

DIRECTIONS

for Deans, Chairs and Program Coordinators

Manage Data enables you to manage data for other users. If you are entering a lot of data, it may be faster to load data from .csv files rather than by using this utility. **All changes made using this utility are audited.**

Manage Data

Manage Data for Individuals

Select individual...

Show: Enabled Accounts Only All Accounts

Manage Data for Programs

Select program...

Show: Enabled Accounts Only All Accounts

Manage Administrative Data for Individuals

[Click here](#) to manage the Administrative Data for individual users.

Under Manage Data for Programs, click drop down to select program.

Below is a list of screens in your Assessment Module. Click on the name of the screen for which you wish to add or modify data.
Note that you are requested to enter at least the last **one** year of your information.

Assessment Module Main Menu

- [Administrative Data](#)
- [Goals](#)
- [Outcomes](#)
- [Program-Level Assessment Initiatives](#)

Click Administrative Data to review for accuracy.

ASSESSMENT MODULE – ADMINISTRATIVE (SET-UP) MODE

Assessment Module

Administrative Data

[RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#) [RETURN \(CANCEL\)](#)

Name: Anthropology BA/BS

Description:

College: Administrative Non-College
 Administrative or Non-college
 Arts and Sciences
 Business
 Education and Human Services
 Health Professions
 Informatics

Department:

Courses for this Program

Course					
Course Prefix	Course Number	Course Suffix	Course Section	Mapping	Assessed
<input type="text"/>					

This Information was entered upon creation of the program. If incorrect, you can make changes to select a different College or Department.

(DO NOT ENTER COURSE INFORMATION ON THIS PAGE)

When complete if you made changes click “Save and Return” or if no changes were made, click “Return to Main Menu” button.

Below is a list of screens in your Assessment Module. Click on the name of the screen for which you wish to add or modify data.
Note that you are requested to enter at least the last **one** year of your information.

Assessment Module Main Menu

- [▶ Administrative Data](#)
- [▶ Goals](#)
- [▶ Outcomes](#)
- [▶ Program-Level Assessment Initiatives](#)

Click to Select Goals.

Assessment Module

Goals [RETURN TO MAIN MENU](#)

[ADD A NEW ITEM](#) [DELETE](#)

Items added to Goals

No items have been added

Click to Add a New Goal Item

Assessment Module

Goals [RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#) [SAVE AND ADD ANOTHER](#) [RETURN \(CANCEL\)](#)

Name

Description

[SAVE AND RETURN](#) [SAVE AND ADD ANOTHER](#) [RETURN \(CANCEL\)](#)

Enter Goal Name. Number as follows:

1. Enter Text for Name of Goal #1;
2. Enter Text for Name of Goal #2, etc.

Enter Description of Goal (optional)

When complete click “Save and Return” button. This will return you to the Goal Summary screen to allow you to add additional Goals.

It is best to create all goals first. Once created and saved it will appear similar to other summary screens in other Digital Measures modules. You will then have the option to: Delete, Edit, Copy on the Summary Screen. When all goals have been entered, “Return to Main Menu.”

Below is a list of screens in your Assessment Module. Click on the name of the screen for which you wish to add or modify data.
Note that you are requested to enter at least the last **one** year of your information.

Assessment Module Main Menu

- ▶ [Administrative Data](#)
- ▶ [Goals](#)
- ▶ [Outcomes](#)
- ▶ [Program-Level Assessment Initiatives](#)

Next, Click to Select Outcomes.

Assessment Module

Outcomes

[RETURN TO MAIN MENU](#)

[ADD A NEW ITEM](#) [DELETE](#)

Items added to Outcomes

No items have been added

Click to Add a New Outcome.

Assessment Module

Outcomes

RETURN TO MAIN MENU

SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)

Start Term and Year

End Term and Year

Name

Description

↑
↓
↓

Goal for this Outcome Please select... ▼

Courses for this Outcome

Course					
Course Prefix	Course Number	Course Suffix	Course Section	Mapping	Assessed
<input style="width: 50px;" type="text"/>					

Add another Course: ADD

SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)

Enter Start Term and Year: Fall 2014,

Leave End Term and Year Blank

Enter Outcome Name. Number as follows:

- 1.1 Enter Title for outcome #1 that coincides with Goal #1;
- 1.2 Enter Title for outcome #2 that coincides with Goal #1;

- 2.1 Enter Title for outcome #1 that coincides with Goal #2;
- 2.2 Enter Title for outcome #2 that coincides with Goal #2, etc.

Enter Description of outcome.

This would spell out the outcomes: Examples: Student will apply (enter outcome text) or Student will understand (enter outcome text).

ASSESSMENT MODULE – ADMINISTRATIVE (SET-UP) MODE

The Goals you entered in the Goals screen will now appear under the Goals drop down menu. Select the Goal that pertains to this specific Outcome.

Enter the Course(s) that will appear in your curriculum Map.

1. Enter Course Prefix,
2. Course Number, (You do not need to enter suffix or section number if all courses with the prefix and number will included),
3. Under Mapping drop down, select the appropriate mapping option (Introduced, Emphasized, Reinforced, Mastered) *{please note: we are enhancing this field to allow multiple check box selection, however, currently you can only select one option per course.}*
4. Under Assessed drop down, select Yes or Leave Blank.

Continue to add all courses for the current outcome.

When complete click “Save and Return” button. This will take some time to complete the process for each outcome. Once you hit the “Save and Return” button the program must run this outcome against the Scheduled Teaching screen in the Activity Insight Module to create an association with the course under the Scheduled Teaching Screen. Please wait for this to process to complete, it may take several moments. Once completed, it will return you to the Outcome Summary screen to allow you to add additional outcomes.

When you have completed entering all Goals and Outcomes, you will want to run the following “Custom Reports.”

1. Click on “Run Custom Reports.”
2. Scroll down to Assessment Module.
3. Select Report:
 1. Assurance of Learning: Curriculum Map
 2. Assurance of Learning: Course Associations

For Question or Assistance, please contact:
Connie Kiskaden (859) 572-6394
kiskadenc@nku.edu
University Center 425