

# Viewing Assessment Plans

1. Select Unit/Program

2. Click "Reports"

	Outcomes	Assessment Methods	Results	Uses of Results
✓	The advising process	2	4	1
✓	The record keeping process	1	3	0
✓	The process of recruiting	1	1	0
✓	Faculty Research Productivity	1	1	1
✓	Service	1	1	0

3. Click "Standard Reports"

4. Click "Assessment: Assessment Plan"

Select a report to run by clicking on it. Then, click in the blank boxes to display dropdown boxes for choices to limit what appears on your report.

Assessment Unit Reports	Description
Assessment: Assessment Plan	This report shows the Outcomes for each selected Assessment Unit, along with any information related to each Outcome. This may include any Mapping for the Outcomes you wish to display in a new report.
Assessment: Assessment Unit Four Column	This report shows the Outcomes for each selected Assessment Unit, along with any Assessment Results for each Outcome. The report is displayed in a four column layout. In addition, any relevant information page display at the top of the report.

Layout

\* Format PDF

\* Report Title Assessment: Assessment Plan

Report Subtitle

Report Logo

5. Select PDF or HTML

Filter

Current Outcome Status

Outcome Types & Periods

Assessment Method Categories

- Currently Assessing
- No Longer an Outcome
- Not Currently Assessing

6. Select "currently assessing"

Options

- Include Tasks
- Include Related Courses/Curriculum Mapping
- Include Related Course Outcomes
- Include Summary Report Unit Strategic Goals
- Include Assessment Unit Strategic Goals
- Include Inactive Assessment Methods

Open Report

Layout

\* Format PDF

\* Report Title Assessment: Assessment Plan

Report Subtitle

Report Logo

8. Click "Open Report"  
The report should open in a new browser window

Filter

Current Outcome Status Currently Assessing

Outcome Types & Periods

Assessment Method Categories

Options

- Include Tasks
- Include Related Courses/Curriculum Mapping
- Include Related Course Outcomes
- Include Summary Report Unit Strategic Goals

- Administrative 9/1/2007 - 8/31/2009
- Administrative 9/1/2009 - 8/31/2011
- Administrative 9/1/2011 - 8/31/2013
- Administrative 9/1/2013 - 8/31/2015
- Administrative 9/1/2015 - 8/31/2017

7. Select appropriate outcome period(s)