

Updating Program Outcome Assessment Data

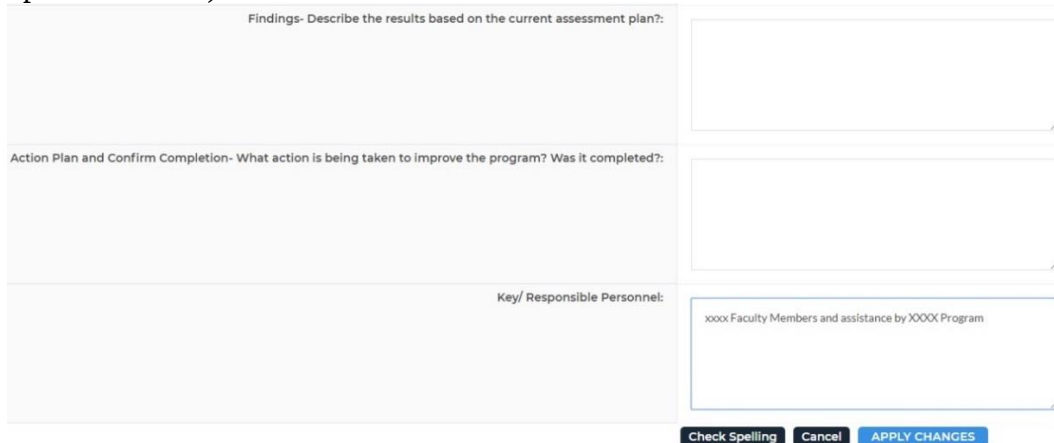
1. Click on “Program Outcomes Assessment” and “Check Out”.



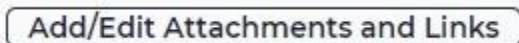
2. Locate the Measure that is in progress and click “Edit”.



3. Input your Findings, Action Plan, and Responsible Personnel. (If the measure is ongoing, provide an update of status)



4. Complete the form and click “Apply Changes”.
5. Attach supporting documents directly related to the Assessment Plan.



6. Click Check In



Adding a NEW Assessment during an Update Year

1. If you are adding/ starting a new Assessment click “Create New Assessment Plan” and if you are continuing an Assessment click “Copy Existing Plan as Starting Point”. Please note all work starting in the new Plan (fall 2017) will not have existing plans.



2. If new, click select existing set and then add your Outcomes by clicking the check mark and click continue.
3. Now select the Outcome by checking the box and click “Accept and Return to Plan”.



- 4.
5. To input your assessment click “Add Measure”.



6. Complete the form and click “Apply Changes”.



7. Click Check In

