

UOEEE Assessment Portal User Guide

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Accessing the Portal

The screenshot shows the website for the University Office of Evaluation and Educational Effectiveness at Arizona State University. The page features a header with the ASU logo and navigation links. A yellow banner at the top contains the URL: <https://uoeee.asu.edu/>. The main navigation bar includes links for Testing, Scanning, Assessment, and others. The 'Assessment' link is highlighted with a yellow circle and the number 3. A dropdown menu is open under 'Assessment', showing options like 'Assessment Plan Process', 'Assessment Portal', 'When to Create a New Plan', 'Report', 'Act on Results', and 'FAQ'. The 'Assessment Portal' option is highlighted with a yellow circle and the number 4. In the top right corner, there is a 'Log In with ASURITE' button, which is highlighted with a yellow circle and the number 2. A red box highlights the 'Wells SIGN OUT' link next to it. The background of the page shows a large building with a modern architectural style.

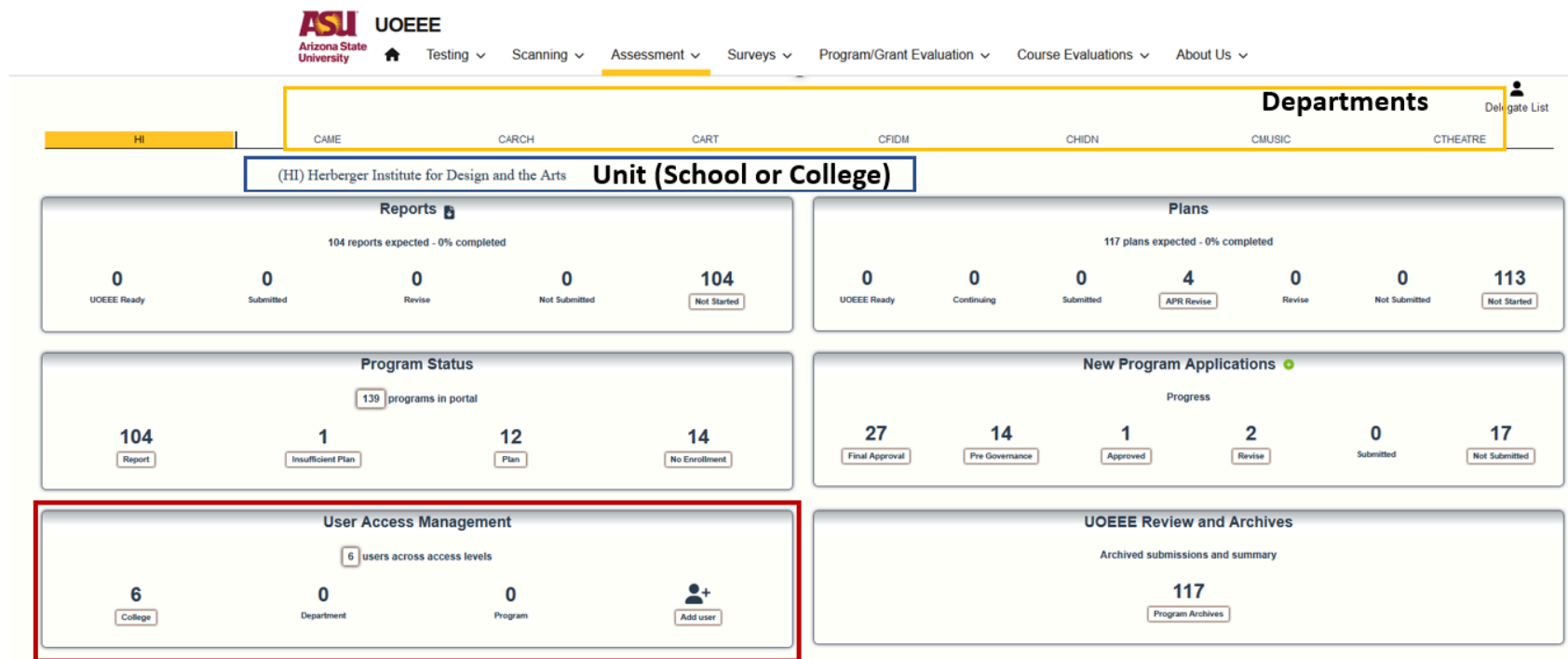
To access the portal:

1. Go to uoeee.asu.edu
2. Log in using your ASUrite and password
3. Click on Assessment in the banner at the top of the page
4. Select "Assessment Portal" from the drop-down menu

Portal Home Page

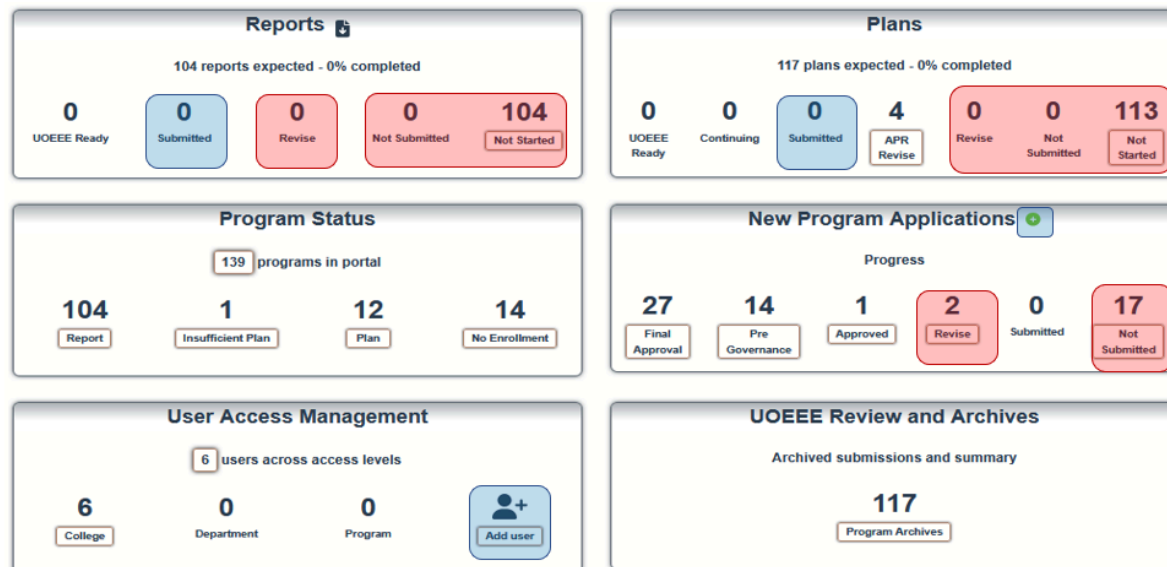
The portal landing page shows only the departments and plans you have access to. All users will see five sections of the portal (Reports, Plans, Program Status, New Program Applications and UOEEE Review and Archives. Assessment Delegates will see an additional tile - “User Access Management”.

Portal Dashboard



Most users will only be concerned with the red “buckets” highlighted below. Assessment Delegates will review and submit plans/reports and will access the blue-labeled buckets to complete these functions.

Where to Direct Your Attention



Delegates:

Submitted – Something is waiting for your approval

“+” – Create a new empty program shell

Add User – Add individuals to see plans/reports

Applicants:

Not Submitted/Not Started

Revise – A submitted plan that needs revisions

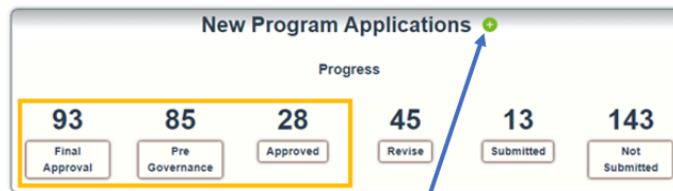
New Program Applications

To access new assessment plans, go to the New Program Applications tile.

As new programs make their way through the approval process, they will be found in different “buckets” depending on their status (Not Submitted, Submitted, Revise, Approved, Pre Governance and Final Approval). An explanation of each “bucket” is set out on the next page.

New Program Applications – Statuses

- **Final Approval:** UOEEE, and ABOR and/or ASU Governance has given approval.
- **Pre Governance:** Received ABOR approval, awaiting university governance
- **Approved :** Received second round of UOEEE approval and set to go to governance approval (i.e., CAPC, univ. senate, provost).



Clicking the green button creates a New Program shell



NOTE: Only Assessment Delegates can create new program applications.

New Program Applications – Statuses



New Program Application Status:

Not Submitted – Empty shell, then Plan started but not submitted

Submitted – Waiting for UOEEE approval

Revise – UOEEE has asked for revision

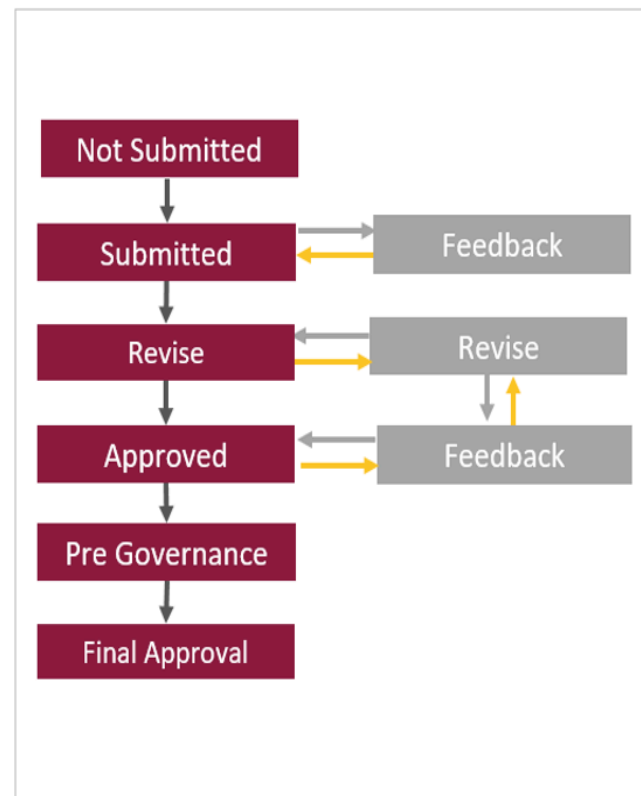
Approved – Received second round of UOEEE approval and set to go to governance approval

Pre Governance – Waiting on ASU Governance;
Certificates and Concentrations do not need ABOR approval

Final Approval – Received second round of UOEEE approve and waiting for final governance approval (i.e., CAPC, univ. senate, provost)



For New Program Applications:



Locating New Program Applications

To locate a new program application, select the "bucket" corresponding to the plan's status, then use the search feature to find the specific application you are looking for.

(ASU) Arizona State University

New Program Applications 

Progress

108
Final Approval

83
Pre Governance

47
Approved

49
Revise

2
Submitted

136
Not Submitted

 **Not Submitted New Program Applications for**



View Edit	Department 	Description	Degree 	Acad Career 	Last User 	Last Modified 
 	AirUniv	SOS DL 2.0	Cert	GRAD	Angela Jowers (amjowers)	2024 03 04 03:10PM
 	CAME	Film and Media Production (Directing)	BFA	UGRD	--	--
 	CAME	Interdisciplinary Design	AA	UGRD	--	--

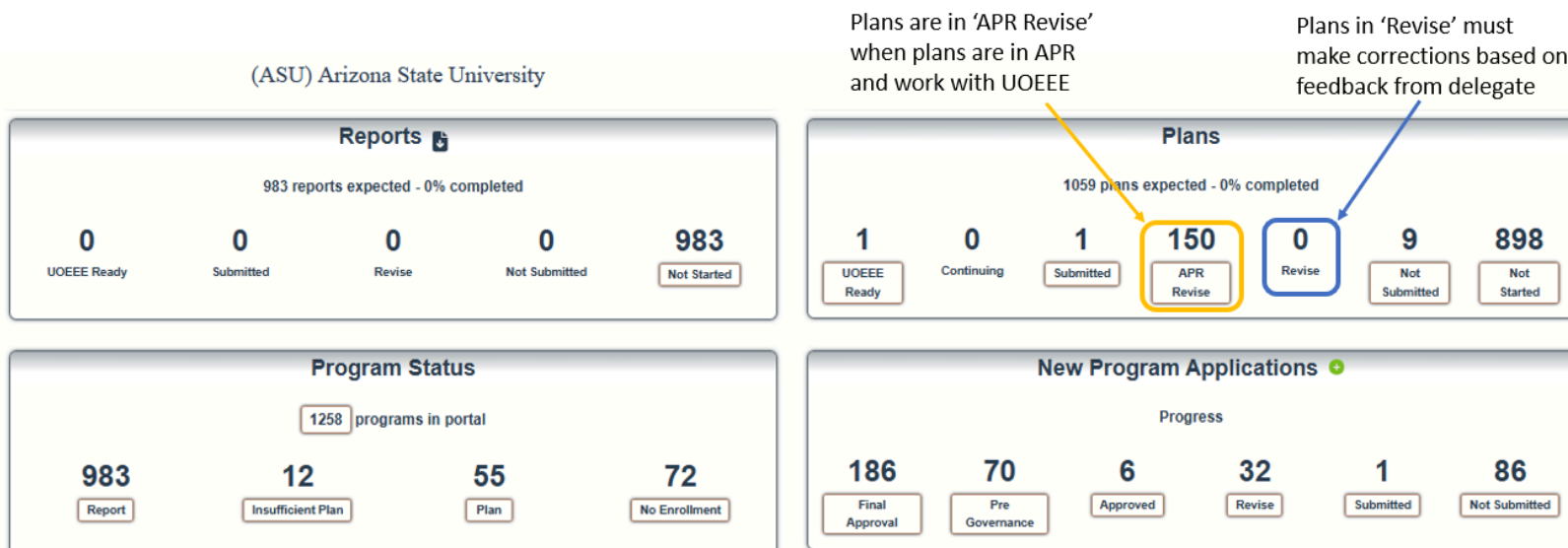
Information on editing assessment plans in the portal is available in the **Assessment Plans** section.

Assessment Plans

To access **existing** Assessment Plans, go to the Plans tile.

The Plans tile has seven different “buckets” (Not Started, Not Submitted, Revise, APR Revise, Submitted, Continuing, and UOEEE Ready).

Plans: **search** the assessment portal for specific program information – find an existing plan.



Locating Assessment Plans

You can search within the Plans tile by selecting a “bucket” and using the search feature to search within the “bucket” for a specific plan. (see example below).

Plans: search the assessment portal for specific program information – find an existing plan.

Plans
19 plans expected - 0% completed

0	0	0	0	0	1	20
UOEER Ready	Continuing	Submitted	APR Revise	Revise	Not Submitted	Not Started

Not Started Plans for CARCH

Programs

View Edit	College	Department	Academic Plan	Description	Acad Career	Last User	Last Modified	✓	🕒	📄
	HI_GR	CARCH	ARARCMARCH	Architecture	GRAD	--	--	☐		
	HI_GR	CARCH	ARENERGYMS	Architecture (Energy Perform & Climate Responsive Arch)	GRAD	--	--	☐		
	HI_UG	CARCH	ARGRABSD	Graphic Design	UGRD	--	--	☐		

Legend:

- View only mode
- Edit mode (new window)
- Return to previous page
- Updates table

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To access the plan, use the green eyeball under the View Edit column to view it, or the blue pencil and paper to edit it.

State Authorization Questions

Each plan must have the three state authorization questions completed. To access the questions, click the blue pencil and paper at the top-right side of the page to the left of the state authorization questions statement.



State authorization questions submitted for activities (No) and placements (Yes), and certificate/licensure (No)

This will open a larger area where you can respond to the questions.

State authorization allows Arizona State University the ability to offer programs to students or to enroll students in learning placements outside the state of Arizona, but not internationally. ASU must meet all of the regulatory requirements of the state where the activity will take place. If you have questions, please email AskCompliance@asu.edu for additional information on state authorization compliance and professional licensure approval..

Close

Will this degree program be offered in-person (whole or in-part such as a residency) outside of Arizona?

☐ Yes ☒ No 

Does this degree program include learning placement opportunities (clinical, externship, internship, research, student teaching, etc.)?

☒ Yes ☐ No  

Does this degree program potentially lead to professional licensure or certification (attorney, nurse, physician, teacher, etc.) for the student?

☐ Yes ☒ No  

Click the “Close” button once you finish answering the questions.

Editing Assessment Plans

There are two ways to edit the elements of an assessment plan. To edit individual elements, select the gray pencil and paper button next to the element.

The screenshot shows a web interface for editing an assessment plan. A red rectangular box highlights a vertical column of five edit buttons, each consisting of a gray square with a white pencil and paper icon. The buttons are positioned to the right of the text elements they are intended to edit. The text elements include a header, a list of learning objectives, and two performance criteria.

Corporate accounting.

...ect profitability management, and activity costing within the context of managerial accounting

... industry and corporate environments for internal decision-making and reporting.

Performance Criterion 1 1
At least 75% of the sampled students completing the comprehensive exam will achieve an average score of 70% or greater on the learning objective criteria.

Performance Criterion 1 2
75% or more of surveyed students will rate their preparation at a level of "Quite a Bit" or "Very Much.

assessed on ability to calculate and apply key program concepts of cost analysis and , and planning in performance measured. The assessment will be a comprehensive complete ASU's Graduating Student Report Card where they will evaluate how well their fic knowledge and skills. Results from these two measures will be compiled and shared with rship to potentially identify opportunities for program improvement.

To save the edit click on the blue floppy disk.

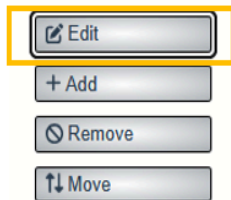
Performance Criterion 1 1 

At least 75% of the sampled students completing the comprehensive exam will achieve an average score of 70% or greater on the learning objective criteria...

Performance Criterion 1 2

The other option for editing is to use the edit button at the top right of the plan. Selecting this button will open all sections of the assessment plan for editing. **Be sure to save all edits once they are complete.**

Plans: edit all fields in the assessment plan



Curriculum map	Course 1	Course 2	Course 3
Introduced	G 222 ABC 123	G 122 ABC 123	G 224 ABC 123
Reinforced	G 361 ABC 123	G 322 ABC 123	G 321 ABC 123
Mastered	G 461 ABC 123	G 462 ABC 123	G 422 ABC 123

Clicking the “Edit” button at the top causes all fields in the plan able to be edited.

Measure 1 1 <i>The final design project as required in [redacted] measured with a faculty-developed rubric.</i>	Performance Criterion 1 1 <i>At least 80% of students will meet (rating: 4) or exceed (rating: 5) expectations for the jury presentation using a faculty-developed rubric.</i>
Measure 1 2 <i>The final design project as required in [redacted] measured with a faculty-developed rubric.</i>	Performance Criterion 1 2 <i>At least 80% of students will meet (rating: 4) or exceed (rating: 5) expectations for the jury presentation using a faculty-developed rubric.</i>
Assessment Process: <i>Undergraduates in the [redacted] program are required to successfully complete the required jury presentation at the end of each semester as evaluated by the faculty, using a faculty-developed rubric. Faculty share and discuss comments on jury rubrics with students and help them plan</i>	

All fields can be edited are in italics.

Adding, Removing or Moving Elements

You can add, remove, or move elements of the assessment plan by selecting the appropriate button at the top right of the assessment plan.

Plans: editing the assessment plan – Arranging fields using action buttons.

The screenshot shows the 'Plans' interface for 'Accountancy (BAACCBS)'. The plan status is 'Not Submitted'. On the left, there are fields for Status (Report), College (BA_UG), Department (CACCOUNTAN), and Degree Search. On the right, there are buttons for 'Continue with Current Plan' and 'Request Revision'. A 'Printer friendly' button is also present. Below the plan details, there is a section for 'State authorization questions submitted for activities (No) and placements (Yes), and certificate/licensure (Yes), by Melissa Samuelson (mbsamuel), Jan 13 2021 10:16 PM.' To the right of this section, there is a vertical stack of action buttons: 'Edit', '+ Add', 'Remove', and 'Move'. A red arrow points from the 'Edit' button to a callout box below the screenshot.

- | | |
|--------|---|
| Edit | - Opens every editable text field in the assessment plan. |
| + Add | - Adds outcomes, measures, concepts, competencies, and/or processes. |
| Remove | - Removes outcomes, measures, concepts, competencies, and/or processes. |
| Move | - Reorder outcomes, measures, concepts, competencies, and/or processes. |
| Edit | - Edits corresponding section. |

Adding Elements

Selecting Add will permit you to add outcomes, concepts, competencies and processes, mapping and additional measures. You may only add additional elements after the required number of elements has been entered. For example, you can add a 3rd measure only after the two required measures are completed, and a 4th measure only after the 3rd.

To add the element you want, click the appropriate button, and it will be added to the plan.

The screenshot shows a user interface for adding elements to a plan. It features a header bar with three buttons: '+ Add Outcome 4', '+ Add Concepts, Competencies, and Process', and '+ Add Mapping'. Below this, there are three rows of text, each followed by a '+ Add Measure 3' button. The text in the rows is partially visible: 'comes', 'knowledge in the subject of corporate accounting.', 'al thinking.', and 'unication.'

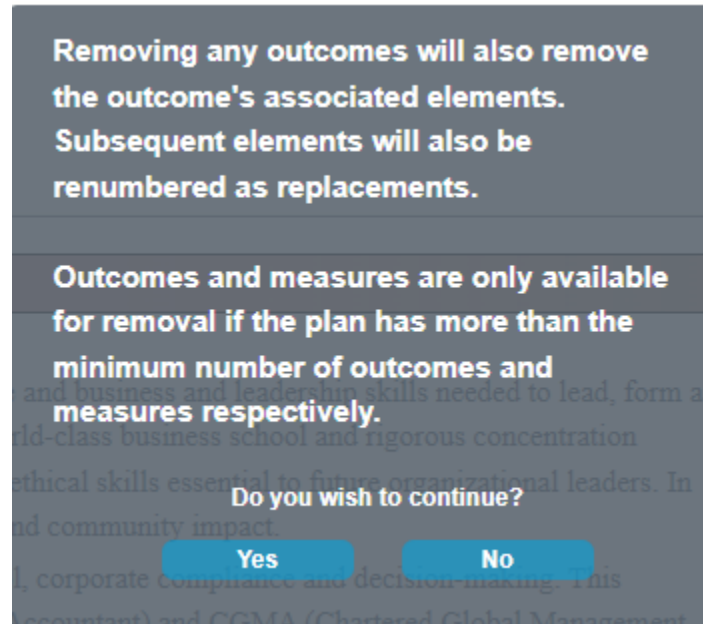
When you are finished adding elements, click the “Stop” button on the top right of the page.

The screenshot shows the bottom right corner of the page. On the left, there is a timestamp '14:41 PM.'. In the center, there is a yellow button with a pencil icon and the text 'Stop'. On the right, there is a sidebar menu with five items: 'Comments', 'UOEEE Surveys', 'Canvas Tagging', 'History', and 'Guidance', each with a corresponding icon.

Removing Elements

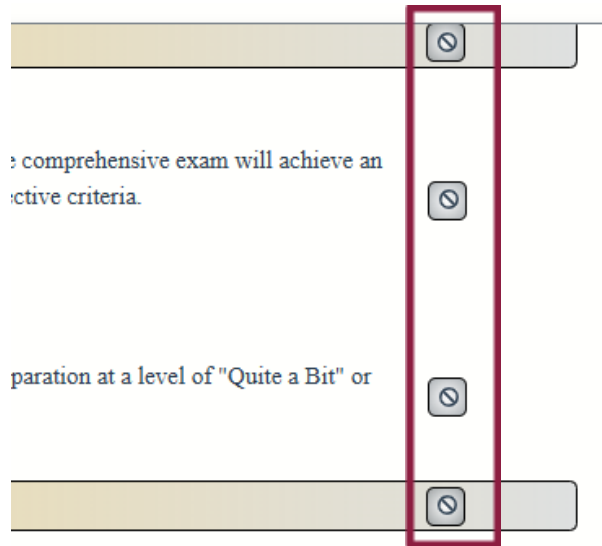
To remove elements from the plan, click the “Remove” button on the top right-hand of the page.

You will then see the following notice:



Click Yes to continue.

Select the “no sign” next to the element you wish to remove. **Remember, removing an outcome will remove all of the elements related to that outcome.**



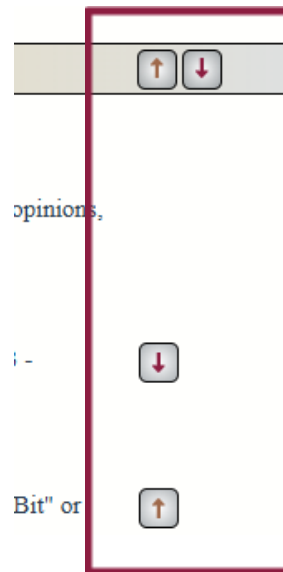
When you are finished removing elements, click the “Stop” button at the top right-hand of the page.



Moving Elements

If you want to reorder the elements in your assessment plan, select the “Move” button in the top right-hand corner of the page.

You will see red arrows appear in the assessment plan. Clicking the arrow will move the element up or down within the assessment plan.



When you are finished moving elements, click the “Stop” button at the top right-hand of the page.



Adding University Surveys

If you wish to use a University Survey (ex., Graduating Student Report Card or Graduate and Law Student Report Card) as an indirect measure, you can link the survey to your assessment plan.

To link the survey, click the UOEEE Surveys button on the top right-hand corner of the page. This will reveal a bar graph icon next to each performance criterion.

Plans: **editing** the assessment plan – Referencing UOEEE surveys

The screenshot displays the 'UOEEE Surveys' interface. On the left, a sidebar contains buttons for 'Comments', 'UOEEE Surveys' (highlighted with a blue box), 'History', and 'Handbook'. Below this sidebar is a callout box with a bar graph icon and the text: 'Link to a specific survey item within your assessment plan.' The main area shows a table of 'Program Learning Outcomes' with columns for 'Measure' and 'Performance Criterion'. A blue box highlights the 'UOEEE Surveys' button in the top right corner of the main area. A modal window titled 'UOEEE Surveys' is open, showing a search for 'Graduate and Law Student Report Card' and a list of tags, including '[GLSRC] Program's contribution to-Subject matter knowledge in your field'. The modal has 'Link' and 'Cancel' buttons at the bottom.

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University

Click the bar graph icon next to the performance criterion that is a university survey.

Performance Criterion 1 1

At least 75% of the sampled students completing the comprehensive exam will achieve an average score of 70% or greater on the learning objective criteria.



Performance Criterion 1 2

75% or more of surveyed students will rate their preparation at a level of "Quite a Bit" or "Very Much."



This will open a panel on the right-hand side of the page.

UOEEE Surveys

Link Measure 1 1 to a UOEEE survey question

Surveys

Tags

Link

Use the panel to select the survey, tags, and survey question.

The screenshot shows a web interface titled "UOEEE Surveys" with the subtitle "Link Measure 1 1 to a UOEEE survey question". It contains three selection fields: "Graduating Student Report Card (GSRC)", "Learning Outcomes", and "[GSRC] ASU's contribution to skills in-Thinking critically and analytically". Below these fields are two buttons: "Link" and "Preview". The "Link" button is circled in red, indicating it should be clicked.

Once you have located that survey question, click the “Link” button to link the survey to the assessment plan.

Once linked, the survey data specific to this question will appear in a table in the program's assessment report.

	Overall	1819	1920	2021-2122	2223-2324	2425
(n)	36	8	8	7	5	8
Very satisfied	11	5	2	2	0	2
Satisfied	21	2	6	4	4	5
Dissatisfied	4	1	0	1	1	1
Very dissatisfied	0	0	0	0	0	0

History Feature

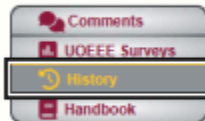
To see the editing history of the assessment plan, click the History button in the top right-hand corner of the page. Clicking this button will reveal the number of edits made to each element. Clicking on the number will reveal the historic content of the element.

Plans:

editing the assessment plan
– History Feature



After clicking the History button, the icons appear that inform how many times each section has been edited, along with the edit history.



The screenshot shows the 'Submitted' status of the assessment plan. The 'Mission & Goals' section is visible, and the 'Edit History' section on the right shows a list of edits made to the plan. A blue arrow points from the 'History' button in the top right to the 'Edit History' section.

Comments
UOFFE Surveys
History
Handbook

Submitted
Sep 29 2025 3:06 PM
Last Modified: Sep 27 2025
No Reviews

State authorization questions submitted for activities (Yes) and placements (Yes), by Marc Nevins (mnevins), Sep 22 2021 12:54 PM.

Mission & Goals

ASU's Master of Architecture program nurtures innovative architects, empowering them to innovate and advance the discipline of architecture, through an emphasis on place, context, and contemporary culture. We equip students with a comprehensive and advanced understanding of architectural theory, design principles, technical skills, and real-world application to create innovative, functional, sustainable, and aesthetically pleasing built environments, address complex design challenges, consider the social and environmental implications of their work, and contribute positively to the field of architecture and the communities they serve in alignment with ASU's mission. The curriculum harmonizes theoretical knowledge with practical engagements, including immersive internships, allowing students to transform imaginative concepts into triumphant architectural endeavors that contribute to society's welfare. Graduates emerge as versatile architects, well-equipped for diverse career trajectories such as architectural design, user experience and interface design, and strategic architectural planning, as well as entrepreneurial ventures.

Goals:

1. Advanced Design Proficiency: Develop advanced design skills and the ability to conceptualize and execute complex architectural projects. 2. Comprehensive Architectural Knowledge: Relate architectural history, theory, and contemporary practices. 3. Technical Expertise: Gain proficiency in architectural technology, building systems, materials, and construction methods. 4. Sustainability and Environmental Awareness: Test sustainable design principles and strategies for creating environmentally responsible architecture. 5. Critical Thinking and Problem-Solving: Develop critical thinking skills to analyze architectural challenges and derive innovative solutions. 6. Interdisciplinary Collaboration: Foster collaboration across disciplines, encouraging a holistic approach to architectural design. 7. Cultural and Contextual Sensitivity: Develop an awareness of cultural, social, and contextual factors that influence architectural decisions. 8. Communication and Presentation Skills: Develop effective ways to communicate architectural ideas visually, verbally, and in written form. 9. Research and Inquiry: Cultivate research skills to investigate architectural concepts, historical contexts, and emerging trends. 10. Professionalism and Ethical Practice: Relate the ethical responsibilities of architects and a strong professional identity. 11. Leadership and Entrepreneurial Abilities: Prepare for leadership roles in architecture firms, organizations, or entrepreneurial ventures.

Edit History

Aug 13 2023 10:12 AM E1
ASU's Master of Architecture program nurtures innovative architects, empowering them to innovate and advance the discipline of architecture, through an emphasis on place, context, and contemporary culture. We equip students with a comprehensive and advanced understanding of architectural theory, design principles, technical skills, and real-world application to create innovative, functional, sustainable, and aesthetically pleasing built environments, address complex design challenges, consider the social and environmental implications of their work, and contribute positively to the field of architecture and the communities they serve in alignment with ASU's mission. The curriculum harmonizes theoretical knowledge with practical engagements, including immersive internships, allowing students to transform imaginative concepts into triumphant architectural endeavors that contribute to society's welfare. Graduates emerge as versatile architects, well-equipped for diverse career trajectories such as architectural design, user experience and interface design, and strategic architectural planning, as well as entrepreneurial ventures.

Aug 01 2023 9:14 AM E
The mission of the Master of Architecture program is to provide students with a comprehensive education in architecture, combining academic rigor with hands-on learning. In support of ASU's mission, our design aspirations, and "2030" vision of belonging, the Architecture faculty have defined their mission as follows: "Our mission is to prepare our students for professional success, while continuing to innovate and advance the discipline of architecture, through an emphasis on place, context, and contemporary culture, which recognizes our responsibility and commitment to social and environmental justice within Arizona, the region, nation and the world." The program offers specialty coursework in the depth and breadth of architecture including studio, history and literature specific to the discipline, design, representation, technology, architecture for community. The Master of Architecture program prioritizes learning through inquiry models and established creative processes in architectural design, emphasizing practical application of skills and knowledge in student coursework and design experience. Through these learning modalities, students demonstrate how creativity as 21st-century skill operates in architectural disciplines and how architecture contributes to the socially relevant cultural sector in society.

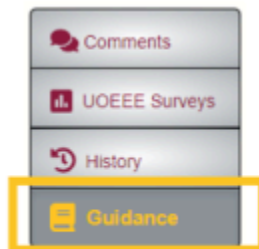
Jul 24 2023 12:04 PM B1

Guidance Feature

Clicking the Guidance button on the top right-hand side of the page will reveal a book icon next to each element. Clicking on the book icon will reveal information about that element.

Plans:

editing the assessment plan
– Guidance Feature



 - Handbook guidelines for the section



Not Submitted

Submit plan

Request Revision

Protect Plan

College: HE GR

Department: CA

Degree: Master

Conducting Annual Program Review

Established Fall 2021

Mission: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla mattis urna ac sollicitudin vestibulum. Pellentesque id faucibus nibh.

Goals: Duis pharetra massa enim, in molestie ex finibus vitae. Aenean sed ante malesuada, euismod erat vitae, luctus quam. Phasellus blandit, neque et elementum ultrices, neque nulla laoreet neque, a cursus diam urna quis tellus. Curabitur eu quam eleifend.

State authorization questions submitted for activities (No) and placements (No), and certificate/licensure (No), by September 23, 2020 3:50 PM.

Edit

Add

Remove

Move

Comments

UOEEE Surveys

History

Guidance

Program Learning Outcomes

1

Cometur nec, semper sem. Aenean ac accu vel purus sollicitudin vestibulum. Nunc laoreet dui turpis, vitae pretium lorem ornare sed. Mauris eros erat, bibendum eget rutrum et, volutpat sit amet libero. Mauris malesuada laoreet lorem sit amet mattis. Maecenas at tortor ac ante. Quisque dapibus mauris non purus volutpat, in laoreet dolor gravida. Ut sodales tincidunt mauris ut interdum.

Concepts:

In et mauris ipsum. Nunc lobortis imperdiet lobortis. Nam vel luctus elit. Quisque dapibus mauris non purus volutpat, in laoreet dolor gravida. Ut sodales tincidunt mauris ut interdum.

Competencies:

Vestibulum ipsum felis, posuere at lectus non, ornare pellentesque purus. Maecenas a enim vel libero volutpat ornare non nec leo. Duis viverra ornare diam id ultricies.

Measure 1 1

Nunc in tincidunt ante, sit amet posuere felis. Nunc aliquet sem just.

Measure 1 2

Morbi malesuada neque non mi fermentum interdum. Praesent a turpis id sapien commodo consequat. Ut consectetur vel.

Measure 1 3

Performance Criterion 1 1

Nulla facilisi. Integer eu velit vitae tellus tempus convallis vitae Tellus lectus.

Performance Criterion 1 2

Donec euismod pretium magna nec blandit. Nam venenatis at libero vel scelerisque. Nullam a urna tincidunt risus mattis pulvinar.

Performance Criterion 1 3

Guidance

Program Learning Outcomes

Outcomes identify what a student will learn or be able to do upon completion of the program.

Degree programs are required to have a minimum of three learning outcomes. Certificates are required to have a minimum of two and microcertificates are required to have a minimum of one. Program learning outcomes should be formatted as follows: Students will [ACTION VERB][Describe the behavior (knowledge, skills, attitudes or values)][Describe context or circumstances in which the behavior will be performed]. Example: Students will analyze literary devices, genres, and period-specific discourses in literary texts. For more information see [UOEEE's Assessment Resources](#)

Submitting Plans

Once you have completed editing your plan and are ready to submit it, click “Submit Plan” at the top of the page. This will send the plan to your unit's delegate for their review for existing plans and to the Assessment Team for new program applications.

For existing plans with no edits made and none intended, the button will show “Continue with Current Plan”. Click that button to submit your plan.

Plans: **submit** the assessment plan with or without changes.

Ways to Submit:

- **Continuing** –Previously approved assessment plans that do not require any changes.
- **Traditional Submission** – Programs making changes to their assessment plan.

Continue with Current Plan

Submit Plan

A screenshot of a web application for submitting assessment plans. At the top, there's a status bar with a toggle switch set to "Not Submitted" (highlighted with a red box and a red arrow pointing to it). Below this, there are buttons for "Submit plan" and "Request Revision". The main content area includes a section for "Program Learning Outcomes" with a table listing outcomes and checkboxes for completion. There are also buttons for "Edit", "Add", "Remove", and "Move" on the right side. The bottom of the page shows a footer with the ASU logo and contact information.

Not Submitted

Submit plan

Request Revision

Continue with Current Plan

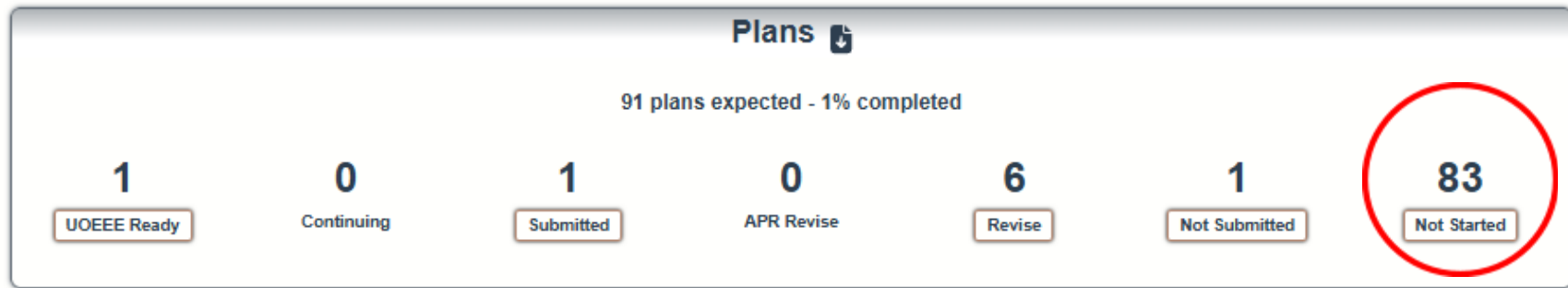
Submit Plan

Program Learning Outcomes

Outcome	Completion
1. Concepts: In et mauris ipsum. Nunc lobortis imperdiet lobortis. Nam vel lacinia elit. Quisque dapibus mauris non purus volutpat, in lacet dolor gravida. Ut sodales tincidunt mauris ut interdum.	☒
2. Competencies: Vestibulum ipsum felis, posuere at lectus non, ornare pellentesque purus. Maecenas a enim vel libero volutpat ornare non nec leo. Duis viverra ornare diam id ultricies.	☒
3. Measure 1.1: Nunc in tincidunt ante, sit amet posuere felis. Nunc aliquet sem justo, nec ultrices ligula varius quis.	☒
4. Performance Criterion 1.1: Nulla facilisi. Integer eu velit vitae tellus tempus convallis vitae varius lectus. Mauris vitae faucibus orci, nec elestentum nunc.	☒

Annual Plan Review

1. Locate your plan under the Not Submitted status on the Plan tile.



2. Review the plan.
3. If no changes are needed, click the “Continue with Current Plan” button.

Plan

Amer Indian Stds (Indigenous Rights & Soc Justice) (LAAISIMS)

Status: Report

College: LC_GR

Department: CAMINDIAN

Degree Search:

Enrollment 2025-26(10) - 3yr(13)

Established Fall 2012

Plan is: **Not Submitted**

Delegator: **Kyle Rader (kwrader)**

Continue with Current Plan

Last Reviewed: Dec 23 2024

UOEEE Review: No Revisions

4. If changes are needed, make the revisions and save them.

5. Once the revisions are saved, click the “Submit plan” button.

Plan

American Indian Studies (LAAISBS)

Status Report

College LC_UG

Department CAMINDIAN

Degree Search 

Enrollment 2025-26(20) - 3yr(41)

Plan is

Not Submitted

Delegate Amanda Smith (aasmith9)

Submit plan

Last Reviewed Nov 25 2024

UOEEE Review No Revisions

Comments

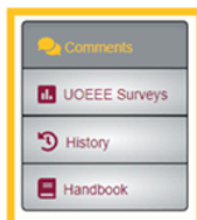
You may receive comments on your assessment plan as part of the annual assessment plan review or when your plan is revised during Academic Program Review (APR).

You may also receive comments on your annual assessment report.

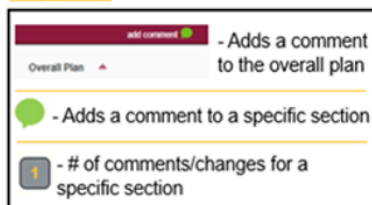
To view comments, click on the comments button on the top right-hand side of the page.

Plans:

Find – Easy view of both program and plan component comments.



Legend:



Program Learning Outcomes	
1	Cometis nec, semper sem. Aenean ac arcu vel purus sollicitudin vestibulum. Nunc laoreet dui turpis, vitae pretium lorem ornare sed. Mauris eros erat, bibendum eget rutrum et, volutpat sit amet libero. Mauris malesuada laoreet lorem sit amet mattis. Maecenas at tortor ac ante. Quisque dapibus mauris non purus volutpat, in laoreet dolor gravida. Ut sodales tincidunt mauris ut interdum.
Concepts:	In et mauris ipsum. Nunc lobortis imperdiet lobortis. Nam vel luctus elit. Quisque dapibus mauris non purus volutpat, in laoreet dolor gravida. Ut sodales tincidunt mauris ut interdum.
Competencies:	Vestibulum ipsum felis, posuere at lectus non, ornare pellentesque purus. Maecenas a enim vel libero volutpat ornare non nec leo. Duis viverra ornare diam id ultricies.
Measure 1.1	Performance Criterion 1.1 Nulla facilisi. Integer eu velit vitae tellus tempus convallis vitae Nunc luctus.
Measure 1.2	Performance Criterion 1.2 Donec euismod pretium magna nec blandit. Nam venenatis at libero vel scelerisque. Nullam a urna tincidunt risus mattis pulvinar.
Measure 1.3	Performance Criterion 1.3

Dec 10 2024 12:10 PM Kimberly Doney (kdoney)
Etiam convallis luctus ipsum, fringilla feugiat magna tempor vel. Donec varius ligula et euismod faucibus. Nam accumsan vitae tortor sed elementum. Sed posuere tortor ut velit molestie, vel vestibulum ex convallis. Integer vulputate, neque ac volutpat lacinia, sem magna dapibus nisi, et laoreet nulla turpis nec orci. Fusce convallis euismod est in tincidunt. Nunc lacus nisi, tincidunt posuere massa vitae.

Jul 25 2024 2:09 PM Kimberly Doney (kdoney)
Etiam convallis luctus ipsum, fringilla feugiat magna tempor vel. Donec varius ligula et euismod faucibus. Nam accumsan vitae tortor sed elementum. Sed posuere tortor ut velit molestie, vel vestibulum ex convallis. Integer vulputate, neque ac volutpat lacinia, sem magna dapibus nisi, et laoreet nulla turpis nec orci. Fusce convallis euismod est in tincidunt. Nunc lacus nisi, tincidunt posuere massa vitae.

Apr 19 2020 10:23 PM Kimberly Doney (kdoney)
Proin scelerisque dictum arcu. Donec quis est id turpis bibendum fringilla vel ut libero. Mauris eu dignissim diam. Quisque posuere purus turpis, a facilisis lacus ullamcorper eu. In eget feugiat lacus.

Comments will appear in a panel on the right-hand side of the page.

The screenshot displays a comments panel with the following structure:

- Outcome 2 -- Comments**
 - Process**
 - Oct 06 2025 9:40 AM Erica Green (egreen65)*
See comment above regarding measure 2.2. Changes to the assessment process related to this measure should be considered.
[Resolved icon] [Edit icon] [Delete icon]
 - Measure2.2**
 - Oct 06 2025 9:39 AM Erica Green (egreen65)*
In reviewing the assessment process it is unclear how this project appraises the strength of evidence. The description of measure 2.1 clearly refers to steps taken in that assignment that relate to appraising evidence. Consider if this measure should be changed or if additional information needs to be included in the assessment process.
[Resolved icon] [Edit icon] [Delete icon]
- Outcome 3 -- Comments**
 - Oct 06 2025 9:37 AM Erica Green (egreen65)*
This outcome uses "apply" which is a low level Bloom's verb. As the program is a Masters program it should consider using a higher level Bloom's verb from the categories Evaluate or Create. Consider: Students will model professional and ethical practice when collaborating with partners and stakeholders during their applied global health internship.
[Resolved icon] [Edit icon] [Delete icon]

The 'Resolved icon' (two red arrows) for the third comment is circled in red.

To note a comment as resolved, click the two red arrows under the comment.

Annual Assessment Reports

To begin an annual assessment report:

1. Go to the Reports tile
2. Select the Not Submitted bucket
3. A list of reports will appear
4. If you have access to multiple reports, use the search feature to search for a specific report
5. Select the blue pen and paper (edit) next to the report you wish to work on

Reports: **searching** for assessment reports

Reports

101 reports expected - 0% completed

0

UOEER Ready

0

Submitted

0

Revise

17

Not Submitted

83

Not Started

Legend:

- View only mode

- Return to previous page

- Edit mode (new window)

- Updates table

- Download List of Table (Excel file)

Not Submitted Reports for

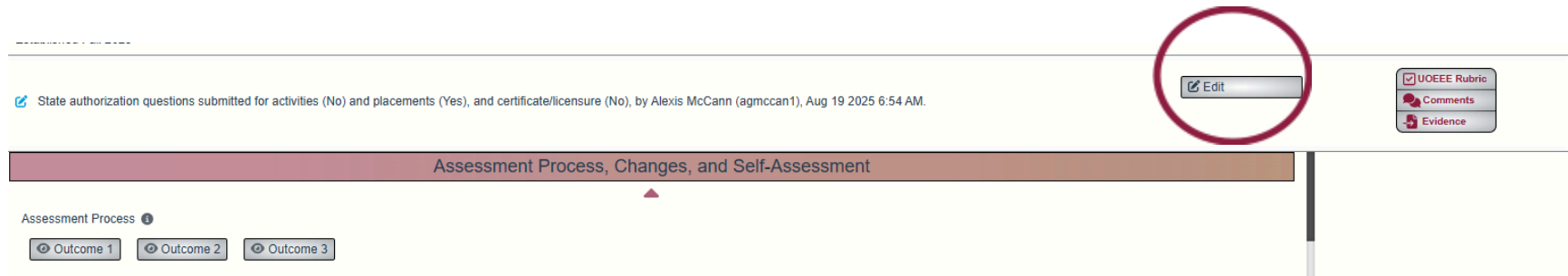
Programs

Clear

View Edit	Department	Academic Plan	Description	Acad Career	Last User	Last Modified
	CART	FAARTCBFA	Art (Ceramics)	UGRD	Kevin Godfrey (Hr/Him/His) (kwgodfre)	2025 07 07 10:38AM
	CART	FAARTDBFA	Art (Drawing)	UGRD	Reynolds Emily (ereyno24)	2025 07 22 12:12PM
	CART	FAARTEBFA	Art (Art Education)	UGRD	Reynolds Emily (ereyno24)	2025 07 28 01:10PM

Completing Annual Assessment Reports

To begin completing your annual assessment report, select the “Edit” button on the top right-hand side of the page, then enter the appropriate information in each section.



State authorization questions submitted for activities (No) and placements (Yes), and certificate/licensure (No), by Alexis McCann (agmccan1), Aug 19 2025 6:54 AM.

[Edit](#)

[UOEEE Rubric](#)
[Comments](#)
[Evidence](#)

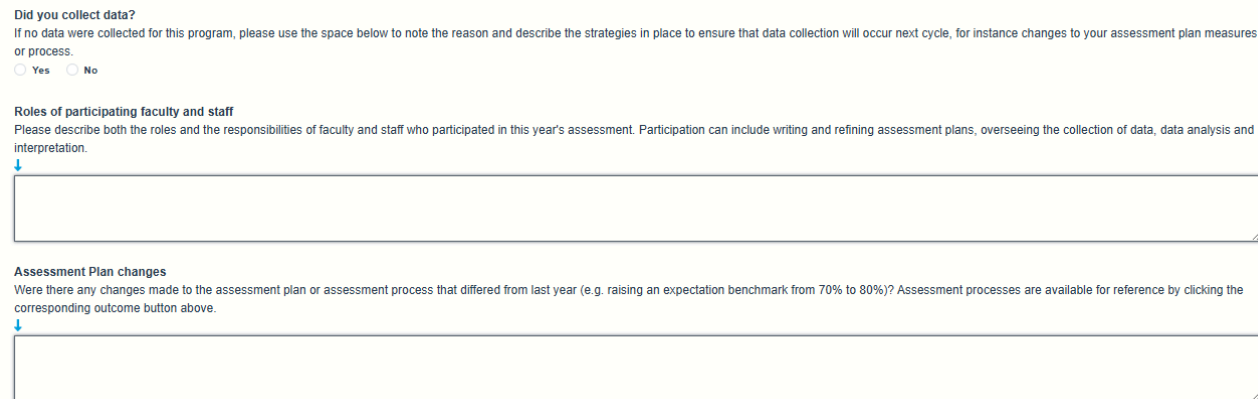
Assessment Process, Changes, and Self-Assessment

Assessment Process ⓘ

[Outcome 1](#) [Outcome 2](#) [Outcome 3](#)

Blue arrows will identify where information can be entered and whether an area is optional (see examples below).

Initial questions



Did you collect data?
If no data were collected for this program, please use the space below to note the reason and describe the strategies in place to ensure that data collection will occur next cycle, for instance changes to your assessment plan measures or process.
☐ Yes ☐ No

Roles of participating faculty and staff
Please describe both the roles and the responsibilities of faculty and staff who participated in this year's assessment. Participation can include writing and refining assessment plans, overseeing the collection of data, data analysis and interpretation.
↓

Assessment Plan changes
Were there any changes made to the assessment plan or assessment process that differed from last year (e.g. raising an expectation benchmark from 70% to 80%)? Assessment processes are available for reference by clicking the corresponding outcome button above.
↓

Data and Outcomes

↓

Total Number Collected

↓

Total Number Met/Exceeded

Measure Met? ☐ Yes ☐ No ☐ No data



Optional reflection...

ONLINE

↓

Online Number Collected

ONLINE

↓

Online Number Met/Exceeded

Measure Met? ☐ Yes ☐ No ☐ No data



Optional reflection...

Data Entry

For the student data section of the report, fill out the number of artifacts/assignments collected and the number that met the performance criteria. The percentages will then auto-calculate. If the program has online students, the first section will include data on all students, both immersion and online. The second section will contain data on online students only.

Reports: **editing** the assessment report – **auto-calculate** feature

Met/Exceeded field

- Based on the information inputted in the fields for the measure, the system will auto-calculate percentages of students and where they fall in performance criteria.

Online disaggregation

- All programs with an Online contingent must disaggregate the Online and Immersions students, with the first ("Total") number being the combined Immersion and Online students and the second being Online only.

The screenshot displays a web-based form for entering assessment data. It is organized into three main sections, each representing a different measure:

- Measure 2:** The first section, titled "Will analyze interactions between human geography and physical geography processes", includes a "Total Number Collected" field, a "Total Number Met/Exceeded" field, and a "Measure Met?" radio button group with options "Yes", "No", and "Unsure". Below these is a text area for "Optional reflection...".
- Measure 2.1:** The second section, titled "assignment- Final Exam, assessed with a faculty developed scale", includes a "Total Number Collected" field, a "Total Number Met/Exceeded" field, and a "Measure Met?" radio button group with options "Yes", "No", and "No data". Below these is a text area for "Optional reflection...".
- ONLINE Disaggregation:** The third section, titled "Please disaggregate the total numbers entered above and record the numbers related to Online campus students specifically:", is highlighted with a yellow border. It contains two sub-sections, each with its own "ONLINE" header and "ONLINE" label. The first sub-section has "Online Number Collected" and "Online Number Met/Exceeded" fields. The second sub-section has a "Measure Met?" radio button group with options "Yes", "No", and "No data", and a text area for "Optional reflection...".

University Survey Data (Linked)

If a program uses university survey data as an indirect measure and the survey question is linked to the assessment plan, the survey data for all past years will be shown in the assessment report. You will need to identify the relevant data for the reporting year and enter it into the report. Survey data can be reported in counts or percentages.

Measure 1 3	5	5	Measure Met?	Yes
Students surveyed at graduation	Number	Number		
(Graduate and Law Student Report	Collected	Met/Exceeded		
Card) will evaluate their "Critical				
Thinking Skills".				
75% or more of students will rate their	0%	100%		
preparation at the level of "Very Strong"	Did not	Met/Exceeded		
or "Strong".	meet			

Program's contribution to-Critical thinking skills (GLSRC)

☐ as Counts

	Overall	1819-1920-2021-2122	2223	2324	2425
(n)	5	5	0	0	0
Very strong	5	5	0	0	0
Strong	0	0	0	0	0
Adequate	0	0	0	0	0
Weak	0	0	0	0	0
Very weak	0	0	0	0	0

Accessing University Survey Data (Unlinked Survey Questions)

If the survey is not linked to the assessment report, it can be located by going to <https://uoeee.asu.edu/survey-reporting> and building a custom report or by using the magnifying glass at the top right-hand side of the report or plan page.

Clicking on the magnifying glass will take you to the academic plan's survey results on the survey page.

link to survey site

The screenshot shows the UOEEE Survey Reporting interface. At the top, there is a navigation bar with a yellow 'Plan' button, a red triangle icon, and a magnifying glass icon circled in red. Below the navigation bar, the plan details are displayed: 'Plan is Not Submitted', 'Last Reviewed Dec 27 2023', and 'UOEEE Review No Revisions'. The plan name is '(BSD)' and the status is 'Report'. The college is 'HI_UG' and the department is 'CARCH'. The enrollment is '2025-26(313) - 3yr(474)'. There are buttons for 'Continue with Current Plan' and 'Request Revision'. On the right, there is a 'Printer friendly' button. Below the plan details, there is a section for 'State authorization questions submitted for activities (No) and placements (Yes), and certificate/licensure (No), by Jun 30 2021 7:42 PM.' On the right side, there is a sidebar with buttons for 'Edit', '+ Add', 'Remove', 'Move', 'Comments', 'UOEEE Surveys', 'History', and 'Guidance'. At the bottom, there is a red bar labeled 'Mission & Goals'.

Once directed to the UOEEE surveys page, you'll notice the survey results for all questions filtered for this plan only.

Survey Reporting

ASU's contribution to skills

Download



...-UGRD

HI-Herberger Institute for Design and the Arts



Campus



C



Gender



[JSD]

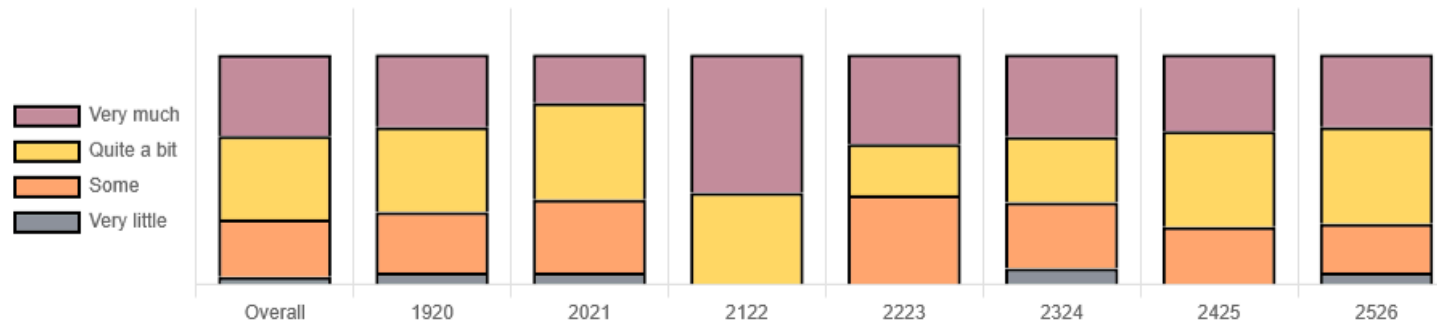


Minority Status



Show Charts

ASU's contribution to skills in-Acquiring a broad general education (GSRC)



Submitting Reports

When your report is complete, click the “Submit report” button.

Report

Engineering (TSEGRMS)

Status: **Report**

College: ES_GR

Department: CPOLY

Degree Search:

Enrollment 2025-26

Conducting Annual Program Review Next Cycle

Established Fall 2013

Report is: **Not Submitted**

Delivered by: Sergio Quiros (squi1)

Submit report

Last Reporting Cycle: 2023_2024

UOEEE Report Review: Adequate

Last modified date: Sep 17 2026 1:53 PM

Last modified by: Ryan Dekker (rdekker)

State authorization questions submitted for activities (No) and placements (No), and certificate/licensure (No), by Mar 11 2021 8:51 PM.

Edit

☒ UOEEE Rubric

Comments

Evidence

Assessment Process, Changes, and Self-Assessment

Assessment Process

Outcome 1 Outcome 2 Outcome 3

Did you collect data?

If no data were collected for this program, please use the space below to note the reason and describe the strategies in place to ensure that data collection will occur next cycle, for instance changes to your assessment plan measures or process.

Yes

If any of the following are incomplete,

- Answer to “Did you collect data”
- Open responses (faculty and staff, plan changes, reflection)

A dialogue box will appear indicating what needs to be completed before the report can be submitted.

Accessing Report Rubrics and Feedback

Assessment reports are evaluated by the UOEEO Assessment Team to provide informative feedback and continuously improve report quality. Reports are scored on five rubric dimensions (Faculty, Measure Adequacy, Rigor of Performance Criteria, Data, and Reflection) and given an Overall score.

To review a report, the rubric and feedback:

1. Go to the Reports tile
2. Select the Approved bucket



3. A list of reports will appear

Approved Reports for

Programs

Clear

View Edit	Department	Academic Plan	Description	Acad Career	Last User	Last Modified
	CACCOUNTAN	BAACCBBS	Accountancy	UGRD	Melissa Samuelson (mbsamuel)	2025 07 26 05:05PM
	CAGRIBUS	BABUSFIMBA	Business (Food Industry Mgmt)	UGRD	Brennan Forss (mbbf3150)	2025 09 15 04:45PM
	CAGRIBUS	BABUSGAGBA	Business (Agribusiness Innovation & Technology)	UGRD	Brennan Forss (mbbf3150)	2025 08 28 10:29AM

4. If you have access to multiple reports, use the search feature to search for a specific report

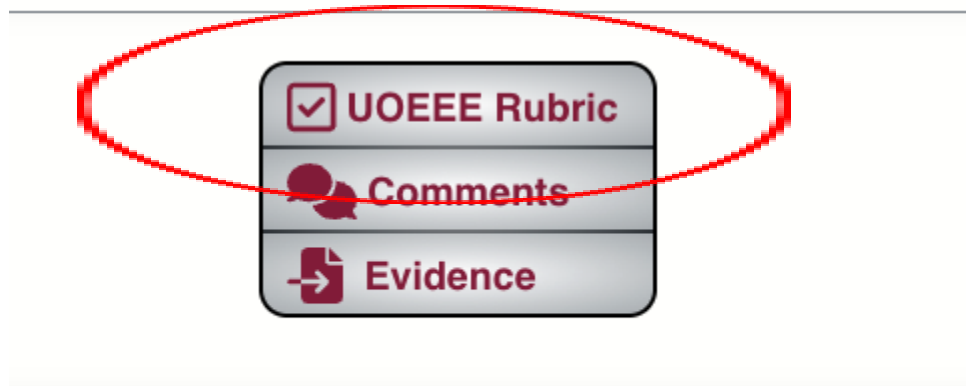
Approved Reports for

Programs

Clear

View Edit	Department ▲	Academic Plan ▲	Description ▲	Acad Career ▲	Last User ▲	Last Modified ▲
 	CACCOUNTAN	BAACCBS	Accountancy	UGRD	Melissa Samuelson (mbsamuel)	2025 07 26 05:05PM
 	CAGRIBUS	BABUSFIMBA	Business (Food Industry Mgmt)	UGRD	Brennan Forss (mbbf3150)	2025 09 15 04:45PM
 	CAGRIBUS	BABUSGAGBA	Business (Agribusiness Innovation & Technology)	UGRD	Brennan Forss (mbbf3150)	2025 08 28 10:29AM 

5. Select the blue pen and paper (edit) next to the report you wish to view
6. In the report, click on the gray “UOEEE Rubric” in the top right corner to open the rubric panel



7. Scroll down to see the rubric scores and feedback for each dimension

OVERALL ASSESSMENT REPORT 2 ...

Exceptional (3) Characteristics of an excellent assessment report include, but are not limited to: data (quantitative and qualitative) that provides rich information on student progress towards outcomes, multimodal assessment, detailed descriptions of faculty roles and how faculty are using the data to close the loop.

Adequate (2) Characteristics of an overall good assessment report include, but are not limited to: data that provides adequate information on student progress towards outcomes, a valid and reliable methodology resulting in good data, detailed descriptions of faculty roles and how faculty utilized data for continuous improvement.

Not Adequate (1) Characteristics of an overall poor assessment report include, but are not limited to: data that provides little to no information on student progress towards outcomes, methodology that does not provide valid or reliable data, lacks detailed descriptions of faculty roles and how faculty utilized data for continuous improvement.

No Evidence (0)

Overall, the report was adequate because of its strengths in its excellent, thorough reflection on the state of the program and various redesigns.

Accessing last year's rubric

To access last year's rubric while you are reviewing the current year's rubric and feedback:

1. Locate the UOEEE Report Review at the top of the page

Last Reporting Cycle 2024_2025

UOEEE Report Review Adequate ⓘ

2. Click the “i” icon next to the score to see the scoring for the previous year

Last Reporting Cycle 2024_2025
UOEEE Report Review Adequate 

3. To close the rubric, click the “i” again

Last Reporting Cycle 2024_2025
UOEEE Report Review Adequate 

UOEEE ARCHIVED
REPORT REVIEW 

Reviewed Oct 08 2025 11:42 AM

Exceptional (3) Characteristics of an excellent assessment report include, but are not limited to: data (quantitative and qualitative) that provides rich information on student progress towards outcomes, multimodal assessment, detailed descriptions of faculty roles and how faculty are using the data to close the loop.

Adequate (2) Characteristics of an overall good assessment report include, but are not limited to: data that provides adequate information on student progress towards outcomes, a valid and reliable methodology resulting in good data, detailed descriptions of faculty roles and how faculty utilized data for continuous improvement.

Not Adequate (1) Characteristics of an overall poor assessment report include, but are not limited to: data that provides little to no information on student progress towards outcomes, methodology that does not provide valid or reliable data, lacks detailed descriptions of faculty roles and how faculty utilized data for continuous improvement.

No Evidence (0)

Overall, the report was adequate because of its strengths in reflecting for how to increase rigor on learning outcome 3. in addition to

Accessing Archived Reports

Should your program wish to review prior annual assessment reports, they can be accessed through the UOEEE Review and Archives tile. Below is a summary of the functions available to you once you locate your program.

Reports: reviewing assessment reports – program APR consideration

The screenshot displays the UOEEE Review and Archives interface. At the top, a 'Report' button is visible. Below it, a 'Report' status is shown as 'Not Submitted'. A 'Request Revision' button is present. The 'Last Reporting Cycle' is '2022_2023', and the 'UOEEE Report Review' is 'Exceptional'. The 'Status' is 'Report', 'College' is 'HUG', 'Department' is 'HUG', and 'Degree Search' is 'HUG'. The 'Established' date is 'Fall 2021'.

Below the main interface, there are two callout boxes:

- Downloads report from a specific year** (indicated by a document icon)
- Shows data from previous years in the portal** (indicated by a circular arrow icon)
- Downloads a summary of your programs data over the past 6 years** (indicated by a document icon)

The main interface also shows a 'Summary' button and a table titled 'Film & Media Production (MFA) Reporting Summary'.

		Year	Start	#	# Met	% Met
Outcome1	Nunc ac lectus sed urna bibendum egestas. Proin ut imperdiet lorem. Mauris id lorem orci. Ut ac euismod velit. Sed diam erat, lobortis sed metus id, mattis vehicula lacus. Aenean vitae mattis mi. Maecenas eu maximus sem.	01	1/1	-	-	100%
		2023	Yes	-	-	-
O1 Measure1	Cometis nec, semper sem. Aenean ac aro vel purus sollicitudin vestibulum. Nunc laoreet dui turpis, vitae pretium.	O1 M1	1/1	50	35	-
		2023	Yes	50	35	70%
O1 Measure2	Cras auctor ex in facilisis blandit. Sed eu bibendum enim. Nullam sed nisi sed erat maximus mollis. Etiam augue ipsum, rhoncus a eros sit amet, ultrices ornare nisi. Phasellus a libero ultricies, consectetur velit quis, mattis turpis. Sed enim velit, vulputate quis ornare sed, auctor quis tellus. Donec pulvinar mauris nec nisi imperdiet.	O1 M2	1/1	50	50	-
		2023	Yes	50	50	83%

The archive includes a summary report and access to each annual report filed by the program.

Assessment Delegates

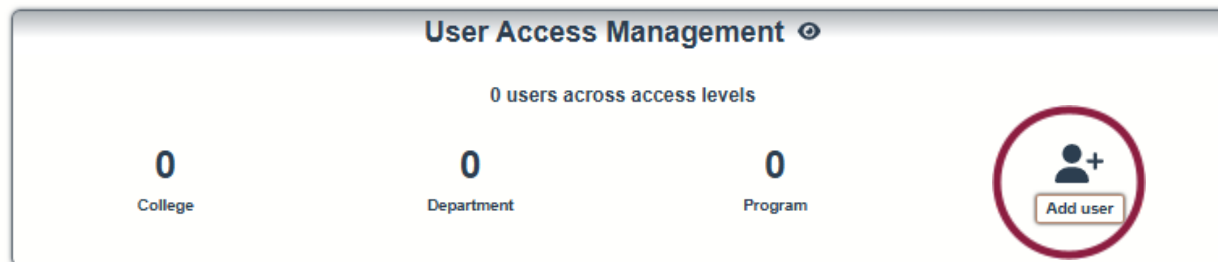
Assessment delegates can perform additional functions in the assessment portal that can not be accessed by regular users. This section will provide directions on how to complete those functions.

Adding Users

To add a new user, assessment delegates will need to know the user's:

- Name
- Email
- ASUrite User ID
- Requested level of permission
 - College
 - Department
 - Academic Plan

Users can be added two ways – when creating a new program application (described later) or by using the Add User button on the User Access Management tile.



After clicking the Add User button, the following panel will open. Complete the panel and click the “Send Request” button to submit the new user request.



User Access Request

To set up a new user, we need the user's name and email address. If the asurite is known, this will also assist in adding the user. Please be as detailed as possible when outlining which programs the user should have access to.

You can use this form to add multiple users at once, by adding multiple names and emails into the form line. Please clearly separate and identify the proper permissions for each user.

Most users are added within 1 business day.

Name of New User(s)

New User Email(s)

ASURITE(s)

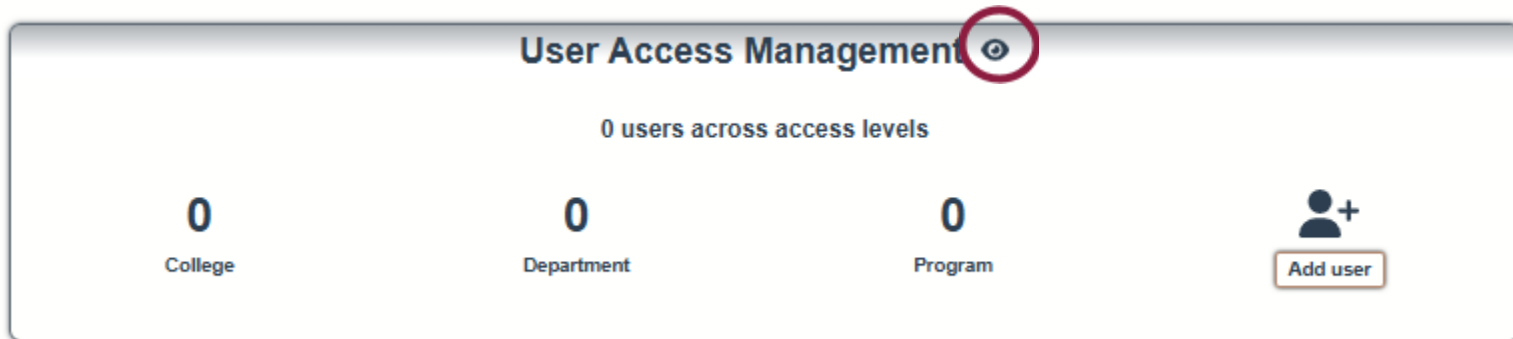
Requested Permission

Send Request

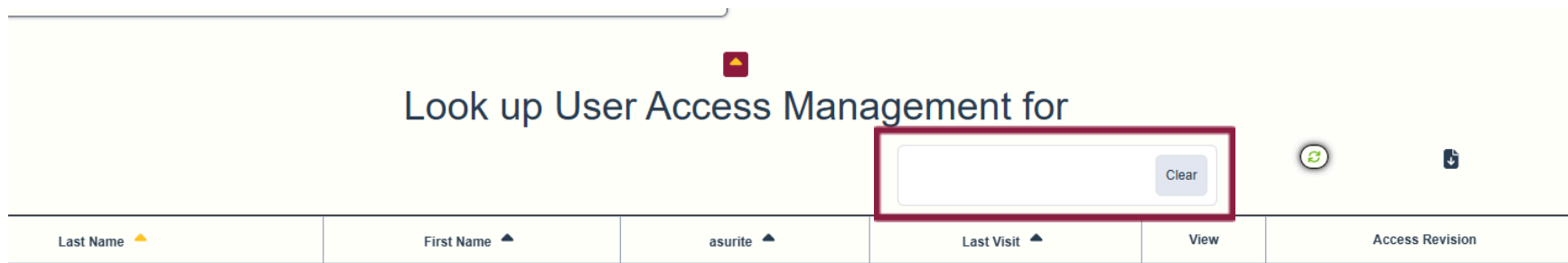
User requests are received and processed by the Assessment Team, usually within 24 hours.

Revising Users

If a user already exists in the portal and you want to revise their access, go to the User Access Management tile and click the eyeball next to the title.



Find the user whose access you need to revise by using the search feature.



Select the green arrows across from the user's name.

Green	Erica	egreen65	2025-10-06		
-------	-------	----------	------------	--	--

Complete the pop-up with the requested revisions and click the “Send Request” button to submit the request.



Access Revision Request

You are requesting access revisions for Erica
Green (egreen65)

Current Access:

Requested Revision(s)

Send Request

User revision requests are received and processed by the Assessment Team, usually within 24 hours.

New Program Applications

When you login at the landing page, it displays all programs for your college. Notice how the “New Program Applications” bin has a plus button to create a new program. In order for it to turn green to create a new plan, you’ll need to choose the corresponding departmental tab instead of the college code (here being “PP” in the top left).

ASU UOEEE
Arizona State University

Home Testing Assessment Surveys Program/Grant Evaluation Course Evaluations About Us

Refresh

Delegate List

PP CCOM C C

(PP)

Reports

74 reports expected - 0% completed

UOEEE Ready	Submitted	Revise	Not Submitted	Not Started
0	0	0	3	71

Plans

81 plans expected - 23% completed

UOEEE Ready	Continuing	Submitted	APR Revise	Revise	Not Submitted	Not Started
0	19	4	0	2	3	53

Program Status

109 programs in portal

Report	Insufficient Plan	Plan	No Enrollment
74	1	6	2

New Program Applications

Progress

Final Approval	Pre Governance	Approved	Revise	Submitted	Not Submitted
9	1	2	1	0	1

Once the correct departmental tab is selected, the button highlighted below will be green.

ASU **UOEEE**
Arizona State University

Home Testing Assessment Surveys Program/Grant Evaluation Course Evaluations About Us

Refresh

Delegate List

PP CCOM C C

(PP) C CCOMRES

Reports

26 reports expected - 0% completed

0	0	0	3	23
UOEEE Ready	Submitted	Revise	Not Submitted	Not Started

Plans

26 plans expected - 0% completed

0	0	1	0	0	3	22
UOEEE Ready	Continuing	Submitted	APR Revise	Revise	Not Submitted	Not Started

Program Status

27 programs in portal

26	0	0	1
Report	Insufficient Plan	Plan	No Enrollment

New Program Applications

Progress

2	0	1	0	0	0
Final Approval	Pre Governance	Approved	Revise	Submitted	Not Submitted

After clicking the green plus button, you will see the following:



Submit New Plan

New Plan Application Information

Department

CCOM

GRAD or UGRD

Undergraduate

Major/Cert/Micro-Cert

Major

Degree Code (e.g. BA, MS, CERT, MCERT, AA, AS)

BS

Transcript Description

Testing

Is this a concentration?

No

If there are any non college or department users who will also need access to this plan application, please list them here, including an asurite.

Send Request

From each dropdown menu, select the correct information or enter the appropriate information in the text box:

- Department: The Department the program belongs to
- GRAD or UGRAD: Whether the program is Undergraduate or Graduate
- Major or Cert: Whether the program is a Major, Certificate, or Micro Certificate
- Degree Code: Whether the program is a BA, MS, CERT, MCERT, AA, AS, etc.
- Transcript Description: The name of the program that would appear on a transcript
- Is this a concentration?: No or Yes
- If Yes, please provide the parent program academic code or description: enter the parent program academic code or description
 - Additional Users – This is the other option for adding new users who will need access to the new program application include the user's: Name, email, ASUrite User ID, requested level of permission (College, Department or Academic Plan)

Once the information has been completed, click the (now yellow) “Send Request” button to create the new program app.

New program applications are created instantaneously and will be visible in the portal.

Annual Assessment Report Reviews

To access assessment reports, see the section on assessment reports earlier in this guide. This section provides instructions on how to approve or return an assessment report for review.

1. Locate the annual assessment report in the submitted report “bucket” on the Reports tile
2. Open the report using the blue pencil and paper
3. Review the report
4. If the report is sufficient, click the “Approved” button at the top of the plan under your name as Assessment Delegate
5. If the report requires revisions, click the “Request Revisions” button at the top of the plan under your name as Assessment Delegate

(See screenshot on next page)

NOTE: The assessment portal does not send notifications to users if their report requires revisions. Assessment Delegates will need to reach out to users via email, advising them to return to the portal to make revisions.

Reports:

reviewing the assessment report – reviewing reports

After reviewing the report...

- If the report is compliant with UOEEE standards, click 'Approve report'
- If the report needs revisions, click 'Request Revision' and will be in the users' 'Revise' bin.

The screenshot displays the UOEEE Report interface. At the top, a 'Report' tab is active. The report status is 'Submitted', with a submission date of 'Jul 15 2025 3:12 PM'. The last reporting cycle is '2023_2024', and the review status is 'Adequate'. The last modified date is 'Jul 15 2025 3:12 PM'. Below the status, there are buttons for 'Approve report' (highlighted with a yellow box) and 'Request Revision'. The interface also shows a 'State authorization questions' section with a 'State authorization questions submitted for activities (No) and placements (Yes), and certificate/licensure (No), by mscotch, Nov 02 2020 11:08 PM.' and an 'Edit' button. A section titled 'Assessment Process, Changes, and Self-Assessment' is visible, containing an 'Assessment Process' section with four outcomes (Outcome 1, Outcome 2, Outcome 3, Outcome 4) and a 'Did you collect data?' section with a 'Yes' response. The 'Roles of participating faculty and staff' section describes the roles and responsibilities of faculty and staff who participated in the assessment, mentioning that the program director worked with the faculty teaching the relevant courses to collect data during Fall and Spring semesters.

Annual Assessment Plan Reviews

To access assessment plans, see the section on assessment plans earlier in this guide. This section provides instructions on how to approve or return an assessment plan for review.

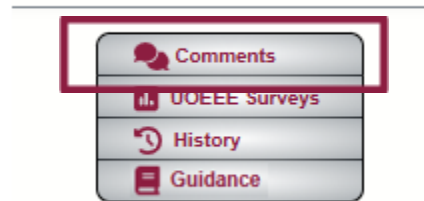
1. Locate the assessment plan in the submitted or continuing “bucket” on the Plan tile
2. Open the plan using the blue pencil and paper
3. Review the plan
4. If the plan is sufficient, click the “Approved” button at the top of the plan under your name as Assessment Delegate
5. If the plan requires revisions, click the “Request Revisions” button at the top of the plan under your name as Assessment Delegate

NOTE: The assessment portal does not send notifications to users if their plan requires revisions. Assessment Delegates will need to reach out to users using email to advise them to return to the portal to make revisions.

Providing Comments

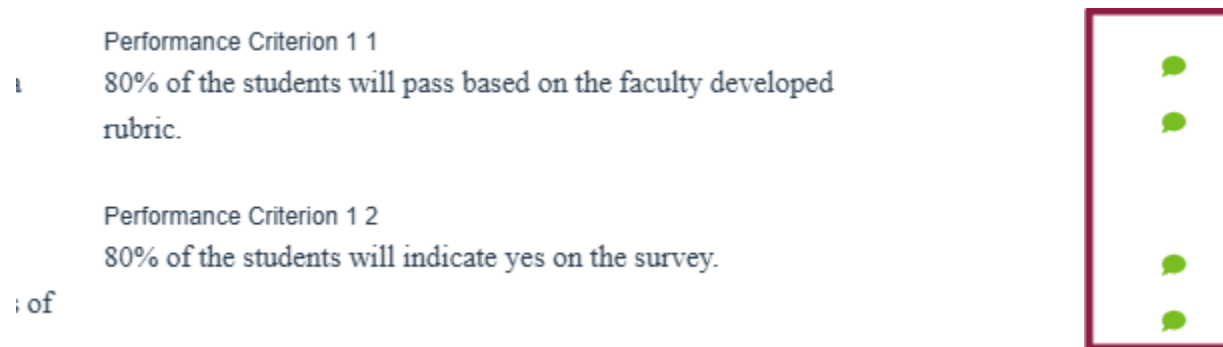
When reviewing annual assessment reports or conducting annual assessment plan reviews, you may wish to provide feedback before returning the plan or report for revisions. To provide comments:

1. Locate the plan or report
2. Open the plan or report using the blue pencil and paper
3. Click the “Comments” button on the top right-hand side of the page

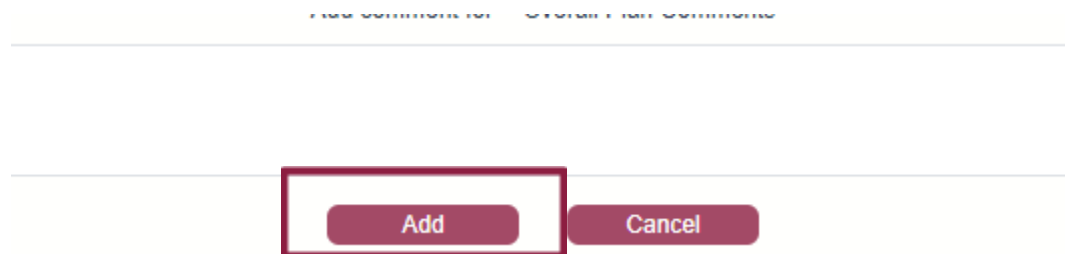


Comment on Specific Elements

4. To provide a comment on a specific area, click on the green speech bubble next to the area you wish to comment on



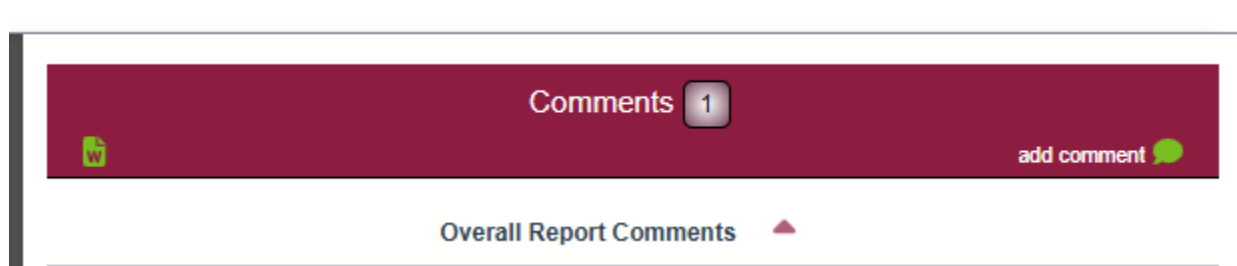
5. Insert your comment in the area provided in the right-hand panel.
6. Click the “Add” button to save the comment



7. Once the comment is added, you can edit or delete it using either the blue pencil and paper (edit) or the trash can (delete).

Overall Comment

8. To provide an overall comment, locate the green speech bubble on the right-hand side of the “Comments” banner at the top of the Comments panel.



9. Click on the green speech bubble and enter your comment in the box that opens.
10. Click the Add button to save the comment.
11. Once the comment is added, you can edit or delete it using either the blue pencil and paper (edit) or the trash can (delete).

NOTE: The assessment portal does not send notifications to users if there are comments. Assessment Delegates will need to reach out to users using email to advise them to return to the portal to review their comments and make revisions.