Results in Planning and Self Study Transcript

Hello everyone. In this tutorial, we will cover how you can add your results to your annual assessment report in an assessment software called Planning & Self Study.

Planning & Self Study is an academic assessment software by a company called Watermark.

And essentially, the software helps the University of Hartford in a few ways. One is that it helps us with maintaining historical records of the assessment process. So, as new people are coming into the university and other people are leaving to pursue new career paths, we still have that consistency of information.

So, depending on what you are given permission to see in Planning & Self Study, you may see something similar to this page. If you're an administrator or if you're assessing multiple programs, or you may even have some other projects outside of assessment that you're working on in Planning and Self Study, your homepage may look a little bit different. However, if you are asked to assess an academic program on an annual basis, you should at least be able to scroll down and see a box that is similar to this. We can see your major name you can see projects in progress and we see an assessment plan for the academic year. There should be a bar kind of showing the progress of the assessment report as well as profile progress.

We're going to click into the 2022-23 Program Assessment Plan.

We will be redirected to the following page.

Here, we are going to click into a learning outcome. Typically, you would have three to five but this is kind of like a test sample program. So, we have only one learning outcome just for this tutorial. And here we see a variety of measures.

You do not have to have three or five measures to assess an outcome per year unless you really wanted to. We're really more concerned about you assessing two to three outcomes.

And we're going to fill this out really quickly.

Just as a test, so we're going to say that you are adding a new assignment.

For a title, we are going to add “Assignment”. We’re going to add a course. We can add a title. We can add a target.

And here, I'd encourage you to upload instructions under “Attach Description Documents”. Again, this is just purely for historical data. So, the continuation of information can continue from one year to the next. After we fill this out, we can click on “Add”. If we want to add results to this measure, we would click on “Yes, Manage Results Now”. What this pop up is asking you is if you were ready to put in your data regarding this project. So, this is what we're going to do.

Say that we already had a measure in existence here.

We can always “Add results”. We can click on “Add Results”. You’ll be taken to the same page either way.

And here, we will see a box summarizing what we filled out in our measures. So, we can see assignment, we see the outcome, we see the course where the assignment is being assessed…

Next, we have results.

We have three ways to add results into Planning & Self Study.

First, we can click the first choice, which says “I want to upload the assessment results files”.

Your screen will look a little bit like this.

This choice would be appropriate if you had an Excel sheet or a Word document summarizing how students performed on their assessments. So, it could be either a table listing the scores of how students did, it could be a transcript of student interviews, it could be survey results data, it could be Excel graphs about how students actually performed on a specific assignment, etc. It could be a wide range of things. So, you'd click on Upload File, and you'd have a pop up and the opportunity to upload your file. And I would really recommend for you to write a quick summary about what the file is again, for that historical continuation. So, from one faculty to the next, as the years change and time goes by, we can have that information.

However, if you would prefer to input your results a different way, we can click on “Change Collection method”. I'm really going to stress this: if you want to change the way that you want to upload your results, you need to you click on “Change Collection Method” and not the Back button. Because if you click on the back button, you're going to have to start all over and you might lose some information.

So, the second option is another way that you can input your assessment information.

There’s also a third way where you can align your results from another system. I’m going to go out of order and I’m going to click on this option over here. We can actually pull data from some other assessment software. For example, we have Student Learning & Licensure. We would click on rubric and select the rubric from which we are pulling results from. Most of the programs at the University of Hartford are not using this option right now, so I’m just showing this to you so you know it exists. But at this time, we will go back to the main page.

We can also input our results by count of students. And this is basically asking you to put in the number of students who may have exceeded, met, approached or not met the goal for this specific project, in measuring the specific outcome. So, I'm going to make up numbers and we're going to say 15 Students exceeded, 18 students met, 5 students approached, and 3 did not meet.

And what we can do is actually view the results for how students did. So, we have this really nice visual and this visual would kind of appear as well at the end when we generate a report.

But in the meantime, we're going to click on “Edit results” and I'll show you another way that you could do this. You could click on “Counts for each section” based off of the term that they have occurred. This is based off of the term for which the courses have taken place. You can put in information about how students did for a specific section of a course. However, this isn’t necessarily mandatory. It’s just one way to put in information.

We will click cancel for now and go back to the “Change Collection Method” and we’ll just put that sample in again.

And I would recommend clicking this little carrot over here and either uploading any supporting files and providing a quick summary about what the data is just so we have that for historical reasons.

So here, we have our findings section. This findings section is specifically for how we performed on this specific assessment project for this specific assessment assignment. This section is not mandatory to fill out though you definitely can. This section is going to repeat itself later. I'm just going to show you some key features of this section if you did want to fill it out.

So you would click on either "Met" or "Not Met", whether students performed well on this project. We would provide a 2-3 sentence analysis. You can look at—if this program has existed for quite some time—You would have some historical data about past results and past actions that have been taken, in reaction to the assessment data.

And you can also—at the very bottom in this small text—click on "Add New Action" and choose an action, in reaction to the data. For now, we are going to click on "Save and Close". We see here now that this outcome has been updated.

What you can do is you can choose to keep the measures or projects from last year or you can remove them, if you choose to not want to assess them in a specific academic year.

And here, we have our outcome analysis. We will provide here, basically the same information that was discussed in the "Findings" section, that we just talked about. So here we can provide a brief description of the analysis. We can say that we have "Met" the outcome. We can say that—So here, I wrote in a sample for what you can write in for your analysis. Again, we would recommend 2-3 sentences. Here, we wrote the students performed really well in organizing their thoughts and applying grammatical conventions. We believe that there is room for students to perform at a higher level. We will make revisions to our curriculum.

Then, from here, we will click the checkmark and we can "Add New Action". So, here, we can click on… Let's see… "Revise Curriculum". We can provide an action description and a recommended due date. So, here, I just put a sample action description. Again, we would recommend anywhere from 1-3 sentences. Here we wrote, "We will make curriculum changes so that grammatical conventions are discussed in week 2." We chose a recommended due date by one of the upcoming Falls. We can click "Create Action".

Then, from here, you have basically completed your results from one of your measures for one of your outcomes. And hopefully, you would repeat this process for another outcome or 2 more outcomes for each assessment year.

When you are ready, you would click on "Review and Submit". This is a sample for what you can expect for your assessment report. So, this is just what we filled out. You can see here that we have our measures. These are the results that we had put together earlier. And these are the actions we filled out when we were finalizing our outcome. You can also download your report over here: "Download as a PDF".

But what we're going to do is that we're going to click on "Submit". And if you wanted to make any changes, you can click on "Edit". But for now, we are going to click on "Submit". We can choose to leave comments if we are working with someone else. As you can see here, I have kind of used this as a test before so there is a comment. But, what we’re going to do is we’re going to click on “Done”. And when we click into our assessment plan, we can see that the report is completed. So, this is a quick tutorial about how to upload your assessment results into Planning & Self-Study. If you have any questions about this process, please contact the Office of Institutional Effectiveness (OIE).