

## Reporting Program Assessment Data

When you are ready to enter data and complete your annual assessment report, you are going to log in to Planning & Self-Study. On your home screen, you will see a section that says, “Projects in Progress” and a clickable link that says Academic Assessment Reporting. By clicking that link you will enter your annual reporting space.

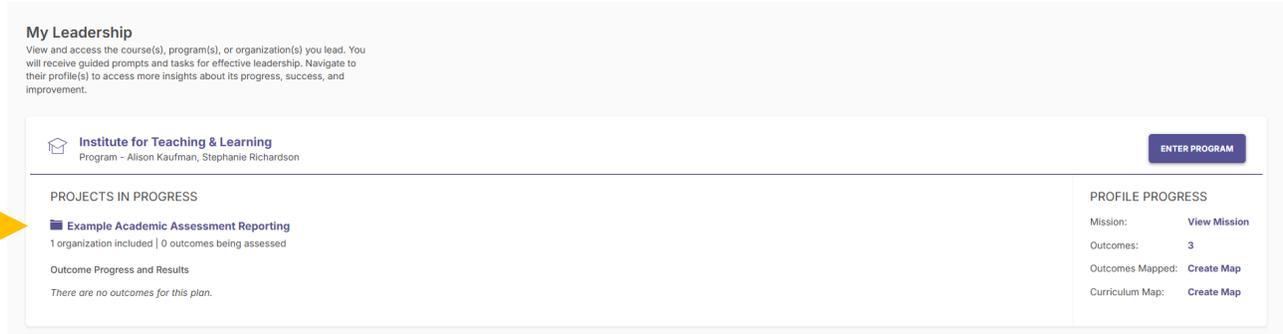


Figure 1

You can also enter your annual reporting, by clicking **ENTER PROGRAM** and navigating to the In Progress tab on the left side toolbar and clicking the Academic Assessment Reporting link.

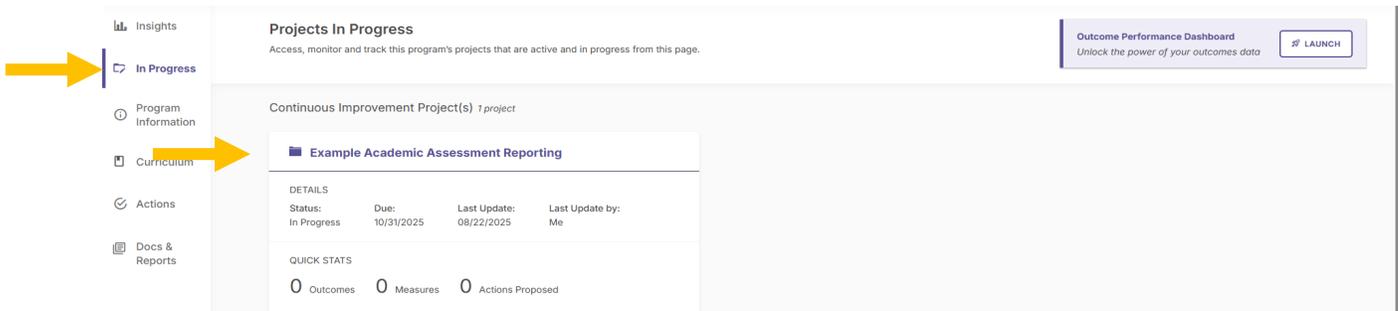


Figure 2

After clicking into the Academic Assessment Reporting space, you will first need to select the outcome or outcomes you plan to report on in the current year cycle. Click **SELECT OUTCOMES**.

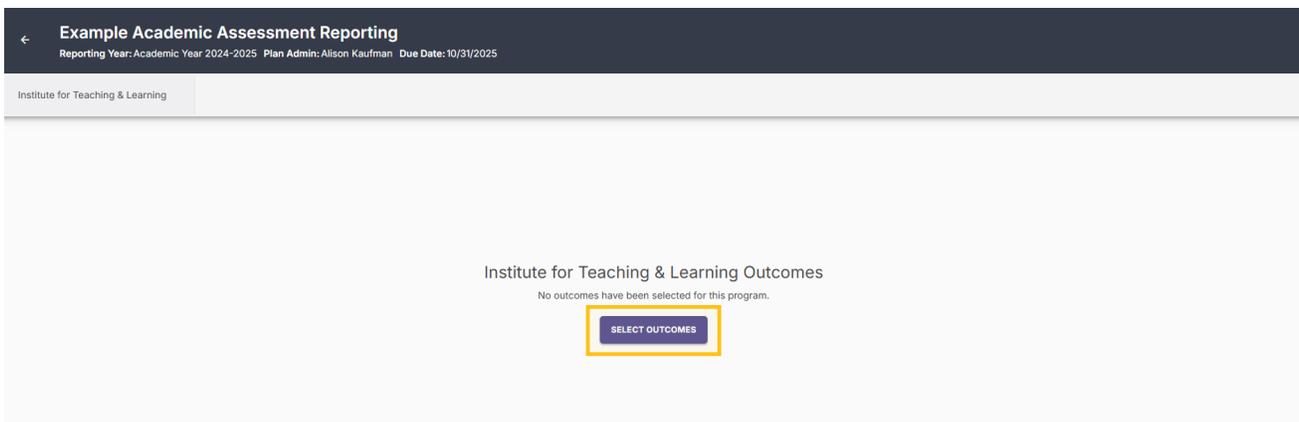


Figure 3

A pop-up window will appear that includes the learning outcomes associated with your program. All the program learning outcomes should be included, but if they are not, you can click **CREATE NEW OUTCOME** to add a program outcome. The three dots next to each outcome also allow you to edit if small changes are needed.

Use the checkbox on the left side of our outcome to select the learning outcome you want to report on for this year's reporting. Typically, programs select 1-2 outcomes to report data annually for institutional reporting. After selecting your outcome(s) click **APPLY SELECTION**.

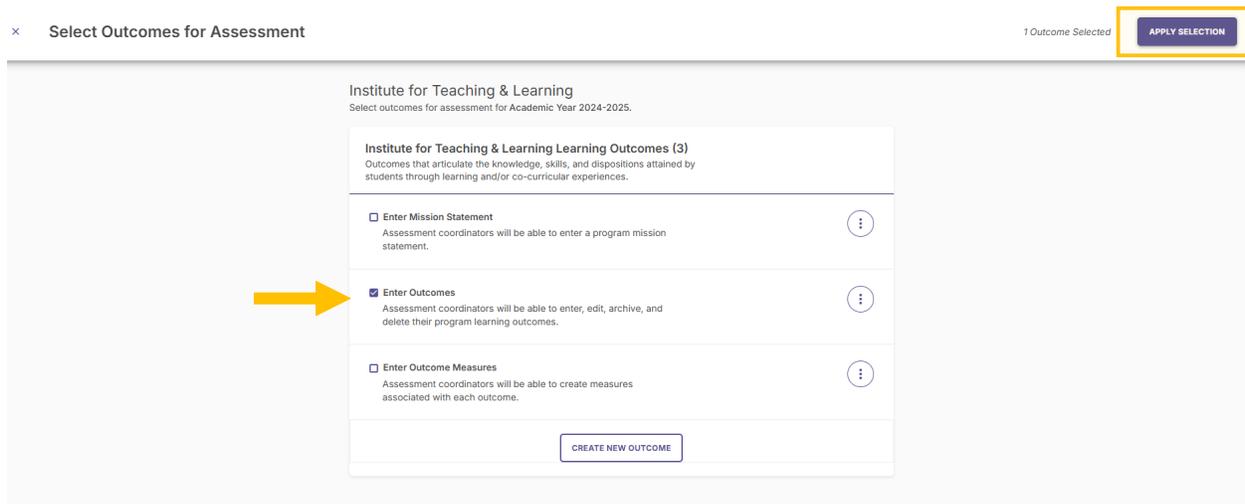


Figure 4

After selecting your outcome(s), any measures you have associated with that outcome(s) will appear on your screen. If you need to edit or delete the measure, click the three dots to make any changes. You can also click the **+ New Measure** box to add additional measures. If your measures look correct, click **ADD RESULTS** to begin entering your data/findings.

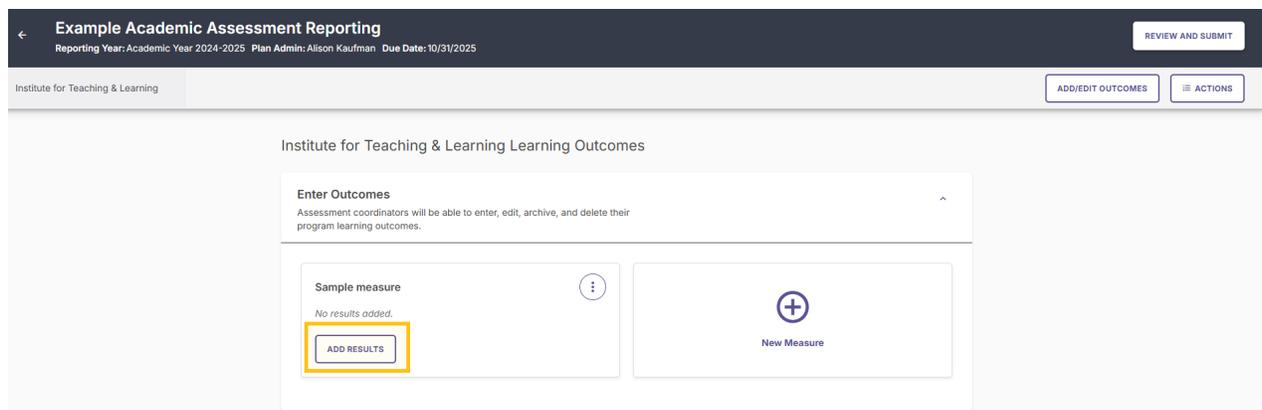


Figure 5

Two additional features on the screen:

- If you need to change the outcomes you selected for reporting, click the **ADD/EDIT OUTCOMES** button.

- If you click the **ACTIONS** button, you will see a pop-up on the right side of the screen with any previous Action Steps that have been associated with this learning outcome. This is a great way to monitor progress!

Click, **ADD RESULTS** after you are finished working on the measures screen to add findings for a specific measure.

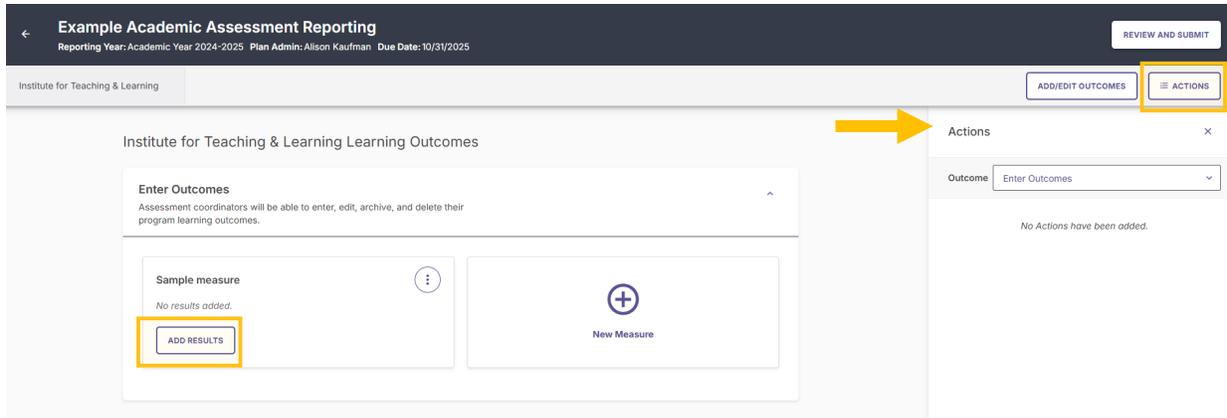


Figure 6

## Adding Results, Data, Findings, and Action Items

There are three different ways to add student learning data to a measure. We are currently going to focus on two different ways to add your results. A third way, “Collecting Results from Another System” will launch as an option in future reporting as we complete integration between this system and the Blackboard Learning Management System.

After you click the ADD RESULTS button on your measure screen, your measure will pop-up in a new window and allow you first to make any edits. You can first make slight edits to your outcome if needed, **then scroll down your screen to the Results header.**

The first option for adding results is the most like YSU’s former assessment reporting system. Click **“Upload results and write a summary.”**

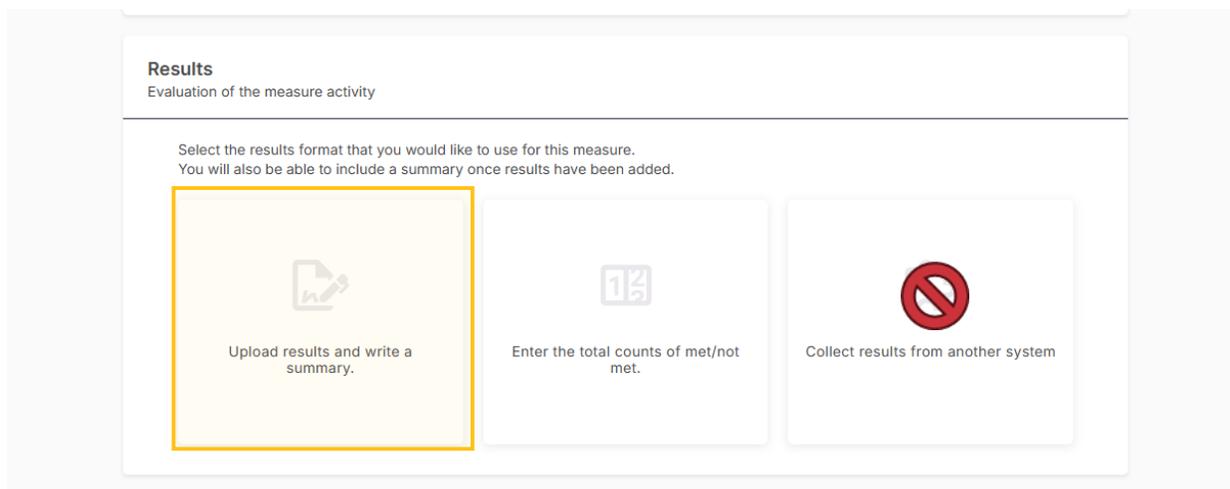


Figure 7

A Results screen will pop-up. You can attach any relevant files (e.g., a spreadsheet of rubric results or mean scores from an exit survey) from your desktop by clicking **ATTACH FILES**. In the **Summary of Results** textbox, please provide a summary of your attachment(s) and explain your findings related to the measure. Be sure to provide clear explanation to your attachments, as the reviewer looking at your submission may not be familiar with your discipline.

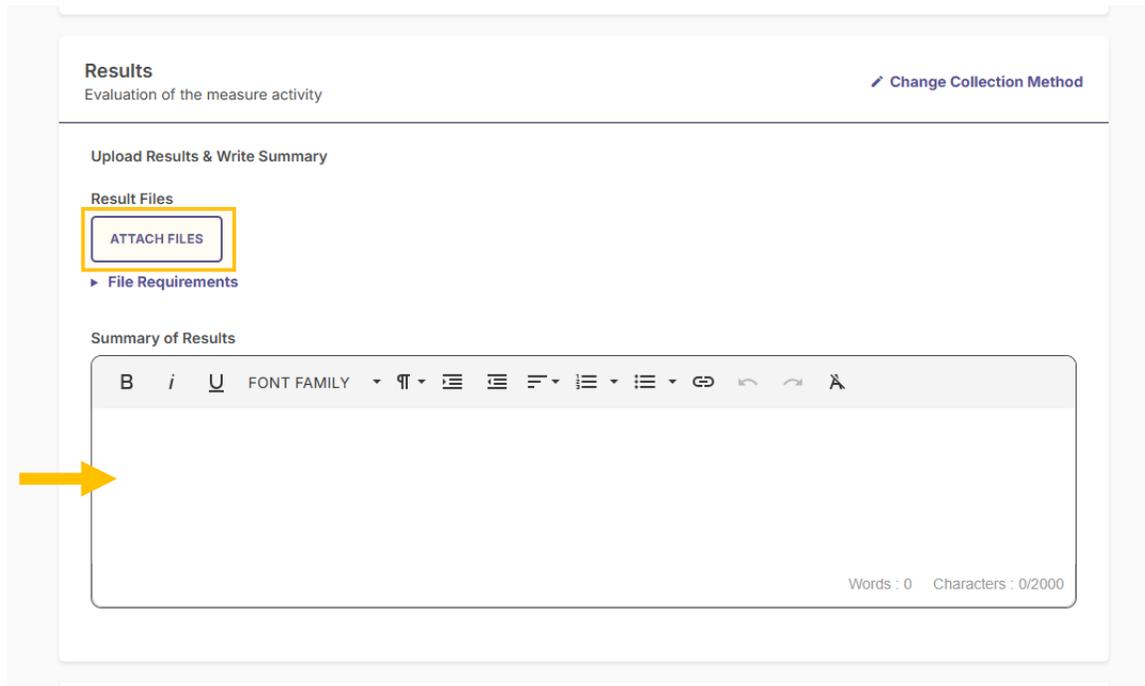


Figure 8

In the upper right corner of the screen, is a pencil icon and link that says, “**Change Collection Method.**” Click that link if you’d prefer to toggle to a different option for inputting your results.

Rather than attaching a file of student data related to a measure, you can also choose to manually enter the counts of students who met, almost met, and did not meet the criteria for a specific measure. To do so, click the box that says, “**Enter the total counts of met/not met.**”

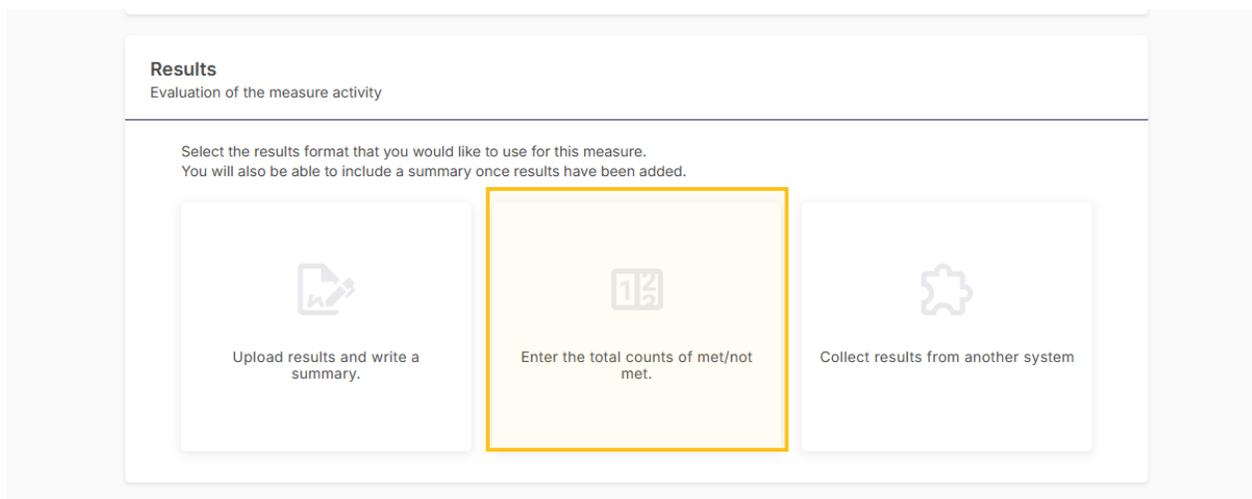


Figure 9

Manually enter the number of students who met, approached, and did not meet the measure. Then click, **VIEW RESULTS**.

The screenshot shows a form titled "Results" with the subtitle "Evaluation of the measure activity". In the top right corner, there is a link "Change Collection Method". The main section is titled "Enter overall counts for this measure" with a note: "If you do not have values for some of the categories, you can leave them blank." Below this, there are three input fields: "Met", "Approaching", and "Not Met". A yellow arrow points to the "Met" input field. Below each input field is a label: "Met Total:", "Not Met Total:", and "Approaching Total:". In the bottom right corner, there is a blue button labeled "VIEW RESULTS" which is highlighted with a yellow border. At the bottom of the form, there is a dropdown menu with the text "Include result files and a summary of results (optional)".

Figure 10

After clicking **VIEW RESULTS**, a chart will generate to show your results as related to a specific measure.

You can also optionally include any additional files and a summary of results to this section as well using the dropdown arrow at the bottom of the pop-up.

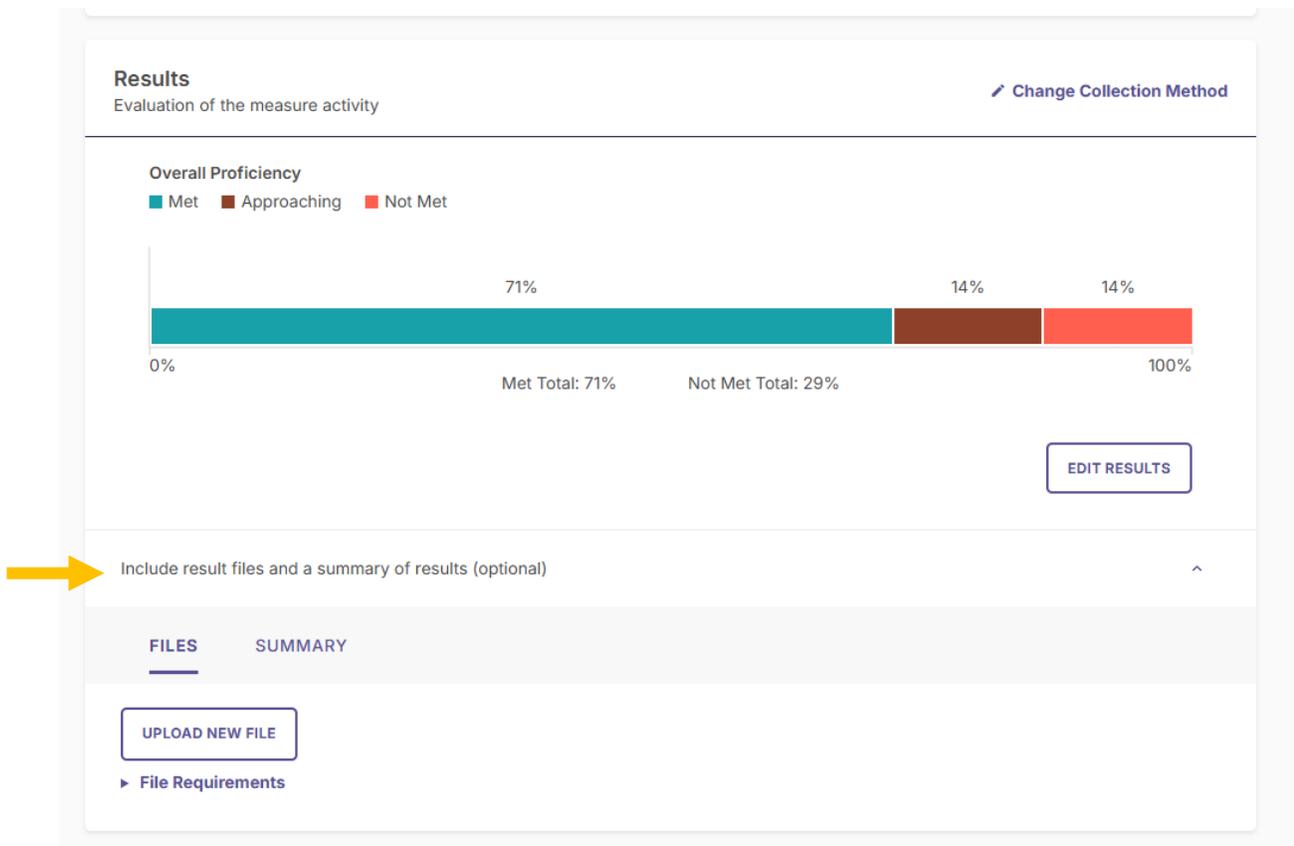


Figure 11

Regardless of how you enter your results, when you have finished adding student learning data/results, scroll down to the **Findings** section. You can click **PAST FINDINGS** to see information that has been entered in the past.

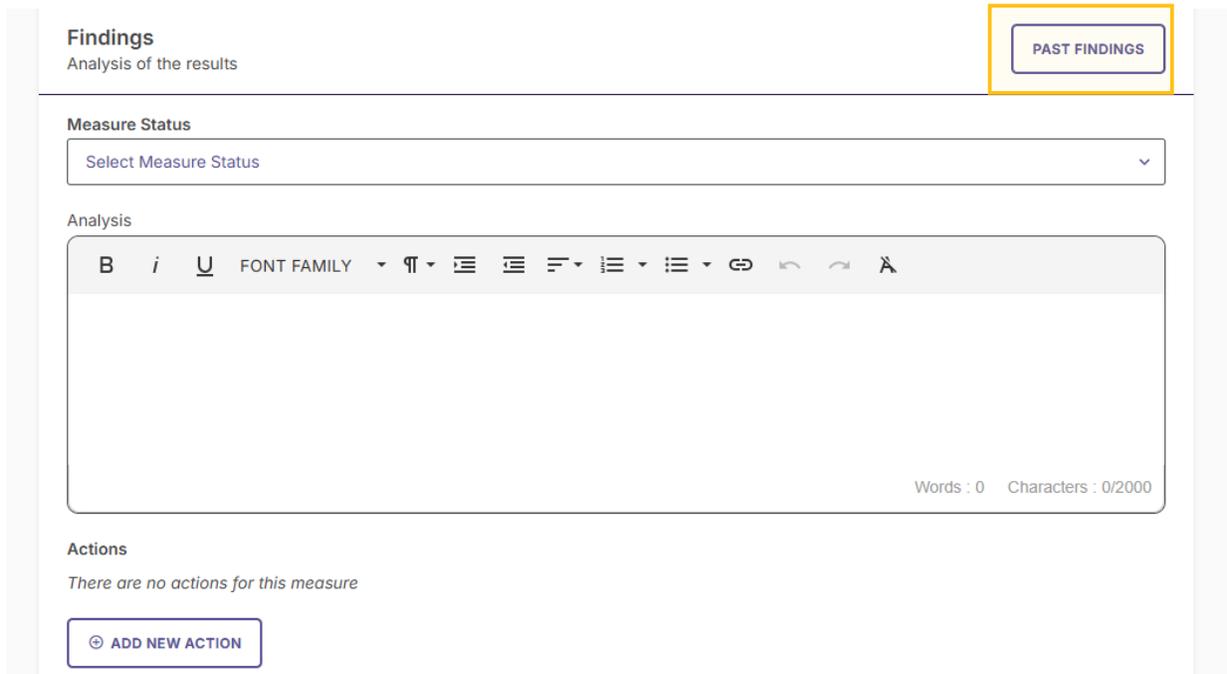


Figure 12

Any past findings will pop up in a side bar. You'll note that this is the first time I am adding information to this measure, so no past findings are listed. Click the **X** to close Past Findings.

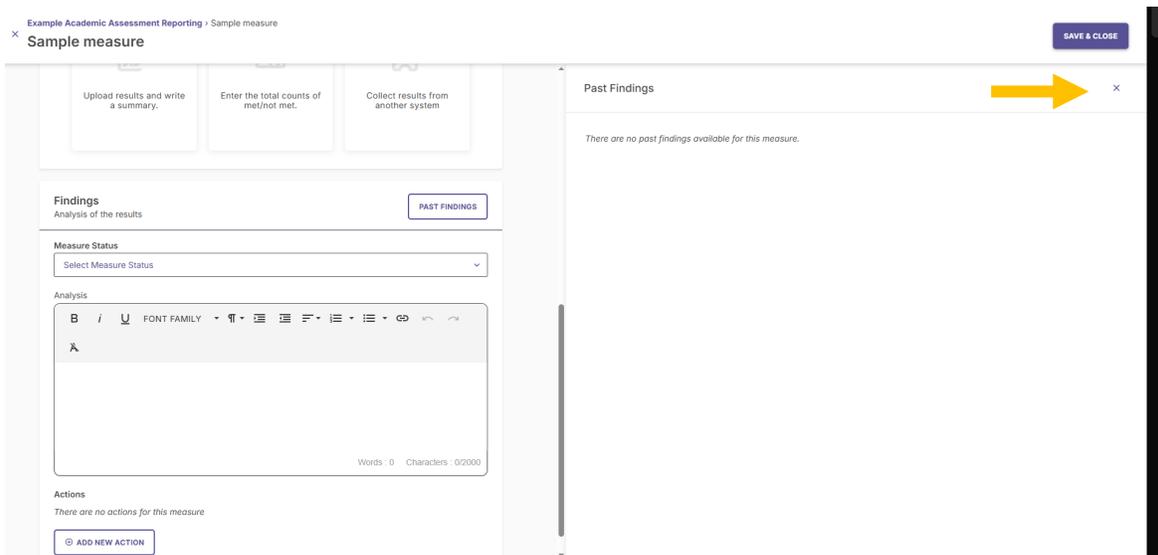


Figure 13

Click the **Measure Status** dropdown to select your status for the measure. Note, this is a status for the specific measure, not the outcome overall. You'll have a chance to do that in a later step. Write in any additional analysis you need to explain your measure status. This does not need to be long but should provide any additional details or information needed to help understand your results and status selection.

Click **ADD NEW ACTION** to add an action step based on your measure findings.

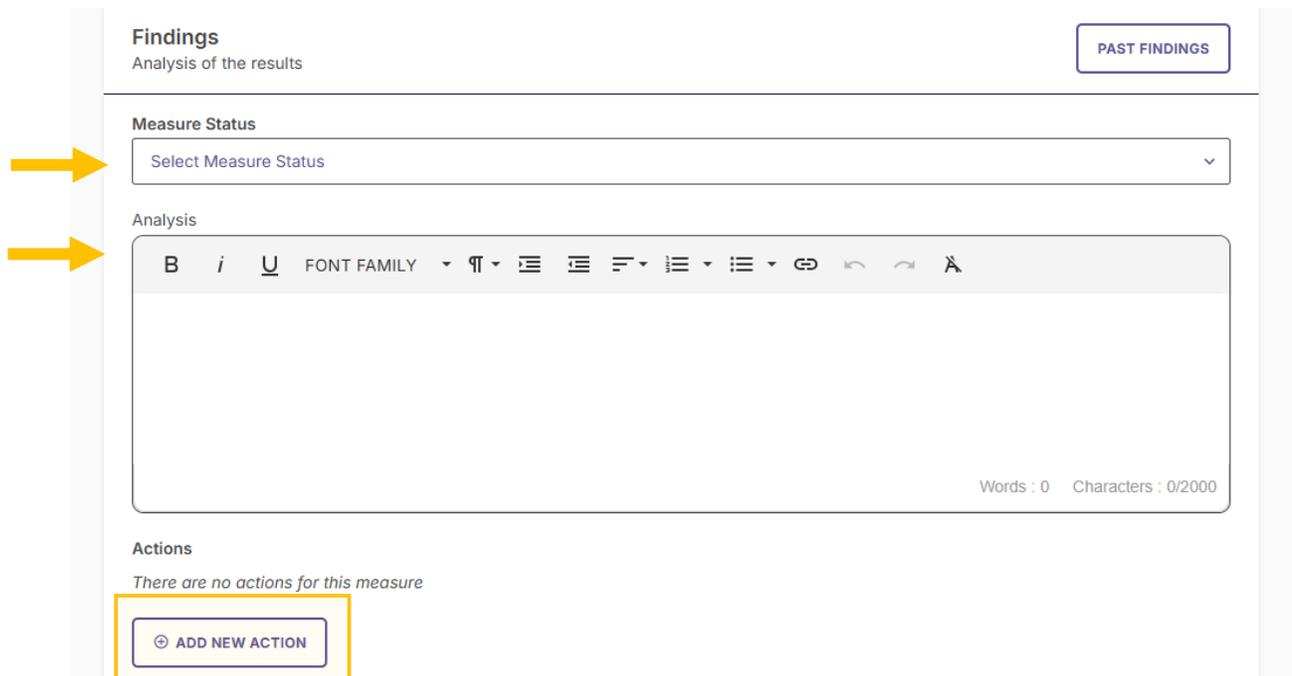


Figure 14

An Add New Action pop up will appear on the side of the screen with a list of action types. Selection the action type that most aligns with what you plan to do based on your data. Click **CREATE ACTION**.

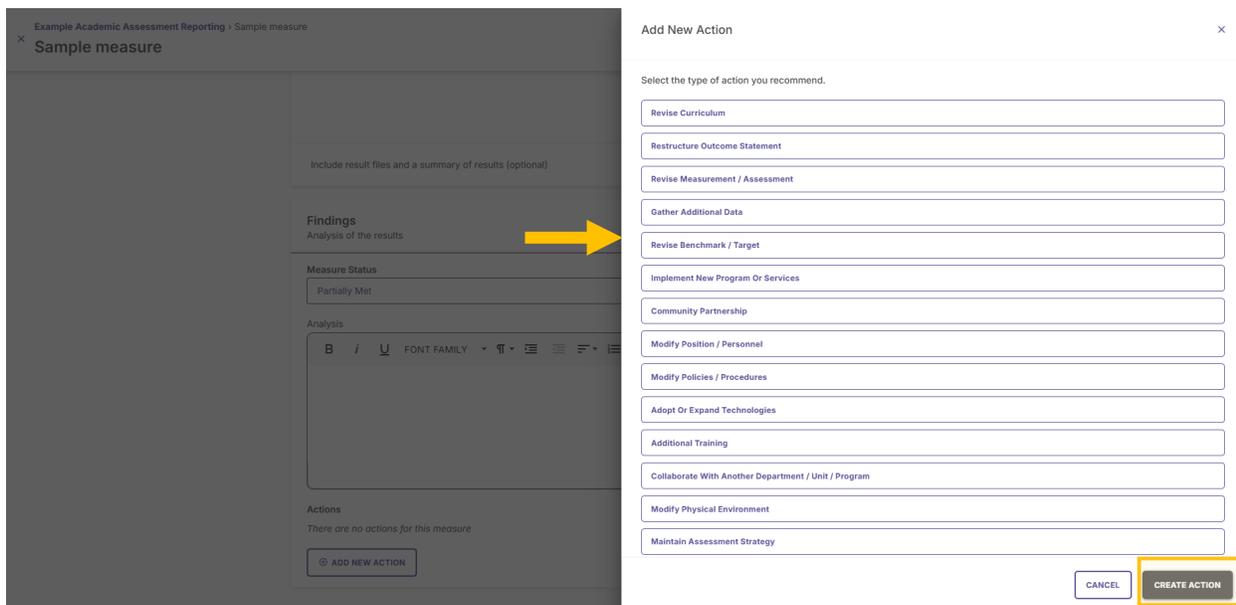


Figure 15

Use the Status dropdown to select the status of the action. In addition to updating action items in this area, you will be able to view all action steps and track any updates to the action item status through the Program Information area of Planning & Self-Study. Use the textbox to describe your action. If you have a recommended due date, you can also add that. Click **CREATE ACTION**.

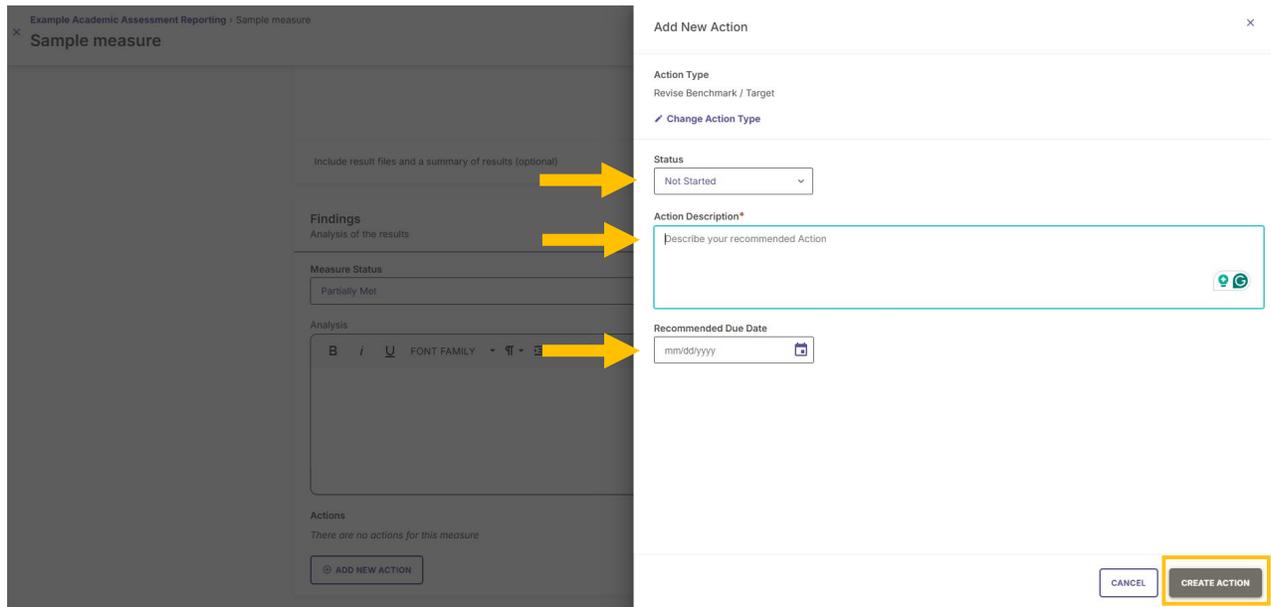


Figure 16

Your action item is now added and associated with the findings from this specific measure. You can add additional action steps by clicking **ADD NEW ACTION**.

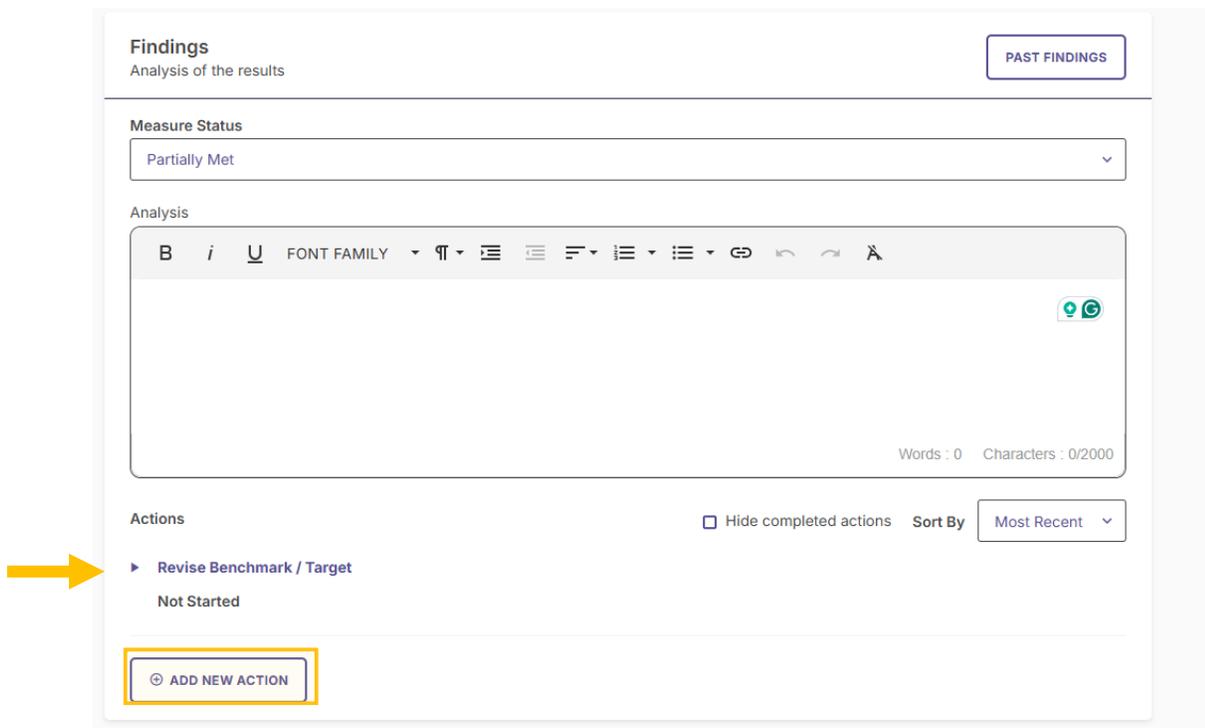


Figure 17

When you are finished adding results, findings, and action items, click **SAVE & CLOSE**.

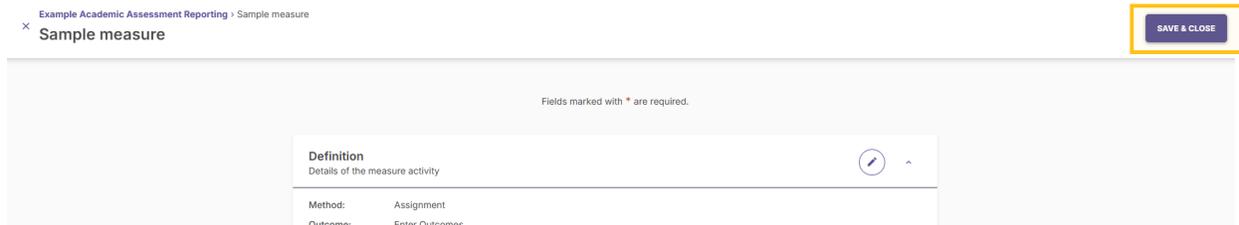


Figure 18

You will be directed back to the outcome screen. For your additional outcome measures, follow the same steps to add additional data, findings, and action steps. After you've entered all your measure data, click **ANALYZE OUTCOME**.

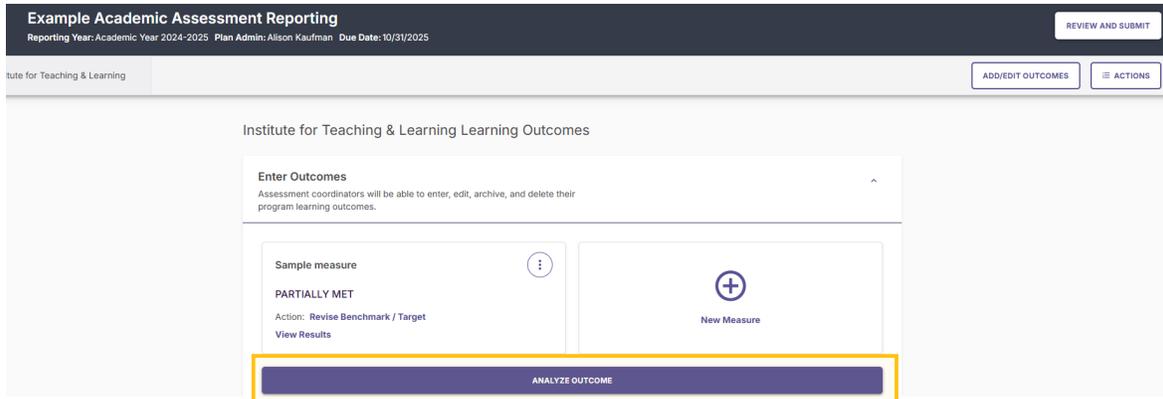


Figure 19

Based on the data across ALL your measures for the outcome, write a short **Outcome Analysis**. Next, select an **Outcome Status** from the dropdown. Finally, if you have any action steps at the outcome level rather than the measure level, add them here by clicking **ADD NEW ACTION**. Save and close this screen.

**Enter Outcomes**

Assessment coordinators will be able to enter, edit, archive, and delete their program learning outcomes.

Sample measure

**PARTIALLY MET**

Action: [Revise Benchmark / Target](#)

[View Results](#)

**+**

**New Measure**

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**Outcome Analysis**

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Words : 0 Characters : 0/2000

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**Outcome Status**

Select Status ▾

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**General Outcome Actions**

[+ ADD NEW ACTION](#)

Figure 20

## Submitting and Sharing a Report

After you've entered all the measure and outcome data, click **REVIEW AND SUBMIT**.

**Example Academic Assessment Reporting**

Reporting Year: Academic Year: 2024-2025 Plan Admin: Alison Kaufman Due Date: 10/31/2025

**REVIEW AND SUBMIT**

Institute for Teaching & Learning

ADD/EDIT OUTCOMES ACTIONS

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Institute for Teaching & Learning Learning Outcomes

**Enter Outcomes**

Assessment coordinators will be able to enter, edit, archive, and delete their program learning outcomes.

Sample measure

**PARTIALLY MET**

Action: [Revise Benchmark / Target](#)

[View Results](#)

**+**

**New Measure**

Figure 21

You will be directed to a screen where you can review your assessment report. You can also download the report as a PDF for access outside of the Planning & Self-Study system.

## Review Assessment Report: Institute for Teaching & Learning

Review your assessment report for this Program. You can continue to edit in the outcomes workspace by clicking "Edit". Once submitted, you will still be able to edit this report until it is permanently closed by the administrator.

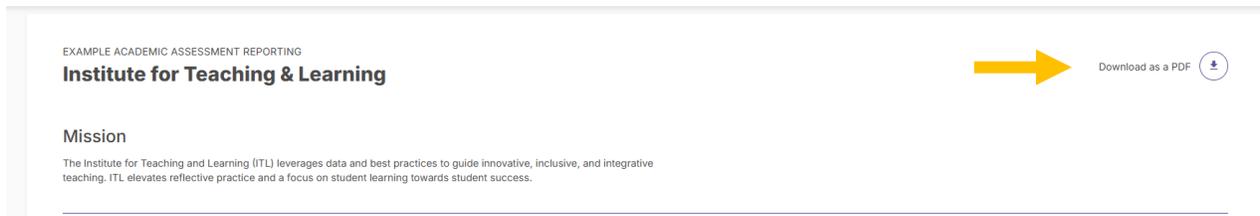
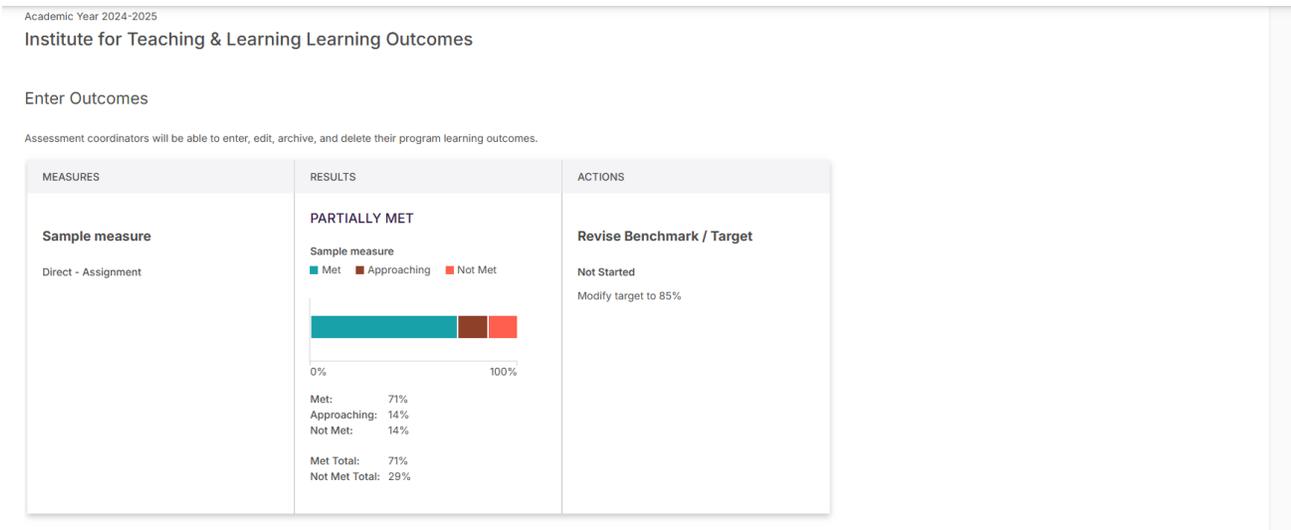


Figure 22

Your report is organized around outcomes that align your measures with results and action items.



MEASURES	RESULTS	ACTIONS
Sample measure Direct - Assignment	<b>PARTIALLY MET</b> Sample measure Met Approaching Not Met  0% 100% Met: 71% Approaching: 14% Not Met: 14% Met Total: 71% Not Met Total: 29%	Revise Benchmark / Target Not Started Modify target to 85%

Figure 23

After reviewing your report, if you have any changes click **EDIT**. If you are satisfied with the information included, click **SUBMIT**.

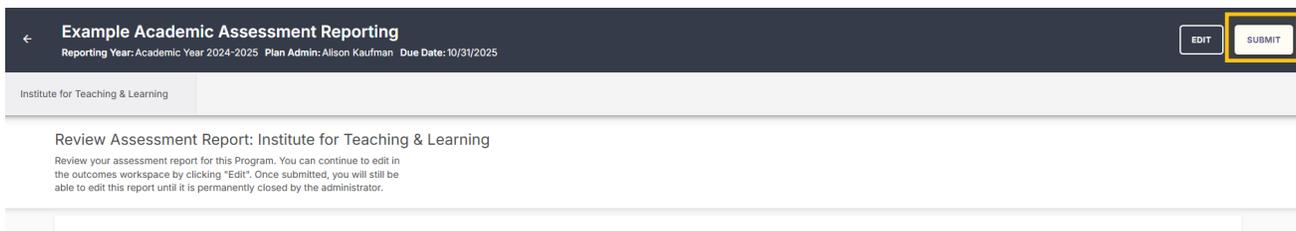


Figure 24

There is an additional feature that may be of use to some users/programs in this area. After you submit your report, you can leave comments related to the report. Click the comment icon and then enter a comment in the textbox. If you utilize the @ symbol, you can notify another user of the comment. For example, “@NAME, this report is ready for your review.” After you type your comment, click **SAVE COMMENT**.

Until your submission is formally reviewed, you can go back in and edit anything. After editing, the last date updates. You can use the comments to note your updates. Assessment is a continuous improvement process; it is okay to go in and update information.

**Example Academic Assessment Reporting**  
 Reporting Year: Academic Year 2024-2025 Plan Admin: Alison Kaufman Due Date: 10/31/2025

stitute for Teaching & Learning Last Submitted: 08/22/2025

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EXAMPLE ACADEMIC ASSESSMENT REPORTING  
**Institute for Teaching & Learning** Download as a PDF

**Mission**  
 The Institute for Teaching and Learning (ITL) leverages data and best practices to guide innovative, inclusive, and integrative teaching. ITL elevates reflective practice and a focus on student learning towards student success.

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Academic Year 2024-2025  
**Institute for Teaching & Learning Learning Outcomes**

Enter Outcomes  
 Assessment coordinators will be able to enter, edit, archive, and delete their program learning outcomes.

MEASURES	RESULTS	ACTIONS
<b>Sample measure</b> Direct - Assignment	<b>PARTIALLY MET</b> Sample measure ■ Met ■ Approaching ■ Not Met	<b>Revise Benchmark / Target</b> Not Started Modify target to 85%

**Comments** ×

Start the conversation by leaving a comment below.

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Stephanie Richardson, please review the report I just submitted for our program assessment. Words: 13

Figure 25

## Updating Progress and Completion of Action Steps

When you are ready to add notes about progress or completion of actions steps, click **ENTER PROGRAM** from your home screen.

**Welcome, Alison Kaufman!**  
 Welcome, you'll see notifications of tasks and plans you are involved in. If you are teaching courses, you have access to your courses.

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**My Leadership**  
 View and access the course(s), program(s), or organization(s) you lead. You will receive guided prompts and tasks for effective leadership. Navigate to their profile(s) to access more insights about its progress, success, and improvement.

**Institute for Teaching & Learning**  
 Program - Alison Kaufman, Stephanie Richardson

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**PROJECTS IN PROGRESS**

■ Example Academic Assessment Reporting  
 1 organization included | 1 outcome being assessed

**Outcome Progress and Results**  
 ■ Not Started ■ Not Applicable ■ In Progress ■ Partially Met ■ Met ■ Not Met

**PROFILE PROGRESS**

Mission: [View Mission](#)

Outcomes: 3

Outcomes Mapped: [Create Map](#)

Curriculum Map: [Create Map](#)

Figure 26

Click **Actions** from the toolbar on the left side of your screen. You'll then see a list of all the action items you've added through the assessment reporting process.

To open an action step and add notes or a status update, click the action item. In this example, click **Review Benchmark/Target**.

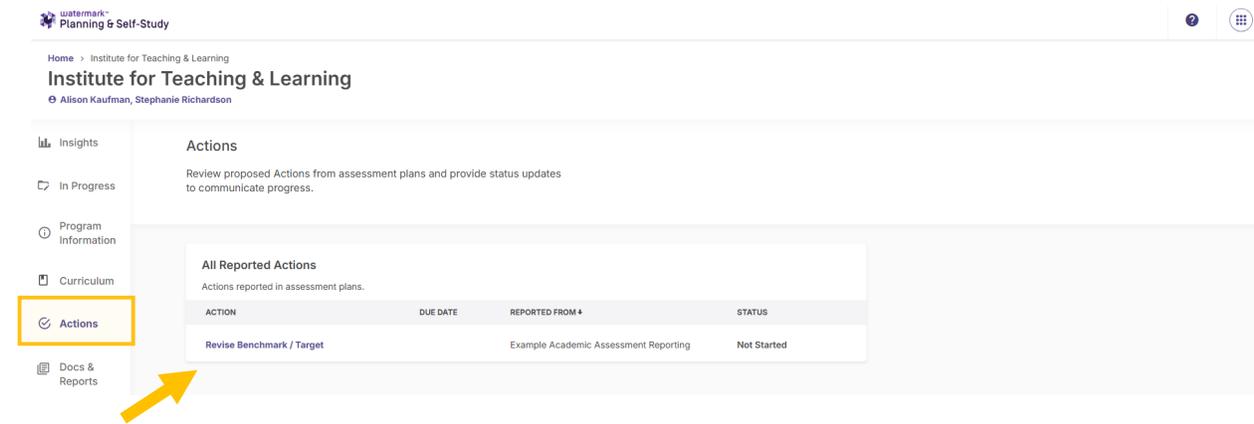


Figure 27

Using the dropdown menu, you can update the status of the action step. Click **ADD UPDATE** to enter comments.

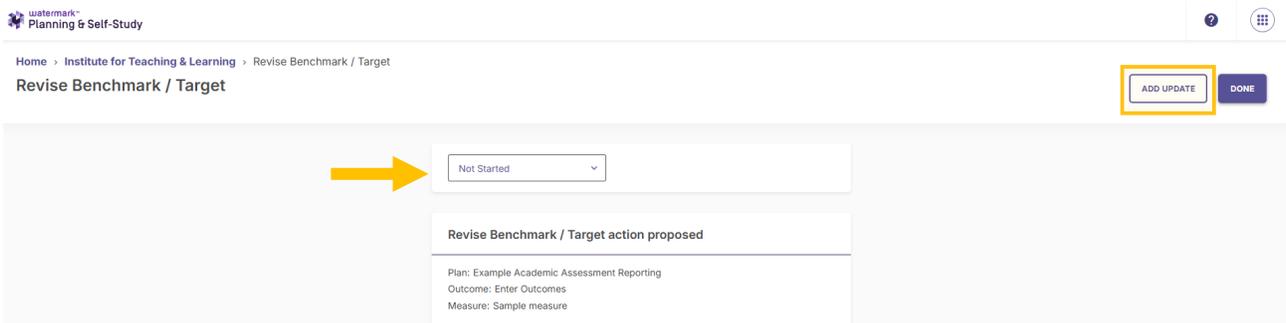


Figure 28

Enter your comments, then click the checkmark when you are finished.

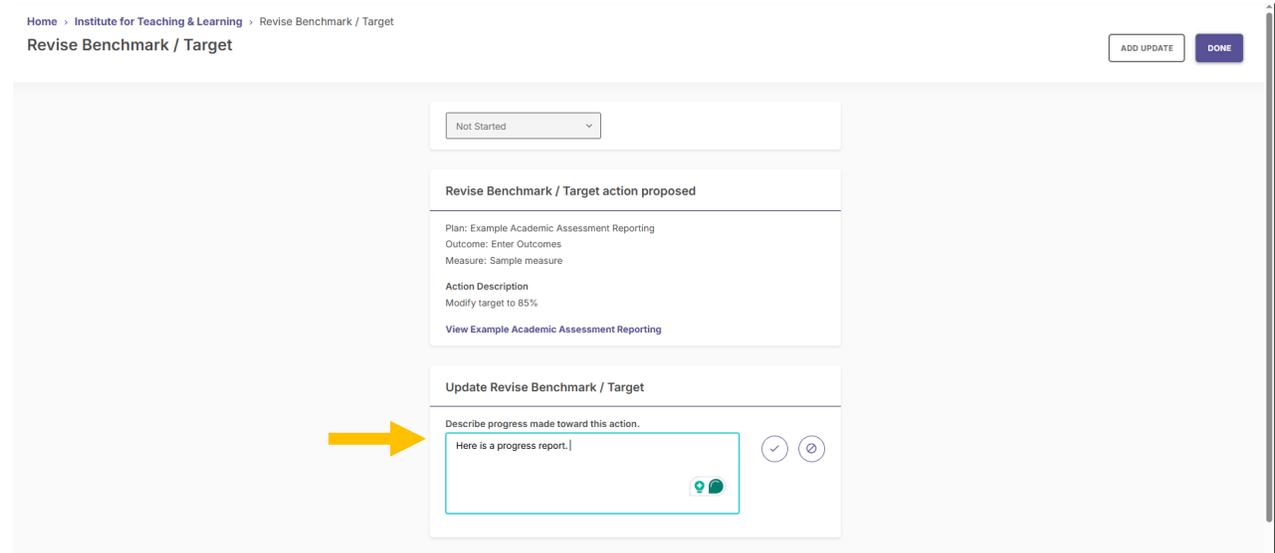


Figure 29

You can continue to add updates using the **ADD UPDATE** button. Each update will include a created by date and author. Be sure to use the dropdown menu to track overall status.

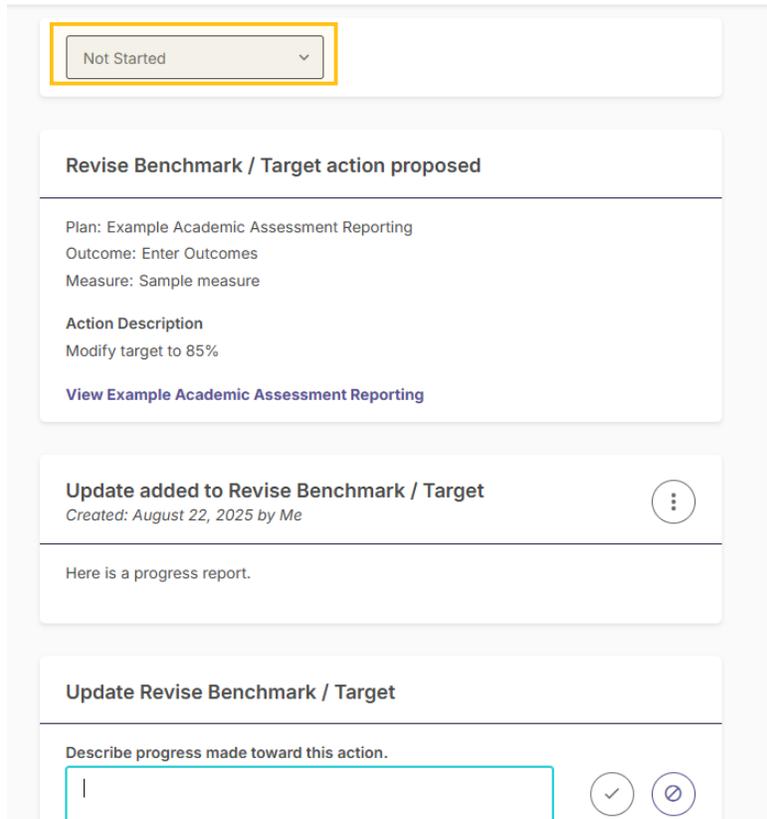


Figure 30

After selecting a status from the dropdown menu, the STATUS column on your home screen will update. If you click the action item, you can go back into the action area to review any notes.

## Institute for Teaching & Learning

Alison Kaufman, Stephanie Richardson

- Insights
- In Progress
- Program Information
- Curriculum
- Actions**
- Docs & Reports

### Actions

Review proposed Actions from assessment plans and provide status updates to communicate progress.

#### All Reported Actions

Actions reported in assessment plans.

ACTION	DUE DATE	REPORTED FROM *	STATUS
<a href="#">Revise Benchmark / Target</a>		Example Academic Assessment	COMPLETE

Figure 31