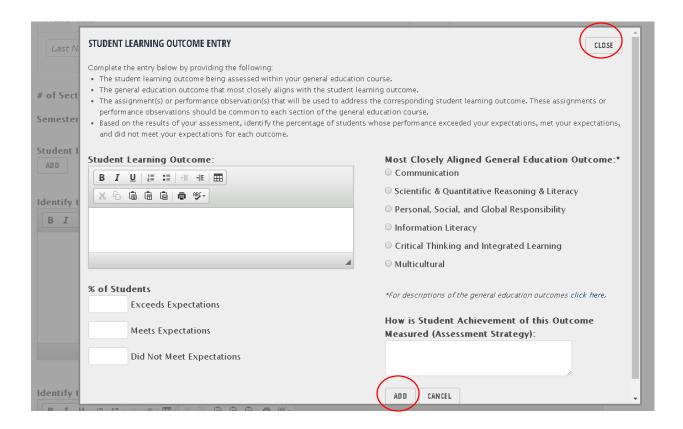
INTRODUCTION TO ECONOMIC ISSUES - GENERAL EDUCATION ASSESSMENT REPORT 2015 - 2016

Instructions: Prior to completing this report, your department should sample and summarize results from the assignments or performance observations identified to assess student learning outcomes across all sections of the general education course. Based on your department's results, please complete the student learning outcomes table and questions below.

Person completing report:

Name	
Malik, Alana	DELETE
Last Name, First Name (Title) - username	ADD

# of Sections ____

Semester(s) course was taught: ☐ Fall 2015 ☐ Spring 2016

7. The next section of the report asks you to align the following: course student learning outcomes, applicable general education outcomes, assessment measures, and student performance ratings. Click the "**add**" button to open up a box to enter the information for your first course student learning outcome.

Student Learning Outcomes, Alignment with General Education Outcomes, Measures, and Student Performance Rating:

ADD

Once you click the "add" button, a box appears and asks you to provide the first course student learning outcome. In addition, it asks for the aligned general education outcome, how student performance is measured, and the percentage of students who either exceeded, met, or did not meet expectations for this specific outcome. Once you have entered these 4 items, click the "**add**" button at the bottom of the box. The statement "The Student Learning Outcome has been successfully added." should appear in the box. Click on the "**Close**" button in the top right corner of the box to return to the main report.

STUDENT LEARNING OUTCOME ENTRY

CLOSE

Complete the entry below by providing the following:
- The student learning outcome being assessed within your general education course.
- The general education outcome that most closely aligns with the student learning outcome.
- The assignment(s) or performance observation(s) that will be used to address the corresponding student learning outcome. These assignments or performance observations should be common to each section of the general education course.
- Based on the results of your assessment, identify the percentage of students whose performance exceeded your expectations, met your expectations, and did not meet your expectations for each outcome.

Student Learning Outcome:

Most Closely Aligned General Education Outcome:*
- ○ Communication
- ○ Scientific & Quantitative Reasoning & Literacy
- ○ Personal, Social, and Global Responsibility
- ○ Information Literacy
- ○ Critical Thinking and Integrated Learning
- ○ Multicultural

% of Students

_____ Exceeds Expectations

_____ Meets Expectations

_____ Did Not Meet Expectations

For descriptions of the general education outcomes click here.

How is Student Achievement of this Outcome Measured (Assessment Strategy):
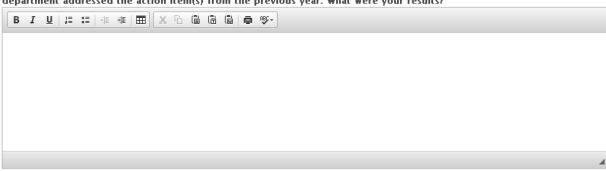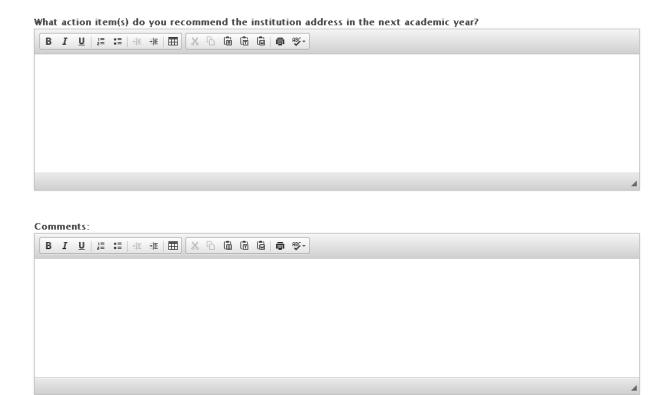
ADD   CANCEL

8. To continue to add additional course student learning outcomes to your report, click the "add" button to open up a new box. Please only enter one course student learning outcome per box.
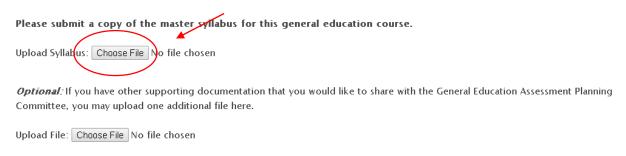

Student Learning Outcomes, Alignment with General Education Outcomes, Measures, and Student Performance Rating:

ADD

Student Learning Outcome:
Discuss the opportunities and challenges of the increasing globalization of the world economy.

Most Closely Aligned General Education Outcome:
Critical Thinking and Integrated Learning

How is Student Achievement of this Outcome Measured (Assessment Strategy):
Essay question on exam

% of Students
10% Exceeds Expectations
60% Meets Expectations
30% Did Not Meet Expectations

EDIT   DELETE

9. The next section of the report includes 6 open ended questions.

Identify the strengths of your students:

Identify the weaknesses of your students:

What action item(s) will the department address in the next academic year?

If your department reported information from the above question last year, summarize how your department addressed the action item(s) from the previous year. What were your results?

What action item(s) do you recommend the institution address in the next academic year?

[text editor box]

Comments:

[text editor box]

10. Upload a copy of the master syllabus for the course. Click on "**choose file**." A new box should open and allow up to select the correct file. From the box, click "**open**" to upload. You may also upload an additional document to your report-this is completely optional. (items that have been shared in the past include- rubrics, additional documentation of analysis)

Please submit a copy of the master syllabus for this general education course.

Upload Syllabus: Choose File No file chosen

Optional: If you have other supporting documentation that you would like to share with the General Education Assessment Planning Committee, you may upload one additional file here.

Upload File: Choose File No file chosen

11. If you would like to save your work, and continue to revise your report prior to submission, click the "**save**" button. If you have completed your report and are ready to submit it for review, click the "**submit**" button.

SUBMIT   SAVE