Student Learning Assessment Management System

https://prd-stem.temple.edu/slam

Assessment Committee Member (ACM) Directions

**Familiarizing yourself with the ACM homepage:**

1. Enter your AccessNet login information and press "Login" to access your ACM homepage.
2. Select the school or college for which you are an ACM from the dropdown menu on the left.
   Note: if you are an ACM for multiple colleges, all colleges to which you are assigned should appear in the dropdown menu.
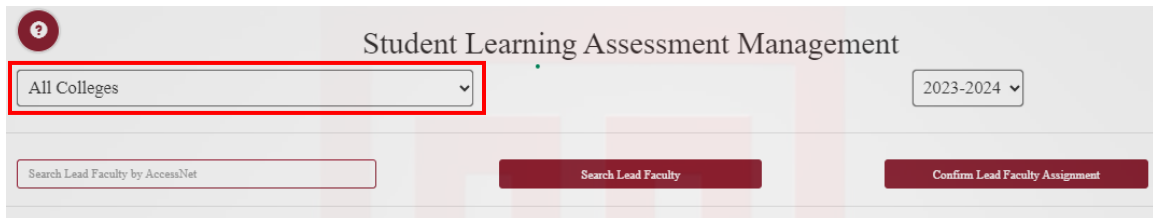

3. Select the current academic year from the dropdown on the right. In the future, you will also be able to view assessment reports from previous years by selecting that academic year from this dropdown menu.
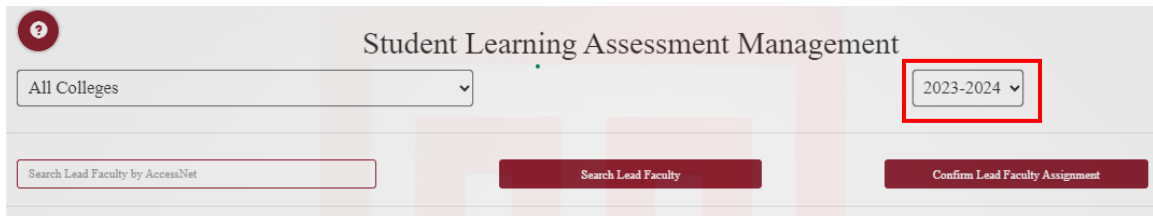
4. The center button can be used to View College SLOs (Student Learning Outcomes).
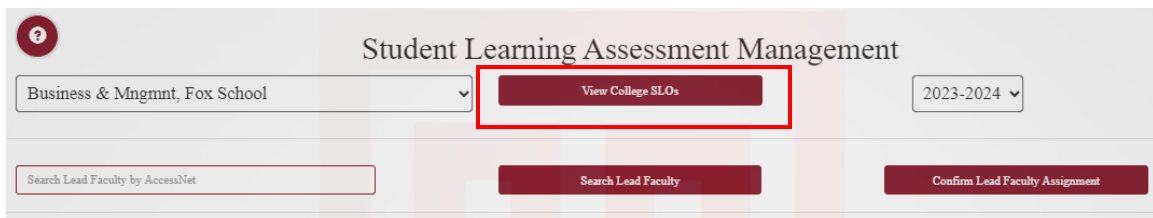
   a. A pop-up window will appear. Click the "Load SLOs" button to view the SLOs for your school or college.
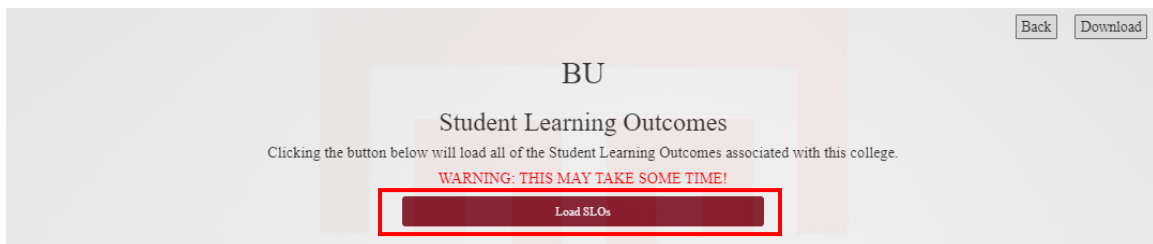
b. In this screen, you can see all Student Learning outcomes for the entire college. They are organized by program name. Use the eye icon on the right to view the full text of each individual SLO.

c. If the SLOs have been modified, you can see who modified them and when.
d. Select the "Download" button to download an excel file with the college's SLOs.
e. Select the "Back" button to return to the previous page.

Assigning Lead Faculty Members to Programs to Complete Reports:

Note: have your list of faculty AccessNet usernames available.

1. Scroll down the homepage to view all programs. Select the click box to the left of the program name to which you would like to assign faculty.
   a. If a faculty member will be assigned to multiple programs, click the box next to each program to assign the faculty to all programs at once.

2. Return to the top of the page and find the search box labeled "Search Faculty by AccessNet".

3. In this box, type in the desired faculty member's AccessNet username. Press "Search Lead Faculty."
4. The faculty's name, email, AccessNet username and selected programs should appear in the dialogue box. Press "Confirm."

5. You will then see that the "Lead Faculty" column has been updated with the faculty name to the right of the Program Description.
6. You will also notice that the status for that program has been updated to "Not Started", indicating that the responsible faculty is now able to login to complete the report.

7. If at any time you wish to change the Leas Faculty Member, simply follow steps 1-6 again.

Completing Reports as a Faculty Member

Note: as an ACM, you have access to the "Faculty" tab. This ensures that you can see the same pages as faculty. You may be a Lead Faculty Member in addition to being an ACM, or you may wish to use this tab to assist your faculty with logistical issues or to support faculty with accessibility needs. Faculty members can only see the programs to which they are assigned to review, as an ACM, you can see all programs for which you are an ACM.

1. Click on the "Faculty" tab at the top of the page.
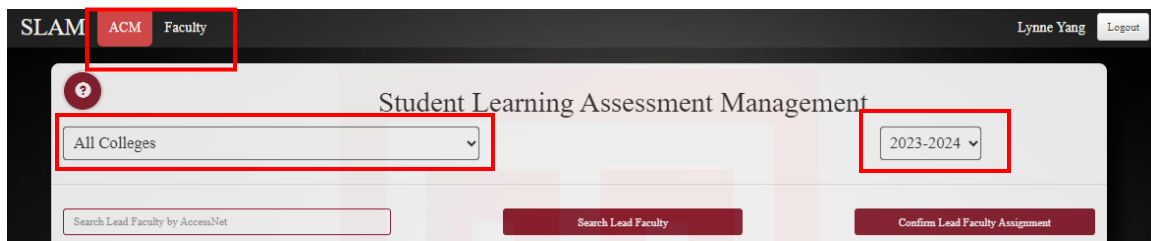
2. Select the appropriate school or college from the dropdown menu on the left.
3. Check to ensure you are in the correct academic year, as shown in the dropdown menu on the right.

4. You can search for programs using the search boxes and dropdown menus above the list of programs. You may choose to search by Program name, Status of the report or faculty member.

	Program		Degree		Program Description		Responsible Faculty		Status	
☐	IR-ASMT-BA		BA		IRA Assessment BA		Jodi Levine Laufgraben		In Progress	
☐	IR-ASMT-MED		MED		IRA-Assessment-MED		Jodi Levine Laufgraben		Not Started	
☐	IR-ASMT-PHD		PHD		IRA Assessment PhD		Jodi Levine Laufgraben		Not Started	

5. Click the Program name on the left.

	Program		Degree		Program Description		Responsible Faculty		Status	
☐	IR-ASMT-BA		BA		IRA Assessment BA		Jodi Levine Laufgraben		In Progress	
☐	IR-ASMT-MED		MED		IRA-Assessment-MED		Jodi Levine Laufgraben		Not Started	
☐	IR-ASMT-PHD		PHD		IRA Assessment PhD		Jodi Levine Laufgraben		Not Started	

6. To complete a report:
   a. Note the due date in red capital letters at the top of the screen.
   b. Read the directions that appear in the box under Due Date.

Institutional Research and Assessment IRA Assessment BA

Academic Year: 2017-2018

DUE DATE: Appears Here

Temple University Annual Assessment Report

   c. Complete Section 1: Adding Additional Faculty Members
      i. In this section, a Lead Faculty Member can assign additional faculty to help complete the report. While additional faculty are welcome to contribute to the report, only the Lead Faculty Member is able to submit the report.

Section 1: Faculty assigned to this assessment report

Lead Faculty Member

As an admin, you will be responsible for submitting the report. You may add additional faculty members to review and add information to the report below, but you are the lead faculty member is the only one who can submit the final report.

Lead Faculty Member
Jodi Levine Laufgraben

Additional Faculty Members

You can allow additional faculty members to review and add information to this assessment report.

Additional Faculty Members	Remove
Gina L. Calzaferri	⚙

Assign Additional Faculty

d. Complete Section 2: Student Learning Outcomes

Note: If your program has completed Assessment Reports in the past, we have attempted to pre-load your program-level SLOs into this system. Please ensure that the pre-loaded SLOs are complete and updated. For new programs, you will need to add SLOs individually.

i. To **edit** an SLO, click the red "Edit" button on the right.

1. Change the abbreviated name for the SLO in the top text box. Pre-loaded SLOs have been given the names "SLO1, SLO2, etc." You will want to rename them with an abbreviated name that describes that individual SLO (i.e. "Presentation Skills" or "Critical Thinking"). You will need to refer to the SLOs using just the abbreviated name later in the report.
2. Describe the SLO in the large text box on the bottom. This should be the full text of the SLO, as it is written in program materials.
3. Click "Save Changes and Close" to return to the report page.

4. You will notice that the "Modified by" and "Modified Date" have been updated.

ii. To **add** new SLOs, click the "Add New SLO" button at the bottom of the section.

1. Give an abbreviated name for the SLO in the top text box. You will want to name them with an abbreviated name that describes that individual SLO (i.e. "Presentation Skills" or "Critical Thinking"). You will need to refer to the SLOs using just the abbreviated name later in the report.
2. Describe the SLO in the large text box on the bottom. This should be the full text of the SLO, as it is written in program materials.
3. Click "Save Changes and Close" to return to the report page.
4. You will notice that the new SLO now appears in the list within the section.

Institutional Research and Assessment IRA Assessment BA

Academic Year: 2017-2018

DUE DATE: Appears Here

New Student Learning Outcome

Please give an abbreviated name (two or three words) for this. (Examples include: critical thinking; written competency; research) *

Please describe the content of this SLO. *

| Discard Changes and Close | Save Changes and Close |

e. Complete Section 3: Specialized Accreditation
   Note: this section only applies if your program has special accreditation. This does not include periodic program review. Skip this section if your program is not accredited.

🗨Comments

Section 3: Specialized Accreditation

If this program requires a special form of accreditation, please specify one below.

Add Specialized Accreditation

   i. Click the "Add Specialized Accreditation" button. A new page will appear.

Institutional Research & Assessment IRA Assessment BA

Academic Year: 2023-2024

DUE DATE: 12/1/2023

Specialized Accreditation

What is the next accreditation activity? Check all that apply. *

☐ Self-Study
☐ Visit
☐ Annual Report
☐ Follow-up Report
☐ Other

| Discard Changes and Close | Save Changes and Close |

   ii. Choose the applicable accreditation activity (check all that apply).
   iii. As you click, a text box will appear. Type the academic year of the activity in the box.

Specialized Accreditation

What is the next accreditation activity? Check all that apply. *

☐ Self-Study
☑ Visit
☐ Annual Report
☐ Follow-up Report
☑ Other

Visit Academic Year: *

2016-2017

Other Description: *

Describe Other Assessment Activity

    iv.   Click "Save Changes and Close".

f.   Complete Section 4: Completed Assessment Activities

💬 Comments

Section 4: Completed Assessment Activities for the Academic Year 2022-2023*

In this section, you will provide details about the completed program-level assessments from the prior academic year.

- Provide details about all completed program level assessments.
- Describe assessment(s), findings from the assessment(s), how you shared the findings, and how you plan to use or have used the findings for program improvement.
- Report on going assessments.

Assessment Definitions:

- An **"assessment activity"** is the use of a direct (ex. portfolio review, review of student work with a rubric, national or local exam scores, juried show, etc.) or indirect (ex. surveys, student feedback forms) measure to assess program-level student learning outcomes.

- An **"ongoing assessment activity"** is an assessment that spans more than one academic year or in which data are collected continuously and analyzed over more than one year. For example, a program with only a small number of students may collect data for several years before analyzing and using data.

Information from this section tells us if there is ongoing assessment of student learning taking place within your program and how assessment is used. We use information from this section for Middle States and other reporting on assessment of student learning. This section provides evidence that assessment is used for improvement of programs, teaching, and learning.

- Be clear and complete. For example, if using a common acronym in your field, spell it out.
- Attach supporting documents at the end of the report (ex. assessment reports, reports of findings, curriculum map, rubric, surveys, etc.). Reference the attachment(s) within the body of the report.
- If you attach additional reports, synthesize the most important findings within the body of the report. Do not write "see attached."

Activity Name	Modified By	Modified Date	Edit / Remove
New Activity - AutoSaved	Lynne Yang	9/11/2023	🔲 🗑

Add Assessment Activity

    i.   Click "Add Assessment Activity", this will open a new page with autosaving enabled. **The page saves changes at every 5 minutes**.
    ii. Select if this is a Direct or Indirect Assessment.
    iii. Select the SLOs assessed by this activity.

Institutional Research & Assessment IRA Assessment BA

Academic Year: 2023-2024

DUE DATE: 12/1/2023

Assessment Activity

Select the SLOs assessed by this activity.*
☐ **Communication**
☐ **Creativity**
☐ **Critical Thinking**
☐ **Presentation Skills**
☐ **Team Building**
☐ **Test 8.25.21**

Is this a Direct or Indirect Assessment Activity?*
○ **Direct**
○ **Indirect**

iv. In the first text box, give a brief name to the assessment activity.

v. In the second box, fully describe the assessment method.

vi. In the third box, explain the findings from the assessment.

vii. In the fourth box, explain how you are using the findings.

viii. Select all applicable parties that the assessment findings have been shared with by clicking the boxes, and then describe how the findings were shared.

ix. Click "Save" if you wish to stay and continue, click "Save Changes and Close" to finish and return.

x. When you return to the main report screen, you will notice that your Completed Assessment Activity now appears under Section 4. Anything that is incomplete will appear in red.

xi. Repeat steps i-ix to add each completed or assessment completed (or started) the prior academic year.

g. Complete Section 5: Planned Assessment Activities

i. Click "Add Assessment Activity", this will open a new page enabled will autosaving. **The page saves changes at every 5 minutes.**

ii. At the top of the page, the SLOs appear for your reference. View the complete SLO by clicking the "View SLO" box on the right.

iii. Use the check boxes to select the types of *direct* assessment activities you are planning for the upcoming year.

What direct assessment activities do you have planned at the program (degree) level for the upcoming year? Check all that apply. *

Remember you need to assess each SLO at least once every 3-5 years with a direct assessment.

SLOs	None Planned	Portfolio	Practicum, Internship, Other Field Placement	Clinical Evaluations	Student Work in Capstone WITH Rubric	Student Work in Capston WITHOUT Rubric	Student Work WITH Rubric in 1 or More Courses	Student Work WITHOUT Rubric in 1 or More Courses	Final Paper, Thesis, or Dissertation	National or Board Exam	Local Test or Exam	Juried Show, Performance, or Critique	Oral Presentation	Design Project	Group Project or Demonstration	Journal	Other
Communication	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Creativity	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Critical Thinking	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑ dnjkweeBHDV
Presentation Skills	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Team Building	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Test 8.25.21	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Briefly describe the direct assessment activities you checked above.

Direct assessment activities description...

iv. In the next portion, use the check boxes to select the types of *indirect* assessment activities you are planning to use for specific SLOs during the upcoming year.

v. If you would like more information about the differences between direct and indirect assessment methods, please refer to the resources on the IRA website.

What survey (indirect) assessment activities do you have planned for the upcoming year? Check all that apply. *

SLOs	None Planned	Current Student Survey	Graduating Student Survey	Alumni Survey	Employer Survey	Focus Groups	SFFs	Other
Communication	☐	☐	☐	☐	☐	☐	☐	☐
Creativity	☐	☐	☐	☐	☐	☐	☐	☐
Critical Thinking	☐	☐	☐	☐	☐	☐	☐	☐
Presentation Skills	☐	☐	☐	☐	☐	☐	☐	☐
Team Building	☐	☐	☐	☐	☐	☐	☐	☐
Test 8.25.21	☐	☐	☐	☐	☐	☐	☐	☐

Briefly describe the indirect assessment activities you checked above.

Indirect assessment activities description...

vi. Select all applicable outcomes/achievement measures you are planning to monitor by clicking the boxes.

vii. Use the text box at the bottom to describe any other assessment activities, or anything else you would like to share about plans for the upcoming year.

viii. Click "Save" to save your edit and stay in this page, click "Save Changes and Close" to finish and return to main page.

What outcome/achievement measures are you planning to monitor this year? *
☐ Retention Rate
☑ GPA
☐ Post Graduate Admission
☐ Graduation Rate
☐ Job Placement
☐ Board Scores
☐ Publications
☐ Research Activity
☑ Other

Please provide the other measure: *
[   ]

☐ None Planned

Describe below any other assessment activity you have planned for the upcoming year and/or an assessment activity you would like to explain in more detail.
Assessment activity description...

Discard Changes and Close   Save   Save Changes and Close

ix. When you return to the main report screen, you will notice that your Planned Assessment Activities now appear under Section 5. Anything that is incomplete will appear in red.

h. Complete Section 6, if necessary
Note: Any supporting documents uploaded here should be explained in detail elsewhere in the report. These documents are meant to support other information provided in the report, rather than to stand alone.

Section 6: Upload Supporting Documents

Attach copies of any assessment documents you would like to share, such as other assessment reports, survey instruments, rubrics, etc.
Please make sure there are no special characters including commas(,) in file names.

Choose File ALEKS_PP...er_2020.pdf   Report ⌄   Upload Document

Download Document	Name	•	Type	Remove
There are no Supporting Documents uploaded for this degree granting program.				

i. Click the "Choose File" button to upload any supporting documents.
ii. Use the dropdown menu to select the appropriate category for the document.

i. When you are ready, complete the assessment report by clicking the "Submit Report" button.

⚠ Complete Assessment Report

Once you click "Submit Report" your report will be sent to your school/college Assessment Planning Committee Member (ACM) for review and comment.

Submit Report

If your ACM suggests revisions, the report will be sent back to you to edit. Once the report has been approved by your ACM, the report is submitted to the university for further review by an Office of Research and Assessment administrator.

i. If you are returned to the same page, review the report to ensure it is complete. You are unable to submit partially completed reports.
ii. All the incomplete sections are indicated below the due date and clicking those takes you to the section which is incomplete.

Institutional Research & Assessment IRA Assessment BA

Fall 2023 Report

DUE DATE: 12/1/2023

Please complete the following activities before you submit the report:

★The assessment activity that is indicated in red is incomplete. Please review and complete in order to submit the report
★The planned assessment activity that is indicated in red is incomplete. Please complete it before submitting

iii. Your submitted report will be sent to your ACM for review and comments.

7. Upon returning to the homepage, you will notice that the status of the report has been updated to "ACM Review"

Assigned Assessment Reports

Below is the list of assessment reports for which you are the assigned Assessment Planning Committee Member. To view an Assessment Report for a degree granting program, click on the Program ID in the "Program" column.

Program Description

Search Programs

Status

All Statuses

Faculty Assigned

Search Faculty

	Program	Degree	Program Description	Responsible Faculty	Status
☐	IR-ASMT-BA	BA	IRA Assessment BA	Jodi Levine Laufgraben	In Progress
☐	IR-ASMT-MED	MED	IRA-Assessment-MED	Jodi Levine Laufgraben	ACM Review
☐	IR-ASMT-PHD	PHD	IRA Assessment PhD	Jodi Levine Laufgraben	In Progress

8. If the ACM suggests revisions, the report will be sent back to you for edits. The status will then appear as "In Progress" again.
    i. Once the ACM accepts the report, it will be sent to university leadership for further review and approval.

Reviewing and Commenting on Reports Submitted by Faculty

1. Return to the ACM home page by clicking the "ACM" button in the top left corner of the screen.
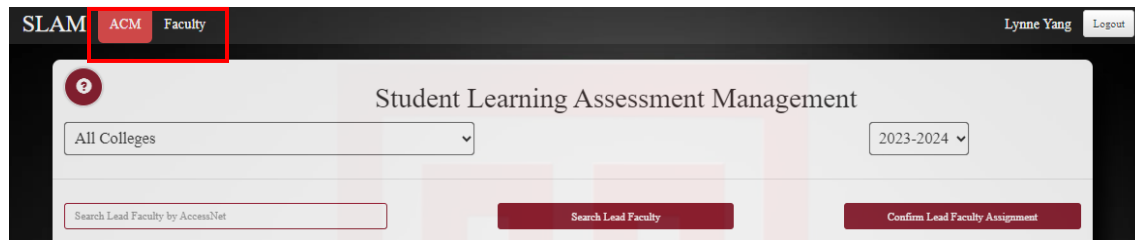
2. Below the "Assigned Assessment Reports" header, you will see three boxes. These boxes give you three ways to look up reports:
   a. By program (type in the box and press enter)
   b. By report status (use the drop down menu)
   c. By the responsible faculty member (type in the box and press enter)

3. To find reports that have been sent to you for review, select "ACM Review" from the status drop down menu.

4. Reports with the status "ACM Review" will then appear. Click the red text of the program you'd like to review on the left side.

5. You will see the SLOs for the program and then the Supporting Documents for the report. To view the report, click the button at the bottom of the page labeled "View Degree Program Assessment Report".

Student Learning Outcomes:			
SLO Name	**Last Assessed**	**Modified Date**	**View**
Creativity	2017-2018	9/15/2017 3:31:23 PM	
Critical Thinking	There is no record of this SLO being assessed.	9/15/2017 3:31:07 PM	
SLO3	There is no record of this SLO being assessed.	9/15/2017 3:18:36 PM	
SLO4	There is no record of this SLO being assessed.	9/15/2017 3:19:21 PM	
SLO5	There is no record of this SLO being assessed.	9/15/2017 3:19:30 PM	

supporting docs here

Document Name	**Document Type**	**Download**
There are no supporting documents's for this Assessment		

View Degree Program Assessment Report

6. Once you open the report, you will notice that each section has a "Comments" button in the upper-right-hand corner. To make comments on a section, click this button.

Student Learning Outcomes

SLO Description	Last Assessed	Modified By	Modified Date
Creativity	2017-2018	Kelly E. Butts	9/15/2017
Critical Thinking	There is no record of this SLO being assessed.	Kelly E. Butts	9/15/2017
SLO3	There is no record of this SLO being assessed.	Shana Levi-Nielsen	9/15/2017
SLO4	There is no record of this SLO being assessed.	Shana Levi-Nielsen	9/15/2017
SLO5	There is no record of this SLO being assessed.	Shana Levi-Nielsen	9/15/2017

Note: You can make multiple comments on a section but be sure to be clear about which part of the section you are referring to. The comments are connected to the section, not directly to the text. You can also use the comments feature to leave notes for future years.

7. Once you have reviewed all the sections in the report, scroll down to the bottom of the page. You will see two large buttons.

Describe below any other assessment activity you have planned for the upcoming year and/or an assessment activity you would like to explain in more detail.

Not Approved	Approved

a. If you would like to approve the report and send it to university leadership for further review, click the green "Approved" button.
b. If you would like to send the report back to the Responsible Faculty Member for revisions, press the red "Not Approved" button.

8. Upon returning to the homepage, you will notice that the status of the report has changed.

a. If you approved the report, the status would appear as "Complete." You can still view the completed report, and make comments, but you cannot submit it again.

	Program	Program Description	College	College Description	Degree	Assessment Committee Member	Responsible Faculty	Status	Inactive Program
☐	IR-ASMT-BA	IRA Assessment BA	IR	Institutional Research and Assessment	BA	Kelly E. Butts	Jodi Levine Laufgraben	In Progress	🗑
☐	IR-ASMT-MED	IRA-Assessment-MED	IR	Institutional Research and Assessment	MED	Kelly E. Butts	Jodi Levine Laufgraben	Complete	🗑
☐	IR-ASMT-PHD	IRA Assessment PhD	IR	Institutional Research and Assessment	PHD	Kelly E. Butts	Jodi Levine Laufgraben	In Progress	🗑

Program Description: [Program Description]
College Description: [College Description]
ACM Assigned: [Search ACM]
Status: [All Statuses]

b. If you did not approve the report, it has been sent back to the Lead Faculty Member and will appear as "In Progress" in the status column.