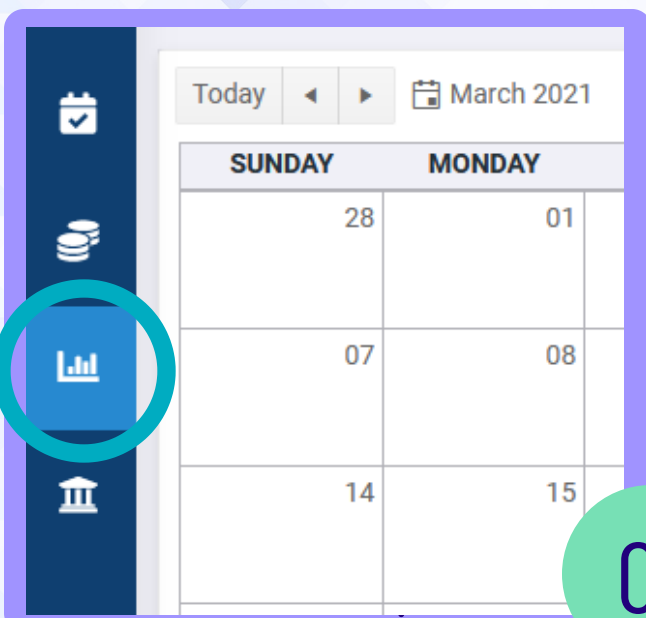# 05 Steps to Inputting Assessment Data
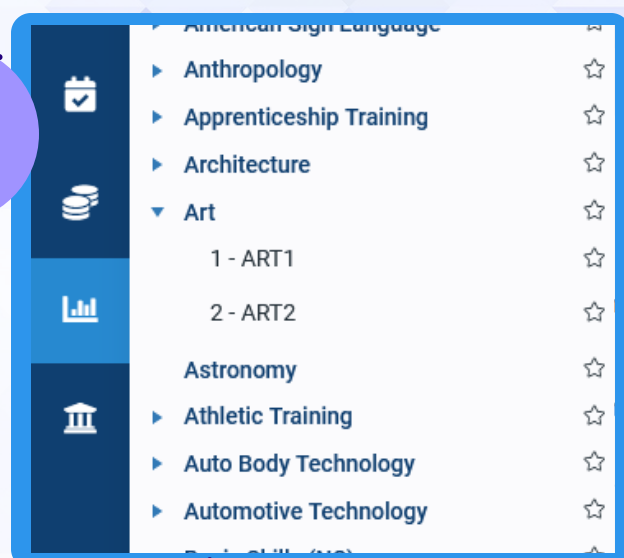
Navigate to Assessment /Program Review

01

The graph icon on the left indicates the Assessment and Program Review module. Click it to open the list of programs and departments of which you are a member.
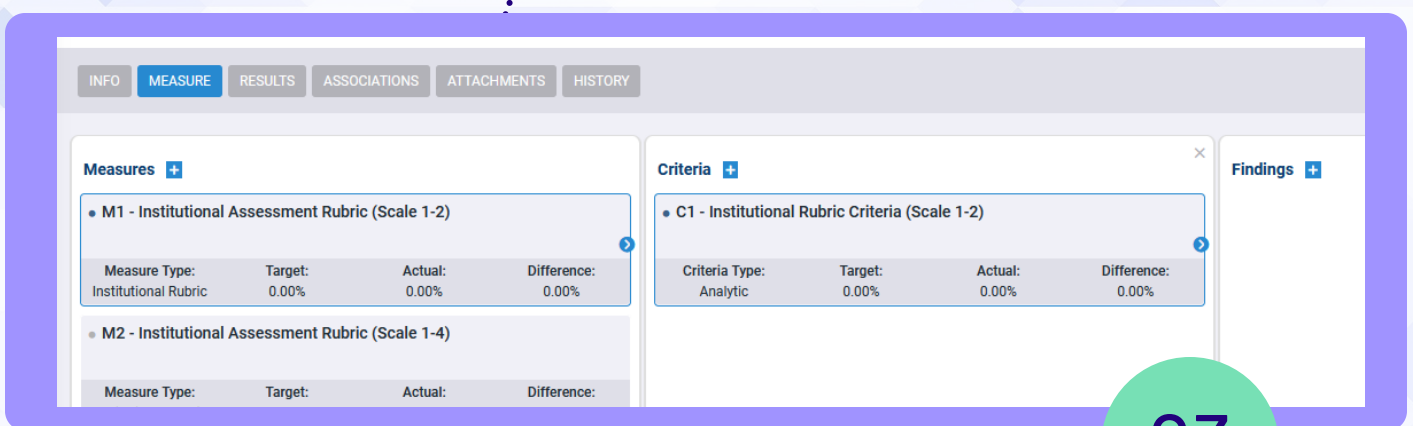

02

Choose Program and PLO

A list of programs of which you are member will appear. Click the arrow next to the program to drop down the PLOs. Pick the PLOs to which you will add data.
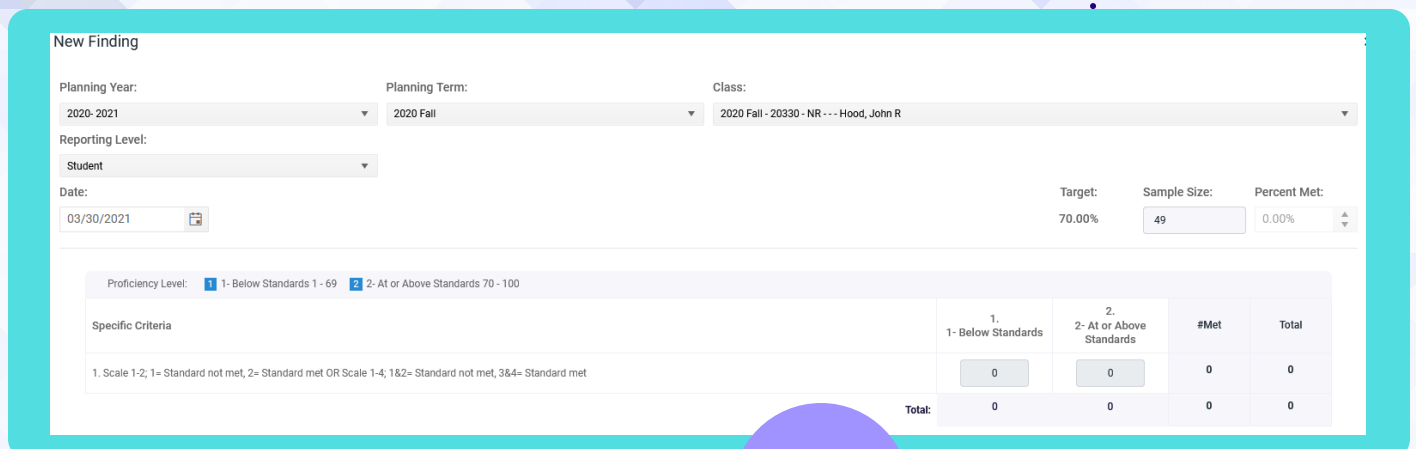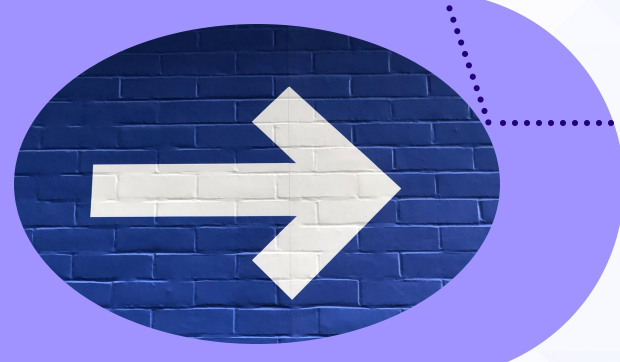
	American Sign Language	☆
▶	Anthropology	☆
▶	Apprenticeship Training	☆
▶	Architecture	☆
▼	Art	☆
	1 - ART1	☆
	2 - ART2	☆
	Astronomy	☆
▶	Athletic Training	☆
▶	Auto Body Technology	☆
▶	Automotive Technology	☆

INFO | MEASURE | RESULTS | ASSOCIATIONS | ATTACHMENTS | HISTORY

Measures +
- M1 - Institutional Assessment Rubric (Scale 1-2)

| Measure Type: | Target: | Actual: | Difference: |
| Institutional Rubric | 0.00% | 0.00% | 0.00% |

- M2 - Institutional Assessment Rubric (Scale 1-4)

| Measure Type: | Target: | Actual: | Difference: |

Criteria +
- C1 - Institutional Rubric Criteria (Scale 1-2)

| Criteria Type: | Target: | Actual: | Difference: |
| Analytic | 0.00% | 0.00% | 0.00% |

Findings +

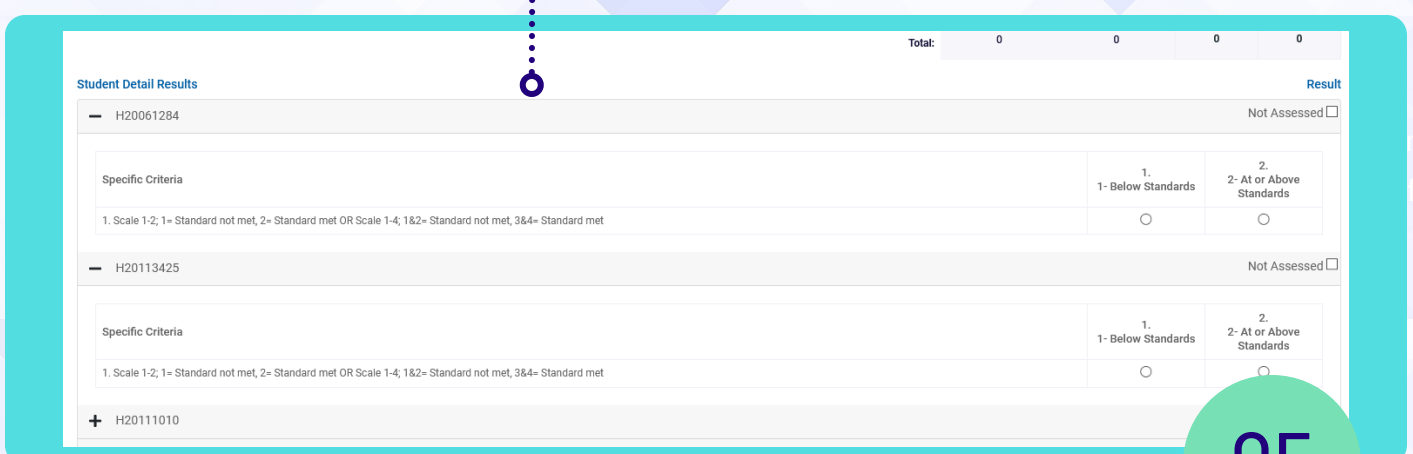## Drill Right to Findings

03

Click on the blue and white arrow (like above) to the right of the PLO, measure, and rubric to open the findings page. Click the "Plus" sign to add your data/findings.

New Finding

| Planning Year: | Planning Term: | Class: |
| 2020- 2021 | 2020 Fall | 2020 Fall - 20330 - NR --- Hood, John R |

Reporting Level:
Student

| Date: | | Target: | Sample Size: | Percent Met: |
| 03/30/2021 | | 70.00% | 49 | 0.00% |

Proficiency Level: **1** 1- Below Standards 1 - 69 **2** 2- At or Above Standards 70 - 100

Specific Criteria	1. 1- Below Standards	2. 2- At or Above Standards	#Met	Total
1. Scale 1-2; 1= Standard not met, 2= Standard met OR Scale 1-4; 1&2= Standard not met, 3&4= Standard met	0	0	0	0
Total:	0	0	0	0

04

New Findings

On the New Finding page, choose the correct planning year, planning term, and class. Choose the student reporting level to input individual student data or class level to input aggregate numbers. If you do not put in the student data, then put the class size in sample size.

| | | Total: | 0 | 0 | 0 | 0 |

Student Detail Results

— H20061284 | Result: Not Assessed ☐

| Specific Criteria | 1. 1- Below Standards | 2. 2- At or Above Standards |
| 1. Scale 1-2; 1= Standard not met, 2= Standard met OR Scale 1-4; 1&2= Standard not met, 3&4= Standard met | ○ | ○ |

— H20113425 | Not Assessed ☐

| Specific Criteria | 1. 1- Below Standards | 2. 2- At or Above Standards |
| 1. Scale 1-2; 1= Standard not met, 2= Standard met OR Scale 1-4; 1&2= Standard not met, 3&4= Standard met | ○ | ○ |

+ H20111010

05

Student Data Input

To input student data, click the "Plus" sign next to the student name and ID to drop down the scores. Click on the score or click on the "Not Assessed" box for each student. If a student did not take the assessment measure, then click the "Not Assessed" button.