

## Student Learning Assessment Management System

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

### Directions for Faculty Members

#### Familiarizing yourself with the Faculty Homepage

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

Student Learning Assessment Management

Institutional Research and Assessment 2018-2019

### Assigned Assessment Reports

Below is the list of assessment reports assigned to you. To start or edit an Assessment Report for a program, click on the Program ID in the "Program" column.

Program Description Search Programs Status All Statuses

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 or Status of the report.

### Assigned Assessment Reports

Below is the list of assessment reports assigned to you. To start or edit an Assessment Report for a program, click on the Program ID in the "Program" column.

Program Description Search Programs Status All Statuses

Program	Program Description	College	College Description	Degree	Assessment Committee Member	Lead Faculty	Status	View Report
IR-ASMT-BA	IRA Assessment BA	IR	Institutional Research and Assessment	BA	John H. Starr	Leanne Jill Grundel	Complete	
IR-ASMT-CERT	IRA Assessment Cert	IR	Institutional Research and Assessment	Cert	John H. Starr	Julie Lippincott Martin	ACM Review	
IR-ASMT-MED	IRA Assessment MED	IR	Institutional Research and Assessment	MED	Julie Lippincott Martin		ACM Confirmed	
IR-DAR-MED	IRA DAR MED	IR	Institutional Research and Assessment	MED	John H. Starr	Bhavana Shubhangi Kaulwar	ACM Review	
IR-EXAM-BA	IRA Assessment Exam BA	IR	Institutional Research and Assessment	BA	Julie Lippincott Martin		ACM Confirmed	
IR-EXAM-MED	IRA Exam Services MED	IR	Institutional Research and Assessment	MED	Julie Lippincott Martin	Bhavana Shubhangi Kaulwar	In Progress	

5. Click the Program name on the left to complete a report.  
*\*Note: You cannot edit a report when the status is under ACM review/ Admin Review/ Complete*

## Assigned Assessment Reports

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

Program Description		Status						
<input type="text" value="Search Programs"/>		All Statuses						
Program	Program Description	College	College Description	Degree	Assessment Committee Member	Responsible Faculty	Status	View Completed Report
IR-ASMT-BA	IRA Assessment BA	IR	Institutional Research and Assessment	BA	Kelly E. Butts	Jodi Levine Laufgraben	ACM Review	
IR-ASMT-MED	IRA-Assessment-MED	IR	Institutional Research and Assessment	MED	Gina L. Calzaferri	Jodi Levine Laufgraben	ACM Selected	
IR-ASMT-PHD	IRA Assessment PhD	IR	Institutional Research and Assessment	PHD	Kelly E. Butts	Jodi Levine Laufgraben	In Progress	

### 6. View Report

Click View report on the right to view a completed or submitted report. If a report has not been submitted / completed, you can still view a PDF version of the current report which is in progress. Sections not completed on the report will be empty in the PDF.

## Assigned Assessment Reports

Below is the list of assessment reports assigned to you. To start or edit an Assessment Report for a program, click on the Program ID in the "Program" column.

Program Description		Status						
<input type="text" value="Search Programs"/>		All Statuses						
Program	Program Description	College	College Description	Degree	Assessment Committee Member	Lead Faculty	Status	View Report
IR-ASMT-BA	IRA Assessment BA	IR	Institutional Research and Assessment	BA	John H. Starr	Leanne Jill Grundel	Complete	
IR-ASMT-CERT	IRA Assessment Cert	IR	Institutional Research and Assessment	Cert	John H. Starr	Julie Lippincott Martin	ACM Review	
IR-ASMT-MED	IRA Assessment MED	IR	Institutional Research and Assessment	MED	Julie Lippincott Martin		ACM Confirmed	
IR-DAR-MED	IRA DAR MED	IR	Institutional Research and Assessment	MED	John H. Starr	Bhavana Shubhangi Kaulwar	ACM Review	
IR-EXAM-BA	IRA Assessment Exam BA	IR	Institutional Research and Assessment	BA	Julie Lippincott Martin		ACM Confirmed	
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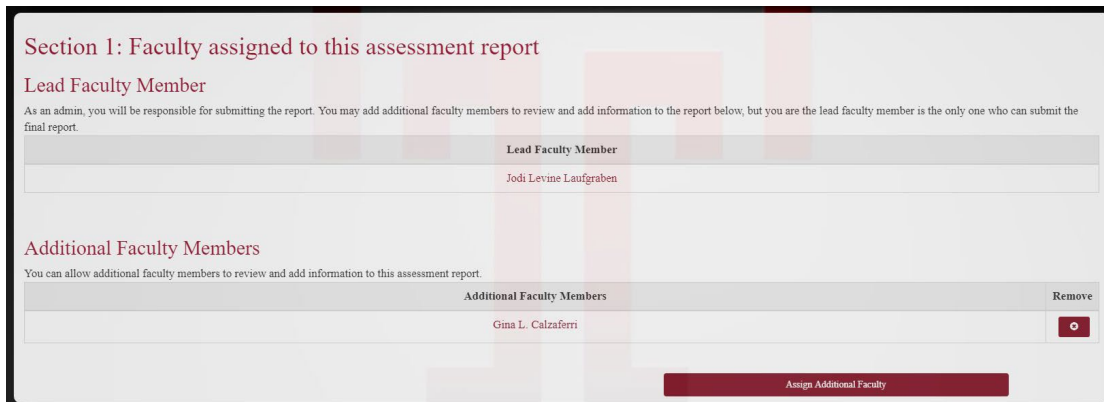
## Completing Reports as a Faculty Member

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 the Due Date.
- 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.
  - ii. Additional Faculty members can be removed by clicking on the remove button.



















- 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.*

Comments

## Section 2: Student Learning Outcomes (SLOs) \*

List all program level student learning outcomes. If your SLOs have been pre-populated, review the SLOs and make any necessary edits.

SLO Name	Last Assessed	Modified By	Modified Date	Edit / Remove
Communication	There is no record of this SLO being assessed.	Gina L. Calzaferri	8/15/2019	 
Creativity	There is no record of this SLO being assessed.	Gina L. Calzaferri	8/15/2019	 
Critical Thinking	There is no record of this SLO being assessed.	Gina L. Calzaferri	8/15/2019	 
fdsa	There is no record of this SLO being assessed.	Gina L. Calzaferri	8/15/2019	 
Presentation Skills	There is no record of this SLO being assessed.	David E. Griffith	8/15/2019	 
SLO5	There is no record of this SLO being assessed.	Shana Levi-Nielsen	8/15/2019	 
Team Building	There is no record of this SLO being assessed.	David E. Griffith	8/15/2019	 
test	There is no record of this SLO being assessed.	Gina L. Calzaferri	8/15/2019	 

Add New SLO

- 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.

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

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

SLO Description	Last Assessed	Modified By	Modified Date	Edit / Remove
Communication	2017-2018	Gina L. Calzaferri	9/18/2017	
Creativity	There is no record of this SLO being assessed.	Gina L. Calzaferri	9/18/2017	
Critical Thinking	2017-2018	Gina L. Calzaferri	9/18/2017	
Presentation Skills	There is no record of this SLO being assessed.	David E. Griffith	9/15/2017	
SLO5	There is no record of this SLO being assessed.	Shana Levi-Nielsen	9/13/2017	
Team Building	There is no record of this SLO being assessed.	David E. Griffith	9/15/2017	

[Add New SLO](#)

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

SLO Description	Last Assessed	Modified By	Modified Date	Edit / Remove
Communication	2017-2018	Gina L. Calzaferri	9/18/2017	
Creativity	There is no record of this SLO being assessed.	Gina L. Calzaferri	9/18/2017	
Critical Thinking	2017-2018	Gina L. Calzaferri	9/18/2017	
Presentation Skills	There is no record of this SLO being assessed.	David E. Griffith	9/15/2017	
SLO5	There is no record of this SLO being assessed.	Shana Levi-Nielsen	9/13/2017	
Team Building	There is no record of this SLO being assessed.	David E. Griffith	9/15/2017	

[Add New SLO](#)

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.

Institutional Research and Assessment IRA Assessment BA

Academic Year: 2017-2018

**DUE DATE:** Appears Here

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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

4. You will notice that the SLO now appears in the list within the section and that the “Modified by” and “Modified Date” have been updated.
- 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.*

- i. Click the “Add Specialized Accreditation” button. A new page will appear.

- 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. Once finish, click “Save Changes and Close”.

f. Complete Section 4: Completed Assessment Activities

**Section 4: Completed Assessment Activities for the Academic Year 2019-2020\***

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
There are no Assessment Activities specified for this degree granting program.			

**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 the SLOs assessed by this activity.
- iii. Select if this is a Direct or Indirect Assessment

**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 §.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.

Provide a brief name for this assessment activity.\*  
*(Examples: Capstone Final Project, Exit Survey, Portfolio)*

Describe the assessment method used to assess the learning outcome(s). Provide enough detail so that we understand the nature of the project.\*  
*(Example: A rubric aligned with all program level learning outcomes for the BA degree, was used to assess the final project in the capstone course.)*

What were the findings from this assessment?\*

How are you using or planning to use the findings from this assessment for program improvement? Where applicable, give specific examples of changes you are making to the program as a result of your 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.

With whom and how did you share findings from this assessment? Check the box next to the person/group(s) with whom you shared the findings and don't forget to tell us HOW you shared the data with them.\*  
*(Example of HOW you shared findings: Shared findings during a faculty meeting and discussed how we will use findings; Shared findings via email; Discussed one-on-one)*

Faculty

Please provide how you shared your findings with faculty: \*

Students in the Program

Department Chair

Alumni

School/College Dean

School/College Administration

Employers, Accreditors, or other External Community Members

Other

Discard Changes and Close      Save      Save Changes and Close

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

Section 5: Planned Assessment Activities \*

There are no planned assessment activities specified. Please add one.

Modified By	Modified Date	Edit / Remove
There is no Planned Assessment Activity specified for this degree granting program.		

Add Planned Assessment Activity

- i. Click “Add Planned Assessment Activity”, this will open a new page with autosaving enabled. **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.

Institutional Research & Assessment IRA Assessment BA

Planned Assessment for Academic Year: 2023-2024

**DUE DATE: 12/1/2023**

Planned Assessment Activity

Tell us what direct and indirect (survey) activities are planned for your program in the upcoming academic year.  
Please refer to the following SLOs as you fill out the tables below

SLO Name	Last Assessed	Modified By	Modified Date	View
Communication	2021-2022	Gina L. Calzaferri	8/23/2023 6:45:39 PM	View SLO
Creativity	2023-2024	Gina L. Calzaferri	8/23/2023 6:45:39 PM	View SLO
Critical Thinking	2021-2022	Gina L. Calzaferri	8/23/2023 6:45:39 PM	View SLO
Presentation Skills	2023-2024	David E. Griffith	8/23/2023 6:45:39 PM	View SLO
Team Building	2023-2024	David E. Griffith	8/23/2023 6:45:39 PM	View SLO
Test 8.25.21		Gina L. Calzaferri	8/23/2023 6:45:44 PM	View SLO

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

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 Capstone 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	dojkwesBHD1
Presentation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test 8.25.21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 and briefly describe the indirect assessment activities selected.
- 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test 8.25.21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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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.

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.

ALEKS\_PP...er\_2020.pdf

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 on the right to select the appropriate category for the document.

7. 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.

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.

8. 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

Status

Faculty Assigned

	Program	Degree	Program Description	Responsible Faculty	Status
<input type="checkbox"/>	IR-ASMT-BA	BA	IRA Assessment BA	Jodi Levine Laufgraben	In Progress
<input type="checkbox"/>	IR-ASMT-MED	MED	IRA-Assessment-MED	Jodi Levine Laufgraben	ACM Review
<input type="checkbox"/>	IR-ASMT-PHD	PHD	IRA Assessment PHD	Jodi Levine Laufgraben	In Progress

- 9. 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 ACM Comments

10. If an ACM sends a report back to you for edits, the status will appear as “In Progress” again.

**Assigned Assessment Reports**

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

Program Description:  Status:

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IR-ASMT-PHD	IRA Assessment PhD	IR	Institutional Research and Assessment	PHD	Kelly E. Butts	Jodi Levine Laufgraben	In Progress	

11. Click on the program name research on the left to open the report for your program.

**Assigned Assessment Reports**

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IR-ASMT-PHD	IRA Assessment PhD	IR	Institutional Research and Assessment	PHD	Kelly E. Butts	Jodi Levine Laufgraben	In Progress	

12. Select the “Comments” button at the top right of each section to view ACM comments.

**Section 2: Student Learning Outcomes (SLOs) \***

List all program level student learning outcomes. If your SLOs have been pre-populated, review the SLOs and make any necessary edits.

SLO Name	Last Assessed	Modified By	Modified Date	Edit / Remove
Communication	There is no record of this SLO being assessed.	Gina L. Calzaferri	8/15/2019	
Creativity	There is no record of this SLO being assessed.	Gina L. Calzaferri	8/15/2019	
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fdsa	There is no record of this SLO being assessed.	Gina L. Calzaferri	8/15/2019	
Presentation Skills	There is no record of this SLO being assessed.	David E. Griffith	8/15/2019	

13. When you have finished making edits to your report based on the ACM’s comments, submit the report again.

14. At this time, you will see the status of the report has been updated again to “ACM Review.”