Welcome to the Program Assessment Database.

To get started:
Enter your program ID into the User Name field.
Enter the password into the Password field.
If you don’t know the Program ID or Password please contact the Provost’s Office for assistance.

Mouse over the “Assessment Plans” text, this will display the “Show My Programs” Link
Click on “Show My Programs”

In our example below, we are using the Program Id “Mobi”
This program Id produces 3 different programs, “BS”, “CER”, and “MS”
Click on the magnifying glass to choose the program you wish to work on.
To add a new goal:
Click the “Actions” Button, then click the “+” sign
To edit an existing goal:
Click on the “Edit” icon as shown below.

The ensuing form will have 10 fields to fill out:
Course Number = Which course will you be using for this assessment
Program Learning Goal = if you already have 3 learning goals, this would be PLG 4
Assessment Schedule Term = When will you assess the Learning Goal  ie: Spring 2014
Let's move on the “Course Matrix” Tab

Clicking on the Course Matrix Tab will give you a starting point for the courses in your program. You may add, edit or delete as you see fit.

Place a “X” in a column when a course supports a learning goal but data will not be reported. Place an “A” in a column when this course is used for Assessment within the database. If you have 4 learning goals (as shown here) then each of the 4 columns should have at least 1 “A” (Assessment Point).
The Action plan consists of 2 fields of information: “Results” and “Use of Data”. These 2 fields of information could possibly be the most important section of your Assessment Plan. What are the results? Do they “Exceed,” “Meet” or are they “Below” expectations (your expectations)? How will you disseminate the results? How will you use the results? And what action(s) will be taken based on the results?

This portion of the Assessment Plan will be completed each year.
Assessment Summary Tab

This is where you summarize the data that was collected from the courses you designated as an assessment points in the course matrix and your program learning goals section.

If you have 4 Program Learning Goals you should have 4 courses in the assessment summary.
To Add, delete or duplicate a row use the same feature as described above on page 4.
To enter your data: Click on the “Edit” icon and enter your data on the ensuing form.

Data Entry Screen for “Assessment Summary” tab