

Student Learning Assessment Management System – Faculty Directions

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

Click on the links below to navigate to the corresponding section of the document.

Part 1: The Faculty Homepage

Part 2: Completing Reports as a Faculty Member

Completing reports

Section 1: Additional Faculty Members

Section 2: Student Learning Outcomes

Section 3: Specialized Accreditations

Section 4: Completed Assessment Activities

Section 5: Planned Assessment Activities

Section 6: Supporting Documents

Submitting Reports

Part 4: Reviewing ACM Comments

Student Learning Assessment Management System

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

Directions for Responsible 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 responsible 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 2017-2018

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 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

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Program Description Search Programs Status 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	

5. Click the Program name on the left.

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:

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	

Completing Reports as a Faculty Member

6. To complete a report:
- Note the due date in red capital letters at the top of the screen.

Institutional Research and Assessment IRA Assessment BA

Academic Year: 2017-2018

DUE DATE: Appears Here

Temple University Annual Assessment Report

Thank you for taking the time to complete your program's Annual Assessment Report. Assessment is a critical component of the teaching and learning process. To demonstrate that Temple and its academic programs are fully

- Read the directions that appear in the box under the Due Date.
- Complete Section 1: Adding Additional Faculty Members
 - In this section, a Responsible Faculty Member can assign additional faculty to help complete the report. While additional faculty are welcome to contribute to the report, only the Responsible 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

Gina L. Calzaferri













Remove

Assign Additional Faculty

- 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.

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. 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.

Section 2: Student Learning Outcomes (SLOs) *

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













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	 
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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.

Section 2: Student Learning Outcomes (SLOs) *

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

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	 
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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.

The screenshot shows a web form titled "Institutional Research and Assessment IRA Assessment BA" with the subtitle "Academic Year: 2017-2018". A red text label "DUE DATE: Appears Here" is positioned above the form. The form section is titled "New Student Learning Outcome" and contains two input fields: a short text field for an abbreviated name and a larger text area for describing the content of the SLO. At the bottom of the form are two buttons: "Discard Changes and Close" (red) and "Save Changes and Close" (green).

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

The screenshot shows a web form titled "Section 3: Specialized Accreditation" with the subtitle "If this program requires a special form of accreditation, please specify one below." A red button labeled "Add Specialized Accreditation" is located at the bottom right of the form. A "Comments" button is visible in the top right corner.

**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 dialogue box 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.
- iv. Click “Save Changes and Close.”

f. Complete Section 4: Completed Assessment Activities

Comments

Section 4: Completed Assessment Activities *



In this section you will provide details about the completed program level assessments from the prior academic year. We ask you to describe assessments(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. In this section, you will also have the opportunity to tell us about assessments that are ongoing.

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.

- Please be clear and complete. For example, if using a common acronym in your field, please 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 so we know to look for it.
- If you attach addition reports, please synthesize the most important findings within the body of this report. Please do not write "see attached."

Activity Name	Modified By	Modified Date	Edit / Remove
Capstone project	Gina L. Calzaferri	9/18/2017	 

Add Assessment Activity

- Click "Add Assessment Activity"
- Select the SLOs assessed by this activity
- In the first text box, give a brief name to the assessment activity
- In the second box, fully describe the assessment method
- In the third box, explain the findings from the assessment
- In the fourth box, explain how you are using the findings
- Select all applicable parties that the assessment findings have been shared with by clicking the boxes, and then describe how the findings were shared.
- Click "Save Changes and Close"
- 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.
- Repeat steps i-ix to add each completed or assessment completed (or started) the prior academic year.

Comments

Section 4: Completed Assessment Activities *



In this section you will provide details about the completed program level assessments from the prior academic year. We ask you to describe assessments(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. In this section, you will also have the opportunity to tell us about assessments that are ongoing.

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.

- Please be clear and complete. For example, if using a common acronym in your field, please 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 so we know to look for it.
- If you attach addition reports, please synthesize the most important findings within the body of this report. Please do not write "see attached."

Activity Name	Modified By	Modified Date	Edit / Remove
Student Survey	Shana Levi-Nielsen	9/27/2017	 

Any activity highlighted in red is incomplete, please complete before submitting.

Add Assessment Activity

g. Complete Section 5: Planned Assessment Activities

The screenshot shows the 'Section 5: Planned Assessment Activities' interface. At the top right is a 'Comments' button. The main heading is 'Section 5: Planned Assessment Activities *'. Below it, a message states: 'There are no planned assessment activities specified. Please add one.' A table with three columns is visible: 'Modified By', 'Modified Date', and 'Edit / Remove'. Below the table, another message says: 'There is no Planned Assessment Activity specified for this degree granting program.' At the bottom right is a red button labeled 'Add Planned Assessment Activity'.

- i. Click “Add Assessment Activity”
 - 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.
 - 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.
 - 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 Changes and Close”
 - ix. When you return to the main report screen, you will notice that your Planned Assessment Activities now appear under section 4. 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.*

The screenshot shows the 'Section 6: Upload Supporting Documents' interface. The heading is 'Section 6: Upload Supporting Documents'. Below it, a message states: 'Please attach copies of any assessment documents you would like to share, such as other assessment reports, survey instruments, rubrics, etc. You can upload up to three documents.' There are three rows, each with a red 'Choose File' button, the text 'No file chosen', and a dropdown menu.

- 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.

Section 6: Upload Supporting Documents

Please attach copies of any assessment documents you would like to share, such as other assessment reports, survey instruments, rubrics, etc. You can upload up to three documents.

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Please Select

- Please Select
- Rubric
- Survey
- Curriculum Map
- Report
- Other

- 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 or college's 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. 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			Status	Faculty Assigned		
Search Programs			All Statuses	Search Faculty		
<input type="checkbox"/>	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	

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 ACM Comments

9. 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:

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	

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

Assigned Assessment Reports

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Program Description: Status:

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	

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

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

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

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