

ASSESSMENT TRACKING TOOL

Guide for Liaisons

TABLE OF CONTENTS

- Getting Started 3
- Reviewing a Program Report (Liaison View) 6
- Reviewing a Program Report (Reviewer View) 9
- Writing the Evaluation Report 11
- Updating Reviewers 15
- Submit a Program-Level Report or Plan 17
- Viewing Another Program's Report 19

GETTING STARTED

What You Should See When You First Log Into the System

Understanding the Status Feature

Navigating your screen when you first login as a liaison:

STUDENT AFFAIRS - REPORTS

Evaluations:
Year: 2020

Program/Unit Reports:
Year: 2020

Program/Unit	Status	Version	Owner(s)	Updated	Reviewed	Reviewed By	
Catharine S. Eberly Center for Women	In Progress	2	Fitzpatrick, Angela	8/7/2020	10/9/2020		<input type="button" value="View"/>
Dean of Students Office	In Progress	1	Thomas, Cheryl L.	10/9/2020			<input type="button" value="View"/>
Experiential Learning and Career Services	Reviewed	2	Miller, Davlon; Drouillard, Shelly; Niedzwicki, Shannon	9/29/2020	10/9/2020	msoliz	<input type="button" value="View"/>

The Evaluation is the college/division-level report that synthesizes the data collected through the program-level reports. Liaisons are responsible for submitting this report on behalf of their Dean/VP. Click the “create” button to access the template.

Your College/Division Name

The system defaults to the current cycle, but you can see previous reports by selecting a different year.

List of all programs in your college/division. It shows you the name of the program; the status and version of the report or plan; the owner(s), or person(s) who is completing the document; when it was last updated; and the date of the review and the UTAD of the liaison who reviewed the document. Click on the “view” button to access each report and begin your review.

The MENU button allows you to switch your view between reports and plans.

It also allows you to view and edit any program-level plans and reports, and create a new program-level plan and report.

The MENU also allows you to view all of the reports in the system.

You can also update your assessment committee members/reviewers here.

Understanding the Status Column:

Not Started:

The person responsible for completing the report/plan has not logged into the system to begin writing their report/plan.

In Progress:

The person(s) responsible for completing the report/plan (owner) has logged into the system and opened their template. Their work is saved, and they may continue to edit their document.

Needs Review:

The owner(s) has completed their documentation and submitted their report/plan for review. They are awaiting feedback from their liaison and no longer have access to edit their document.

Reviewed:

The liaison has completed their review of the report/plan, provided appropriate feedback to the owner(s), and is satisfied with the quality of the report.

Program/Unit	Status	Version	Owner(s)	Updated	Reviewed	Reviewed By	
Catharine S. Eberly Center for Women	In Progress	2	Fitzpatrick, Angela	8/7/2020	10/9/2020		View
Dean of Students Office	In Progress	1	Thomas, Cheryl L.	10/9/2020			View
Experiential Learning and Career Services	Reviewed	2	Miller, Davlon; Drouillard, Shelly; Niedzwicki, Shannon	9/29/2020	10/9/2020	msoliz	View

REVIEWING A PROGRAM REPORT

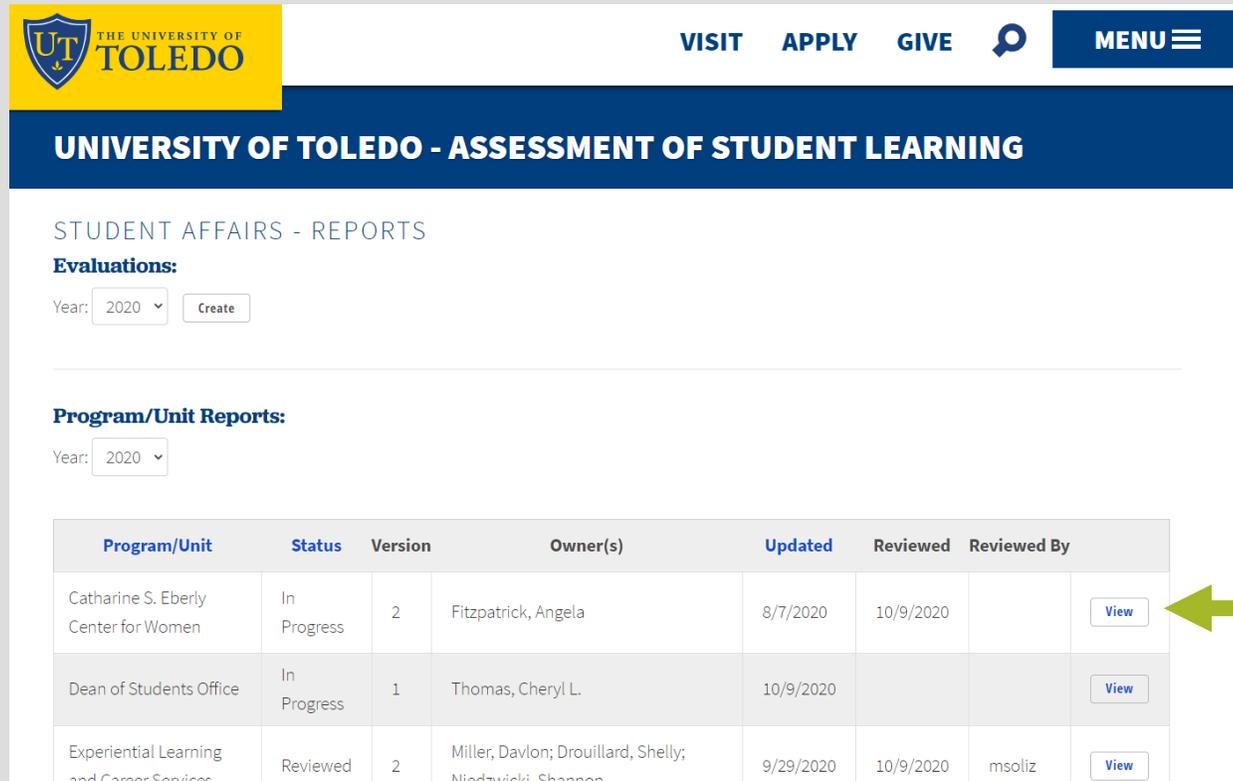
Completing the rubric

Communicating with the report owner(s)

Submitting the review

Including your assessment committee in the process

Reviewing individual program assessment reports:



The screenshot shows the University of Toledo Assessment of Student Learning website. At the top, there is a navigation bar with the University of Toledo logo, and links for VISIT, APPLY, GIVE, and a MENU icon. Below this is a dark blue header with the text "UNIVERSITY OF TOLEDO - ASSESSMENT OF STUDENT LEARNING". The main content area is titled "STUDENT AFFAIRS - REPORTS" and includes a section for "Evaluations:" with a "Year:" dropdown set to "2020" and a "Create" button. Below that is a section for "Program/Unit Reports:" with a "Year:" dropdown set to "2020". A table lists three reports with columns for Program/Unit, Status, Version, Owner(s), Updated, Reviewed, Reviewed By, and a View button. A green arrow points from a text box on the right to the "View" button for the first report.

Program/Unit	Status	Version	Owner(s)	Updated	Reviewed	Reviewed By	
Catharine S. Eberly Center for Women	In Progress	2	Fitzpatrick, Angela	8/7/2020	10/9/2020		View
Dean of Students Office	In Progress	1	Thomas, Cheryl L.	10/9/2020			View
Experiential Learning and Career Services	Reviewed	2	Miller, Davlon; Drouillard, Shelly; Niedzwicki, Shannon	9/29/2020	10/9/2020	msoliz	View

Click on the “view” button to access each report and begin your review.
A “needs review” status indicates that the report has been submitted for review, and the owner is awaiting for your feedback.

Reviewing individual program assessment reports:

Step One:
Read the report.

Step Two:
Fill in the rubric at the end of each report.
Note: The scores from the rubric, and your notes will automatically copy into your evaluation report.

Comments:

After Reviewing the Report, Complete the Following Rubric:

Criteria	Revision Recommended	Good Quality	High Quality	Not Applicable	Notes
Unit Director Name	<input type="radio"/> No Unit Director provided.	<input type="radio"/> Name of Unit Director provided.	<input type="radio"/> Name of current Unit Director provided.	<input type="radio"/> Not Applicable	<input type="text"/>
Outcomes	<input type="radio"/> Not articulated or report contains a section for outcomes that broadly indicates what successful	<input type="radio"/> Report contains applicable outcomes (student learning, operational, program) expressed	<input type="radio"/> Report contains applicable outcomes (student learning, operational, program) expressed	<input type="radio"/> Not Applicable	<input type="text"/>

Step Three: (repeat as necessary)

Determine if the report is complete to your committee's satisfaction.

- If yes, select the "review complete" button, and type a message to the owner(s). The status of the report in the system will change from "needs review" to "reviewed."
- If no, select the "needs further review" button, and type a message to the owner(s) providing guidance regarding your requested revisions. The status of the report in the system will revert back to "in progress" and allow the owner(s) to edit the document. Once they edit and resubmit, the status changes again to "needs review," indicating that they are ready for you to review the document again.

Click the Submit button.

Review Status:

Review Complete Needs Further Review

Message to owner(s) to be sent upon submittal of review status:

Submit

College/Division Assessment Committee Reviewers:

Reviewers help Liaisons to evaluate the program-level assessment reports, and in some cases, to write the evaluation report.

They are typically members of the college/division's assessment committee or equivalent.

For information about how to check or update your reviewer list, please see slides 15-16.

This is a snapshot of what a reviewer sees when they log into the system.

Step One:

Select the report to review, by clicking on the "view" button.

The screenshot shows the University of Toledo Assessment of Student Learning interface. At the top, there is a navigation bar with the University of Toledo logo, and links for VISIT, APPLY, GIVE, and a MENU icon. Below this is a dark blue header with the text "UNIVERSITY OF TOLEDO - ASSESSMENT OF STUDENT LEARNING". The main content area is titled "COLLEGE OF ARTS AND LETTERS - REPORTS" and contains two sections: "Evaluations:" and "Program/Unit Reports:". The "Evaluations:" section has a "Year:" dropdown set to "2018" and a "View" button. The "Program/Unit Reports:" section has a "Year:" dropdown set to "2020" and a table of reports. A green arrow points to the "View" button in the first row of the table.

Program/Unit	Status	Version	Owner(s)	Updated	Reviewed	Reviewed By	
BA in Africana Studies	Not Started						
BA in Anthropology	Not Started						
BA in Art History	Not Started						
BA in Communication	Needs Review	1	Myers, Benjamin	9/15/2020			View
BA in Disability Studies	Needs Review	1	Nielsen, Kim	9/11/2020			View
BA in Economics	Needs Review	1	Amialchuk, Aliaksandr A	9/15/2020			View
BA in English	Not Started						
	Needs						

College/Division Assessment Committee Reviewers:

Step Two:

Read the report and note strengths and weaknesses.

Step Three:

After reading through the report, type comments to be shared with the Liaison in the box provided, check the “review complete” button, and click the “submit” button to complete the review.

The screenshot shows the top navigation bar with the University of Toledo logo and links for VISIT, APPLY, GIVE, and MENU. Below the navigation is a blue header with the text "UNIVERSITY OF TOLEDO - ASSESSMENT OF STUDENT LEARNING". The main content area is titled "BA IN COMMUNICATION - ASSESSMENT REPORT 2019 - 2020" and "Assessment of Student Learning". A grey box contains the text "This report is under review." Below this, the page is divided into sections: "Part One: Identify the Program and Student Learning Outcomes.", "Program/Unit Director(s): W. Benjamin Myers", "Person(S) Completing Report: Benjamin Myers", and "Student learning outcomes: List the student learning outcomes (SLOs) for the academic program." At the bottom, a note states: "Given the COVID-19 pandemic, and the quick pivot to remote learning, traditional assessment data was not collected. While we do not have traditional assessment data to report, we have successfully developed a curriculum map of the program. This map is being

The screenshot shows the review completion form. At the top, it says "After Reviewing, Enter Any Comments You May Have For The Liaison, Select Review Complete, Then Select Submit." Below this is a checkbox labeled "Review Complete" with a green arrow pointing to it. Underneath is a text area labeled "Comments:" with a green arrow pointing to it. At the bottom is a "Submit" button with a green arrow pointing to it.

WRITING THE EVALUATION REPORT

The Evaluation Report is the college/divisional summary and analysis of the individual programs' data.

Writing the Evaluation Report:

Step One:

Complete the rubric and provide feedback to all of the individual programs.

Step Two:

Click on the “create” button at the top of your screen when you log into the system.

UNIVERSITY OF TOLEDO - ASSESSMENT OF STUDENT LEARNING

STUDENT AFFAIRS - REPORTS

Evaluations:
 Year: 2020

Program/Unit Reports:
 Year: 2020

Program/Unit	Status	Version	Owner(s)	Updated	Reviewed	Reviewed By	
Catharine S. Eberly Center for Women	In Progress	2	Fitzpatrick, Angela	8/7/2020	10/9/2020		<input type="button" value="View"/>
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Experiential Learning and Career Services	Reviewed	2	Miller, Davlon; Drouillard, Shelly; Niedzwicki, Shannon	9/29/2020	10/9/2020	msoliz	<input type="button" value="View"/>

Step Three:

Review your scores and notes from the individual program report rubrics.

UNIVERSITY OF TOLEDO VISIT APPLY GIVE MENU

University Assessment Committee
 Student Affairs Evaluation Report - Assessment of Academic Programs and Service Units
 For AY 2019 - 2020

Person Completing Report:
 Malik, Alana

Academic Program(s)

Service Unit(s)

Individual Service Unit Name	Unit Director Name	Outcomes	Measures	Examples of change	Reflection on Changes from the Previous Year (if applicable)	Assessment Process	University Recommendations (if applicable)	Format	Notes
Catharine S. Eberly Center for Women	3	1	2	2	1	2	2	3	
OSIL- Leadership									
Residence Life									
Student Union	3	3	2	2	2	2	2	2	<p>Measures: Add target measures for a high quality report rating</p> <p>Examples of change: Need deadlines and identify names of responsible parties for high rating</p> <p>Reflection on Changes from the Previous Year (if applicable): See rubric for ratings</p>

UNIVERSITY OF TOLEDO VISIT APPLY GIVE MENU

Writing the Evaluation Report:

Step Four:

Based on the data submitted from the program-level reports, respond to the questions, identifying themes that emerged from across academic and co-curricular programs.

The screenshot shows the top navigation bar with the University of Toledo logo and links for VISIT, APPLY, GIVE, and MENU. Below the navigation is a table with columns for 'Upward Bound Program'. The main content area includes a section for nominating an academic program for an Excellence in Assessment Award, followed by an 'Executive Summary' section with a text editor.

The screenshot shows the 'Trends' section (iii.2) and the 'Issues and needs' section (iii.3). Both sections have text editors with rich text formatting options. The 'Trends' section asks for trends and commonalities between programs, while the 'Issues and needs' section asks for areas for improvement and development opportunities.

Note:

You can click on the “view all program/service unit responses” button in the evaluation report template to open a new window that lists all of the responses in the program-level reports.

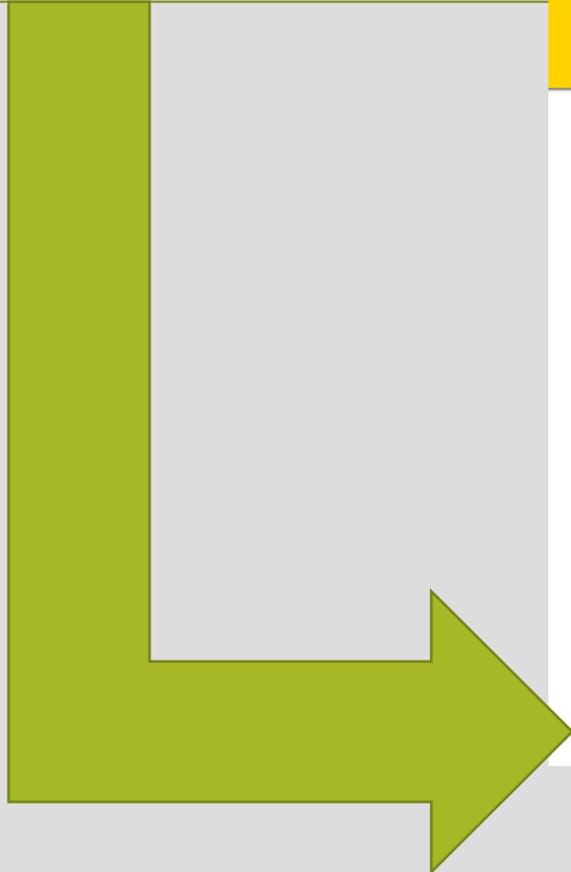
[View all program/service unit responses](#)

Writing the Evaluation Report:

Step Five:

Don't forget to scroll to the bottom of your report and click on the "save" button if you would like to continue to edit the document.

When you have completed the evaluation report, please click the "submit" button.

The screenshot shows the top navigation bar of the University of Toledo website with links for VISIT, APPLY, GIVE, and a MENU icon. Below the navigation bar is a large empty text area for the report. The section is titled "iii.6 University recommendations (Part Five)" and includes the instruction: "Evaluate the reported aspects of student learning that the programs indicated should be worked on as a university and/or how the university can better support the delivery of your academic support activities." Below the instruction is a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, table, insert link, insert image, and undo. At the bottom of the form are two buttons: "Submit" and "Save".

UT THE UNIVERSITY OF TOLEDO

VISIT APPLY GIVE MENU

iii.6

University recommendations (Part Five)

Evaluate the reported aspects of student learning that the programs indicated should be worked on as a university and/or how the university can better support the delivery of your academic support activities.

Submit Save

UPDATING REVIEWERS

Adding or deleting access for members of your college/division's assessment committee to help you review reports

Managing your Reviewers:

Step One:

Click on the MENU button in the top right side of your screen.



Reviewers help Liaisons to evaluate the program-level assessment reports, and in some cases, to write the evaluation report.

Step Two:

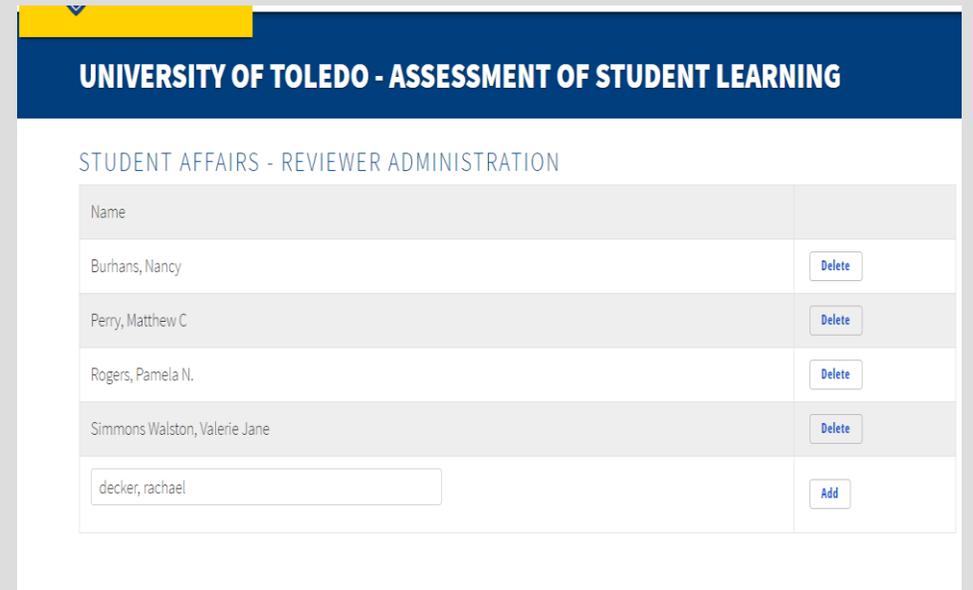
Select "Users."



Step Three:

Click the "Delete" button to remove a person.

To add a person, type in their last name followed by their first name in the open box at the end of the list. Wait a few seconds until the system identifies the name in Banner and populates the person's name below the box. Highlight the correct Banner name provided, and click the "add" button.



SUBMIT A PROGRAM-LEVEL REPORT OR PLAN

Turn off your liaison role in the system to create a program-level report or plan.

Submitting a Program-Level Report:

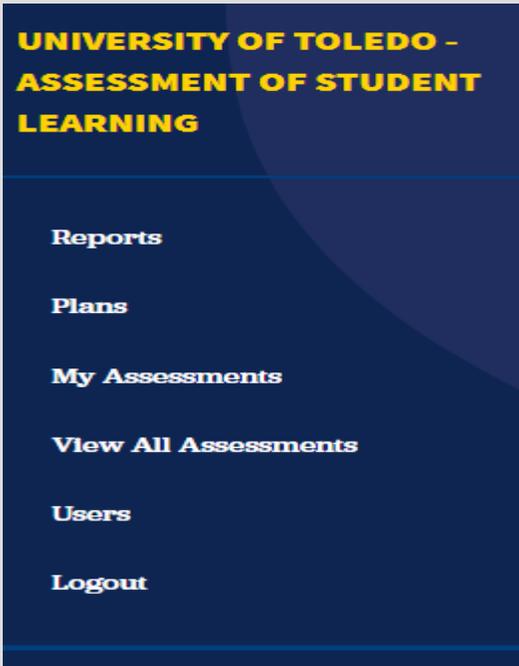
Step One:

Click on the MENU button in the top right side of your screen.



Step Two:

Select "My Assessments."



Step Three:

Select the type of assessment you would like to create-

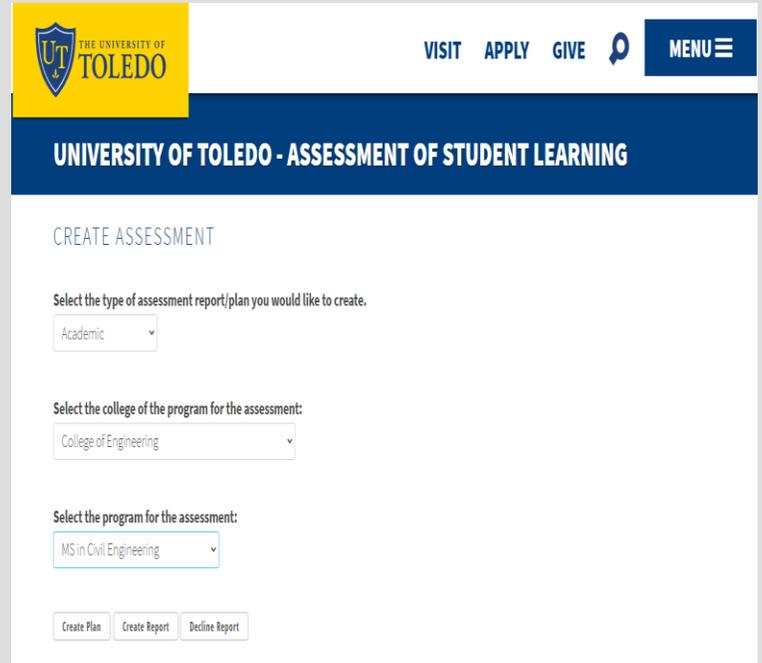
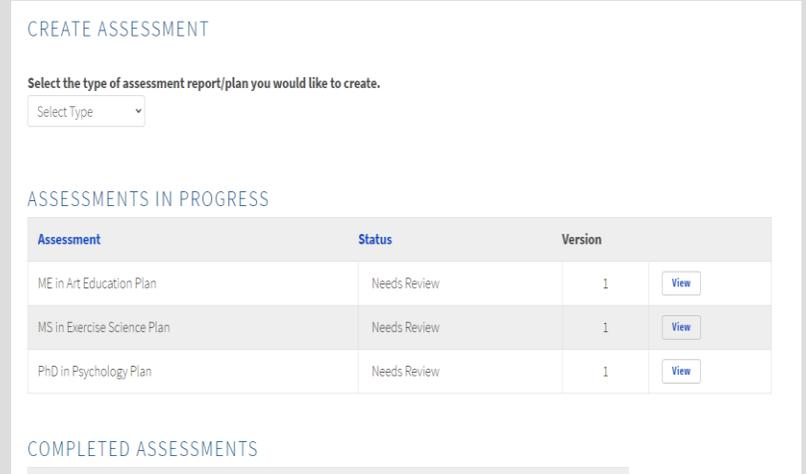
- Academic academic program
- Service co-curricular program
- General Education core curriculum course

Step Four:

Select from the series of dropdown menus until you have identified the correct program.

Click from one of the three options to open the correct template:

- Create Plan
- Create Report
- Decline Report



VIEWING ANOTHER PROGRAM'S REPORT

How to read another program's report.

Viewing Another Program's Report:

Step One:

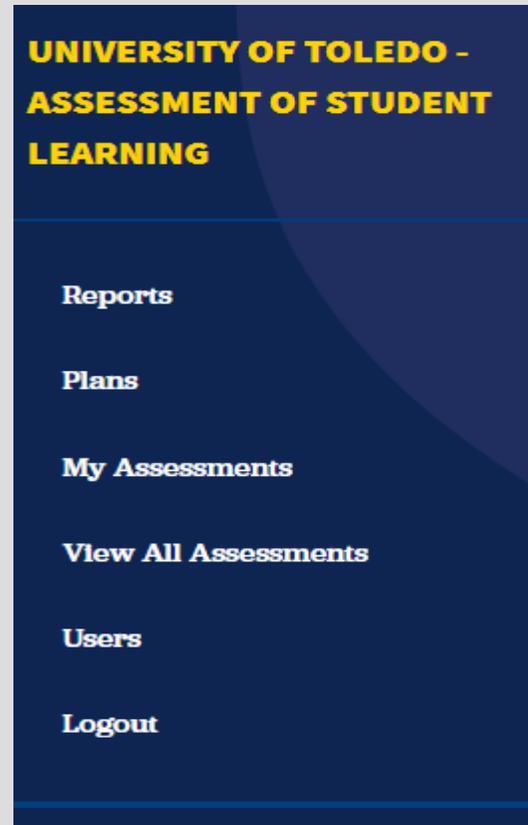
Click on the MENU button in the top right side of your screen.



All faculty and staff members with a UTAD credential may view reports in the system.

Step Two:

Select "View All Assessments"



Step Three:

Follow the series of dropdown menus to select the document you would like to read.

Click on the "view" button on the right side of the screen to open the document.

Program	Program Type	Last Updated	Owner(s)	
BE in Multi-Age Ed (Pre K-12): Music	Undergraduate	12/3/2018	Brakel, Timothy D.	View
BE in Adol and Young Adult Ed	Undergraduate	9/30/2018	Johanning, Debra	View
BE in Eryl Chldhd Ed (Pre K-3)	Undergraduate	9/28/2018	Richard, Cynthia C	View
BE in Middle Chldhd Ed (4-9)	Undergraduate	9/30/2018	Johanning, Debra	View