<u>Student Learning Assessment Management System – Faculty Directions</u>

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

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Completing reports

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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

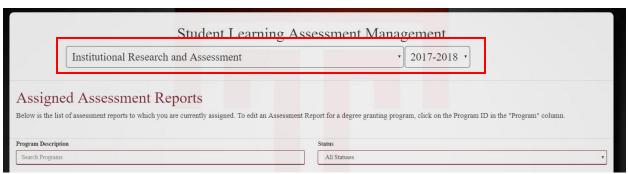
Student Learning Assessment Management System

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

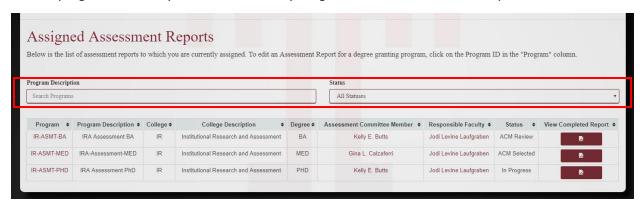
Directions for Responsible Faculty Members

Familiarizing yourself with the Faculty Homepage

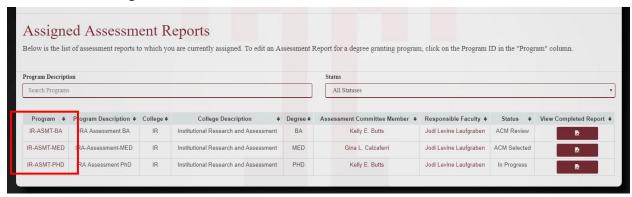
- 1. Enter your AccessNet login information and press "Login," to access your Faculty homepage.
- 2. Select the school or college for which you are a Faculty member from the dropdown menu on the left.
 - *Note: if you are a responsible faculty member for multiple colleges, all colleges to which you are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



- 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.



5. Click the Program name on the left.

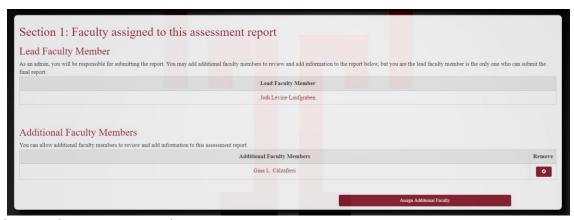


Completing Reports as a Faculty Member

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



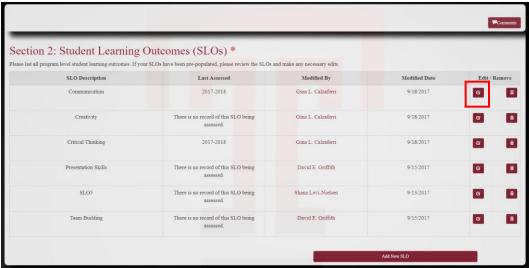
- b. Read the directions that appear in the box under the Due Date.
- c. Complete Section 1: Adding Additional Faculty Members
 - In this section, a Responsible Faculty Member can assign additional faculty to help complete the report. While additional faculty are welcome to contribute to the report,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



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.

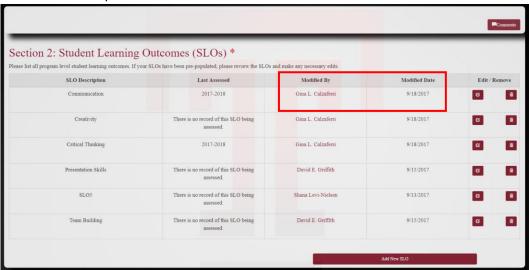
i. To edit an SLO, click the red "Edit" button on the right.



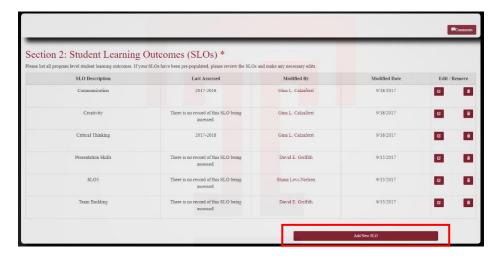
- Change the abbreviated name for the SLO in the top text box. Preloaded SLOs have been given the names "SLO1, SLO2, etc." You will want to rename them with an abbreviated name that describes that individual SLO (i.e. "Presentation Skills" or "Critical Thinking"). You will need to refer to the SLOs using 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.

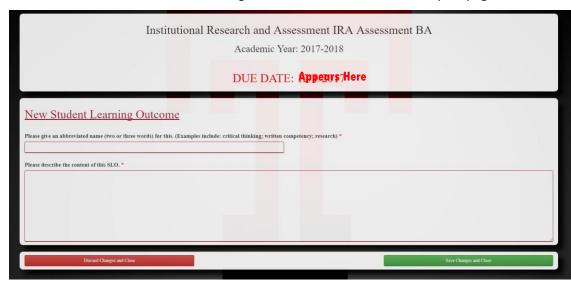


ii. To <u>add</u> new SLOs, click the "Add New SLO" button at the bottom of the section.

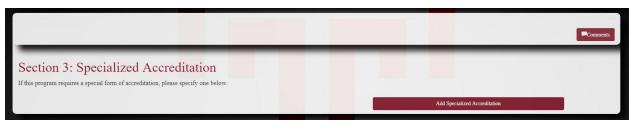


- 1. Give an abbreviated name for the SLO in the top text box. You will want to name them with an abbreviated name that describes that individual SLO (i.e. "Presentation Skills" or "Critical Thinking"). You will need to refer to the SLOs using just the abbreviated name later in the report.
- 2. Describe 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.



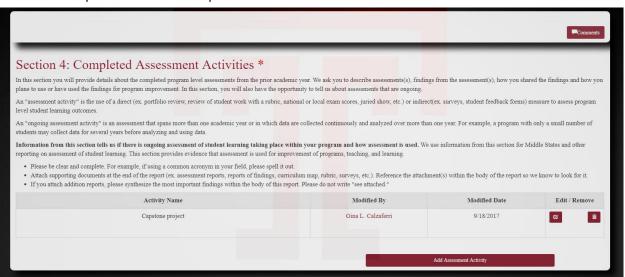
- 4. You will notice that the SLO now appears in the list within the section and that the "Modified by" and "Modified Date" have been updated.
- e. Complete Section 3: Specialized Accreditation



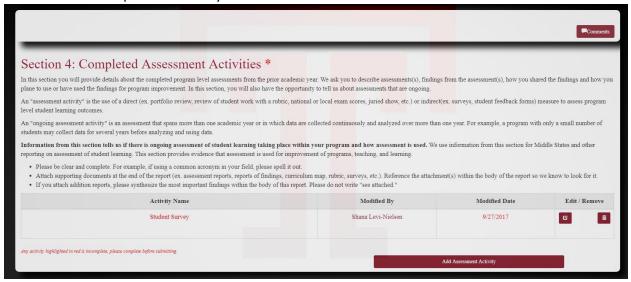
*Note: this section only applies if your program has special accreditation. This does not include periodic program review. Skip this section if your program is not accredited.

- i. Click the "Add Specialized Accreditation" button. A 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



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



g. Complete Section 5: Planned Assessment Activities

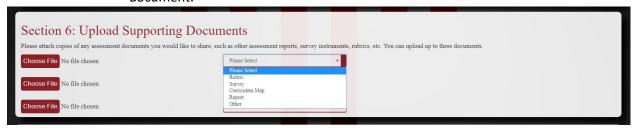


- i. Click "Add Assessment Activity"
- ii. At the top of the page, the SLOs appear for your reference. View the complete SLO by clicking the "View SLO" box on the right.
- iii. Use the check boxes to select the types of *direct* assessment activities you are planning for the upcoming year.
- iv. In the 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.

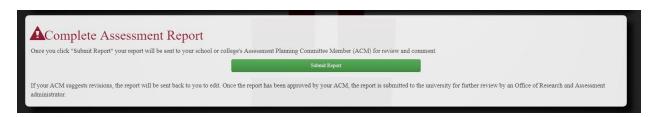


i. Click the "Choose File" button to upload any supporting documents

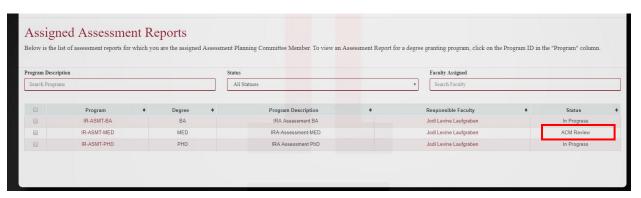
ii. Use the dropdown menu on the right to select the appropriate category for the document.



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



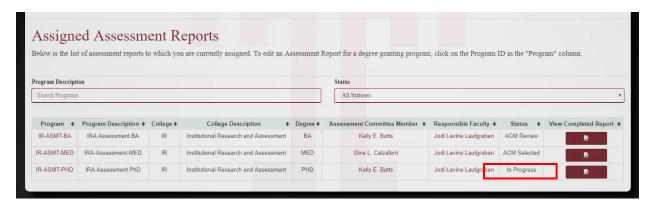
- i. If you are returned to the same page, review the report to ensure it is complete. You are unable to submit partially completed reports.
- ii. Your submitted report will be sent to your ACM for review and comments.
- 7. Upon returning to the homepage, you will notice that the status of the report has been updated to "ACM Review"



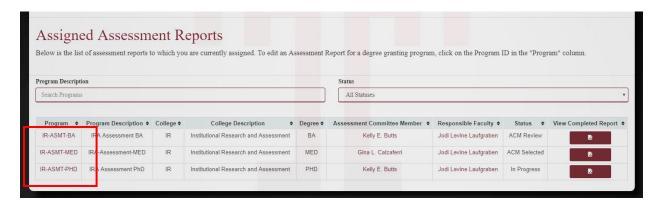
- 8. If the ACM suggests revisions, the report will be sent back to you for edits. The status will then appear as "In Progress" again.
 - i. Once the ACM accepts the report, it will be sent to university leadership for further review and approval.

Reviewing ACM Comments

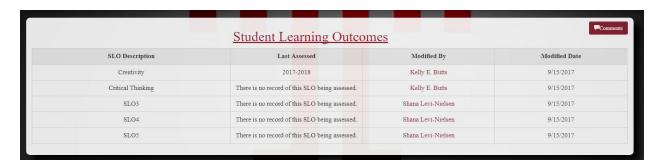
9. If an ACM sends a report back to you for edits, the status will appears as "In Progress" again.



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



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



- 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."