UAS Quick Start Guide

For ACMs (Assessment Committee Members)

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

Welcome to the University Assessment System (UAS)! You should see one or more units displayed in the table. These are your assigned assessment units. To get started, **click on a report in the table.**

Show 10 ∨ entries   Search:

Unit Name	Division Name	ACM Name(s)	PAC Name(s)	Status
August Test Unit	Gina's August Test	Noah Samuel Klinger	Noah Samuel Klinger	In Progress

Showing 1 to 1 of 1 entries   Previous   1   Next

Adding/removing Primary Assessment Contacts

Each unit must be assigned a Primary Assessment Contact (PAC) who is responsible for submitting the unit's assessment report. ACMs are responsible for assigning PACs. Click on any report in the table and the *Modify Panel* will pop up on the right side of the screen where you can add/remove PACs. This panel also gives you the ability to edit the assessment report yourself.

Reviewing Assessment Reports

When a PAC submits an assessment report, the status will change to *ACM Review.* Click the report and select *Edit Assessment Report* from the *Modify Panel* on the right side of the screen. Here you can review each section of the assessment report and add comments for the PAC to address now or in future reports. Once

your review is complete, you can either return the report to the PAC to address any comments or submit the report.

Once you click "Submit Report" your report will be sent your Division's Assessement Committee Member (ACM) for review and comment.

Submit/Return 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