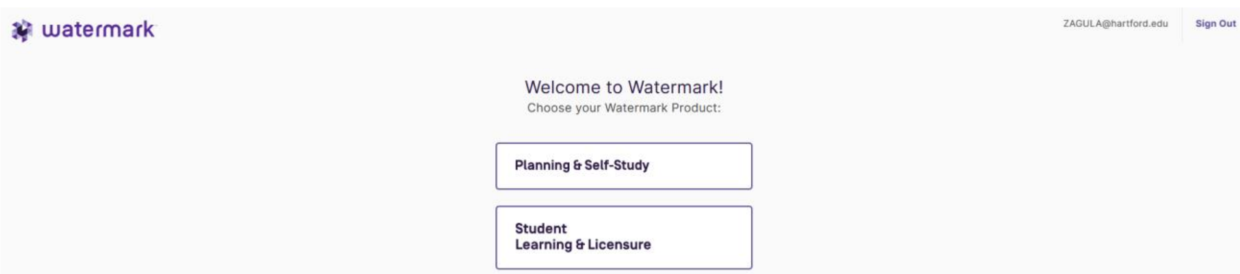
Guide for University of Hartford (UHart) Faculty Completing an Annual Report in Planning & Self-Study (P&SS)

The purpose of this guide is to help faculty, also known as program leads, with uploading assessment information into Planning & Self-Study (P&SS), a Watermark assessment software used at the University of Hartford.

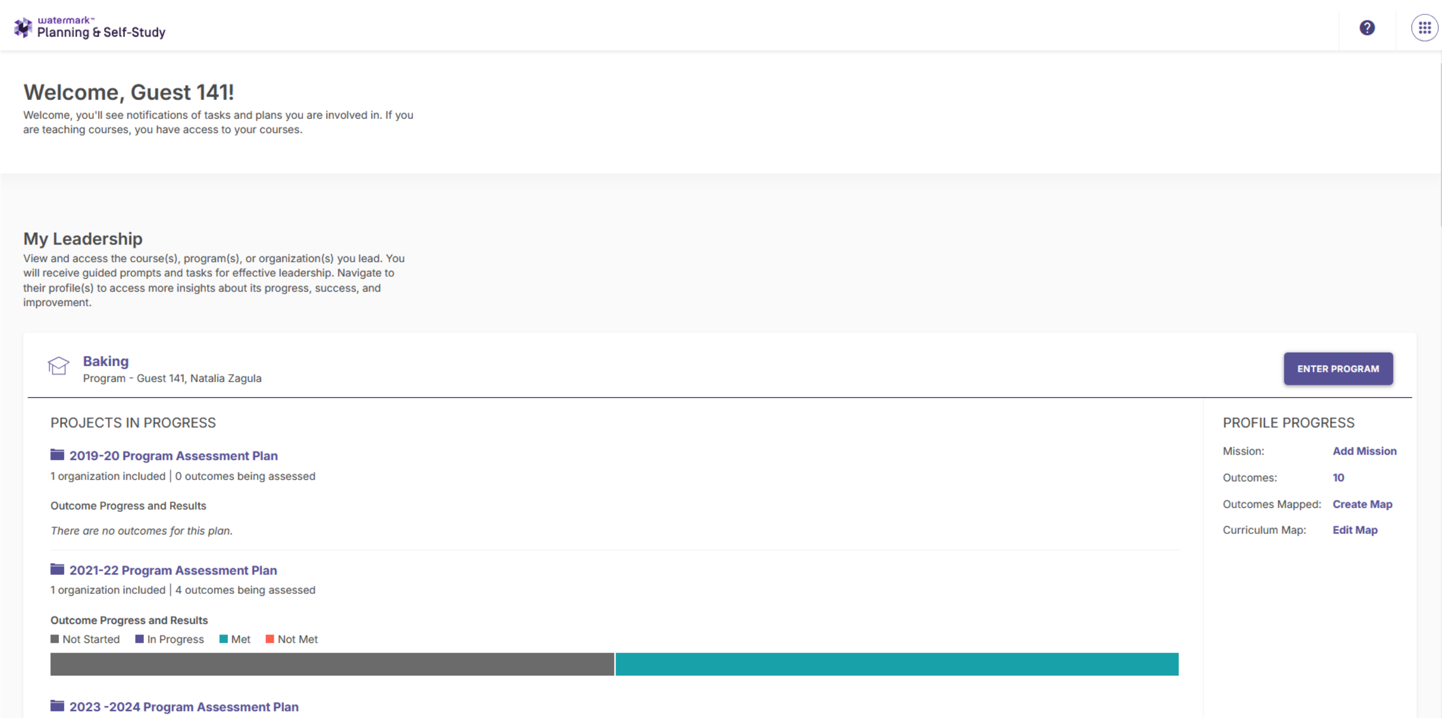
Faculty can have two different roles in this software. Faculty can be a "contributor"; this role allows faculty to fill in assessment information related to their program. The second role that a faculty could have is "administrator". Faculty who are administrators are typically department chairs, deans, or assessment coordinators, who are overseeing the assessment of a few programs.

To complete the assessment process, faculty need to input data by completing different parts of the report: Section A. "Outcomes", B. "Adding a Measure", C. "Managing Results", D. "Findings and Actions", E. "Analyzing the Outcome" and F "Submitting the Report". The guide will explain the expectations in further detail.

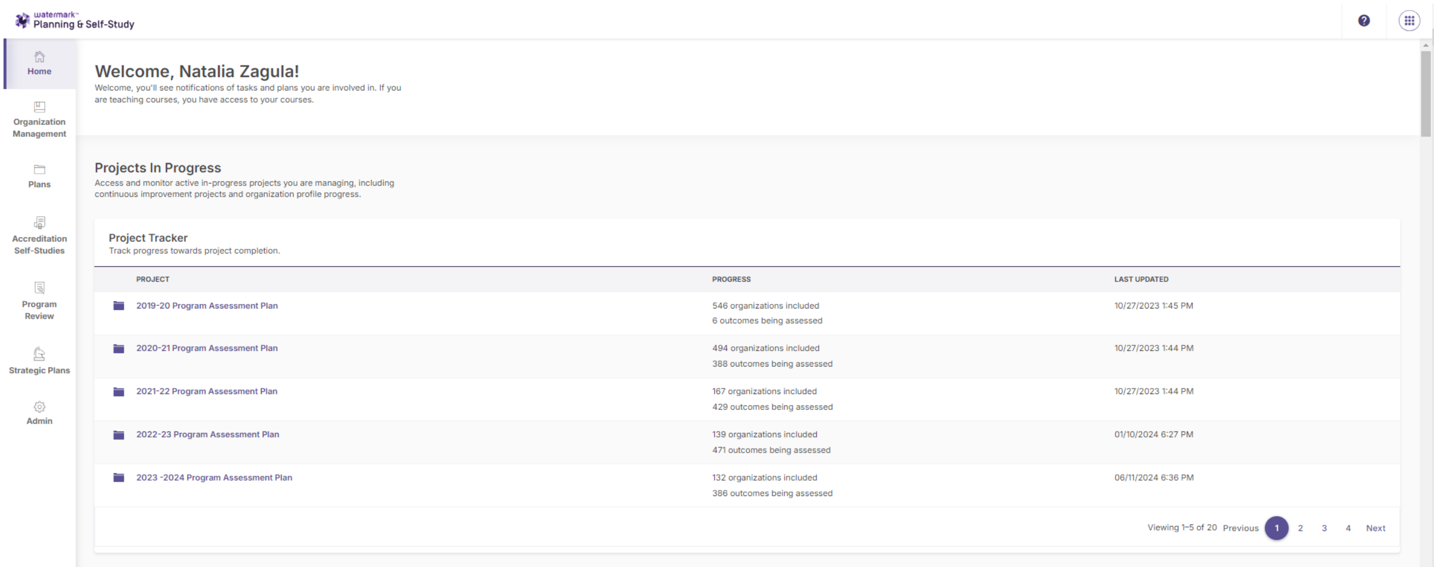
The faculty can log on to Planning and Self-Study using their single-sign on University of Hartford credentials this link: https://www.hartford.edu/watermark. From here, the faculty click on the button that says "Planning & Self-Study".

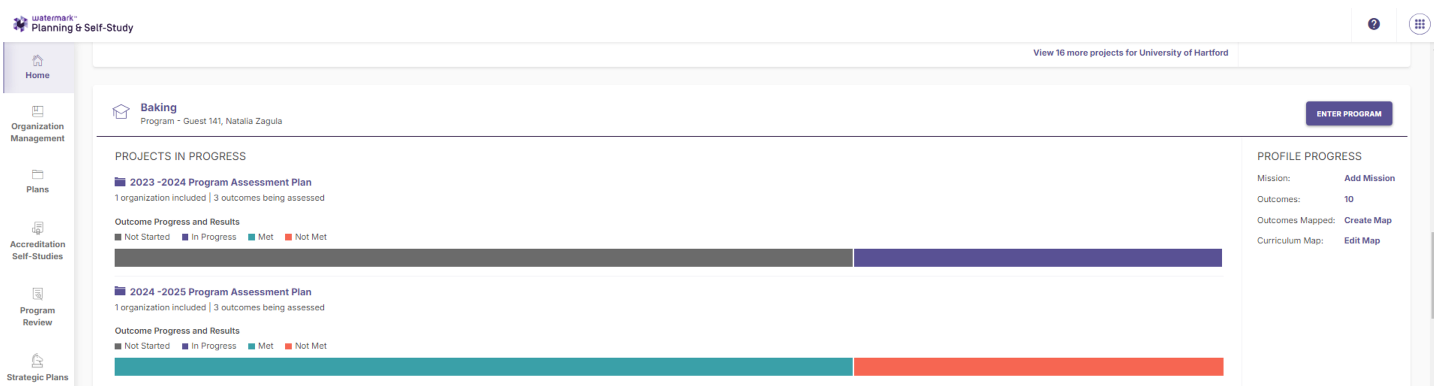


After accessing this link, faculty will land on the home page. The faculty, or contributor, should land on a home page like the image below and see the name of their program listed.



If a user is an administrator, their home page will look a little different. Their homepage may look closer to the screenshot below. The administrator can scroll down the page and find the appropriate program.

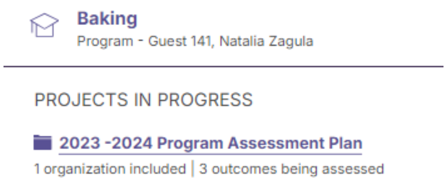




If a program has not submitted their assessment report, the summary visual will be gray and purple (like the image below). The gray means that some outcomes do not have any assessments. Purple means that the assessment is in progress.

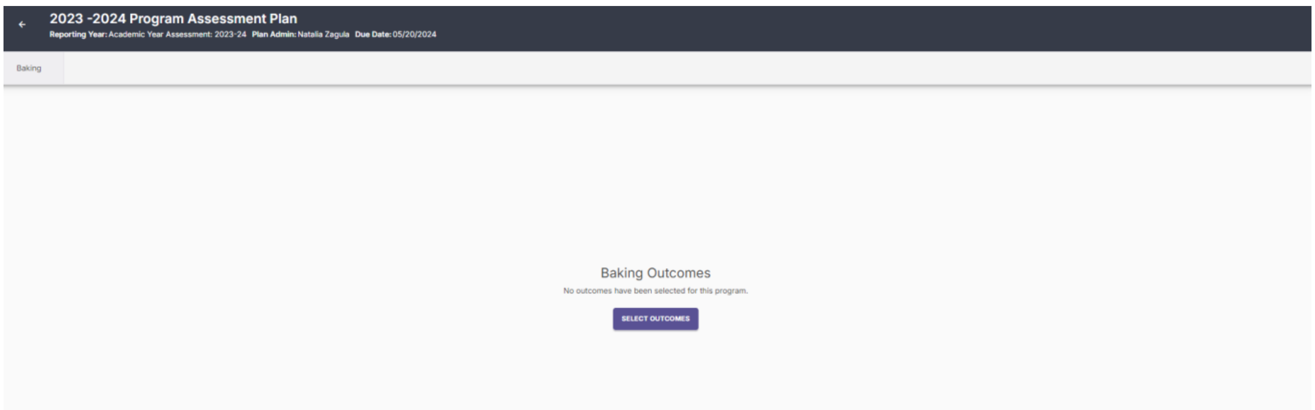
If a program has submitted their plan in the past, the summary visual under the Academic Plan year will have colors that are green and orange. Green means that some outcomes were met and orange means that some outcomes were not met.

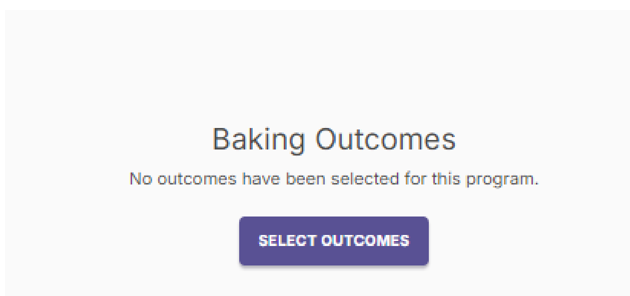
To complete the assessment report for a specific Academic Year, click on the title of the "Program Assessment Plan".



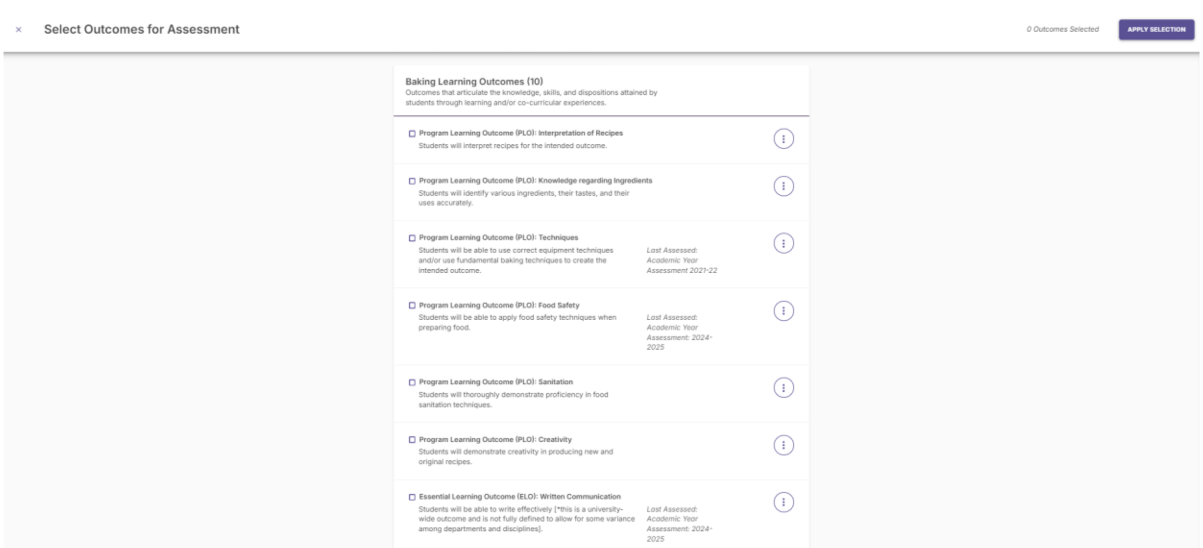
SECTION A. OUTCOMES

From here, the faculty will be redirected to the following page. Click on "Select Outcomes".





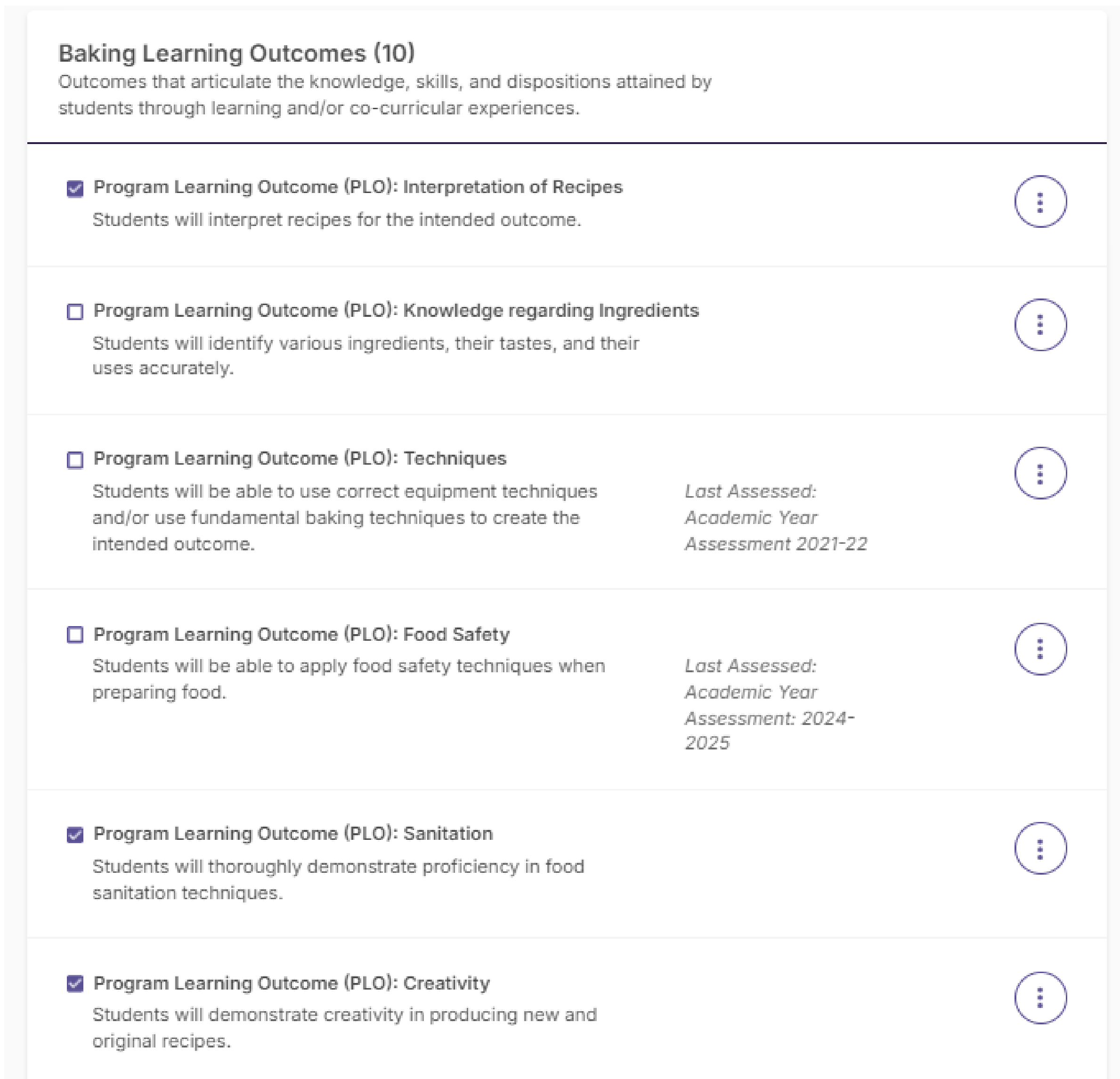
The faculty will be able to the select outcomes that will be assessed this year. They will be taken to a page that will look similar to the image below.



This page will list Program Learning Outcomes (PLO's), or outcomes that are specific to the program, as well as Essential Learning Outcomes or ELO's (ELO's are assessed in bachelor's degrees only).

This page will show what outcomes were used in the previous year. Please try to choose 2-3 outcomes that were not assessed the year prior.

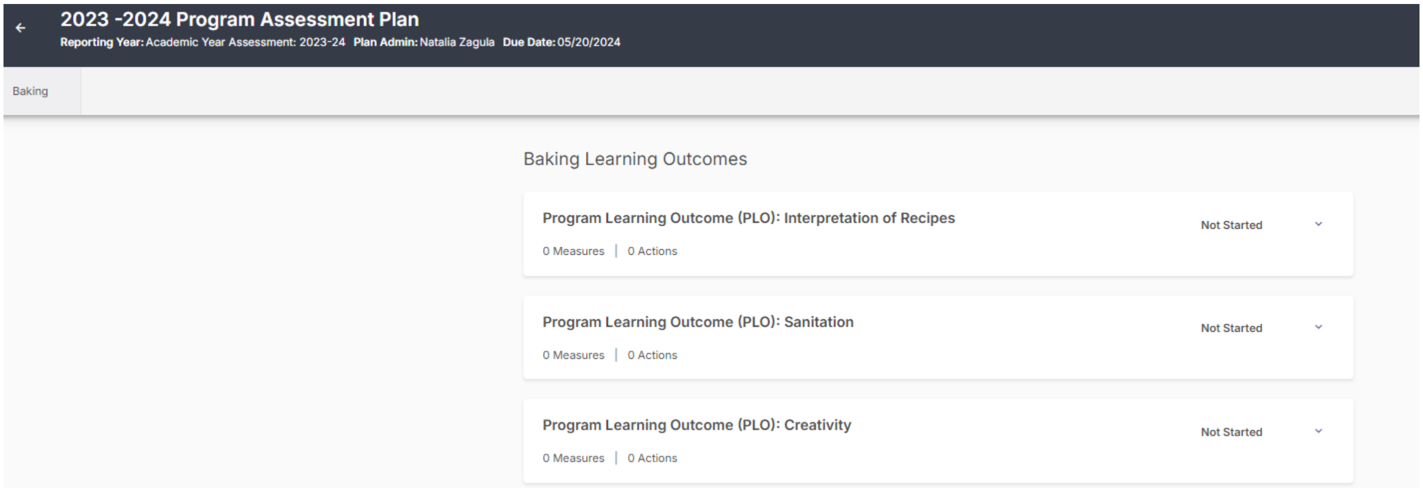
Use the checkbox next to each learning outcome to select the outcome to be assessed for that year.



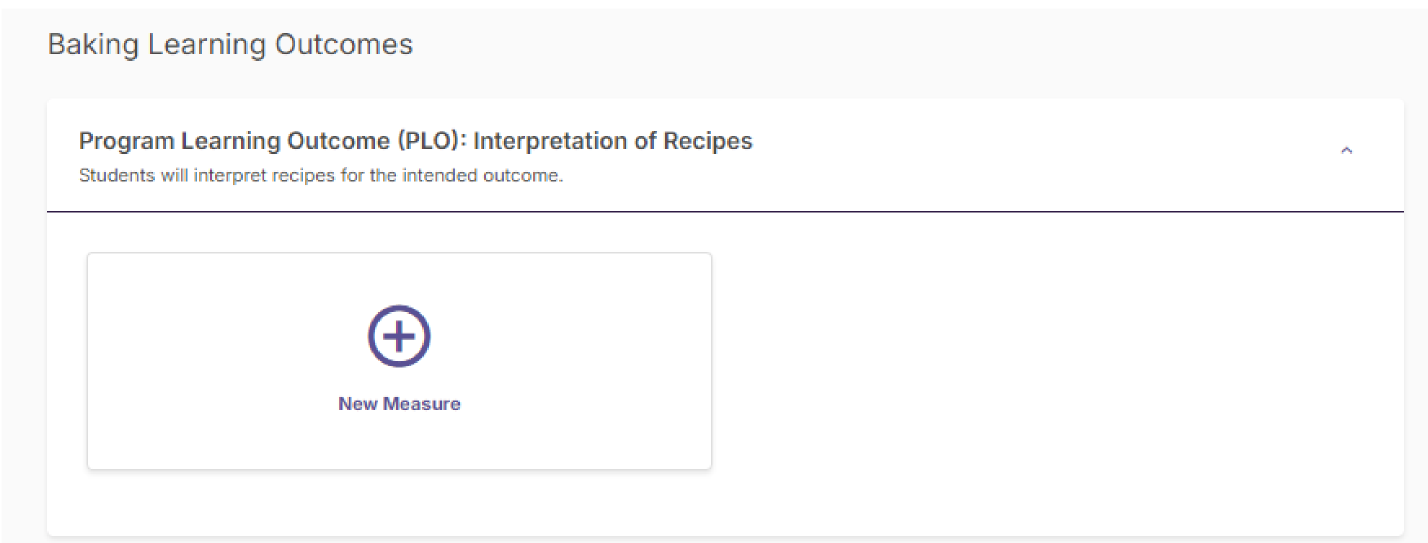
Next, click on "Apply Selection". The faculty will be ready to move on to the next step.

SECTION B. ADDING A MEASURE

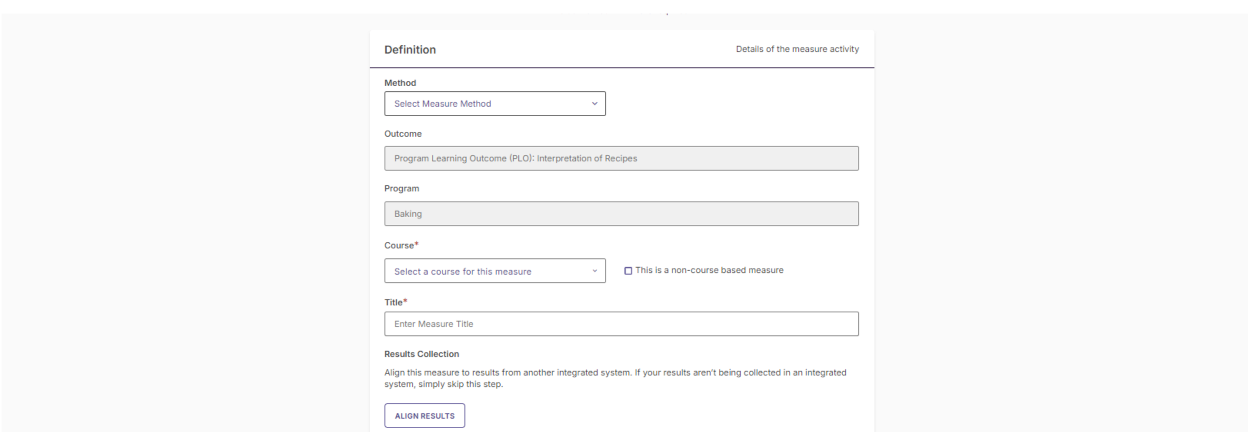
From here, the faculty will land on the following page. For this step, the faculty will provide some details about the assessment of an outcome.



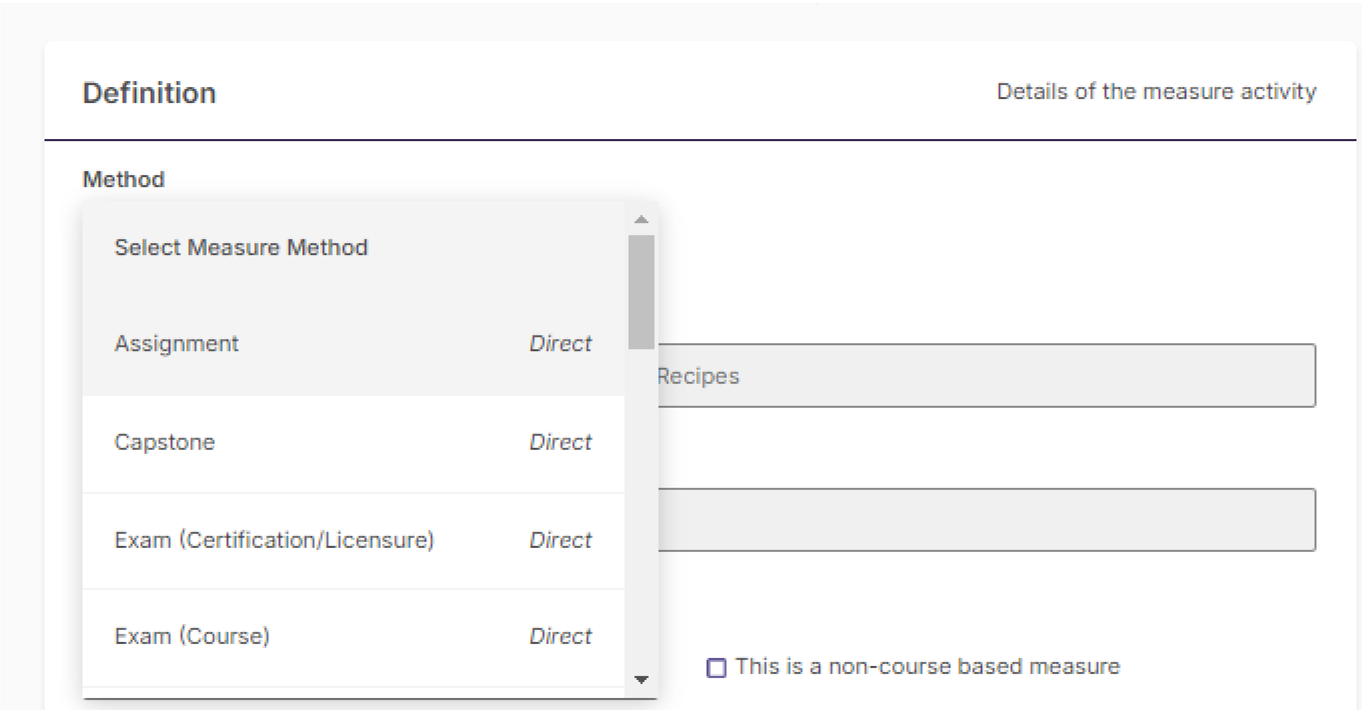
Click on the outcome to assess first. The tab will expand. Next, click on "+New Measure".



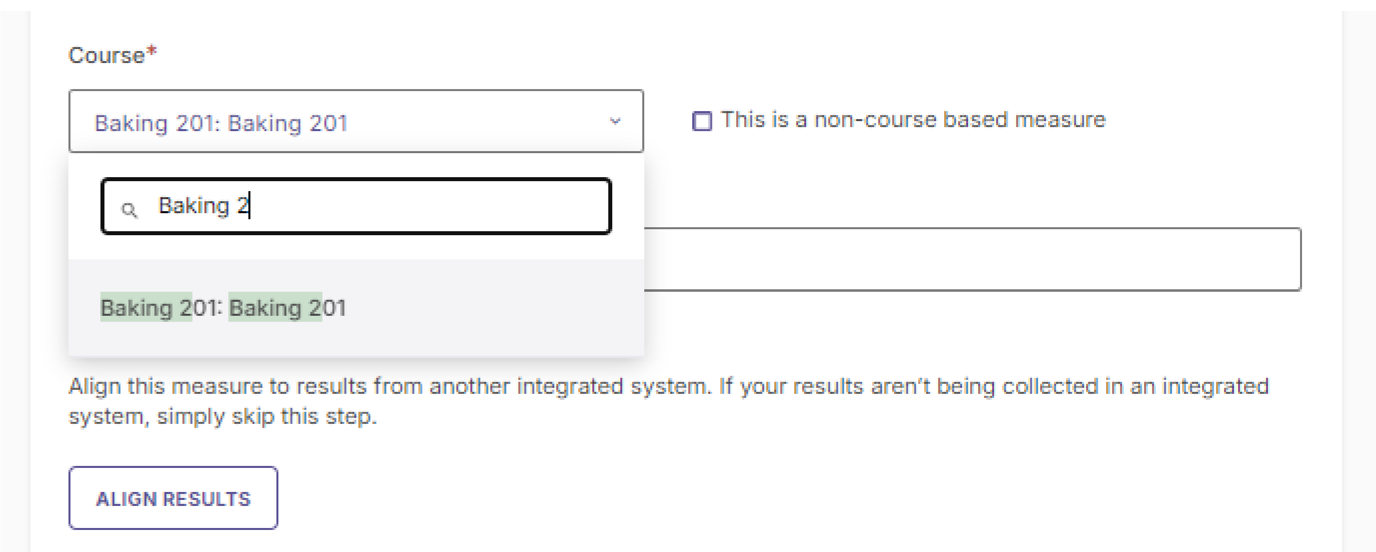
The faculty will be taken to a new screen.



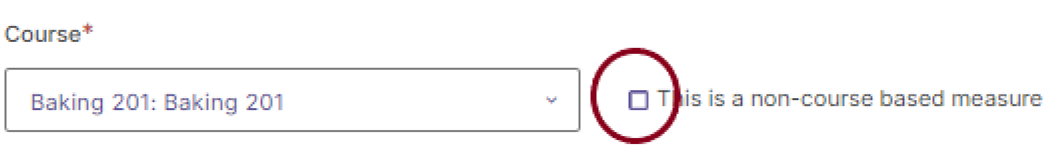
Please select the method of assessment from the drop-down menu under “Method”.



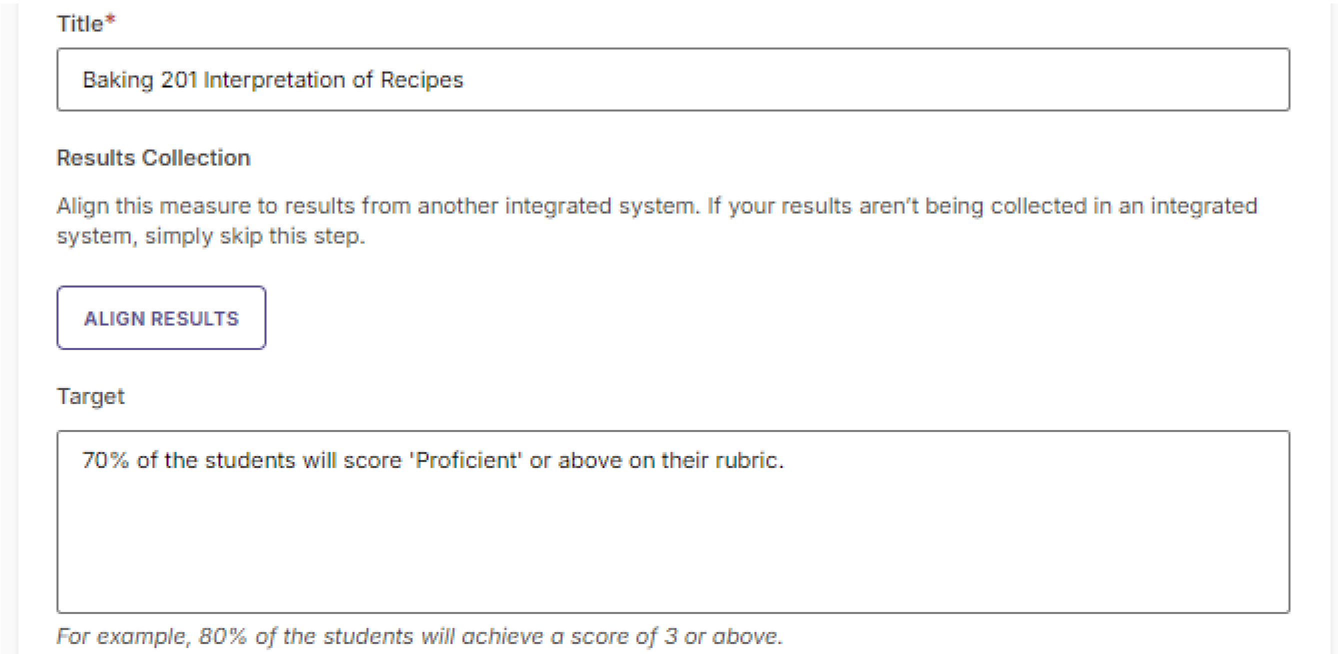
Next, type the course name or number under “Course*”. Please be sure to choose the correct course because the user will not be able to change the course name in the next step. If the course is not available in Planning & Self-Study, please write to assess@hartford.edu, so that the Office of Institutional Effectiveness can fix this error.



If the assessment does not use a course (e.g., the faculty did a focus group of students), the user would select the check box next to “This is a non-course based measure”.



Scrolling down, the faculty will provide a title for the assessment in the "Title" textbox. They can name the assessment after the assignment. Next, the faculty will set a "Target" for their students. A Target is a goal that the faculty hopes that the students will reach during the assessment. An example Target could be "80% of students will score at least a 3 Milestone on their rubric".


Title*

Baking 201 Interpretation of Recipes

Results Collection

Align this measure to results from another integrated system. If your results aren't being collected in an integrated system, simply skip this step.

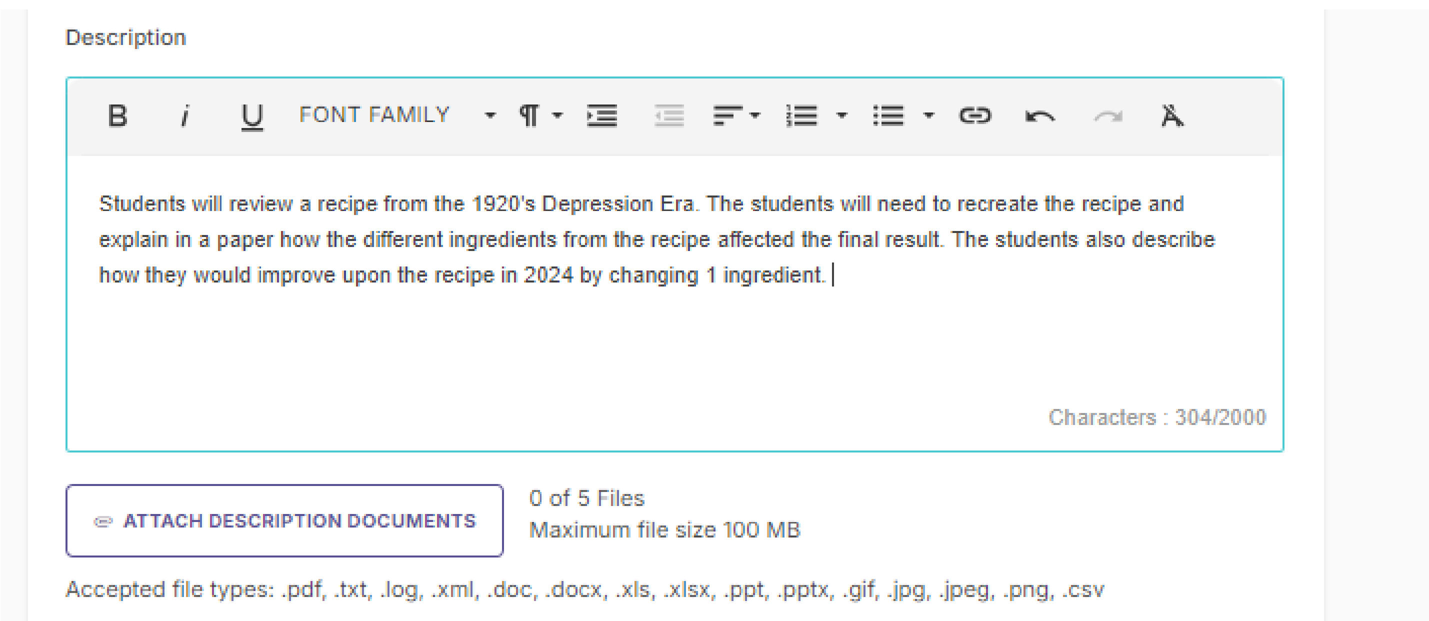
ALIGN RESULTS

Target

70% of the students will score 'Proficient' or above on their rubric.

For example, 80% of the students will achieve a score of 3 or above.

Next, the faculty will describe the assignment that was used for assessment in the "Description" textbox.


Description

B *i* U FONT FAMILY ¶

Students will review a recipe from the 1920's Depression Era. The students will need to recreate the recipe and explain in a paper how the different ingredients from the recipe affected the final result. The students also describe how they would improve upon the recipe in 2024 by changing 1 ingredient.

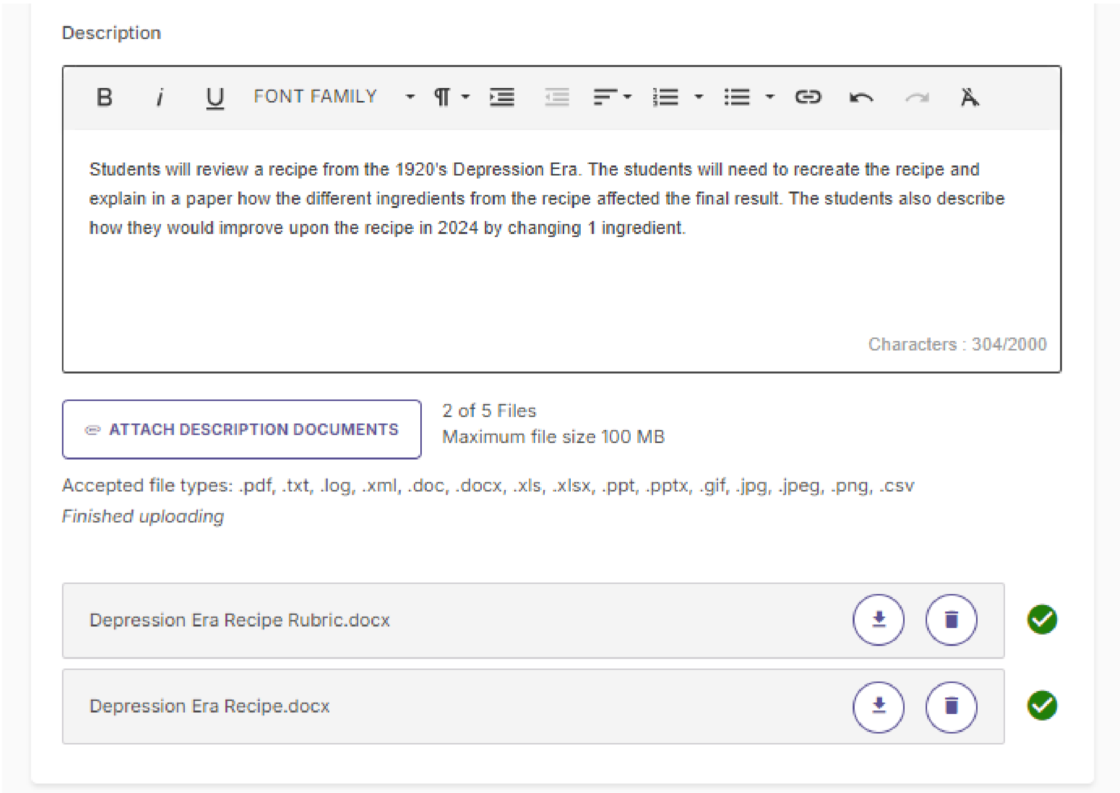
Characters : 304/2000

ATTACH DESCRIPTION DOCUMENTS

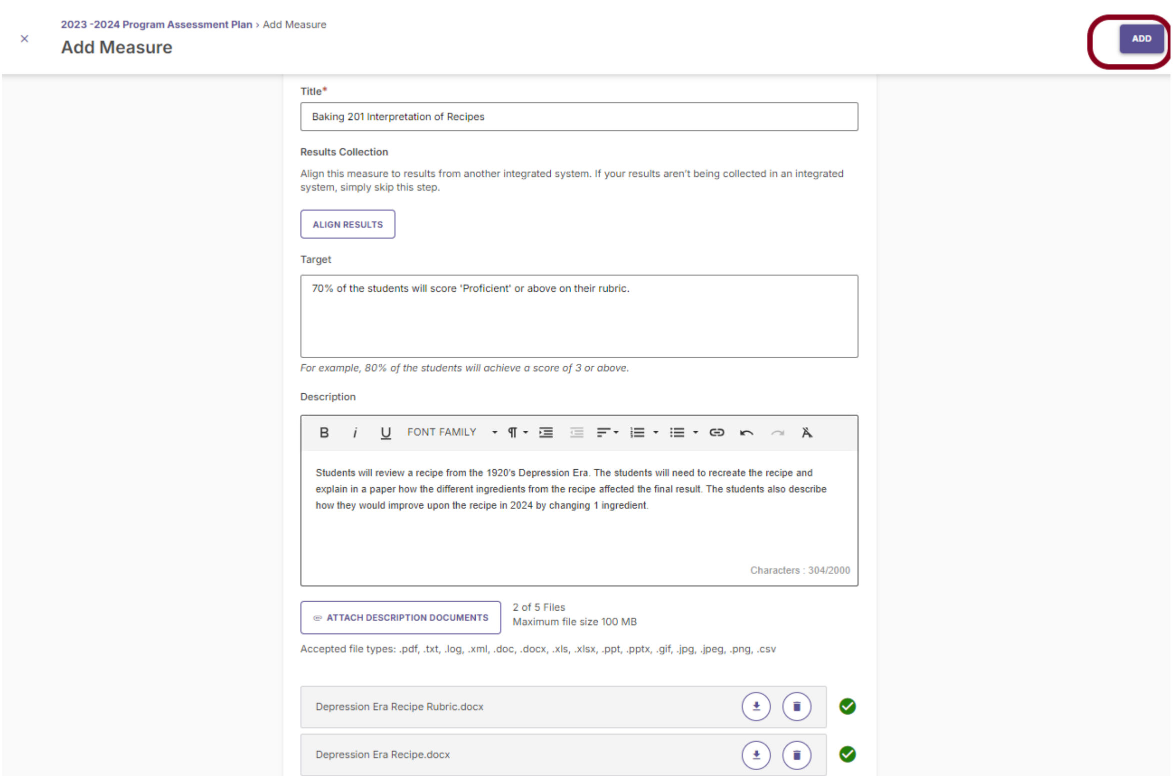
0 of 5 Files
Maximum file size 100 MB

Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv

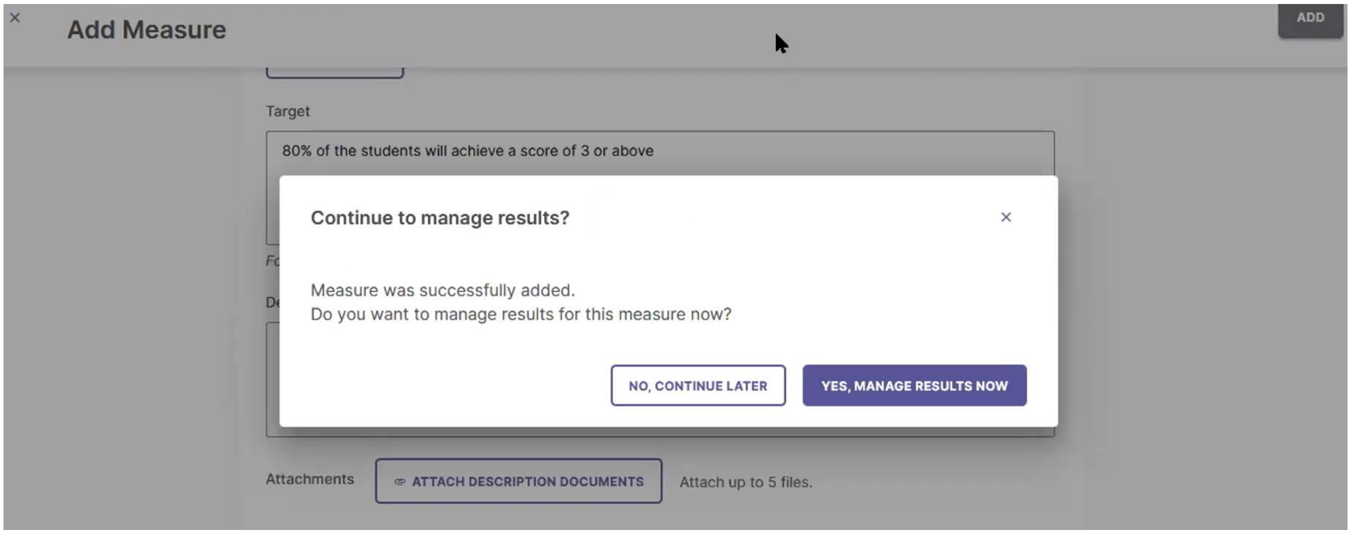
Afterwards, faculty can upload the instructions for the assignment and/or evaluation criteria that was used by clicking the "Attach Description Documents" button. These documents could be helpful for future faculty looking back at previous years' assessments.



After completing this section, the faculty can click "Add".

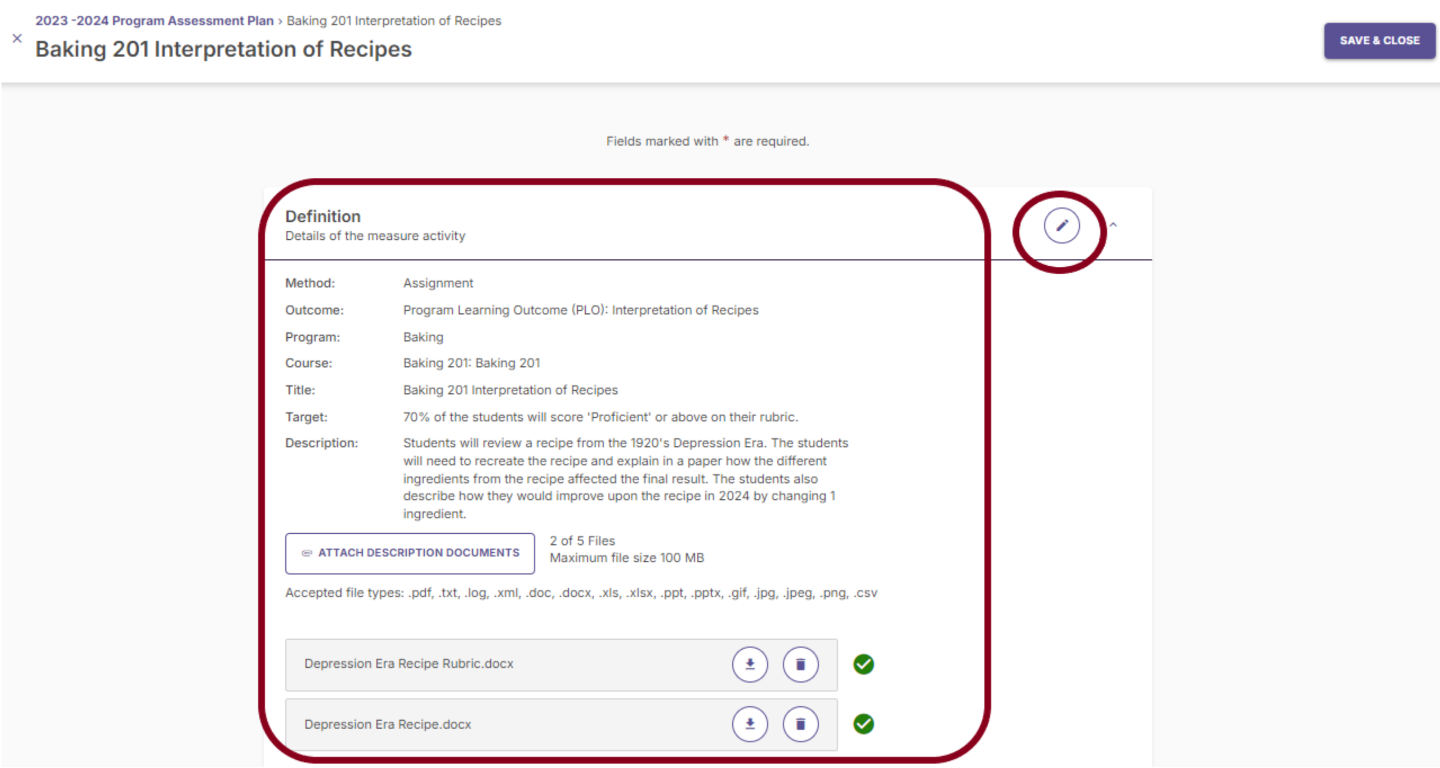


After clicking "Add", the faculty will see a pop up asking the faculty whether they have the assessment data. "Yes, Manage Results Now" will allow for the faculty to input their data and analysis right away. If the faculty does not have data, they can click "No, Continue Later" and the information entered so far will save.

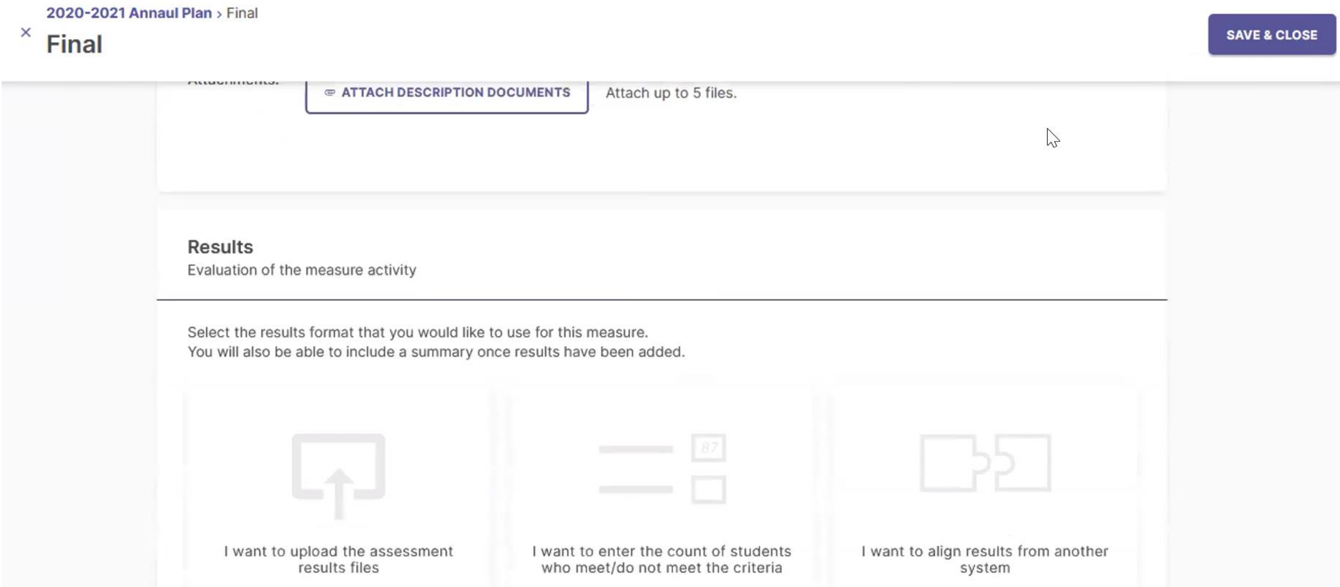


SECTION C. MANAGING RESULTS

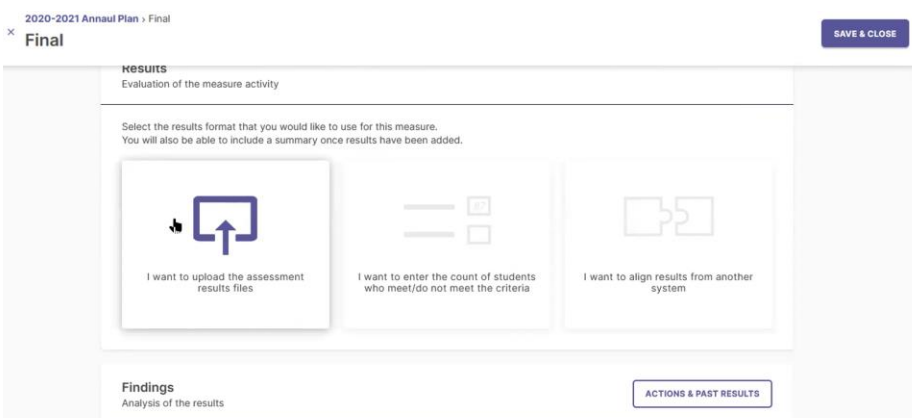
The faculty will be taken to the following screen. The circled area in the image below describes the measures that were added previously in Section B. Adding a Measure. The faculty can also edit this area by clicking on the pen button.



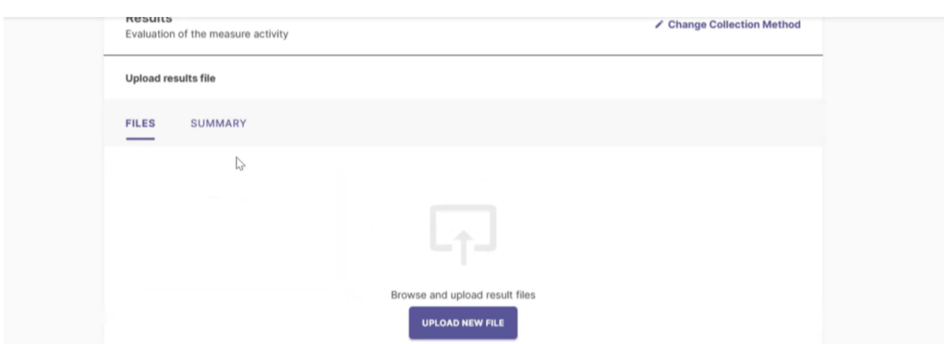
If the measure does not need to be edited, the faculty can upload results by scrolling down the page. There are many options for how the results could be uploaded. At this time, this guide will focus on two ways that faculty could upload results.



First, the faculty can choose to click on "I want to upload the assessment results files" under "Results". This button will allow faculty to upload their assessment data/results.

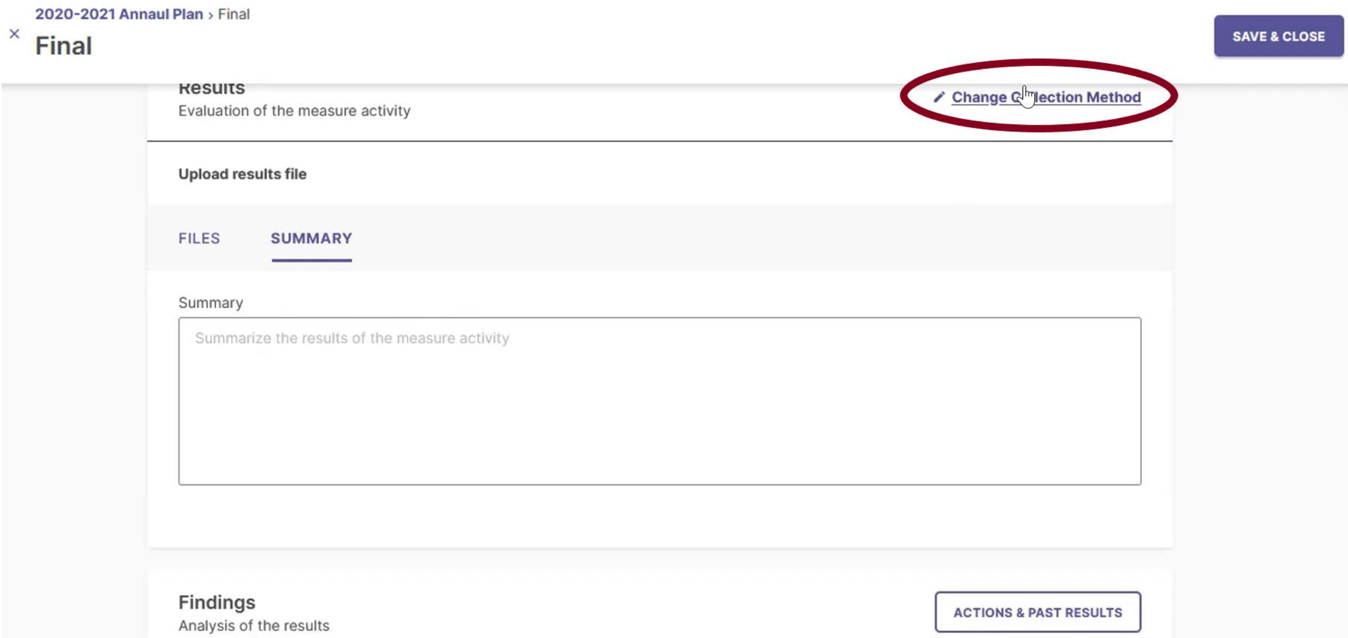


After clicking this section, the faculty would be redirected to the following page below. The faculty can then choose to upload a file summarizing whether students met or did not meet an outcome (e.g., via Excel or Word).

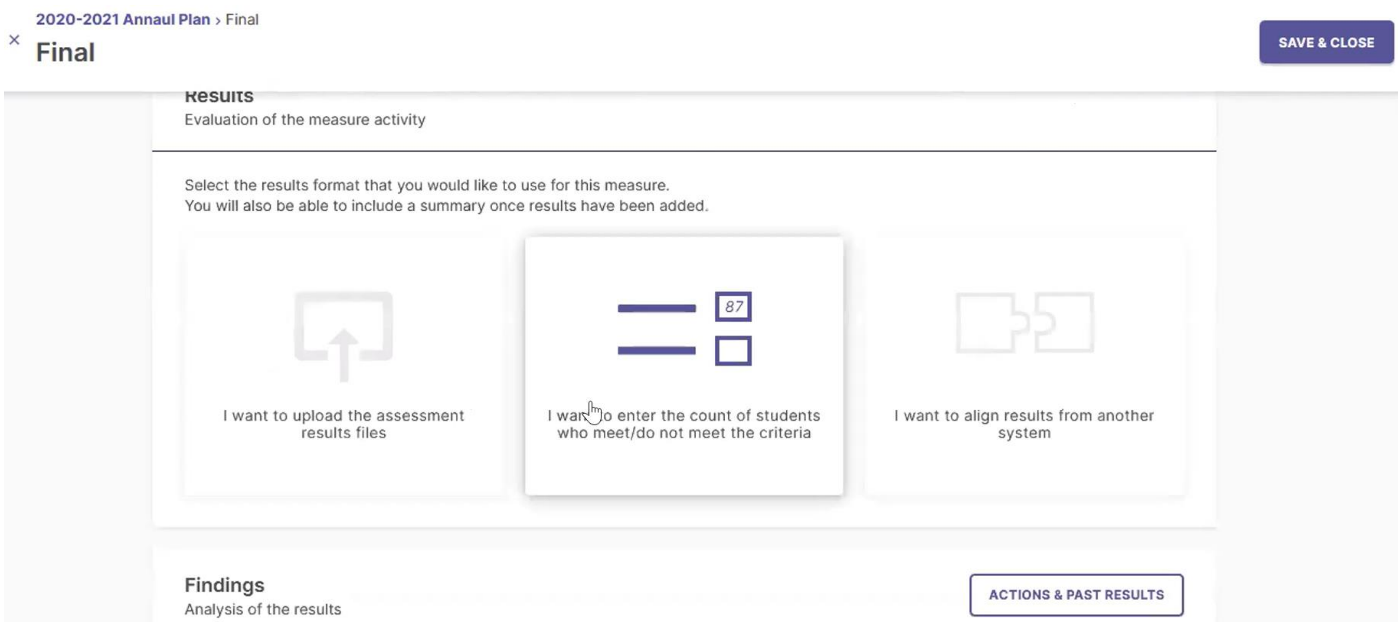


Soon after, the faculty can click on the "Summary" tab, where they can summarize the numerical data in a few sentences in a textbox.

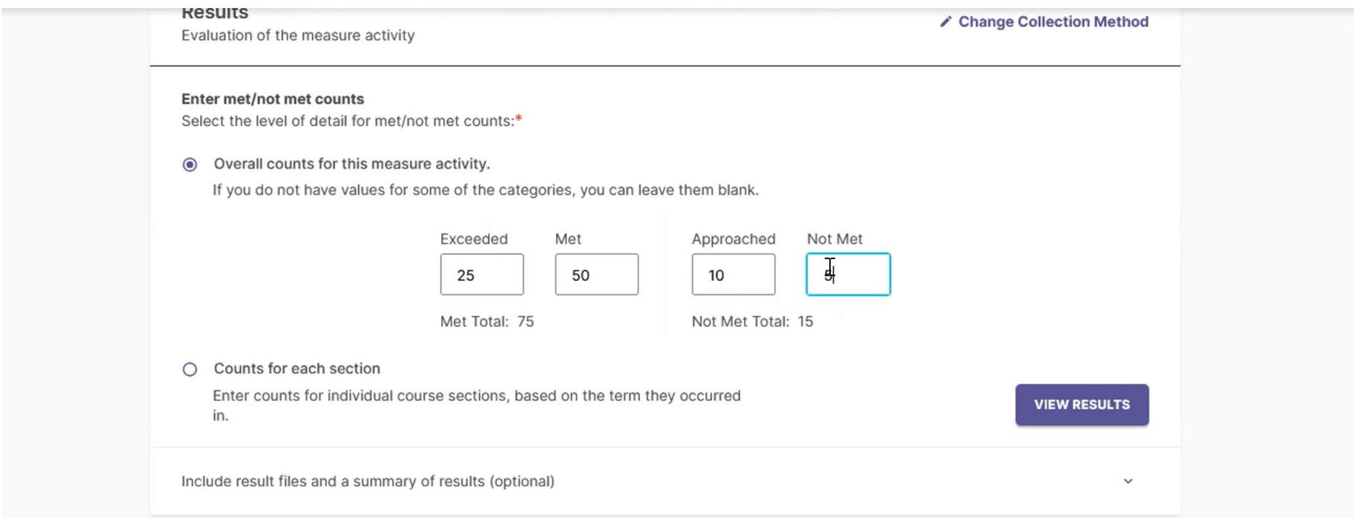
If the faculty clicks on the wrong method to report results, they can choose "Change Collection Method". See image below to see where this button is located (do not click the "Back" button because the user will be taken back to the "Methods" page and will need to fill out all the fields from Section B again).



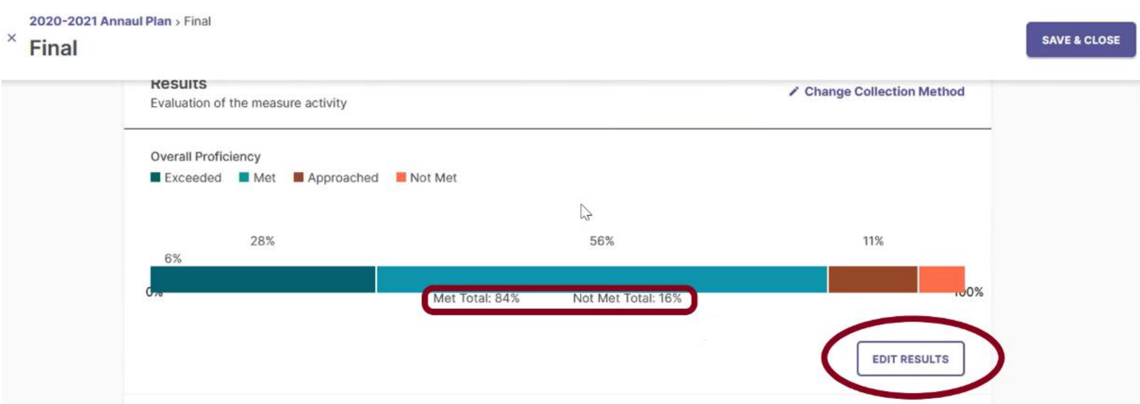
From there, the faculty can select, "I want to enter the count of students who meet/do not meet the criteria".

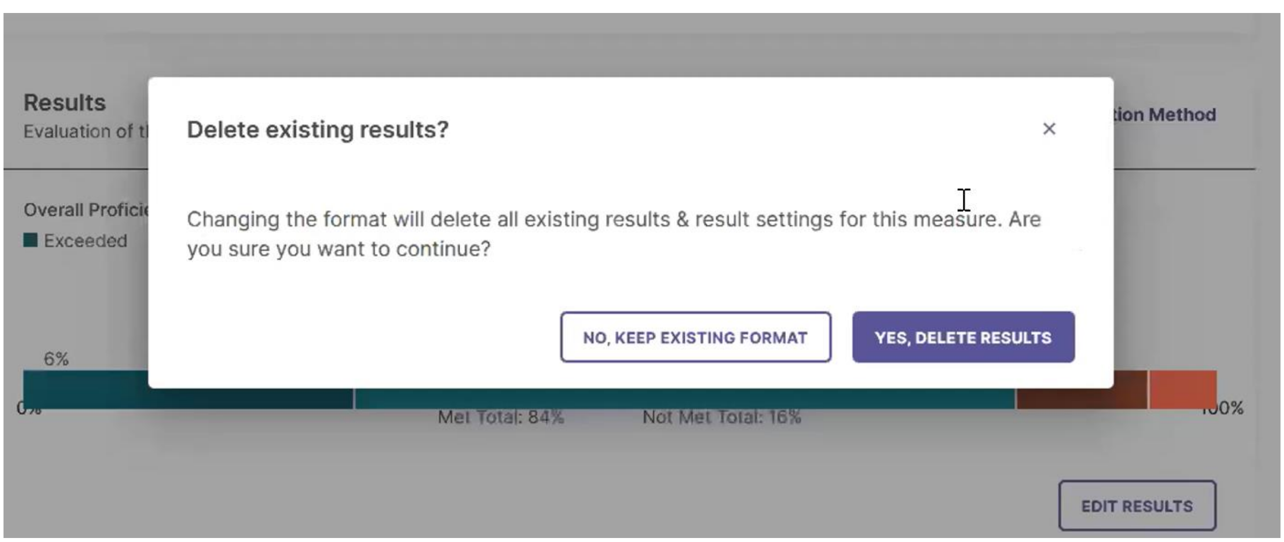


After selecting this option, the faculty will be taken to the following page. This option will allow faculty to input the number of students who either exceeded, met, approached, or did not meet outcomes.

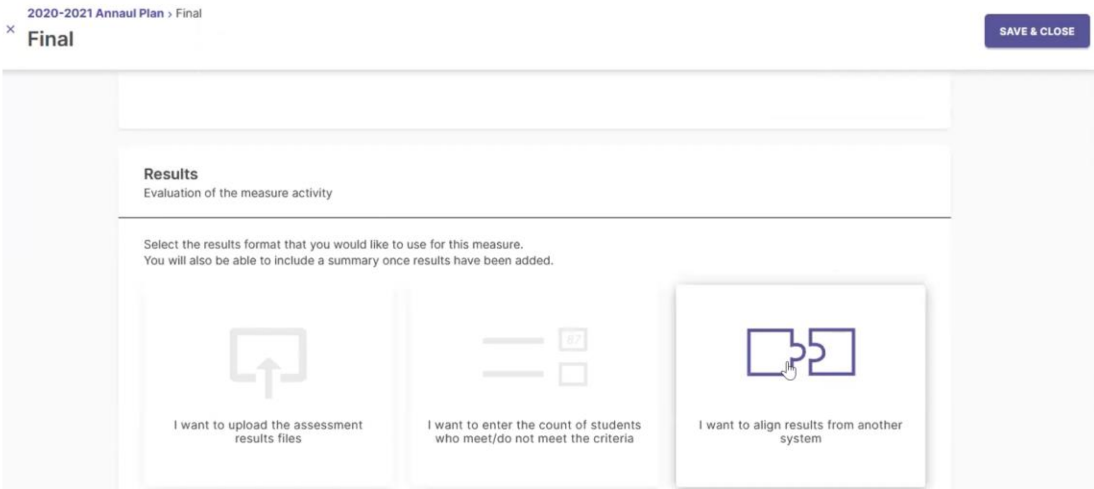


By clicking "View Results", the faculty can view a visual of how well students performed, including the percentage of students that met or did not meet the outcome benchmark. Results can also be edited through the "Edit Results button". If the faculty decides that they do not want to report their results this way, they can click "Change Collection Method" (do not click the "Back" button because the user will be taken back to the "Methods" page and will need to fill out all the sections again).





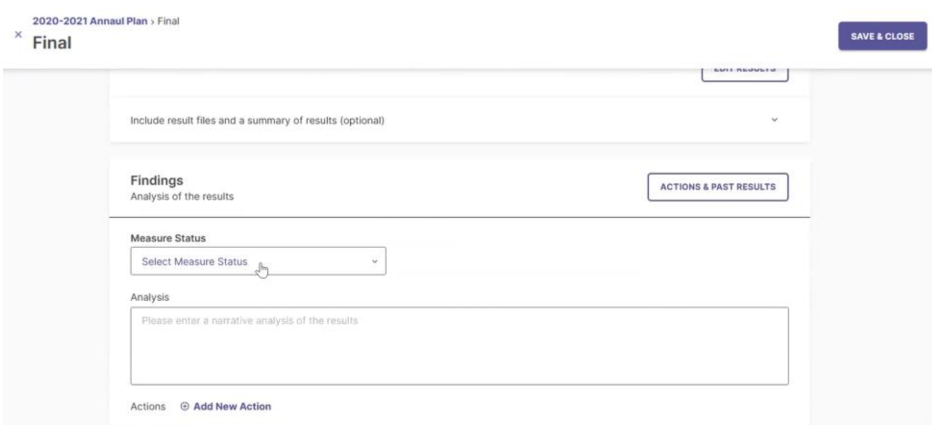
Finally, the faculty can also choose to pull results from another system (e.g., Student Learning & Licensure). As of Fall 2024, UHart does not have Student Learning & Licensure set up for all programs. Most faculty can disregard this step.



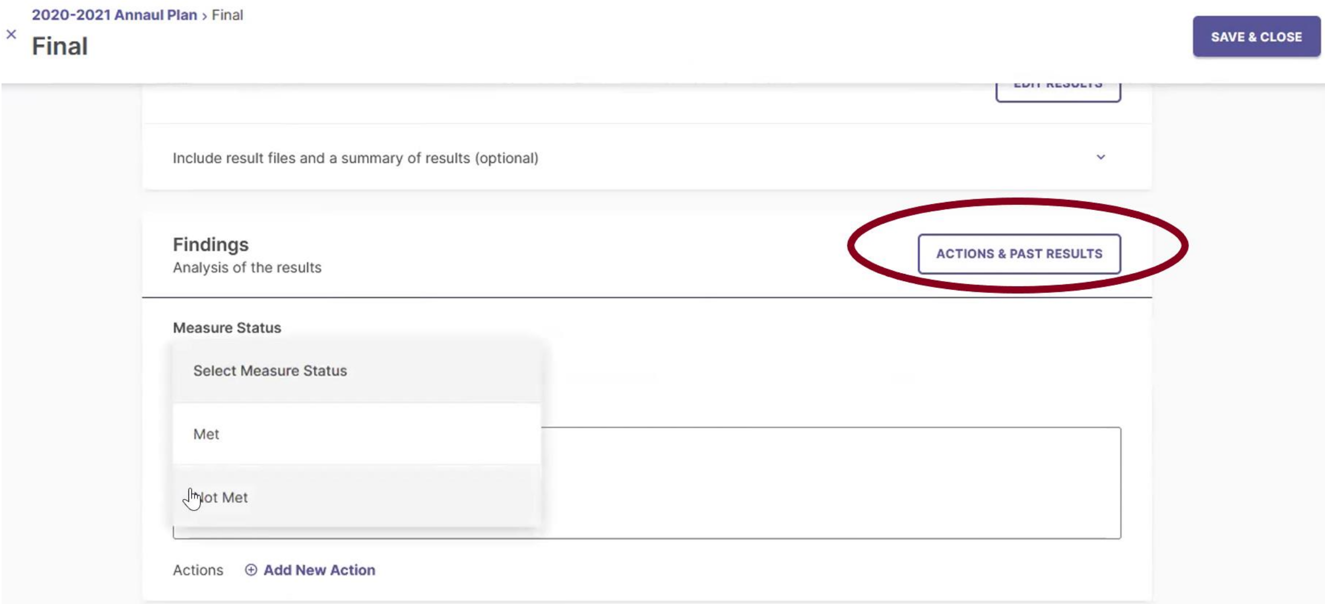
Now, the user moves on to the next step of the academic assessment process.

SECTION D. FINDINGS AND ACTIONS

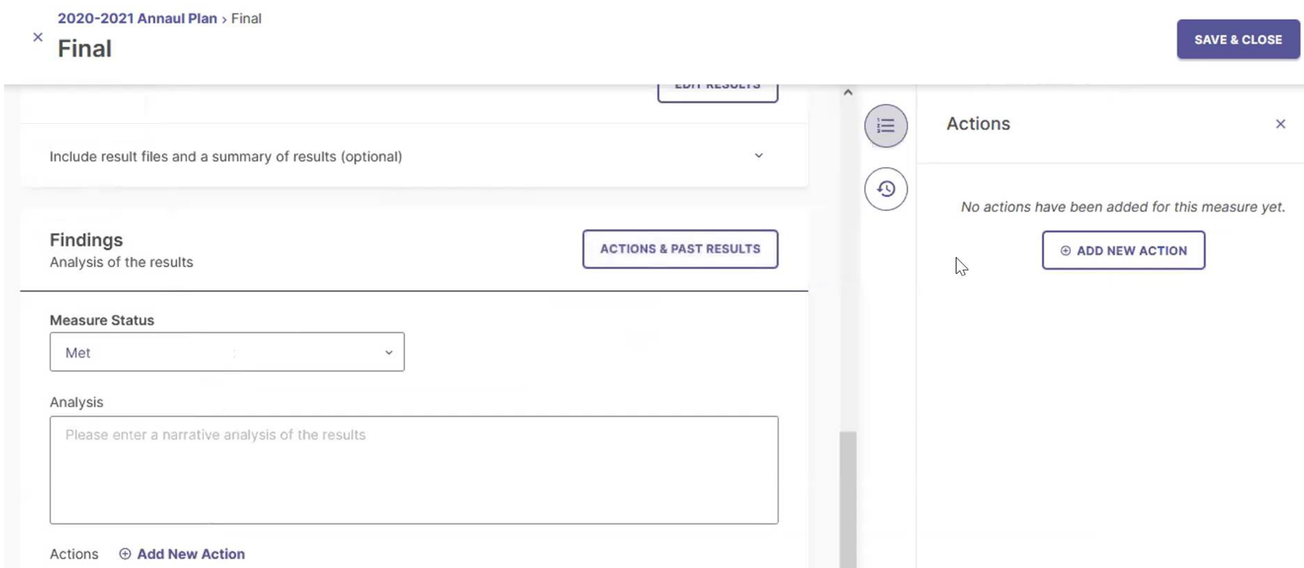
After the faculty inputs the results of their assessment, they can scroll down the page from "Results" to "Findings". From here, they can click "Measure Status".



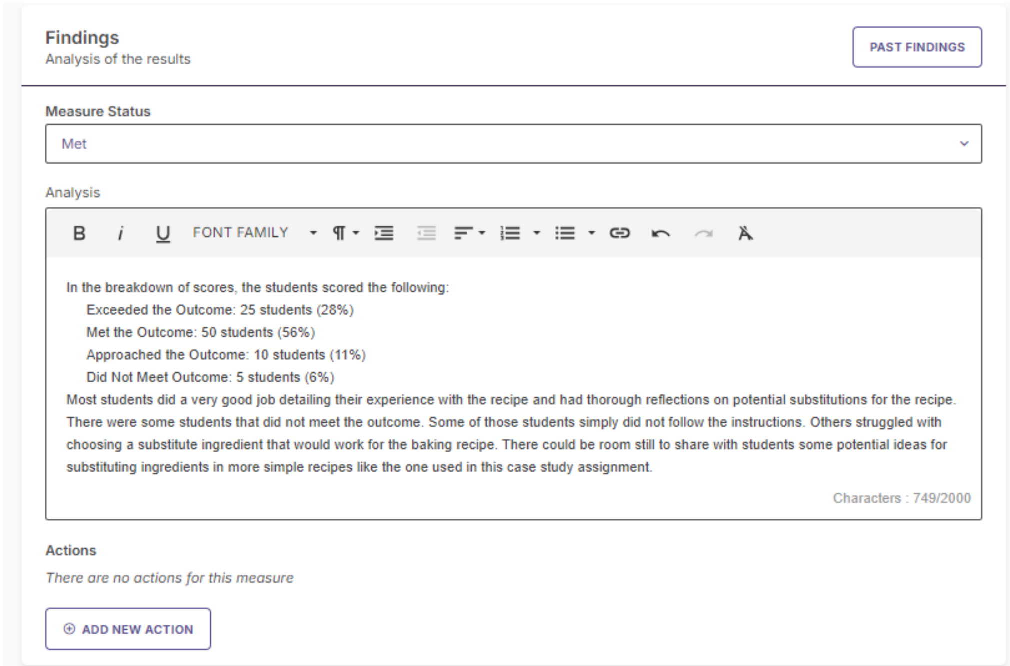
The faculty can select whether their program met or did not meet program learning outcomes from the drop-down menu.



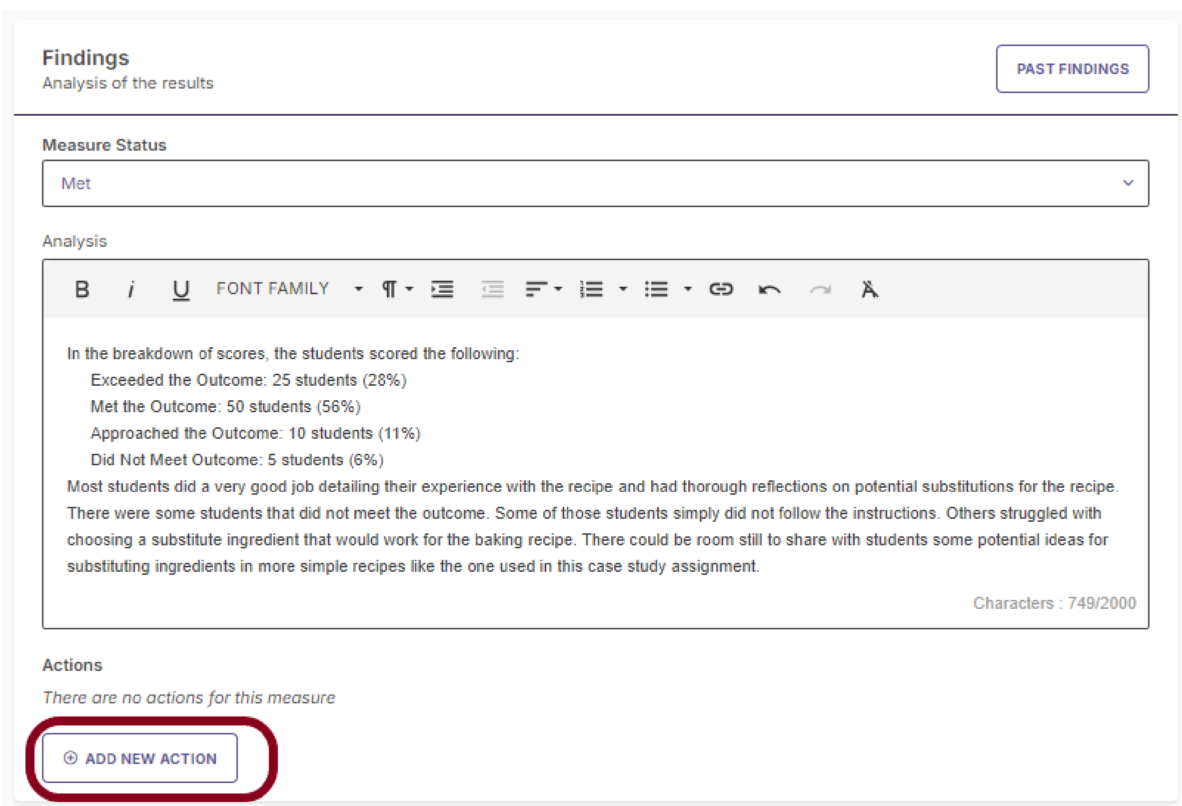
By clicking “Actions & Past Results”, the University of Hartford faculty will be able to view past results on the outcome in this section (at this time, in this example, there haven’t been any results yet).



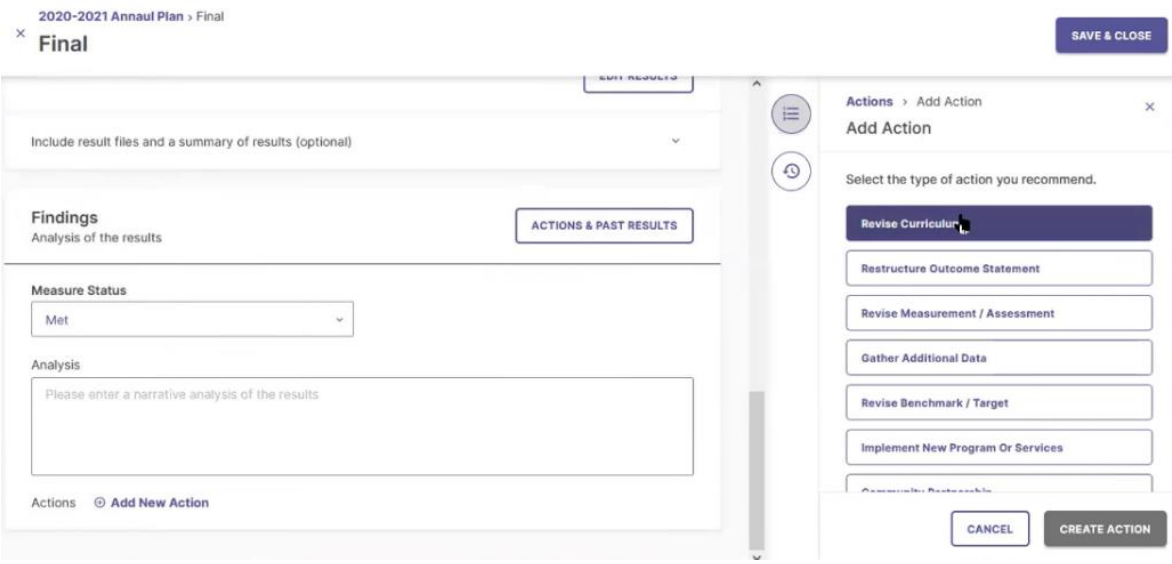
The faculty will then write their analysis in the “Analysis” textbox. In this analysis, be sure to summarize the numerical breakdown of students who met or did not meet the outcome, as well as the percentages of student who met or did not meet the outcome. Also, be sure to include why students may have received certain scores and if there is any room in the curriculum to make updates to enhance student learning in this area. This information will be very helpful for future faculty looking back at previous assessment reports.



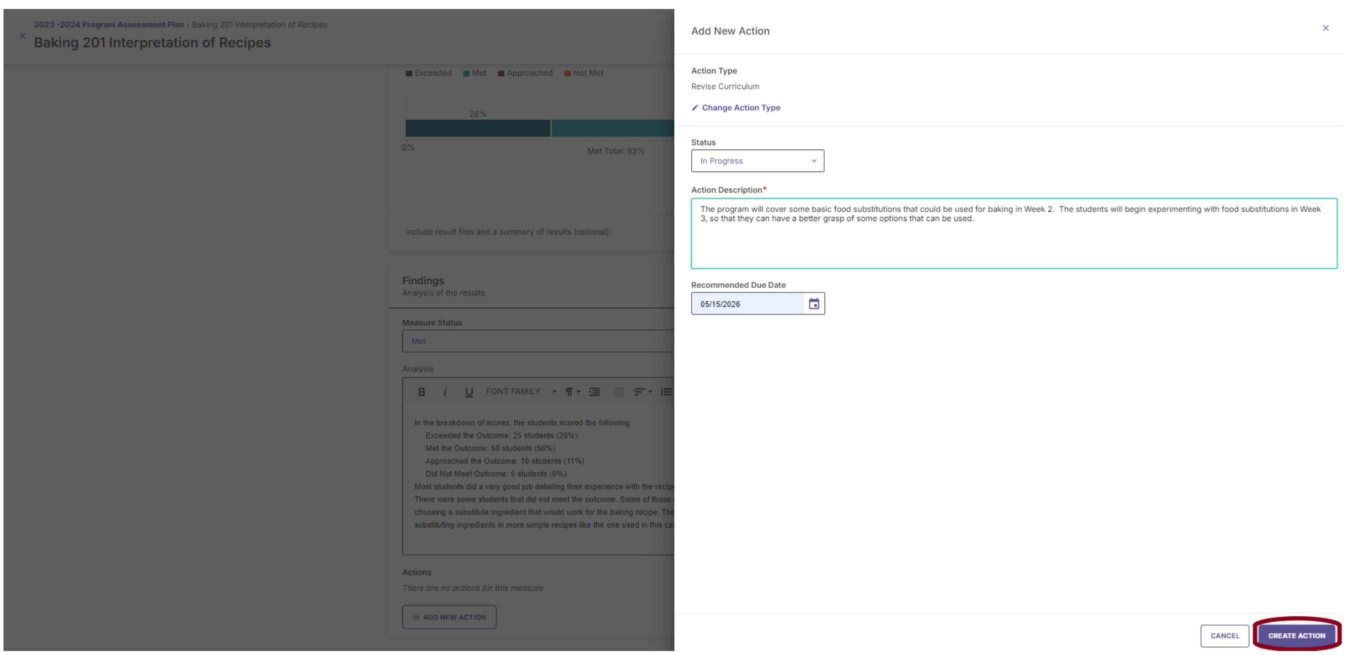
The faculty will also be able to click on “Add New Action”. From here, the faculty will select an action to improve their program, based off of the data and results.



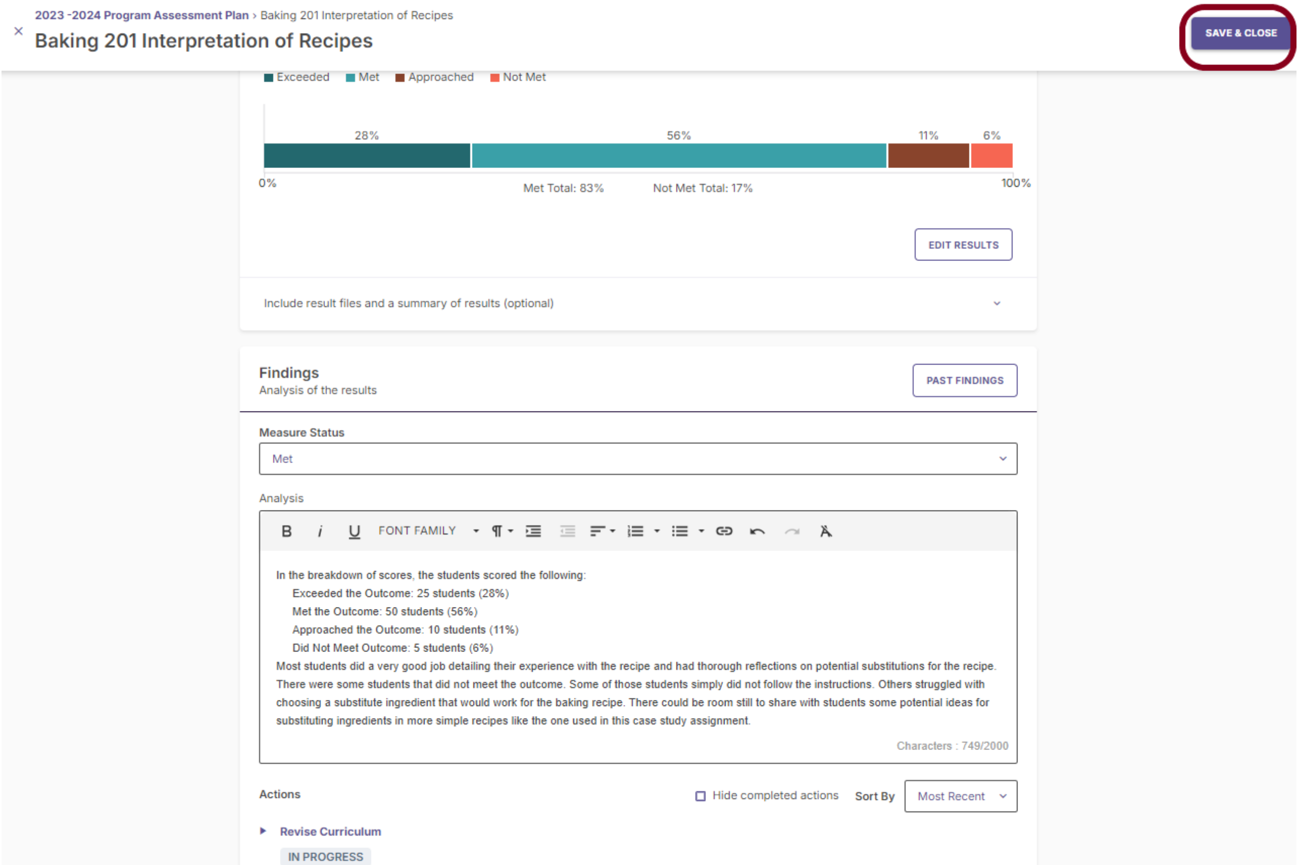
In this example, the faculty selected "Revise Curriculum" as an Action in response to their data collected.



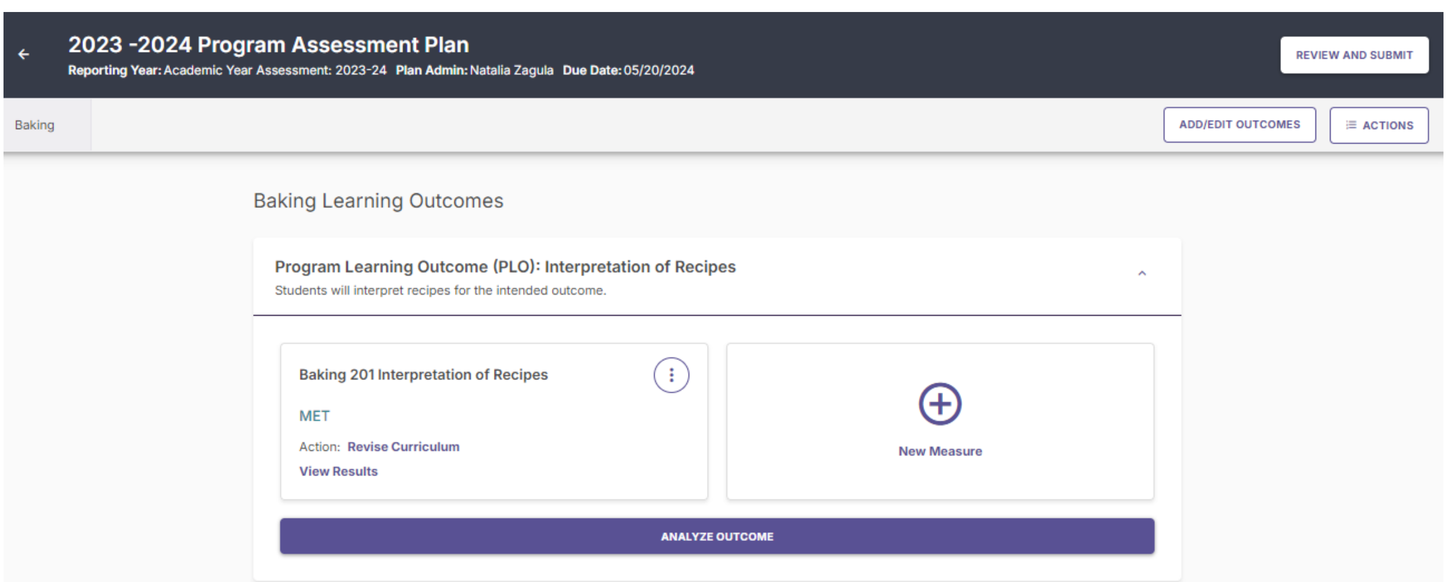
After selecting "Revise Curriculum", faculty would be asked to specify how they will do so in the "Action Description" textbox. They could also select a status action completion from the drop-down menu from "Status". Furthermore, faculty can also set a goal date to complete this action from "Recommended Due Date". From there, the faculty would click "Create Action" on the bottom right hand corner.



After completing the "Add Action" section, the faculty can click on the purple "Save & Close" button on the top right hand side.



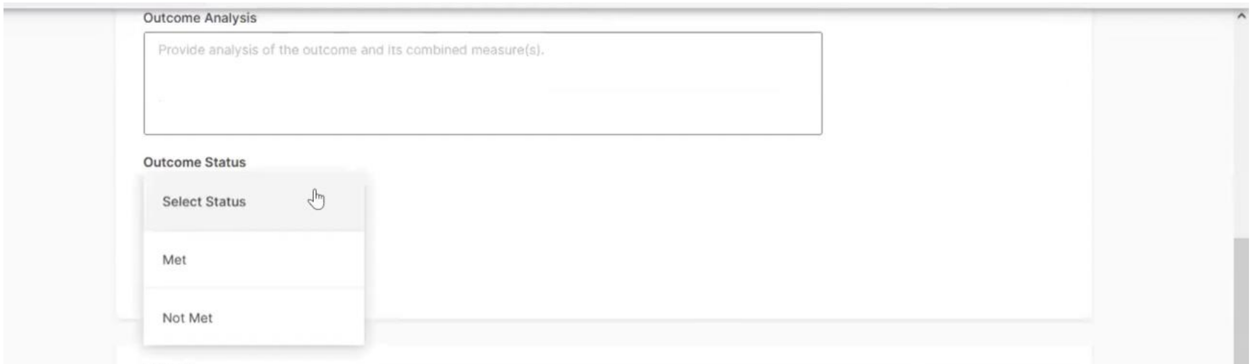
After clicking the button "Save & Close", the faculty will be redirected to the following page. If there is more than one project that was done to measure a program learning outcome, the faculty would click on the "+New Measure" button and add another assessment project. The faculty would essentially go through the same process as aforementioned in Section A. "Outcomes", B. "Adding a Measure", C. "Managing Results", and D. "Findings and Actions".



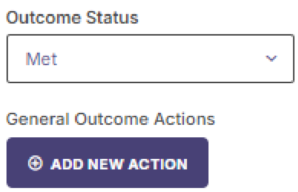
If there are no more assessment projects to be added, the faculty would click on "Analyze Outcome".

SECTION E. ANALYZING THE OUTCOME

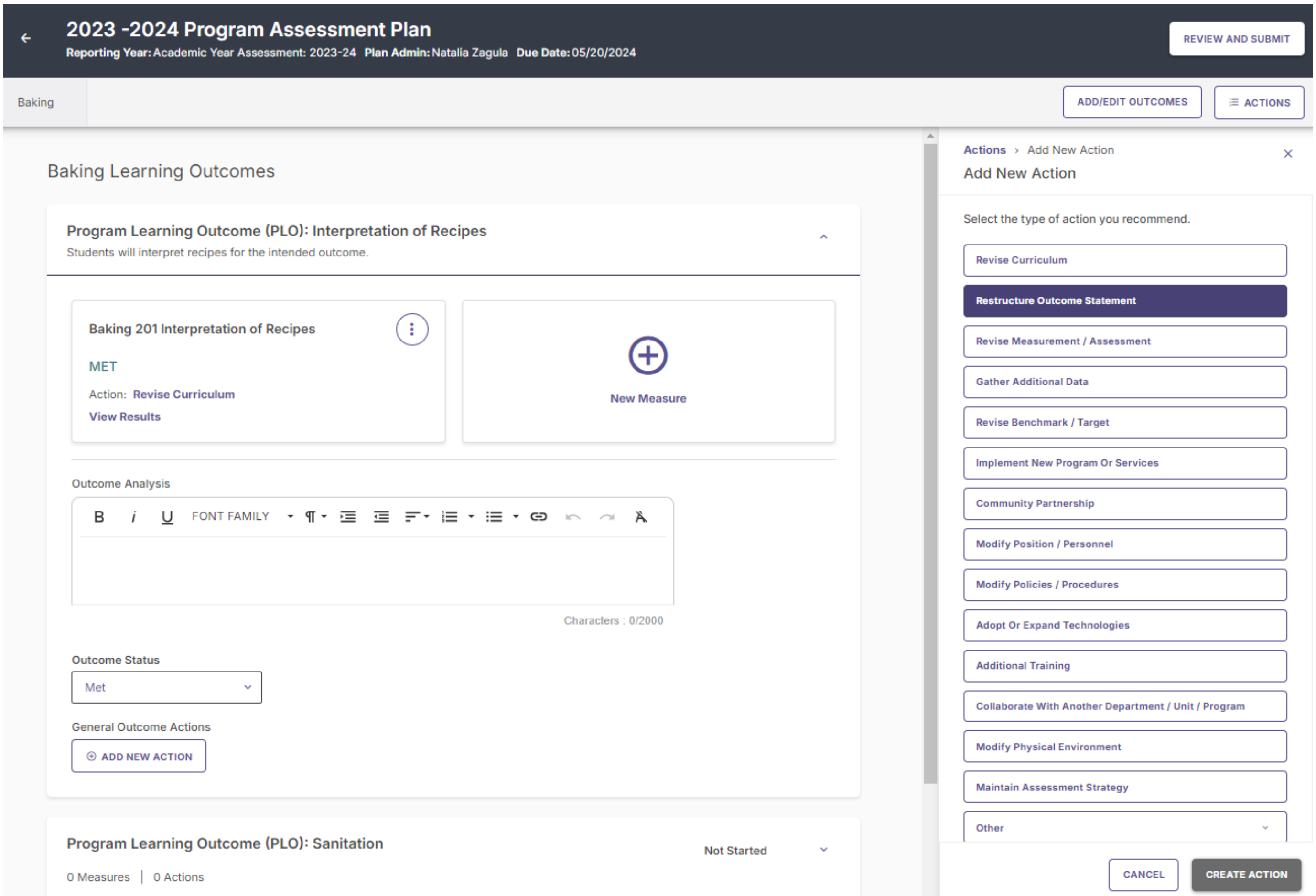
After clicking the purple "Analyze Outcome" button, the faculty would explain whether or not the outcome was actually met, by the assessments that were completed that year. The "Outcome Status" drop down menu would allow faculty to determine whether the outcome was "Met" or "Not Met".



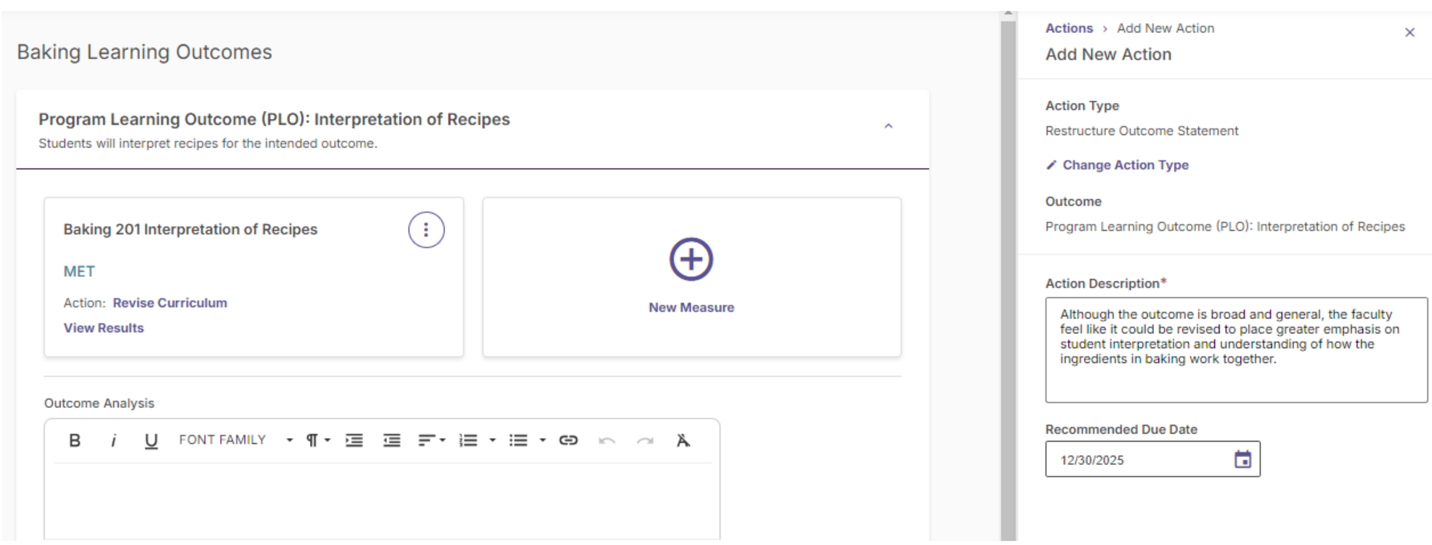
After determining whether the outcome was met or not met, the faculty would click on "+Add New Action" under "General Outcome Actions".



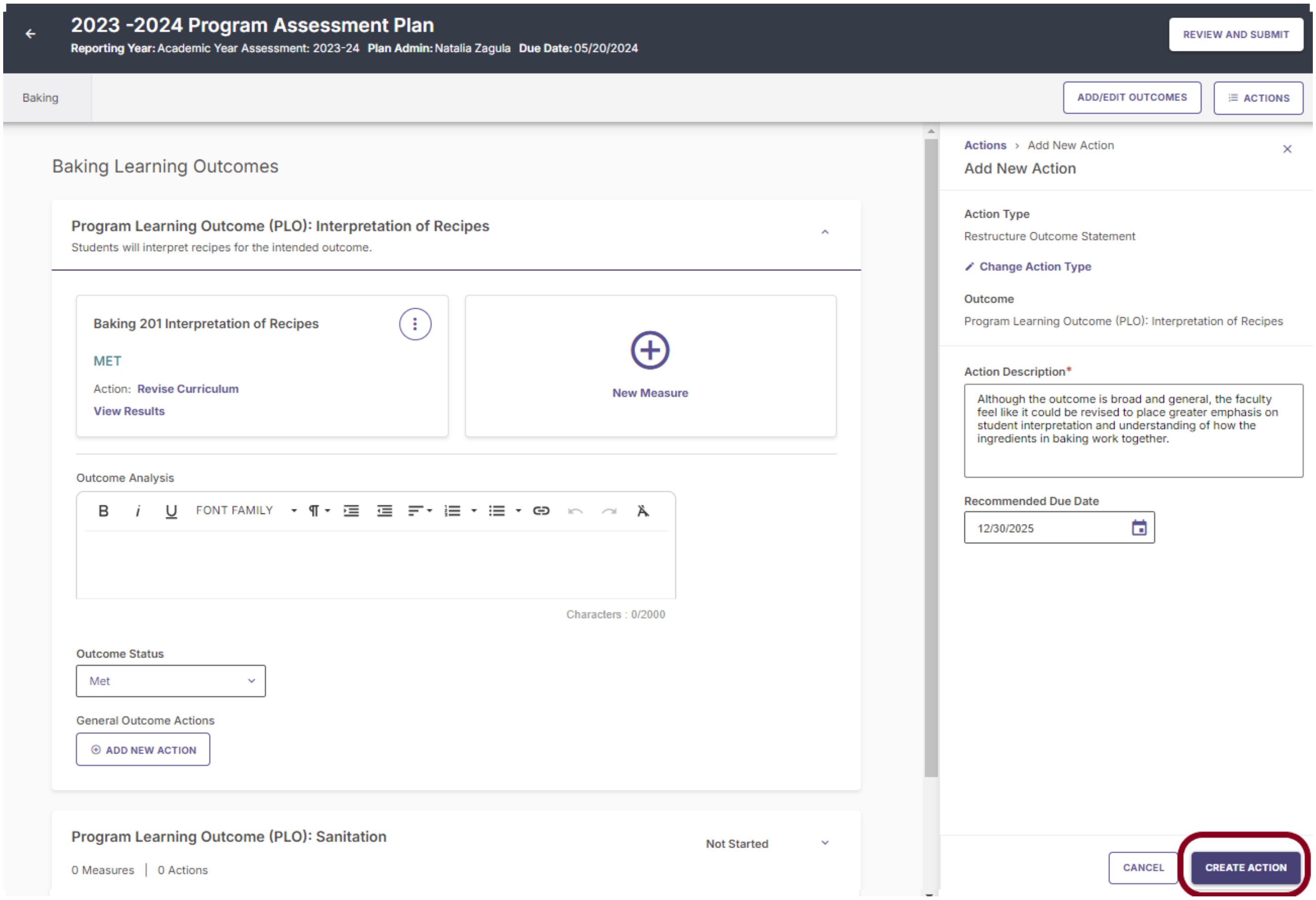
After clicking "Add New Action", the faculty would see the screen below and select their next step for improving curriculum or program from multiple choice options. For this example, the faculty would click on the "Restructure Outcome Statement" option.



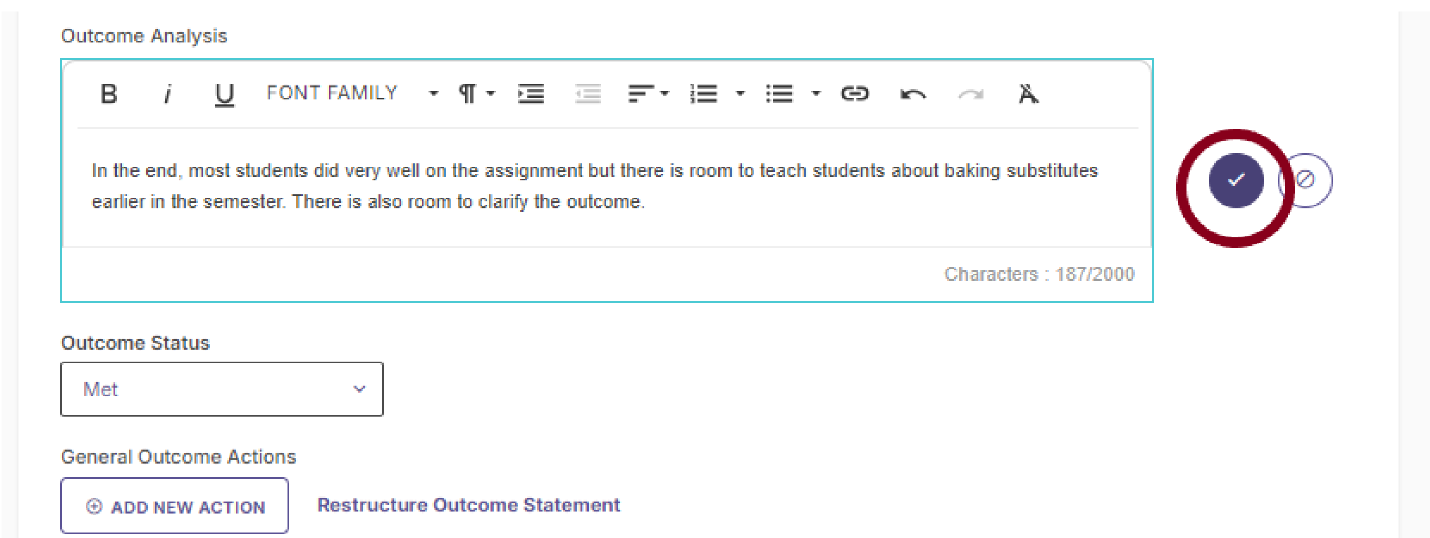
From there, the faculty would see the following screen below. The faculty would write next steps under "Action Description*".



After selecting the action, adding a description, and a due date, they would click on the purple "Create Action" button on the bottom right hand side of the screen.

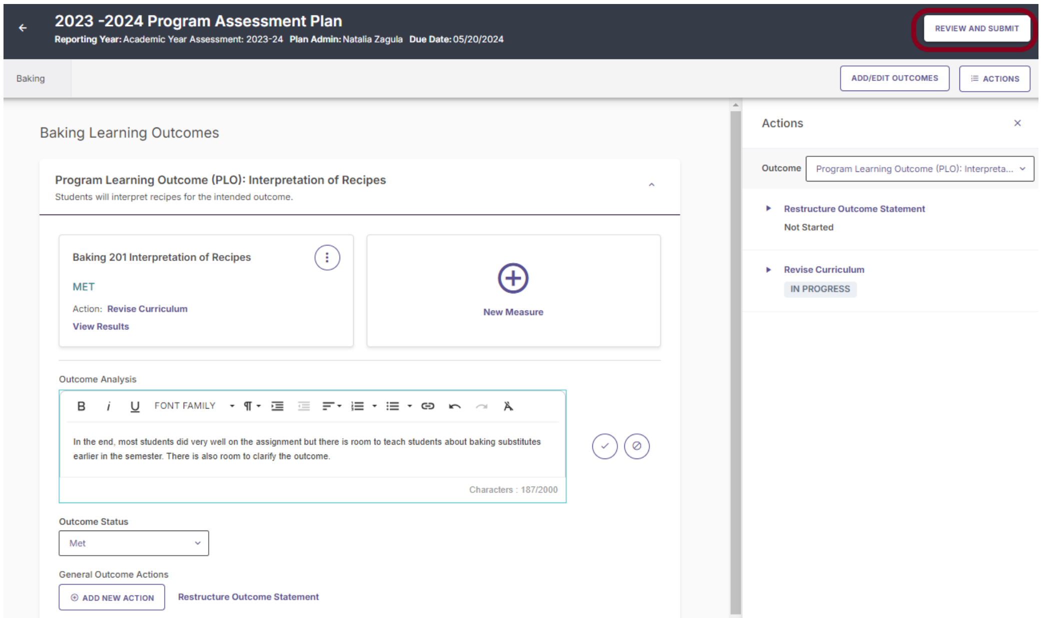


From here, the faculty can choose to include a general analysis of the outcome under "Outcome Analysis". After filling out the textbox, they will need to click on the purple check mark.

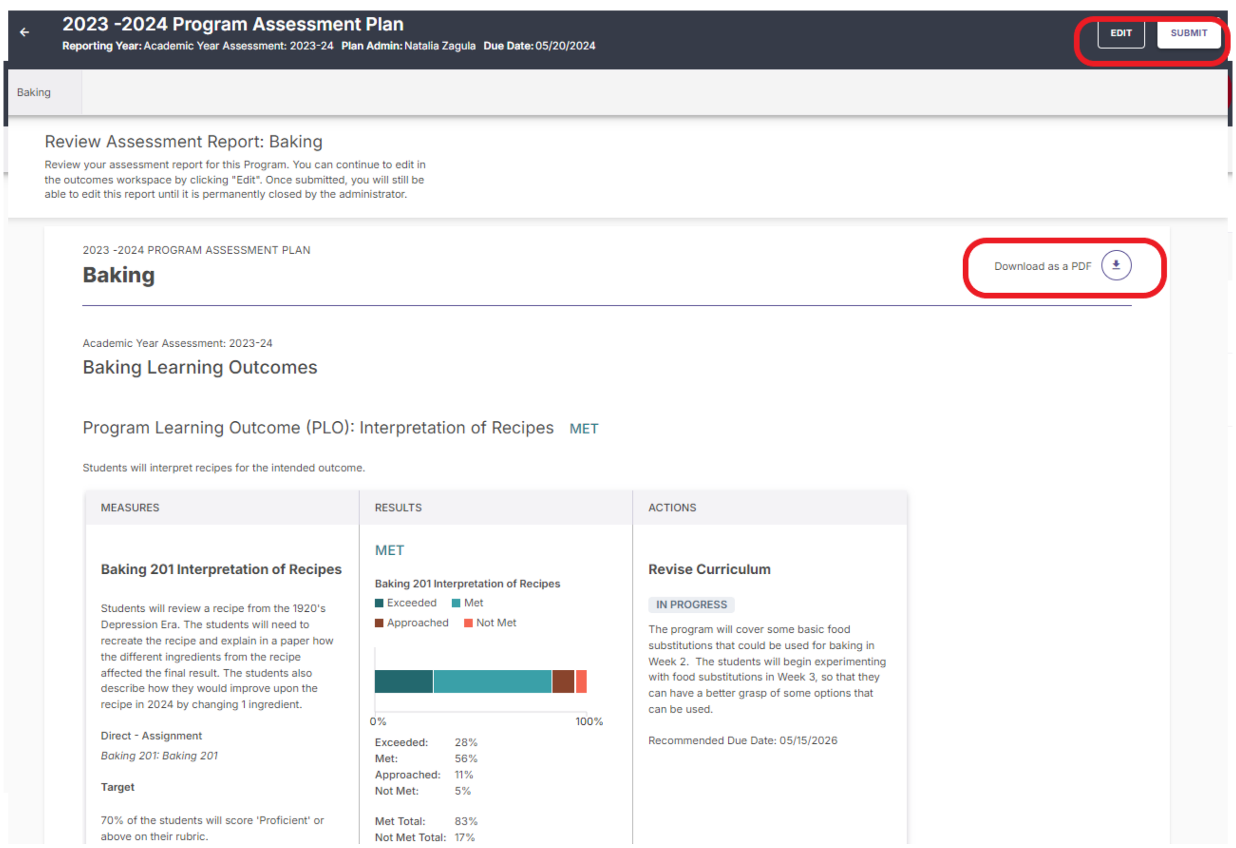


SECTION F. SUBMITTING THE REPORT

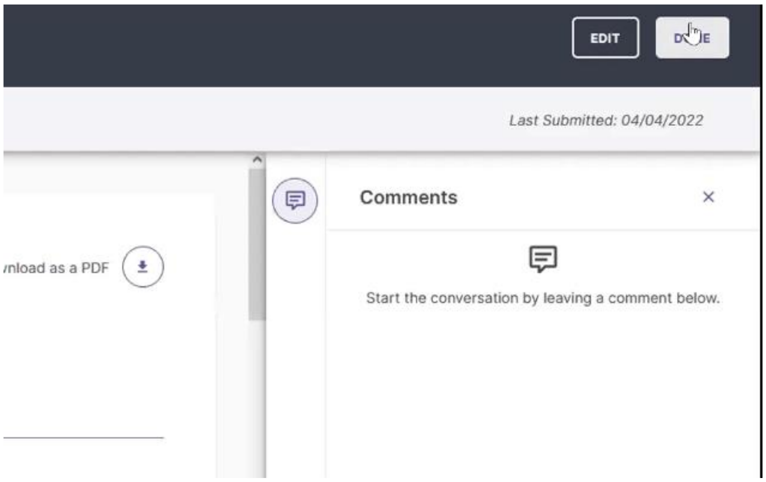
After the faculty fill out the forms for all of the assessment projects that took place that academic year, the faculty can prepare to submit. They can click on the white "Review and Submit" button on the top right-hand side of the navy-blue tab.



The faculty will be taken to a page where they can review their submission. If the faculty wanted to, they can click on "Edit" to make changes. Faculty also have the option of saving the report to their computers, by clicking "Download as a PDF". After making any further changes, the faculty can click "Submit".



After clicking "Submit", the faculty will be taken to a page with the final assessment report. There is also an opportunity to leave comments in the plan for others to review (this is optional). After completing the comment section, the faculty would select "Save Comment". Then, they would click on "Done".



If faculty or staff have any questions as it pertains to completing an assessment in Planning & Self-Study (P&SS), please feel free to contact:

Natalia Zagula (Primary Contact)
Assistant Director of Assessment
Office of Institutional Effectiveness
University of Hartford
860-768-5482

zagula@hartford.edu

Kathleen Neal (Secondary Contact)
Executive Director
Office of Institutional Effectiveness
860-768-4408
kaneal@hartford.edu

If faculty ever need instructions about how to complete a report in Planning & Self-Study this year, feel free to refer to these videos:

- **How to Input Program Learning Outcomes in Planning & Self-Study (6 minutes): https://www.youtube.com/watch?v=yh0QbWJWhuU**
- **How to Put in Your Assessment Project Information into Planning & Self-Study (7 minutes): https://www.youtube.com/watch?v=XxL_TtFAWDc**
- **Inputting Assessment Results in Planning & Self-Study (12 minutes): https://www.youtube.com/watch?v=RTw-inhqFaY**