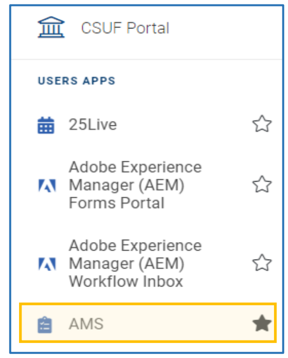
AMS Reporting for Units:
Entering Outcomes: Completing Steps 1-3

INTRODUCTION

This step-by-step guide is intended for operational units entering their outcomes for the first time or adding new outcomes. For support on providing updates and reporting assessment/strategic plan activity, see Assessing an Existing Outcome in AMS.

LOGON

Use your CSUF user name and password to logon at https://solutions.nuventive.com or use the University portal (search for AMS Assessment Management System app).



REQUESTING AMS ACCESS

If you do not have access to AMS, please send an e-mail to data@fullerton.edu. Other useful reporting documents are available at CSUF Strategic Plan Reporting website.

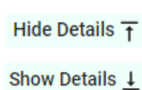
NAVIGATING THE AMS

Basic Navigation Icons:

This icon signifies that instructions may have been provided for that specific field, item, or area. Clicking on the icon will reveal any instructions that have been made available.

This icon signifies that options will be presented by clicking on the ellipsis. Options include: Open, View/Print, Copy, and/or Delete.

This icon is used to **Add** a **NEW** outcome, or other elements to that screen.

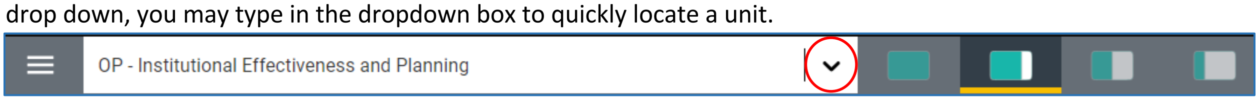


The **Hide Details** and **Show Details** icons allows you to choose between viewing the highlighted information as you enter information into a field, or hide the information. **Hide Details** icon allows you to hide the information. **Show Details** icon allows you to uncover the highlighted information.

The hamburger icon on the left side of the page is used to access the navigation menu. Please click on the icon to navigate.

UNIT DROP-DOWN

Use the center Unit Drop-Down to locate your Unit(s). By clicking the down arrow/caret to the right in the dropdown you will be able to locate the unit(s) that are available to you. If there are numerous units listed in the drop down, you may type in the dropdown box to quickly locate a unit.



Note: Only unit(s) the user has permission/access to will display. If the unit is not in the drop-down list, please contact data@fullerton.edu.

SPLIT SCREEN/DOCUMENTS VIEW

To the far right of the navigation bar you will find a set of icons referred to as Split Screen/Documents & Reports. Each of the icons represents the amount of space to be taken up on the screen (split-screen view) when clicking on and opening an item in the list. This feature is only available if resources exist in the space.

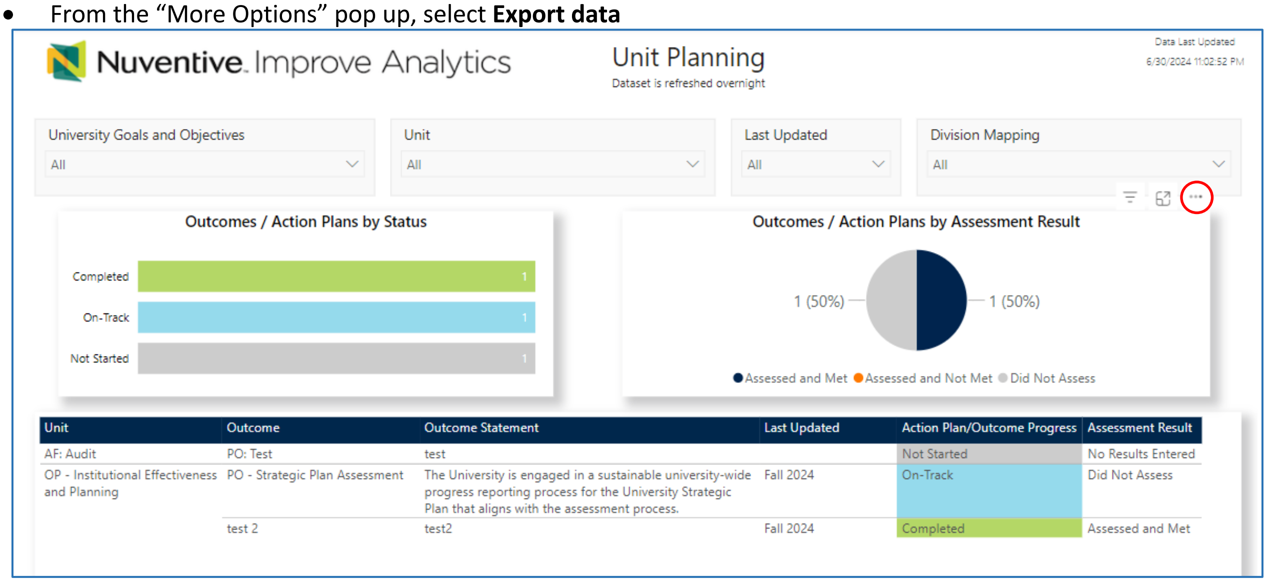
HOME DASHBOARD

When you logon to the AMS, you are taken to your Home Dashboard which displays a snapshot of your unit's outcome status/progress. The dashboard is interactive to help explore outcome progress by specific University Strategic Plan Goals and Objectives, Division Strategic Plan goals, report submission date, and your outcome alignment to University Strategic Goals.

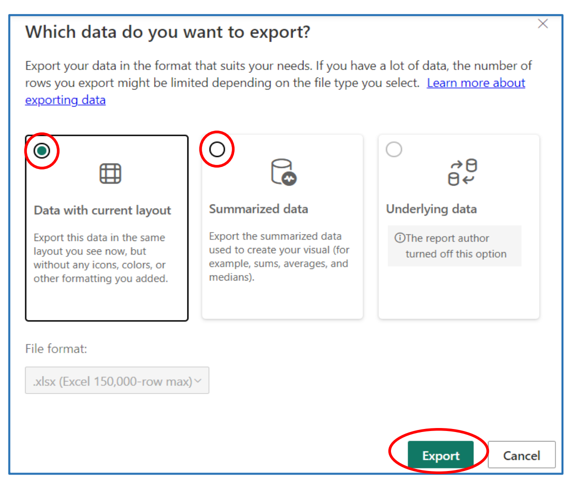
NOTE: Dashboards are refreshed nightly. A new entry may not be reflected in the dashboard until the next day.

You may export each visual as an excel file. To keep image as is, please screen shot.

- Hover over the triple dots to the right of the display and click for "More Options"
- From the "More Options" pop up, select **Export data**



- Select **Data with current layout** or **Summarized data** where applicable.
- Click **Export**

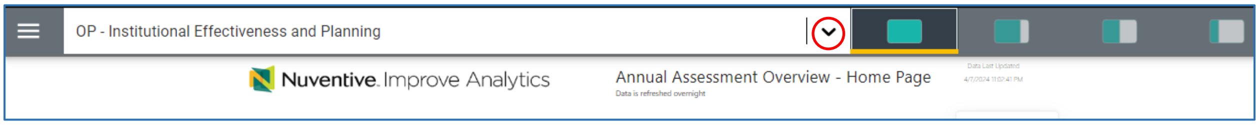


ENTER A NEW OUTCOME

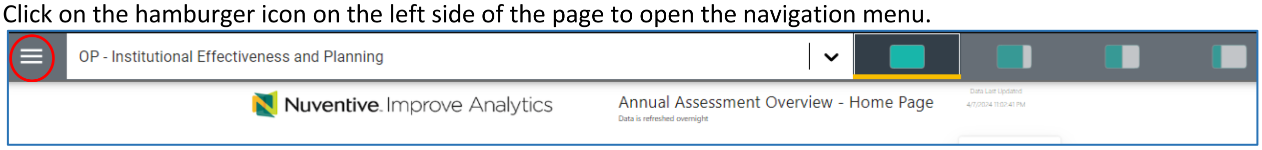
Note: The AMS houses both assessment and strategic plan reporting, if applicable.

To enter a new outcome:

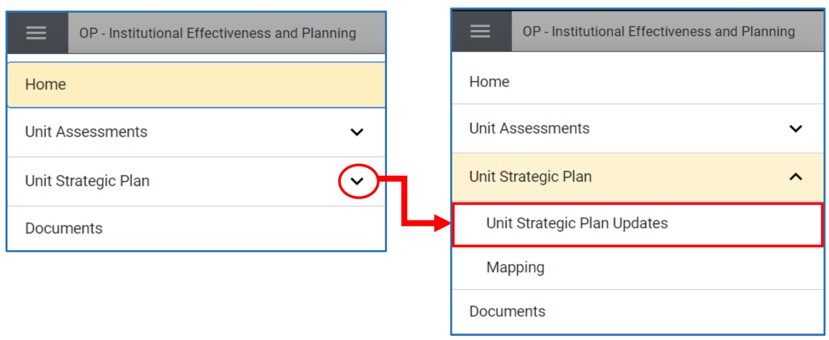
1. Navigate to the applicable program or unit from the center unit dropdown.



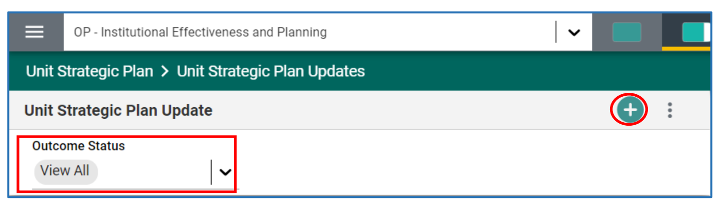
2. Click on the hamburger icon on the left side of the page to open the navigation menu.



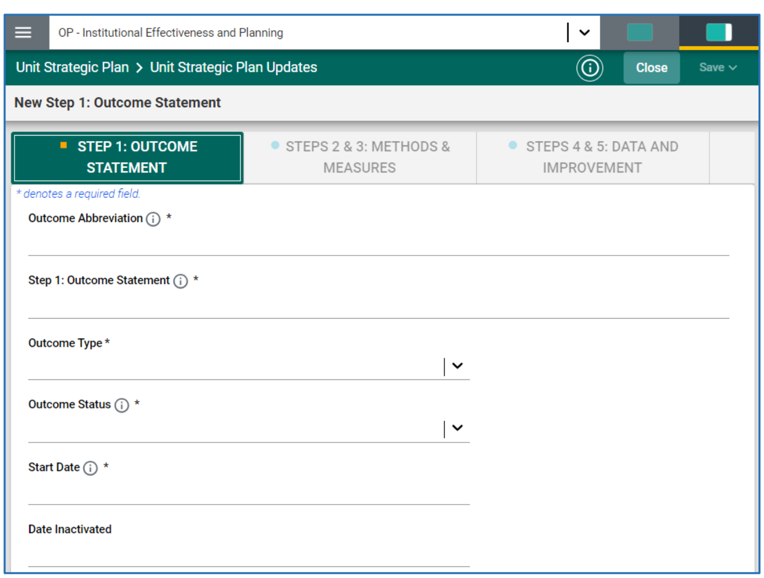
3. Click the **Unit Strategic Plan** drop down/caret, then on **Unit Strategic Plan Updates** in the sub-menu.



4. Click on the green circle with the plus (+) sign to create a new outcome.
   Note: You can filter outcomes by their status ('Active' or 'Inactive'). The platform defaults to display all outcomes.



The **New Step 1: Outcome Statement** form will display.

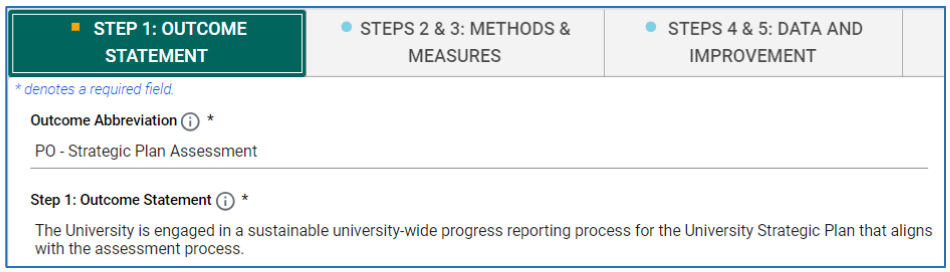


***NOTE:** Fields with an asterisk (*) are required, and you will not be able to **Save** the information until required information has been entered.*

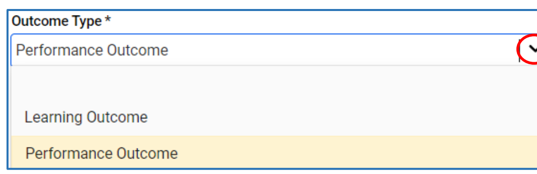
5. Enter information into the following fields.
   a. **Outcome Abbreviation***: Follow the university naming convention by beginning with **SLO** (Student Learning Outcome) or **PO** (Performance Outcome); followed by a dash and space; followed by the outcome abbreviation (examples: “PO - Training and professional development”; “SLO - Cultural Literacy”).
      - A learning outcome (SLO) typically measures a person’s knowledge, skill, or attitude.
      - A performance outcome (PO) typically measures end results of activities, services, or program for stakeholder(s) (e.g., faculty, staff, students, community, etc.).

   b. **Step 1: Outcome Statement***: The outcome statement should be specific, clear, and concise (one sentence) using proper capitalization, spelling, grammar, and punctuation.

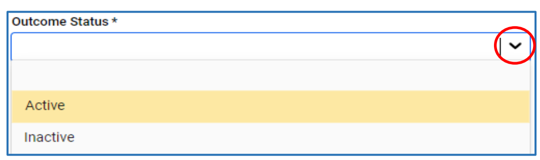
      Outcomes should be learner/customer centered (not unit centered), aligned with division/university goals, mission, values, and goals, measurable and discrete (no “double-barrel” statements).



   c. **Outcome Type***: Select “Learning Outcome” (for SLO) or “Performance Outcome” (for PO) using the dropdown/caret.



   d. **Outcome Status*:** Select “Active” using the dropdown/caret. Only select “Inactive” when an outcome is retired or currently not active.

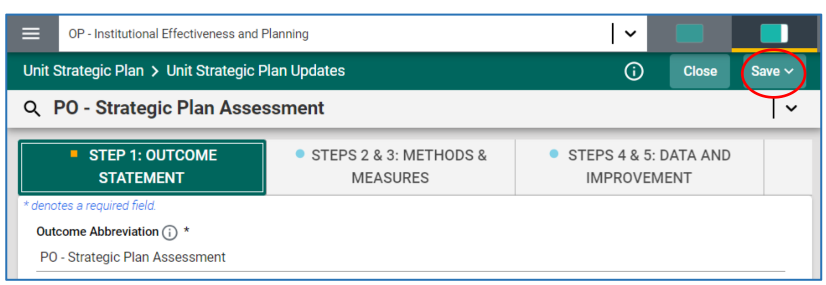


   e. **Start Date*:** Enter the current date. Field may be backdated.

   f. **Date Inactivated:** This field is an optional field and should ONLY be used when an outcome will no longer be in use. To change the **Outcome Status** field to “Inactive” please contact data@fullerton.edu.

   g. Click **Save** (Do Not Close).

      You have completed entering your outcome (Step 1) and can now add methods and measures (Steps 2-3).



6. Click on the **Steps 2 & 3: METHODS & MEASURES** tab to navigate to the next step.

ADD METHODS AND MEASURES (STEP 2) AND CRITERIA FOR SUCCESS (STEP 3)

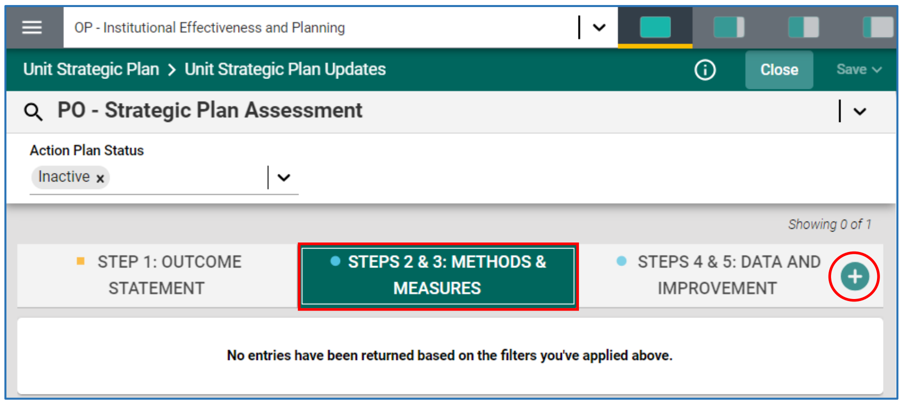
In this step, you will enter your **Action Plan**, **Methods & Measures**, and **Criteria for Success**.

- An **Action Plan** specifies the actions or steps the unit will take to achieve the outcome.
- **Methods & Measures** describe what data the unit will collect to determine if the outcome is met, and how the data will be collected (e.g., when, how often, from whom, using what tool). There can be multiple measures for each outcome.
- **Criteria for Success** is a benchmark set to determine whether the outcome has been met. There must be a criterion for success for _each_ measure.

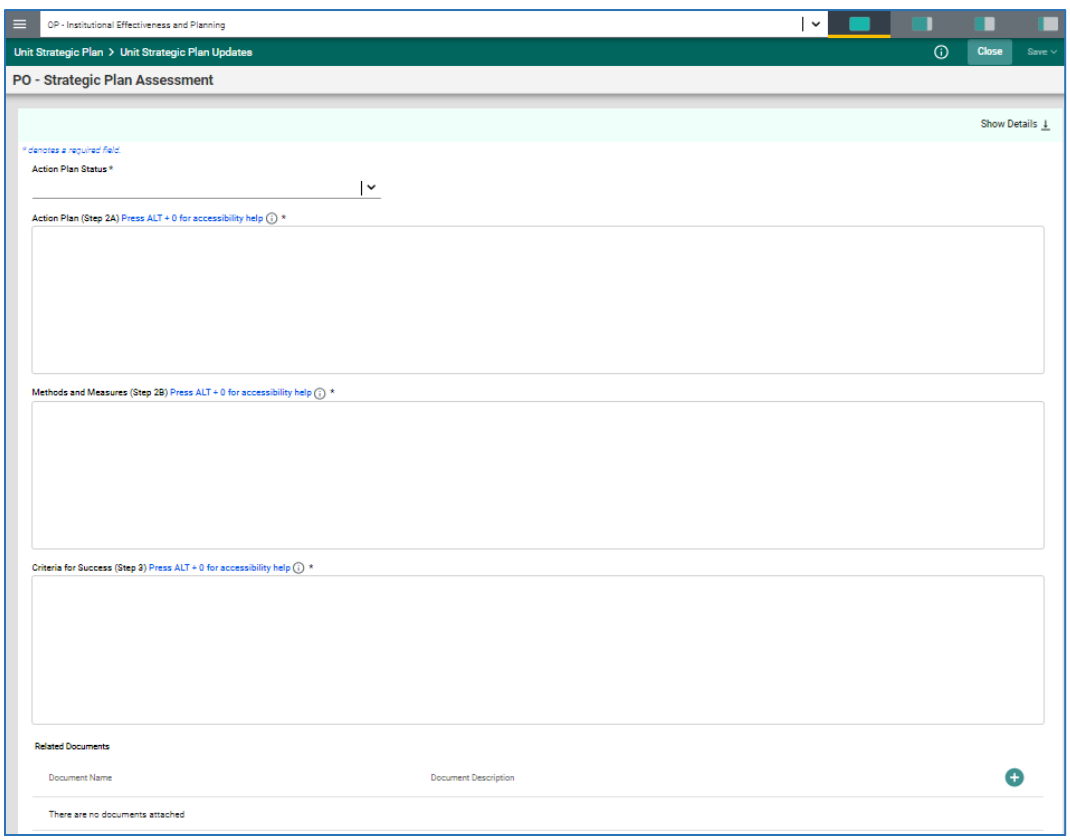
From the **Steps 2 & 3: METHODS & MEASURES** tab:

1. Click on the green circle with the plus (+) sign to create a new methods/measures entry.

   IMPORTANT: Only **ONE** Step 2 & 3: Methods and Measures entry should be created per outcome. Multiple methods/measures can be inputted into the single entry.

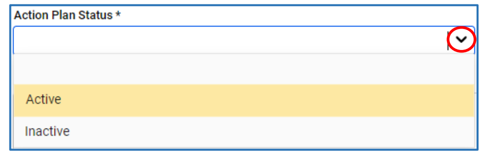


The **Steps 2 & 3: METHODS & MEASURES** form page will display.



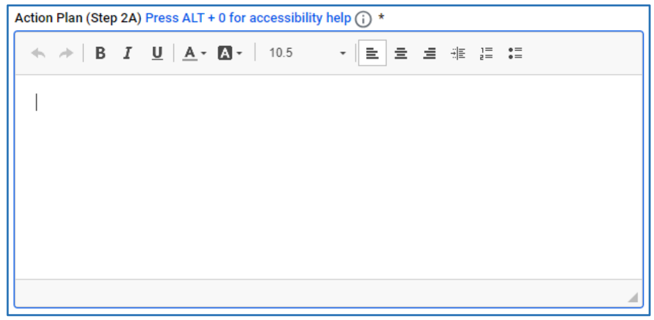
NOTE: Fields with an asterisk (*) are required, and you will not be able to **Save** until required information has been entered.

2. Enter information into the following fields:
   a. **Action Plan Status*:** Select "Active" using the dropdown/caret. Only select "Inactive" when retiring methods and measures.



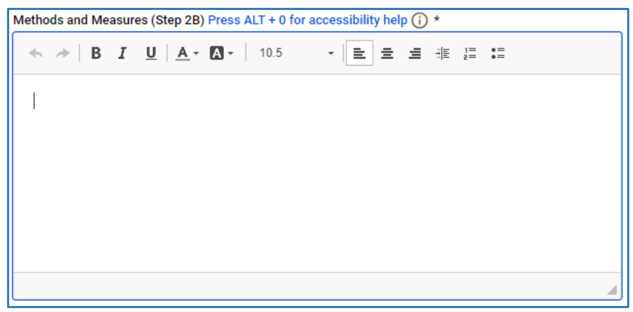
   b. **Action Plan (Step 2A)*:** Click in the text box and the tool bar will appear, similar to a Word document toolbar where you can change text, use bullet points, and cut and paste from a Word document.

   Guided by the university's mission, vision, values and goals, the Action Plan section should clearly and adequately describe the actions or steps the unit will take to achieve the outcome. The description should include specific steps outlining how the unit will start and complete the action plan, the person(s) responsible, and the projected duration or completion dates.



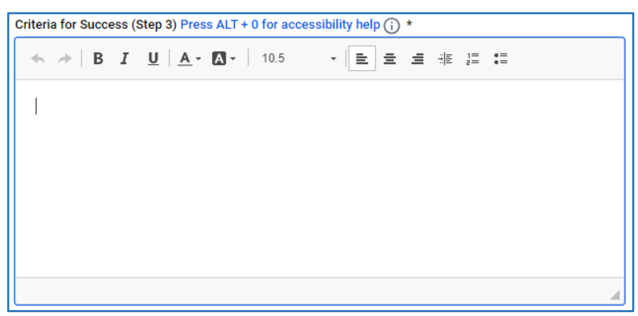
   c. **Methods and Measures (Step 2B)*:** Click in the text box and the tool bar will appear, similar to a Word document toolbar where you can change text, use bullet points, and cut and paste from a Word document.

   The methods and measures section should clearly and adequately describe how the data collection will be conducted and measured. The description should include: who/what is being measured (e.g., knowledge, skill, attendance/ participation, satisfaction, etc.); how it will be measured (e.g., survey, internal tracking, etc.); where the data are being captured or collected (e.g., workshop, database, etc.); use of sampling (e.g., all employees, sample of 50 staff, 100% of transactions, etc.); and scoring method (e.g., rubric, survey item-response scale, etc.).

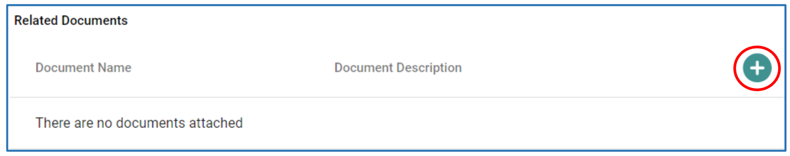


   d. **Criteria for Success (Step 3)*:** Click in the text box and the tool bar will appear, similar to a Word document toolbar where you can change text, use bullet points, and cut and paste from a Word document.

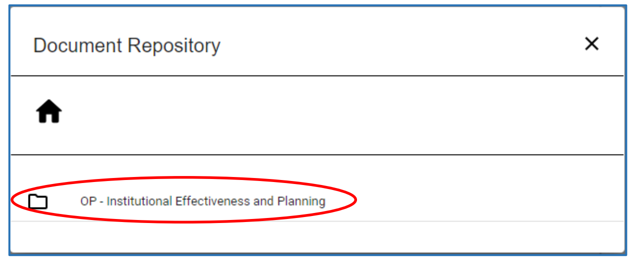
   Criteria for success are set to indicate when an outcome has been met. For example, a criterion can be a level of performance, a score achieved, the number of times an event occurred, or group consensus, etc. There must be a criterion of success for each measurement specified in **Methods and Measures (Step 2)** field. <u>The criteria for success should be determined before data are collected/analyzed</u> and can be based on historical data, industry standards, accreditation demands, or professional standards, etc.



3. **Optional: Related Document** is an optional field to attach a copy of your instrument (e.g., rubric, survey).
   a. Click the green circle plus (+) sign

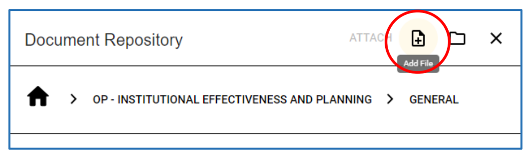


   b. The following screen will appear.
   In this example, the primary folder is OP – Institutional Effectiveness and Planning.
   Click on the primary folder to open the Document Library sub-folders.



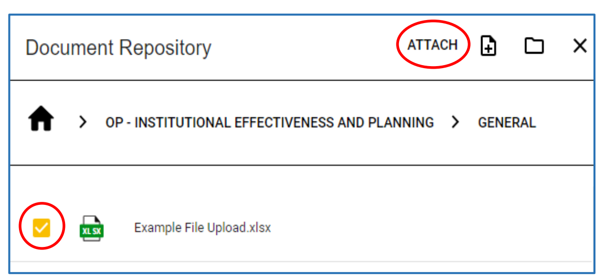
   Sub-folders will appear where prior documents may have been uploaded. Or you may see a 'General' folder only. Click the sub-folder name that you would like to upload your document to.
   Option: You may also create a new folder (click on the folder icon- top right corner).

   In this example, the General Folder is selected.
   - Click on the **Add File** icon to attach document(s).

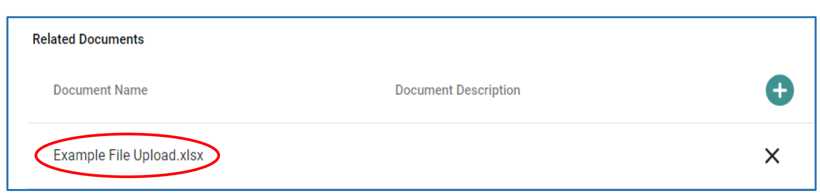


   - Click **Choose Files**, then browse and select a file from your computer.
   Click **SAVE**. Then, the file has been uploaded to the "General" folder.

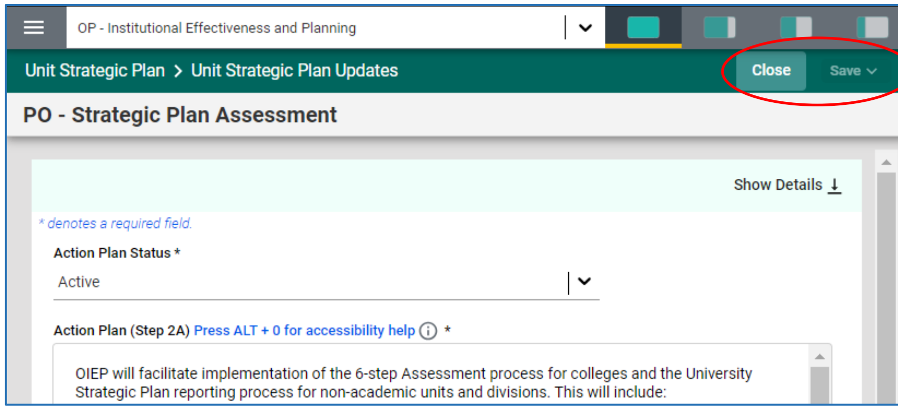
   - **Check the box** next to the file to select. You may select multiple files. Click **ATTACH**.



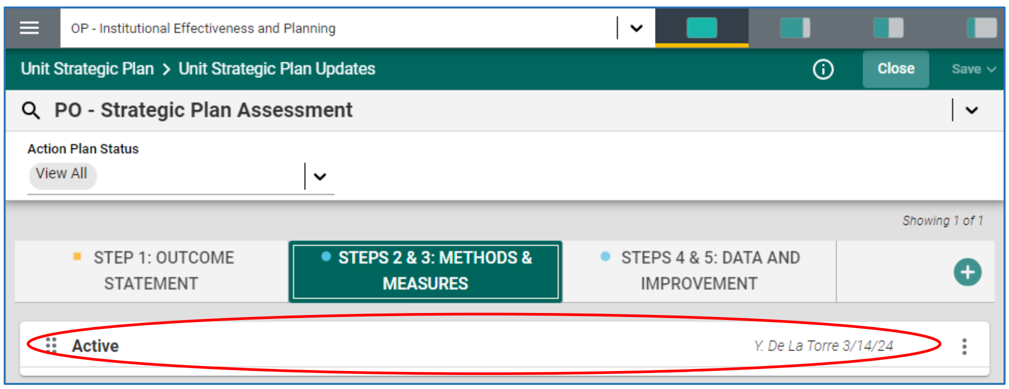
   Once attached, the file should appear under **'Related Documents'** in the Steps 2 & 3: Methods & Measures for the outcome.



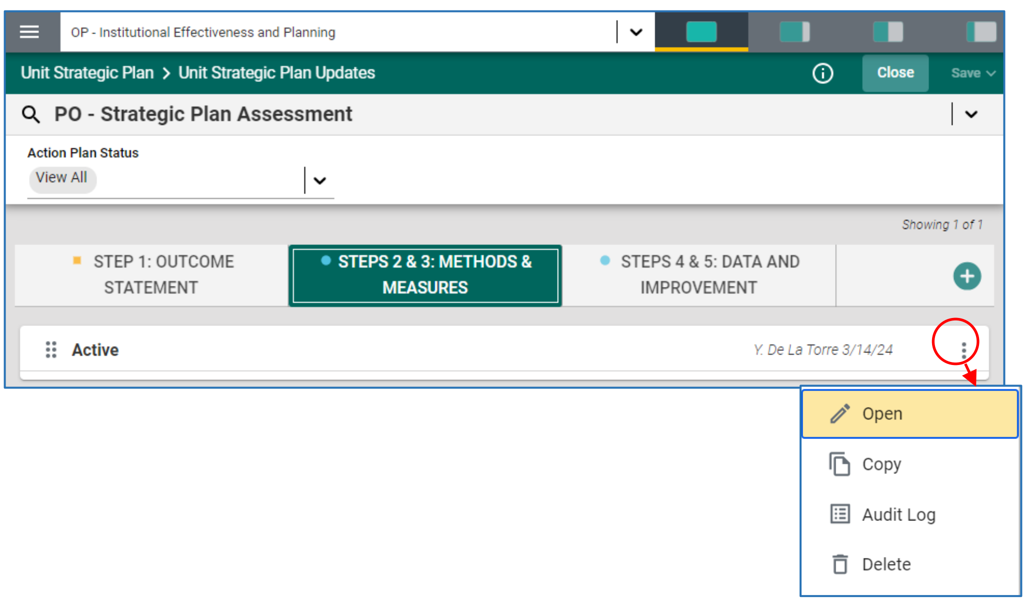
4. When done entering Steps 2 & 3: Methods and Measures, click **Save** and **Close**.



You will be returned to the home view of the **Steps 2 & 3: METHODS & MEASURES** tab and will see your entry has been added.



If you need to edit your entry, double-click directly on the entry, or click on the ellipsis ⋮ to the right of the entry and click "**Open**" from the dropdown.



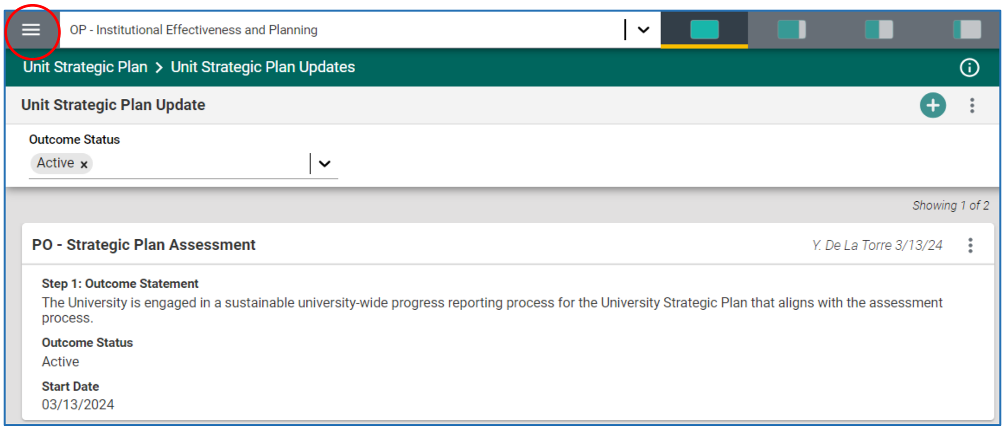
The next step is to align or map your outcome to your division and the university strategic plans.

We recommend entering all outcomes before moving on to the next step, aligning/mapping outcomes to the strategic plans.

ALIGNING/MAPPING OUTCOMES TO STRATEGIC PLANS

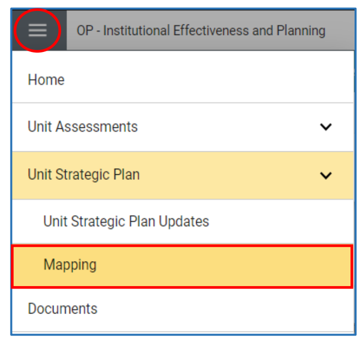
Each unit outcome must be aligned/mapped to the University Strategic Plan. Units should select the strategy or multiple strategies within a goal that their outcome aligns to or supports.

1. Click the hamburger icon to navigate to the **Mapping** page.

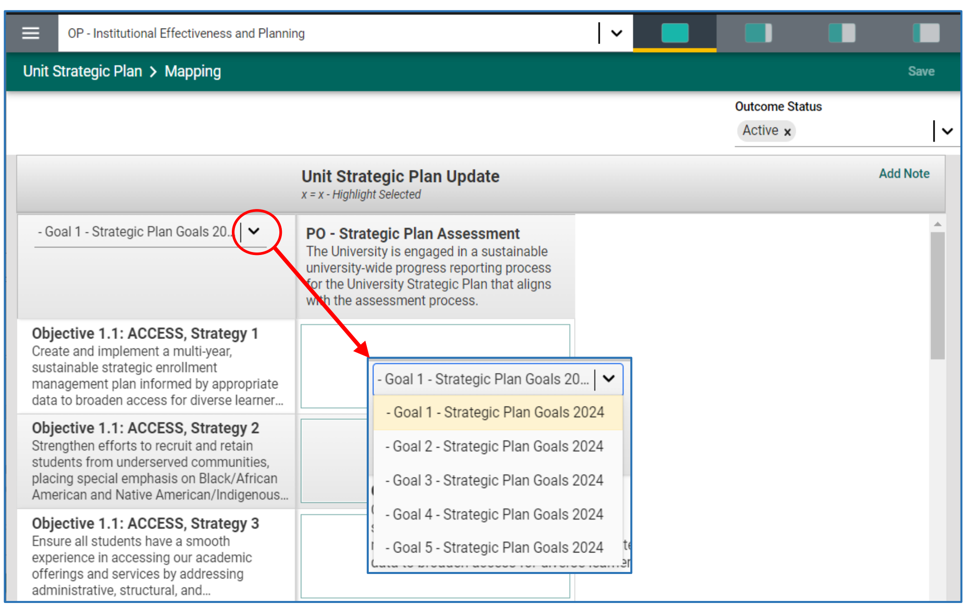


2. In the navigation menu, click on the down arrow/caret next to **Unit Strategic Plan** to expand and reveal sub-menus. Click on **Mapping** in the sub-menu.

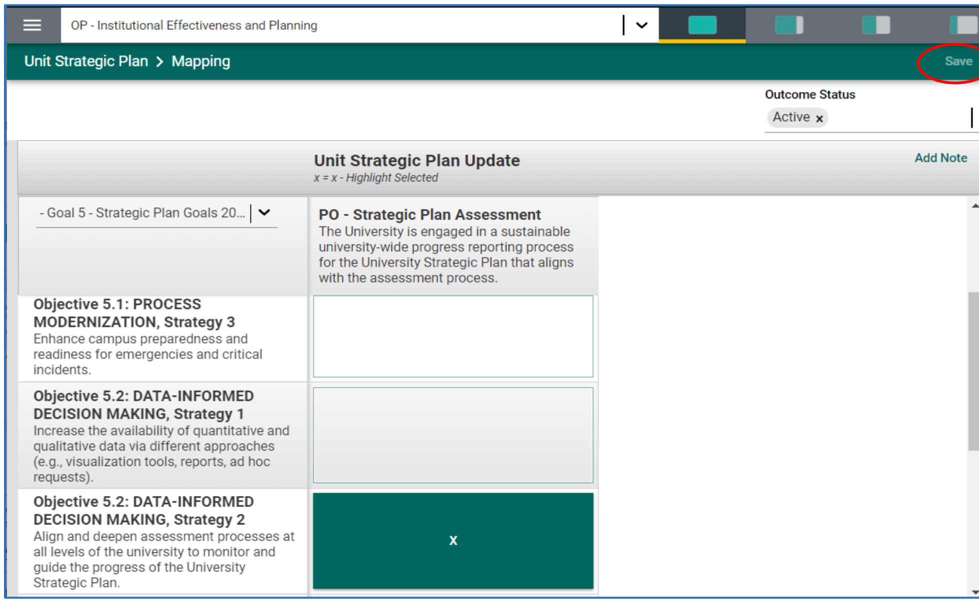
   The Mapping page will display. The unit-level outcomes are displayed across the top row. The university-level goals, objectives, and strategies, which can be filtered by University Strategic Plan Goals, are displayed along the first column.



Use the filter dropdown/caret to filter and select the University goal with which you would like to align your objectives/strategies.

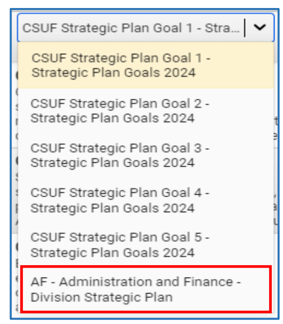


3. Click on the box corresponding to the University Objective and Strategy under the unit-level outcome. Once you click on the box, an "X" will appear. Click **Save** to save your mapping.

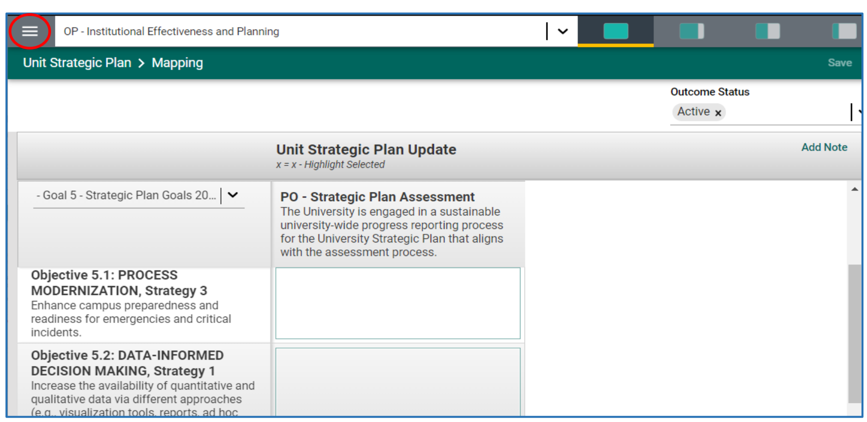


You should also map your Outcome to your Division's goals. Use the filter dropdown/caret again to filter and select the Division Strategic Plan to align your Outcome to your Division goals/objectives.

Note: The name of Division Strategic Plan will vary by division.



You may repeat the process for the next Outcome or click the hamburger icon to return to the home page.



You have completed Steps 1-3 and aligned each of your outcomes to the University Strategic Plan and Division Strategic Plan Goals, Outcomes, and Strategies.

Please contact the Office of Institutional Effectiveness and Planning (data@fullerton.edu) if you have any questions.