

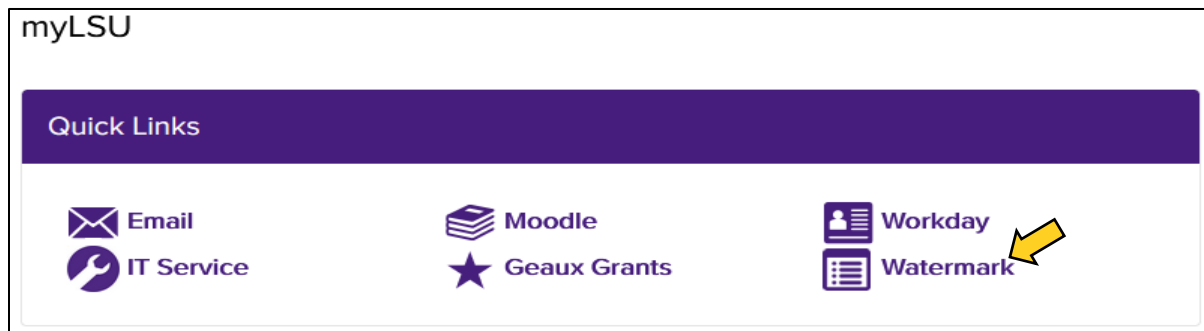
Login to Planning & Self-Study

Planning & Self-Study (P&SS) by Watermark is LSU's system of record for student learning assessment. This guide will walk you through accessing P&SS and the technical components to add assessment data. This guide is for degree program and stand-alone certificate assessment only. If you need guidance for integrative learning core assessment, please see the P&SS QuickStart Guide for Integrative Learning Core Assessment listed at www.lsu.edu/oie. Additional resources are also available for your reference.

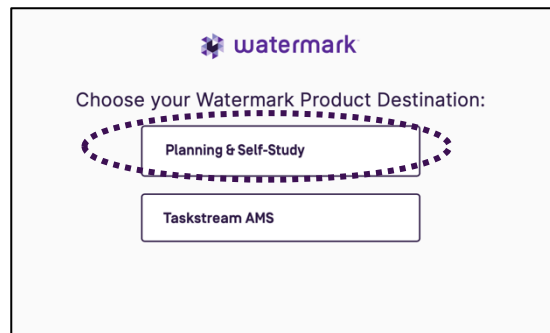
If at any time you need assistance with P&SS, please contact the Office of Institutional Effectiveness by email at oie@lsu.edu or by phone at 225-578-0021.

Each degree program and stand-alone certificate is enrolled in a workspace in P&SS. A workspace refers to the data silos where users enter assessment data.

To access P&SS, login to **myLSU** and click the **Watermark** icon under quick links.



You will be redirected to a page that will show the platforms you have access to. Only those faculty and staff who are responsible for reporting student learning assessment, integrative learning core assessment, and/or strategic planning have been granted access to the appropriate platform(s). Please report any technical difficulties accessing either of the Watermark products to oie@lsu.edu.



Click the **Planning & Self-Study** icon to enter the platform.



Planning & Self-Study by Watermark runs best using an Internet Browser other than Mozilla Firefox.

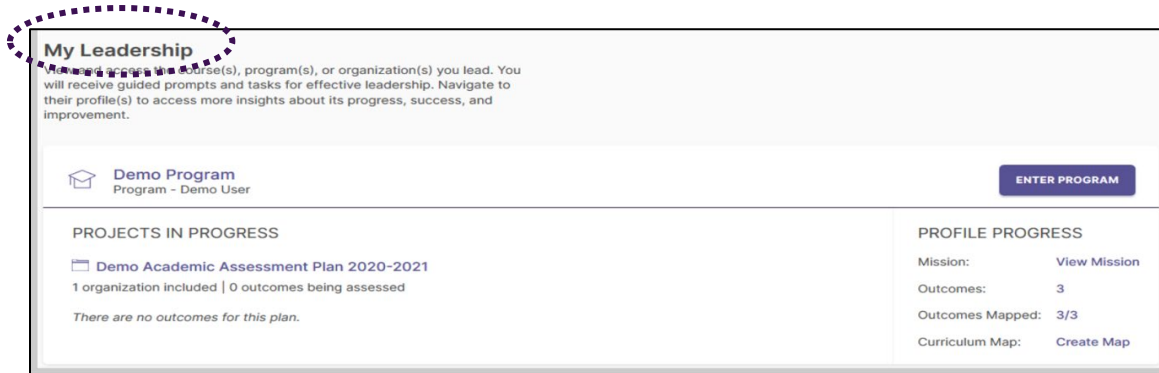
LSU Planning & Self-Study Home Page

Once you are successfully logged in, you will be directed to your Planning & Self-Study homepage. This page will display all programs with which you are affiliated and will be listed under **'My Leadership.'** If you have dual assessment responsibilities – program assessment and integrative learning core assessment – you will see all programs and/or course(s) for which you are affiliated.

QuickStart Guide: Program Assessment

As a default, all Deans, Associate Deans, and Department Chairs only have access to 'View' the status of program assessment, corresponding reports, and the insights page. Please see the P&SS QuickStart Guide for Administrators listed at www.lsu.edu/oie.

If your program is not listed, please contact us by email at oie@lsu.edu or by phone at 225-578-0021.



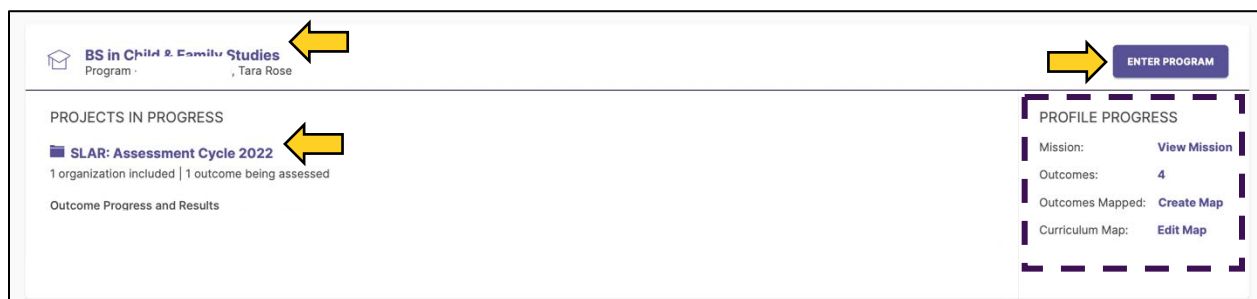
To enter the program's workspace, you can either (a) click **ENTER PROGRAM** or (b) click on the degree program name, i.e., in this case 'BS in Child & Family Studies'.

To enter assessment information for the annual Student Learning Assessment Report (SLAR), you can either (a) click the project title i.e., in this case 'SLAR: Assessment Cycle 2022' or (b) enter the program and go to the '**In Progress**' tab (see pg. 9).

You will also notice in the below screenshot there is a profile progress section. This section provides quick access to the program mission and outcomes, which have been entered by the Office of Institutional Effectiveness (OIE) based on your previously submitted Assessment Plan (see pg. 3). Quick access to create or edit a curriculum map is also included (see pg. 5).



Disregard the Outcomes Mapped – LSU will not utilize this functionality of the platform at this time. Our office will monitor the mapping portion for each degree programs and stand-alone certificates and will delete any connections made.



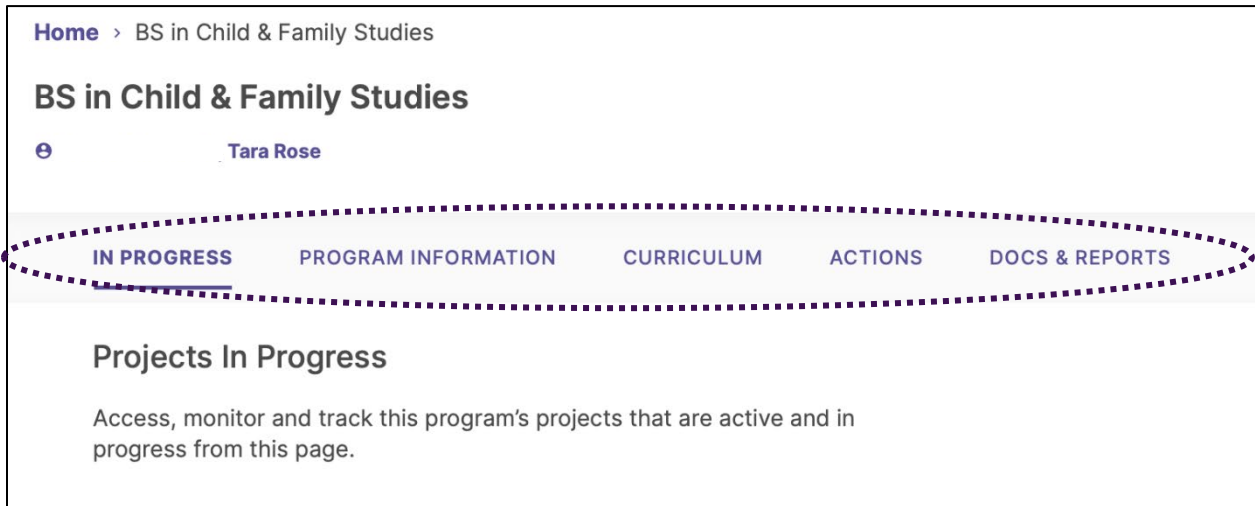
QuickStart Guide: Program Assessment

Once you have entered the program, as you work in P&SS, if you need to return to your home page, you can usually locate a “Home” breadcrumb link in the upper left-hand corner of the page.



Program Workspace Structure in Planning & Self-Study

Once you have entered the program, the workspace structure has five tabs listed across the top panel.






Due to how information flows in the system, the tabs are explained in the following order:

- ✓ Program Information
- ✓ Curriculum
- ✓ In Progress
- ✓ Actions
- ✓ Docs & Reports

Program Information. The *'Program Information'* tab contains the mission statement for the degree program as well as Learning Outcomes and/or Success Outcomes.

- ⇒ For any 2021-2024 Assessment Plans the OIE office has received, mission statements and student learning outcomes have been entered into P&SS by OIE staff.
- ⇒ The mission statement section has limited characters; therefore, some statements may look incomplete. The complete mission statement can be found in the PDF version of your Assessment Plan, uploaded under the *'Docs & Reports'* tab (see pg. 29).
- ⇒ The student learning outcomes have been entered under the 'Learning Outcomes'. section.
- ⇒ All information entered on this page was pulled from the 2021-2024 Assessment Plan submitted by your program. Ideally, your mission statement and student learning outcomes will not be revised until the next three-year cycle. If you wish to make changes, update your assessment plan using the required [template](#) and submit to oiel@lsu.edu. Do not make changes within the platform. OIE staff will review your revised assessment plan and make any updates in the platform for you.

QuickStart Guide: Program Assessment

-  Disregard EDIT OUTCOME MAP - LSU will not utilize this functionality of the platform at this time. OIE will monitor the mapping portion for each degree and certificate program and will delete any connections made.
-  Disregard MANAGE OUTCOMES - this tab is only to revise, delete, or archive your student learning outcomes. OIE staff will make any changes for you.
-  Disregard SUCCESS OUTCOMES section - LSU will not utilize this functionality of the platform at this time.

Mission Statement

Housed within the School of Social Work since 2012, the purpose of the Bachelor of Science in Child and Family Studies (CFS) is to provide a curriculum that integrates theory, research, and practice from multiple disciplines with a unique blend of liberal arts and professional education. Graduates will achieve a broad range of knowledge focused broadly on child development and family dynamics, with special emphases on parenting throughout childhood, couples in dating, marital, and cohabiting relationships, social and psychological development, interactions between family members, influences on child and family well-being, cultural variation among families, and practical application of knowledge about individuals and families. Our goal is to prepare students for many different types of graduate programs as well as careers working with children and families. Students will be active in their learning experience and will have multiple opportunities to immerse themselves in the ...

Outcomes


EDIT OUTCOME MAP MANAGE OUTCOMES


LEARNING OUTCOMES SUCCESS OUTCOMES

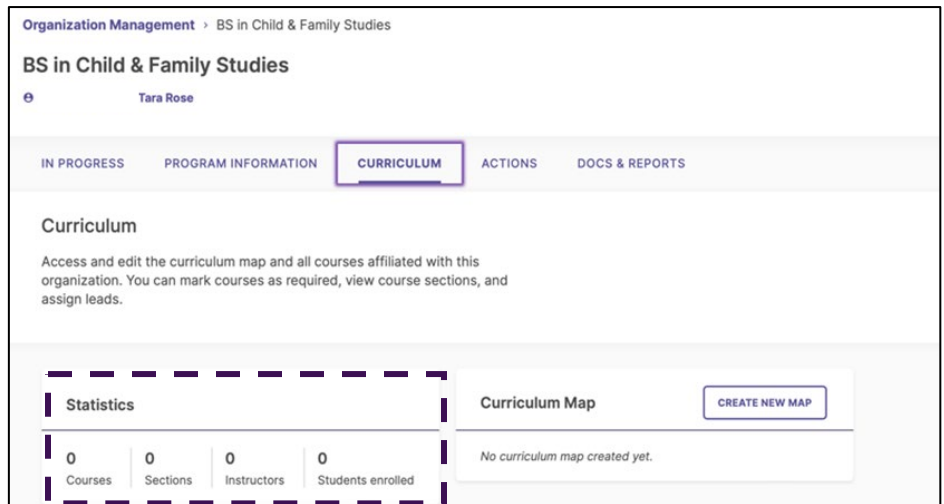
Learning Outcomes articulate the knowledge, skills, and dispositions attained by students through learning and/or curricular experiences.

<h4>Stages of Prenatal Development</h4> <p>Identify social, emotional, cognitive, and physical stages of prenatal development through the transition to adulthood as well as factors that affect child wellbeing.</p> <p>Mapping: No connections Assessment Status: Not Assessed</p>	<h4>Family Dynamics and Diversity</h4> <p>Demonstrate a clear understanding of family dynamics, with a particular emphasis on family diversity.</p> <p>Mapping: No connections Assessment Status: Not Assessed</p>
<h4>Community Engagement</h4> <p>Develop community engagement and involvement projects.</p> <p>Mapping: No connections Assessment Status: In Progress</p>	<h4>Communication</h4> <p>Demonstrate effective written and visual communication skills.</p> <p>Mapping: No connections Assessment Status: Not Assessed</p>


Curriculum. The *'Curriculum'* tab provides the program the ability to align courses used to assess the student learning outcomes and build a curriculum map.

 It is best to choose whether you want to align courses and create a curriculum map prior to entering your annual SLAR information. The mapping portion, if aligned to courses and measures, will 'integrate' with your annual reporting (see pg. 13).

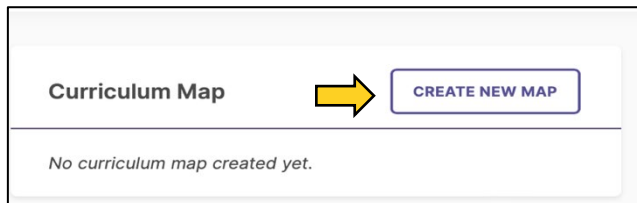
 Disregard the statistics box. P&SS does not integrate with our current Enterprise Information System (EIS). While the numbers of courses will appear after alignment, the sections, students and instructors will not.



To build a curriculum map (optional), the courses must be aligned first; this alignment occurs on the backend and must be completed by OIE staff. Contact oie@lsu.edu or by phone at 225-578-0021 to request course to program alignment.


 Users will *not* have the ability to create a curriculum map if they have not contacted our office to request 'alignment'.


To create a curriculum map, click **CREATE NEW MAP**.





QuickStart Guide: Program Assessment

If courses have not been aligned, you will see the error message 'No Courses have been selected yet'.




<p>Critical Thinking and Problem Solving Skills Acquire advanced knowledge of subject matter in one of the specialized research areas at the Ph.D. level (i.e...</p>	 No courses have been selected yet
<p>Analyze and Synthesize Literature Analyze and synthesize the literature in a specialized research focus</p>	
<p>Evaluate Literature and Methods Students can identify, synthesize, and critically evaluate literature and select and apply appropriate methods of...</p>	
<p>Design and Conduct Independent Research Demonstrate the ability to design and conduct independent research including data analysis</p>	





If a map already exists, you will see a pencil icon  to edit.

Curriculum Map  

Last modified on: 03/17/2022


In the mapping workspace click the + sign to add align a course to a specific student learning outcome.

CREATE CURRICULUM MAP									
BS in Child & Family Studies									
Outcomes 	Courses 								
BS in Child & Family Studies Learning Outcomes	CFS 20...	CFS 2065	CFS 3055	CFS 3056	CFS 3065	CFS 3067	CFS 3090	CFS 4051	CFS 4052
Stages of Prenatal Development Identify social, emotional, cognitive, and physical stages of prenatal development through the transition to...	+	+	+		+	+	+	+	+
Family Dynamics and Diversity Demonstrate a clear understanding of family dynamics, with a particular emphasis on family diversity.	+	+	+	+	+	+	+	+	+

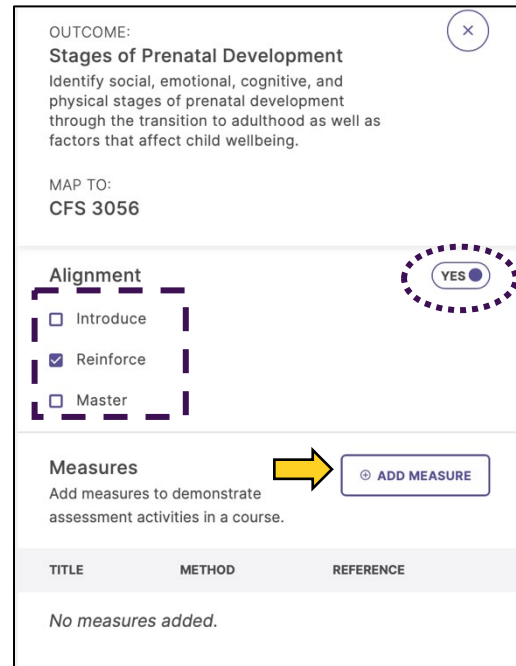
BS in Child & Family Studies Learning Outcomes	CFS 20...	CFS 2065	CFS 3055	CFS 3056	CF 306
Stages of Prenatal Development Identify social, emotional, cognitive, and physical stages of prenatal development through the transition to...					+

QuickStart Guide: Program Assessment

After clicking on the + sign, you will see the option to make an alignment and to add a measure to demonstrate assessment activities in the course.

 Any assessment measure added here will automatically move to your annual SLAR.

Click the radial button from **NO** to **YES** and then choose whether the student learning outcome is being Introduced (I), Reinforced (R), or Mastered (M) in that course. If you would like to add an assessment measure to this course, click **ADD MEASURE**.




OUTCOME:
Stages of Prenatal Development
Identify social, emotional, cognitive, and physical stages of prenatal development through the transition to adulthood as well as factors that affect child wellbeing.

MAP TO:
CFS 3056

Alignment YES ●

- Introduce
- Reinforce
- Master

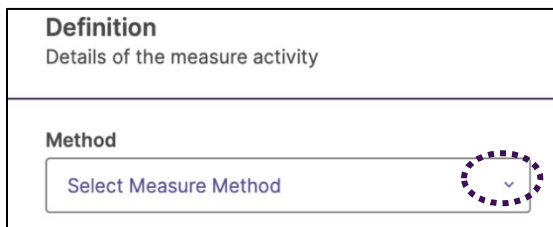
Measures  + ADD MEASURE

Add measures to demonstrate assessment activities in a course.


TITLE	METHOD	REFERENCE
<i>No measures added.</i>		

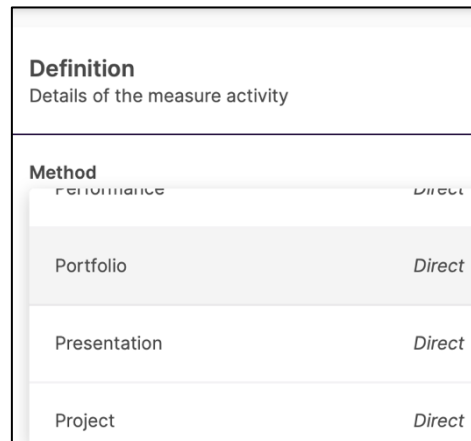
All components in this section, Method, Title, Target and Description, are required and will be added to your SLAR. To select your measure method, use the dropdown list provided.

 At least one direct measure is required per outcome. If a specific measure is not listed, choose 'Other-Direct'.



Definition
Details of the measure activity

Method
Select Measure Method 



Definition
Details of the measure activity

Method

Performance	Direct
Portfolio	Direct
Presentation	Direct
Project	Direct

QuickStart Guide: Program Assessment

Method, Title, Target, and Description are required fields.

Fields marked with * are required.

Definition
Details of the measure activity

Method
Portfolio Direct ▾

Title*
Digital Portfolio

Target
Enter target or criteria of success for this measure

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



Description
Briefly describe the measure activity

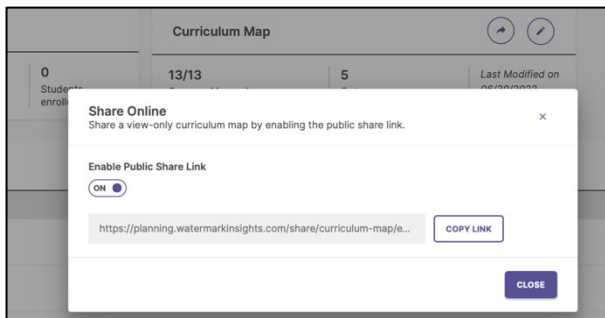
Below is an example of a completed curriculum map. You will notice that all required courses were entered, aligned to the program student learning outcomes, and given a level of exposure (Introduced-I, Reinforced-R, or Mastered-M). Adding the Assessment Activity (A) indicates at what point in the curriculum the student learning outcome is being assessed for the required reporting.

Example: Students are being exposed to the Student Learning Outcome, *Stages of Parental Development*, in all courses listed; however, for assessment reporting purposes the program will collect assessment data from the specified measures in CFS 2050 and CFS 4067. After reviewing the completed curriculum map, click **Save and Exit** to return to the Curriculum home page.

UPDATE CURRICULUM MAP													
BS in Child & Family Studies													
Outcomes	Courses												
BS in Child & Family Studies Learning Outcomes	CFS 20...	CFS 2065	CFS 3055	CFS 3056	CFS 3065	CFS 3067	CFS 3090	CFS 4051	CFS 4052	CFS 4062	CFS 4064	CFS 4065	CFS 4067
Stages of Prenatal Development Identify social, emotional, cognitive, and physical stages of prenatal development through the transition to...	I A	I	I	R	R	R	R	M	M	M	M	M	M A
Family Dynamics and Diversity Demonstrate a clear understanding of family dynamics, with a particular emphasis on family diversity.	I A	I	I	R	R	R	R	M	M	M	M	M	M A
Community Engagement Develop community engagement and involvement projects.	I	I	I	I	R	I	R	R	M	M	M	M	M A
Communication Demonstrate effective written and visual communication skills.	I	I	I	R	R	R	R	M	M	M	M	M	M A

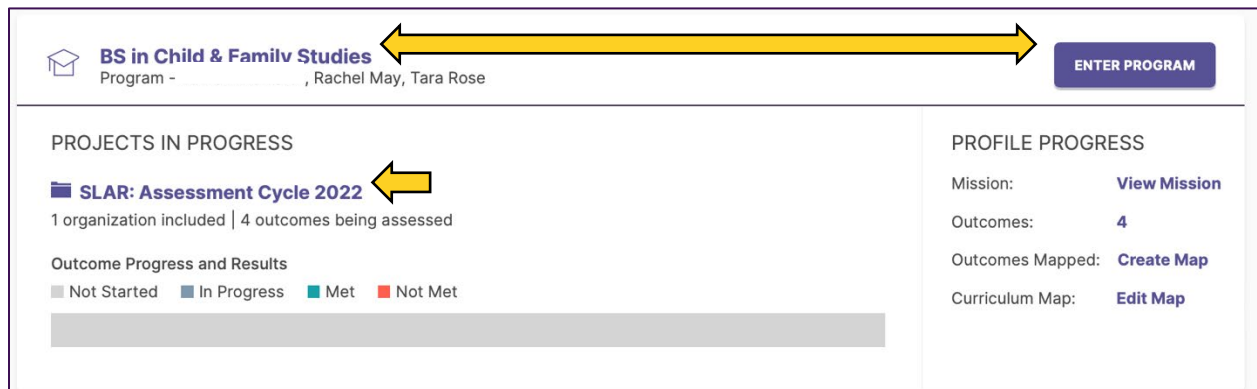
QuickStart Guide: Program Assessment

To edit the curriculum map in the future, click the pencil icon . You also have the ability to share your map with others. Click the share online  icon.



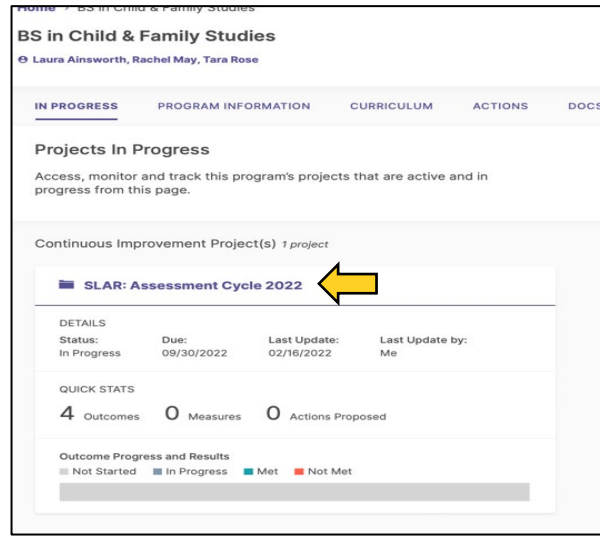
In Progress. The *'In Progress'* tab allows programs to access, monitor and track project's that are active and in progress. Within an individual project is where assessment information will be entered.

As a reminder there are three ways to get to a project. From the home page under *'My Leadership'*, you can (a) click the project title i.e., in this case 'SLAR: Assessment Cycle 2022', (b) enter the program by clicking the 'Enter Program' button or (c) click on the degree program name next to the cap icon.

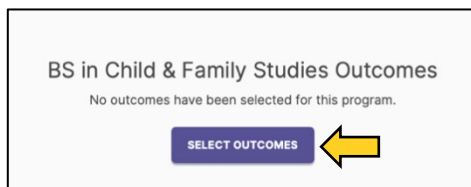


QuickStart Guide: Program Assessment


Once you have entered the program, the default page is the **'In Progress'** tab, select the project you want to enter.



When you enter the SLAR project for the first time, you will click **SELECT OUTCOMES**.



Once you click 'select outcomes' your Program Student Learning Outcomes will appear. You will select **ONLY** the outcomes you are reporting on in the current Assessment Cycle. Once the correct outcomes have been selected, click **APPLY SELECTION**.

- ⇒ Reminder: OIE staff have already entered your current Program Student Learning Outcomes. You will not have to 'Create New Outcome.'
- ⇒ Please do not use the pencil icon  to 'Edit' your outcomes. If you 'Edit' your outcomes – you will need to resubmit an Assessment Plan to OIE by emailing oie@lsu.edu.
- ⇒ Your 2021-2024 Assessment Plan included your reporting cycle. If you are unsure what reporting cycle your program chose, please re-review your Assessment Plan. The plan can be found under the **'Docs and Reports'** Tab. Reporting cycle options include:
 - Annual Reporting Cycle: all outcomes are assessed and reported on each year.
 - Flexible Reporting Cycle: outcomes are assessed yearly but reported on at least once within a three-year period, i.e. you have three years of trend data before reporting.

BS in Child & Family Studies Learning Outcomes (4)

Outcomes that articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

Stages of Prenatal Development

Identify social, emotional, cognitive, and physical stages of prenatal development through the transition to adulthood as well as factors that affect child wellbeing.

Family Dynamics and Diversity

Demonstrate a clear understanding of family dynamics, with a particular emphasis on family diversity.


Community Engagement

Develop community engagement and involvement projects.

Communication


Demonstrate effective written and visual communication skills.

QuickStart Guide: Program Assessment

Please do not create a new outcome or use the pencil icon  to 'Edit' your outcomes. If you create new or edit your outcomes – you will need to resubmit an Assessment Plan.

BS in Child & Family Studies


Select outcomes for assessment for Reporting Cycle 2022.





 **APPLY SELECTION**

BS in Child & Family Studies Learning Outcomes (4)

Outcomes that articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.


- Stages of Prenatal Development**
Identify social, emotional, cognitive, and physical stages of prenatal development through the transition to adulthood as well as factors that affect child wellbeing.
- Family Dynamics and Diversity**
Demonstrate a clear understanding of family dynamics, with a particular emphasis on family diversity.
- Community Engagement**
Develop community engagement and involvement projects.
- Communication**
Demonstrate effective written and visual communication skills.

CREATE NEW OUTCOME 

Review this page to ensure you selected the correct outcomes being assessed in the current assessment cycle. If you see any errors, click **ADD/EDIT OUTCOMES**, select or deselect the outcomes, and click apply selection again.

SLAR: Assessment Cycle 2022
Reporting Year: Reporting Cycle 2022 Plan Admin: Tara Rose Due Date: 09/30/2022 **REVIEW AND SUBMIT**

Child & Family Studies  **ADD/EDIT OUTCOMES** **ACTIONS**

BS in Child & Family Studies Learning Outcomes

Stages of Prenatal Development 0 Measures 0 Actions	Not Started	▼
Family Dynamics and Diversity 0 Measures 0 Actions	Not Started	▼
Community Engagement 0 Measures 0 Actions	Not Started	▼
Communication 0 Measures 0 Actions	Not Started	▼

Reminder: All outcomes that show up on this page must be fully complete (focus is quality not compliance) before reviewing and submitting your annual report. Required components of a SLAR include the following for each outcome reported in a given year:

- ⇒ Component I: Assessment Measure(s) & Methodology (*details of the measure activity*)
- ⇒ Component II: Results (*evaluation of the measure activity*)
- ⇒ Component III: Findings (*analysis of the results*)
- ⇒ Component IV: Recommended Action
- ⇒ Component V: Overall Outcome Analysis







Assessment results, findings, and recommended action are reported per measure.

SLAR COMPONENT I: Assessment Measure(s) & Methodology (*details of the measure activity*)

This requirement includes entering the measure(s) used to assess student achievement of learning outcomes. Multiple measures per outcome are desirable. LSU requires, at a minimum, at least one direct measure per outcome.

To begin entering in assessment information for a specific outcome – you will click the dropdown icon **▼** next to 'Not Started.'

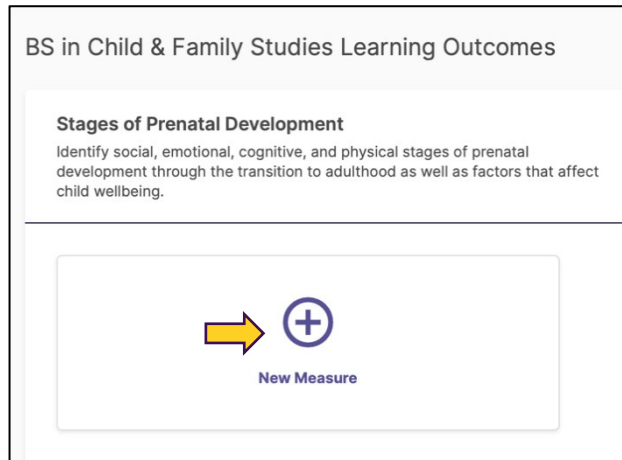
BS in Child & Family Studies Learning Outcomes

Stages of Prenatal Development 1 Measure <input type="radio"/> 0 Actions	Not Started 
Family Dynamics and Diversity 0 Measures 0 Actions	Not Started 
Community Engagement 0 Measures 0 Actions	Not Started 
Communication 0 Measures 0 Actions	Not Started 

QuickStart Guide: Program Assessment

To build a measure, click the + icon for 'New Measure.' For each measure added, the below fields are required:

- ✓ Selection of Method (dropdown)
- ✓ Selection of Course or Check 'this is a non-course-based measure' (dropdown)
- ✓ Measure Title (enter measure title)
- ✓ Target (enter target/criteria of success for this measure)
- ✓ Description (enter a description of the measure activity)
- ✓ Upload any supporting documentation.
 - Do not upload raw data files that include personally identifiable student information.



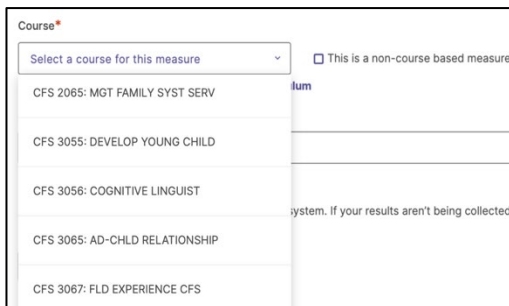
All fields are required, not just the ones with an *.



Disregard the RESULTS COLLECTION (Align Results) on this page. LSU will not utilize this functionality.

If courses have not been aligned, you can click **This is a Non-Course Based Measure**.

If you have aligned courses (see pg. 5), they will show up by clicking on the dropdown icon **V** next to 'select a course for this measure.'



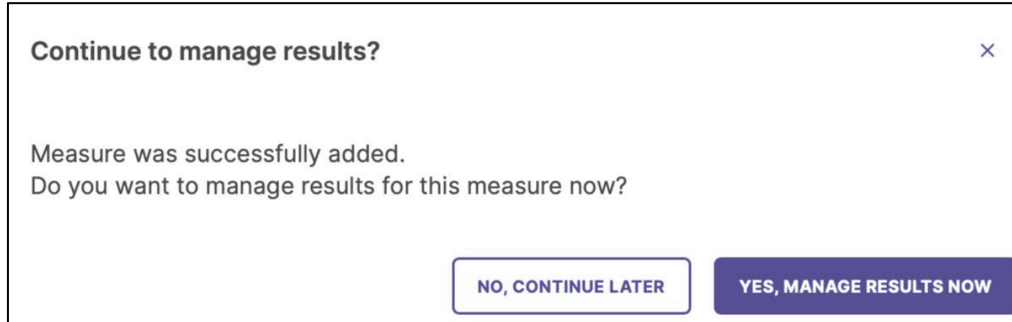
The image shows the 'New Measure' form with the following fields and sections:

- Definition**: Details of the measure activity
- Method**: Select Measure Method (dropdown)
- Outcome**: Stages of Prenatal Development (text input)
- Program**: BS in Child & Family Studies (text input)
- Course***: Select a course for this measure (dropdown) and This is a non-course based measure (checkbox). A dashed purple box highlights this section.
- Title***: Enter Measure Title (text input)
- Results Collection**: A section with a red 'X' over it, containing the text: 'Align this measure to results from another integrated system. If your results aren't being collected in an integrated system, simply skip this step.' Below it is a button labeled 'RESULTS'.
- Target**: Enter target or criteria of success for this measure (text input). Example text: 'For example, 80% of the students will achieve a score of 3 or above.'
- Description**: Briefly describe the measure activity (text input)
- Attachments**: ATTACH DESCRIPTION DOCUMENTS (button) Attach up to 5 files.

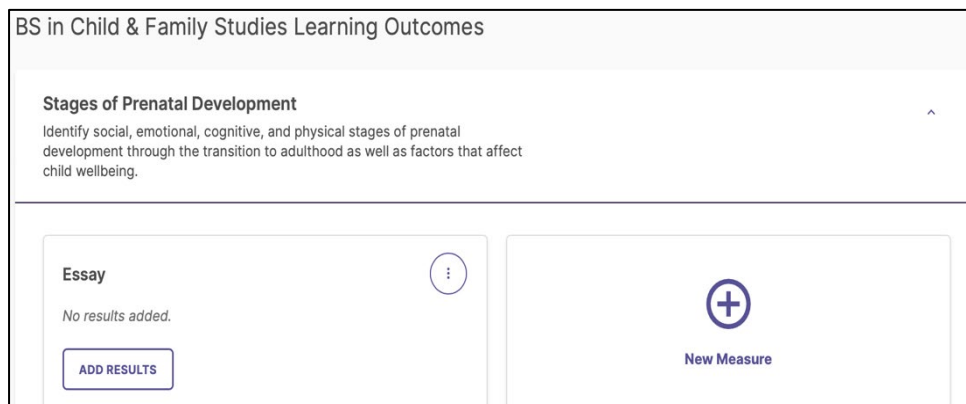
QuickStart Guide: Program Assessment

After entering all required information (Method, Course (or non-course), Title, Target and Description) click the **ADD** button. As soon as you click **ADD** you will be asked to enter results now or later.

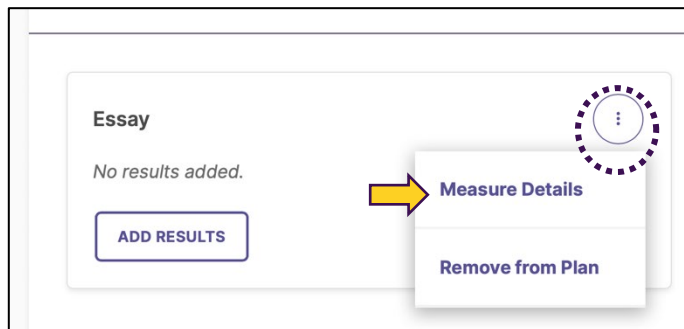
Choosing **Yes, Manage Results Now** will take you directly to the Results section. Choosing **No, Continue Later** will take you back to the outcomes homepage.




If you have already created your curriculum map you will notice that your measure and course info will transfer over; you will then add remaining details.



To add measure details to an already existing measure, click the three-dot icon and click on **MEASURE DETAILS**.




QuickStart Guide: Program Assessment

You will notice the Method, Course and Title have been entered, but the details need to be added. Click the pencil icon  to add details.

Definition	
Details of the measure activity	
Method:	Assignment
Outcome:	Stages of Prenatal Development
Program:	BS in Child & Family Studies
Course:	CFS 2050: FAMILY RELATIONS
Title:	Essay
Target:	
Description:	
Attachments:	ATTACH DESCRIPTION DOCUMENTS Attach up to 5 files.

If you would like to add the rubric used to assess the measure or any other supporting documentation; click the **ATTACH DESCRIPTION DOCUMENTS**. Once you are done, click **UPDATE**.

Definition
Details of the measure activity
<div style="text-align: right;"> UPDATE</div>
Method Assignment Direct ▾
Outcome Stages of Prenatal Development
Program BS in Child & Family Studies
Course* CFS 2050: FAMILY RELATIONS ▾ <small>🔒 Course can't be changed since the measure is in use</small>
Title* Essay
Target Meeting expectations: 100% of students will score an average of 3.0 out of 4.0 on the overall rubric, and on each element of the rubric. <i>For example, 80% of the students will achieve a score of 3 or above.</i>
Description The final writing assignment (3-5 page essay) is a signature assignment for all sections of CFS 2050. A rubric has been developed for faculty to use as they grade the essay assignment in their classrooms. Rubric scores are submitted to the course coordinator for analysis.
Attachments ATTACH DESCRIPTION DOCUMENTS Attach up to 5 files.

SLAR COMPONENT II: Results (*evaluation of the measure activity*)


Depending on your selection of managing results, you will see different options. Choosing **YES, MANAGE RESULTS NOW** will take you directly to the results section.

Continue to manage results? ×


Measure was successfully added.
Do you want to manage results for this measure now?

Results
Evaluation of the measure activity


Select the results format that you would like to use for this measure.
You will also be able to include a summary once results have been added.



I want to upload the assessment results files



I want to enter the count of students who meet/do not meet the criteria



I want to align results from another system

Choosing **NO, CONTINUE LATER** will take you back to the outcomes homepage. Once on the outcomes homepage, you will click on **ADD RESULTS** under the measure you would like to add results to.

BS in Child & Family Studies Learning Outcomes

Stages of Prenatal Development ^

Identify social, emotional, cognitive, and physical stages of prenatal development through the transition to adulthood as well as factors that affect child wellbeing.

Essay ⋮

No results added.

Final Exam ⋮

No results added.

QuickStart Guide: Program Assessment

The results section offers users three different formats:

- **Option 1:** I want to upload the assessment results files
- **Option 2:** I want to enter the count of students who meet/do not meet the criteria
- **Not an Option:** I want to align results from another system



Disregard 'I want to align results from another system on this page'. LSU will not utilize this functionality.

Choosing the correct results format for your program will depend primarily on two items: (1) how you have drafted your target or criteria for success and (2) whether your degree program or stand-alone certificate has multiple modalities.

- ⇒ IF, your target is primarily disaggregated data, based on an overall percent, and/or the results are presented by modality (which is required for programs with fully online equivalents) then choose option 1.
- ⇒ IF, your target is focused on student counts by performance level and can be aggregated then choose option 2.

Choosing Option 1

Click on the box titled, **I WANT TO UPLOAD THE ASSESSMENT RESULTS FILES.**

With this option you will upload raw data files by clicking, **UPLOAD NEW FILE.**



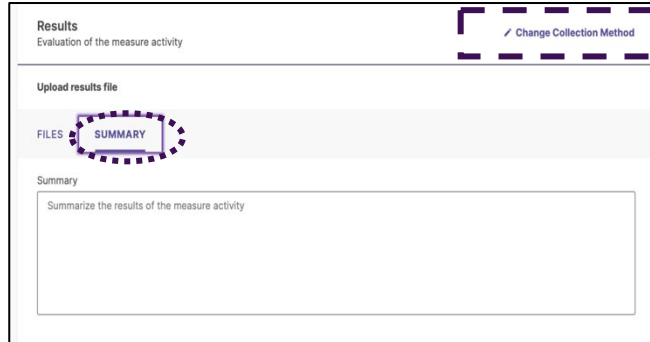
Do not upload personally identifiable student information.

QuickStart Guide: Program Assessment

If a degree program or stand-alone certificate offers a fully online equivalent, the results must be presented by modality, either in the files or in the summary section.

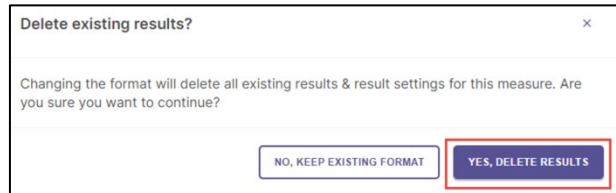
After uploading file(s), click on the **SUMMARY** tab. Enter the summarized results of the measure.

If the user wants to remove or change the collection method, simply click **CHANGE COLLECTION METHOD**. This will open a pop-up window to confirm your decision. Click **YES, DELETE RESULTS** to proceed and delete your results, which will allow you to select a new results format.



The screenshot shows the 'Results' page with the title 'Evaluation of the measure activity'. In the top right corner, there is a button labeled 'Change Collection Method' with a checkmark icon. Below this is the 'Upload results file' section. A tabbed interface is visible with two tabs: 'FILES' and 'SUMMARY'. The 'SUMMARY' tab is currently selected and highlighted. Below the tabs is a text area labeled 'Summary' with the prompt 'Summarize the results of the measure activity'.

Once results are deleted, this will take you back to the results homepage.



The dialog box is titled 'Delete existing results?' and contains the text: 'Changing the format will delete all existing results & result settings for this measure. Are you sure you want to continue?'. At the bottom, there are two buttons: 'NO, KEEP EXISTING FORMAT' and 'YES, DELETE RESULTS'. The 'YES, DELETE RESULTS' button is highlighted with a red border.

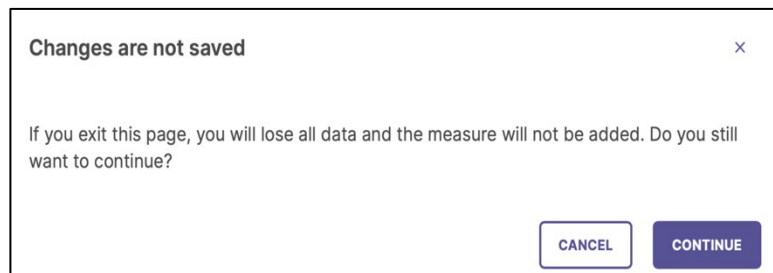
Once the results (file(s) and summary) have been entered, you will move to the findings section (see pg. 21). If you are not ready to enter findings, be sure to **SAVE & CLOSE**. This button will be in the upper right-hand corner.



Information will NOT automatically save in this system.

If you accidentally close your browser without saving, your information will be lost.

If you close out the page, but are still active within the reporting platform, an error message will pop up.



The dialog box is titled 'Changes are not saved' and contains the text: 'If you exit this page, you will lose all data and the measure will not be added. Do you still want to continue?'. At the bottom, there are two buttons: 'CANCEL' and 'CONTINUE'.

Choosing Option 2

Click on the box titled, **I WANT TO ENTER THE COUNT OF STUDENTS WHO MEET/DO NOT MEET THE CRITERIA.**

Results
Evaluation of the measure activity

Select the results format that you would like to use for this measure. You will also be able to include a summary once results have been added.

I want to upload the assessment results files

I want to enter the count of students who meet/do not meet the criteria

You will enter the 'overall counts for the measure activity.' There are only four (4) performance level options: Exceeding, Meeting, Approaching, and Not Approaching. If you do not have values for some of the categories, leave them blank.



Disregard the 'Counts for each section' on this page. LSU will not utilize this functionality.

Results
Evaluation of the measure activity [Change Collection Method](#)

Enter met/not met counts
Select the level of detail for met/not met counts:*

Overall counts for this measure activity.
If you do not have values for some of the categories, you can leave them blank.

Exceeding	Meeting	Approaching	Not Approaching
1			

Met Total: Not Met Total:

~~X~~ Counts for each section
Enter counts for individual course sections, based on the term they occurred in.

VIEW RESULTS

Include result files and a summary of results (optional)

By choosing this option, the result files and summary of results is optional *unless* the program is offered both face-to-face and a fully online equivalent.

Once the counts are entered, click **VIEW RESULTS**.

Enter met/not met counts
Select the level of detail for met/not met counts:*

Overall counts for this measure activity.
If you do not have values for some of the categories, you can leave them blank.

Exceeding	Meeting	Approaching	Not Approaching
10	32	12	3

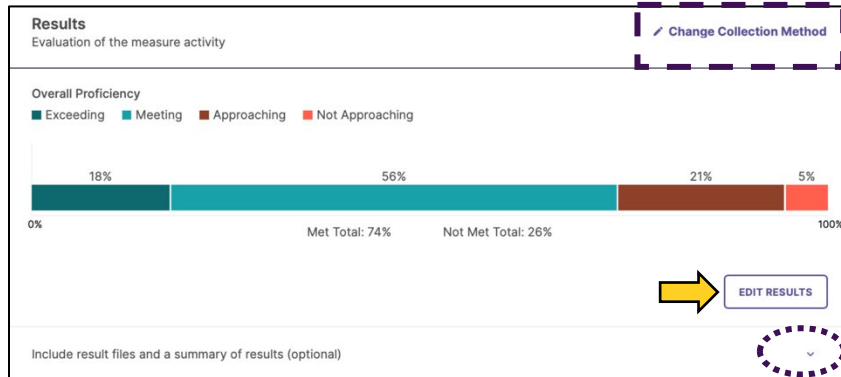
Met Total: 42 Not Met Total: 15

~~X~~ Counts for each section
Enter counts for individual course sections, based on the term they occurred in.

VIEW RESULTS

The counts will now turn into a visual representation. If you need to edit the results, click **EDIT RESULTS**. If you would like to add files or a summary, click the dropdown icon **V**.

If the user wants to remove or change the collection method, simply click **CHANGE COLLECTION METHOD**. This will open a pop-up window to confirm your decision. Click **YES, DELETE RESULTS** to proceed and delete your results, which will allow you to select a new results format.



Once the counts have been entered and you have reviewed the visual representation, you will move to the findings section (see pg. 21). If you are not ready to enter findings, be sure to **SAVE & CLOSE**. This button will be in the upper right-hand corner.



Information will NOT automatically save in this system.

SLAR COMPONENT III: Findings (*analysis of the results*)

Once you have documented the results of the measure, the next step is to document the Findings (analysis of the results).

The first option in this section is to document the 'Measure Status' for this Measure. Click the dropdown icon **V** to select whether the criteria for this Measure was **Met** or **Not Met**, based on the results (i.e., was the target achieved for the measure).

You will now enter a narrative analysis of the results in the following text field.

In future years, users will be able to access the 'Actions & Past Results' tab.

If the same measure was used in previous assessment reporting cycles, you can view actions and results for previous iterations of that measure to more effectively analyze how the results for the most recent iteration fit in to a longitudinal understanding of the measure.

Findings
Analysis of the results

Measure Status
Select Measure Status

Analysis
Please enter a narrative analysis of the results

Actions [Add New Action](#)

ACTIONS & PAST RESULTS

After clicking on the actions & past results tab, the right-hand side of the screen will pull up any past actions or results. To toggle between past actions and past results, use the icons indicated below. You will notice you can click on **ADD NEW ACTION** to enter an action for this particular year.



Be sure to add both the measure status and findings.

Actions

No actions have been added for this measure yet.

[ADD NEW ACTION](#)

Past Results

There are no past results available for this measure.

An example with demo data is shown below.

Actions

Sort By: Most Recent

Collaborate with another department / unit / program

Status: Complete

Plan
Demo Academic Assessment Plan 2019-2020

Description
Plan an event to share effective teaching strategies with faculty from other Programs in this Department.

Past Results

Demo Academic Assessment Plan 2019-2020

Academic Year 2019-2020

Status: **MET**

Target: None

Overall Proficiency

- Exceeded (19%)
- Met (63%)
- Approached (13%)
- Not Met (6%)

0% 100%

SLAR COMPONENT IV: Recommended Action

Once you have documented results and findings for a measure, the next step is to document actions based on the results. Click **ADD NEW ACTION** to enter your action.

Findings
Analysis of the results

ACTIONS & PAST RESULTS

Measure Status
Select Measure Status

Analysis
Please enter a narrative analysis of the results

Actions [Add New Action](#)

A new 'Add Action' section will pop up on the right-hand side of the screen.

Choose the type of action you intend to take from the list of options by clicking on the action.

Actions > Add Action

Add Action

Select the type of action you recommend.

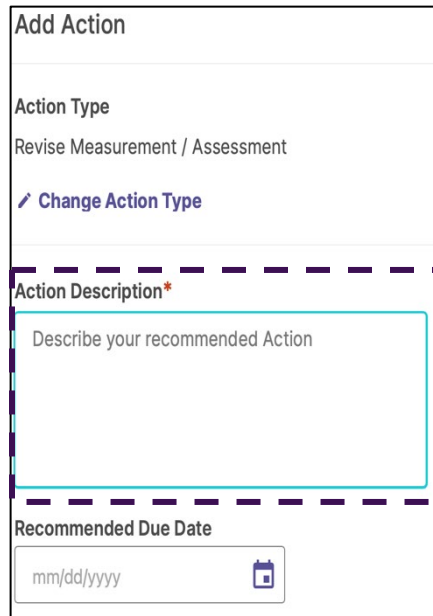
- Revise Curriculum
- Restructure Outcome Statement
- Revise Measurement / Assessment
- Gather Additional Data
- Revise Benchmark / Target
- Adopt Or Expand Technologies
- Additional Training
- Collaborate With Another Department / Unit / Program
- Maintain Assessment Strategy
- Other

CANCEL CREATE ACTION

QuickStart Guide: Program Assessment

Once you select an action type, enter a description of your recommended action under 'action description' and a recommended due date.

i All dates should be prospective, not retroactive.



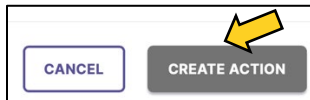
Add Action

Action Type
Revise Measurement / Assessment
[Change Action Type](#)

Action Description*
Describe your recommended Action

Recommended Due Date
mm/dd/yyyy

Finally, click **CREATE ACTION**.

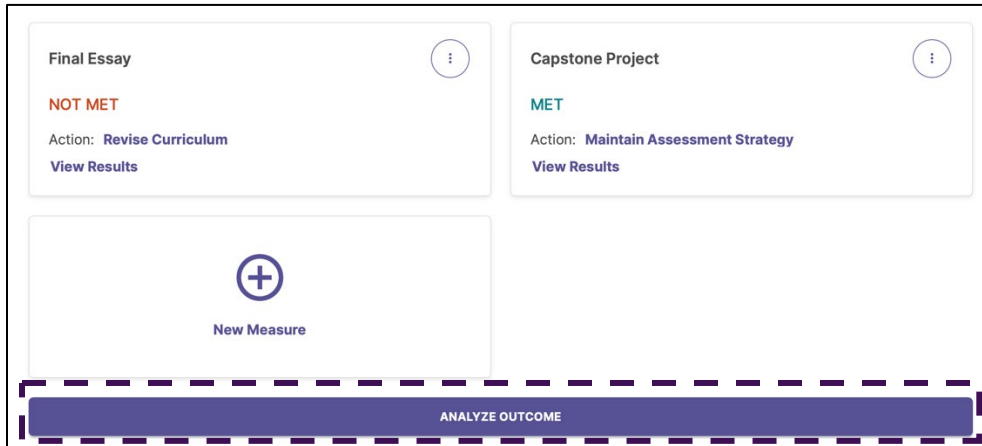


CANCEL CREATE ACTION

i Once ALL information has been entered for Measure, Results, Findings and Actions, Click **SAVE & CLOSE** in the upper right-hand corner. *Information will NOT automatically save in this system.

SLAR COMPONENT V: Overall Outcomes Analysis

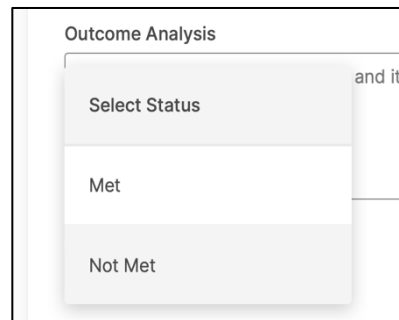
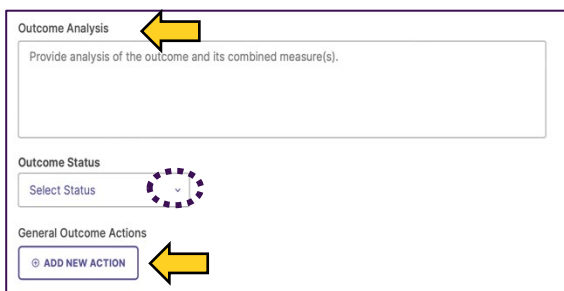
Once you 'Save & Close' you will be led back to the outcomes homepage and will automatically be asked to 'Analyze Outcome.' Analyzing the overall outcome is required. Click **ANALYZE OUTCOME**.



In this section you will provide an overall analysis (narrative) of the outcome and its *combined* measures.

Next, you will determine the overall outcome status of **Met/Not Met** by clicking the dropdown.

Finally, you can document Actions that are related to the outcome, but which are not related to a specific measure by clicking add new action beneath general actions. This is optional.



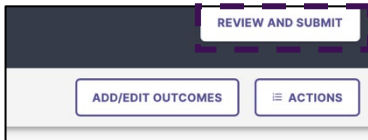
QuickStart Guide: Program Assessment

Once information has been entered for Measure, Results, Findings, Actions, and Analyze Outcome, you will close the outcome by clicking the collapse icon **^**. This will take you back to the outcomes homepage where you will see all outcomes for which information should be entered. Follow the same process for entering information, as described on pgs. 12-24, for all other outcomes.

Foundation Outcome 1 1 Measure ● 1 Action	MET	▼
Grape Culture Outcome 2 1 Measure ● 1 Action	NOT MET	▼
Written Communication Outcome 4 0 Measures 0 Actions	Not Started	▼



Once ALL information has been entered (Measure, Results, Findings and Actions, and Analyze Outcome) – for ALL outcomes - click **REVIEW AND SUBMIT** in the upper right-hand corner.



SLAR Report: Review, Submit, Done

Once you click 'review and submit' from the outcomes homepage, you have two options to review (and edit if needed) before you are officially DONE.

1st Review allows the user to review the entire report before submitting. From this page the user can also download a PDF version of the report. Once the review is complete, click **SUBMIT**.

If you need to edit anything, click **EDIT**. Editing, will take you back to the outcomes homepage. If you click submit, you get one more chance to review your report.

SLAR: Assessment Cycle 2022
Reporting Year: Reporting Cycle 2022 Plan Admin: Tara Rose Due Date: 09/30/2022

BS in Wine & Science

Review Assessment Report: BS in Wine & Science
Review your assessment report for this Program. You can continue to edit in the outcomes workspace by clicking "Edit". Once submitted, you will still be able to edit this report until it is permanently closed by the administrator.

Download as a PDF

SLAR: ASSESSMENT CYCLE 2022
BS in Wine & Science

Mission
This is my new mission. Teach students.

Reporting Cycle 2022
BS in Wine & Science Learning Outcomes

Foundation Outcome 1 MET
Explain and assess wine science and technology, production, microbiology, and chemistry.

MEASURES	RESULTS	ACTIONS
<p>Final Essay</p> <p>The final essay is given to all students during finals week in course ABCD 1234. The essay is scored using a rubric with a 4-level performance scale. The dimensions of the rubric include: Purpose, Content, Development, Organization, Sources and Evidence, and Syntax and Mechanics.</p> <p>Direct - Assignment</p> <p>Target</p> <p>Example 1: 100% of students will score a 80% or higher on the essay.</p> <p>Example 2: Students earning a 90% or higher is "Exceeding". Students earning a 80-89% is "Meeting". Students earning a 70-79% is "Approaching".</p>	<p>NOT MET</p> <p>Overall Proficiency</p> <p>■ Exceeding ■ Meeting ■ Approaching ■ Not Approaching</p> <p>0% 100%</p> <p>Exceeding: 22% Meeting: 49% Approaching: 11% Not Approaching: 18%</p> <p>Met Total: 71% Not Met Total: 29%</p> <p>Analysis</p> <p>Our goal was not met. Only 71% of students received an 80% or higher on the final essay. When looking at the rubric data, students scored especially low on sources and syntax</p>	<p>Revise Curriculum</p> <p>IN PROGRESS</p> <p>Faculty have met to discuss the data and decided to add an information literacy assignment to the course the next time the course is taught. The goal is to meet our target the next time this outcome is assessed.</p> <p>Recommended Due Date: 08/10/2022</p>

2nd Review allows the user to add comments for other users to view. OIE does not envision the comment option being utilized often; however, it is a possibility. For example, if a faculty or staff member is entering information on behalf of the department chair, once the report is in 2nd review status, the faculty or staff could @comment someone to review before clicking 'done'. An @comment triggers an email to the person mentioned. The email will immediately be sent by @watermarkinsights (you may need to add email user to approved email list to ensure the emails are not sent to junk mail).

SLAR: Assessment Cycle 2022

Reporting Year: Reporting Cycle 2022 Plan Admin: Tara Rose Due Date: 09/30/2022

EDIT DONE

BS in Wine & Science
Last Submitted: 04/11/2022

SLAR: ASSESSMENT CYCLE 2022

BS in Wine & Science Download as a PDF

Mission

This is my new mission. Teach students.

Reporting Cycle 2022

BS in Wine & Science Learning Outcomes

Foundation Outcome 1 MET

Explain and assess wine science and technology, production, microbiology, and chemistry.

MEASURES	RESULTS	ACTIONS
<p>Final Essay</p> <p>The final essay is given to all students during finals week in course ABCD 1234. The essay is scored using a rubric with a 4-level performance scale. The dimensions of the rubric include: Purpose, Content Development, Organization, Sources and Evidence, and Syntax and Mechanics.</p> <p>Direct - Assignment</p> <p>Target</p> <p>Example 1:</p> <p>100% of students will score an 80% or higher on the essay.</p> <p>Example 2:</p> <p>Students earning a 90% or higher is "Exceeding". Students earning a 80-89% is "Meeting". Students earning a 70-79% is "Approaching". Students earning a 69% or lower is "Not Approaching".</p>	<p style="color: red; font-weight: bold;">NOT MET</p> <p>Overall Proficiency</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 8px;"> ■ Exceeding ■ Meeting ■ Approaching ■ Not Approaching </div> </div> <p>0% 100%</p> <p>Exceeding: 22% Meeting: 49% Approaching: 11% Not Approaching: 18%</p> <p>Met Total: 71% Not Met Total: 29%</p> <p>Analysis</p> <p>Our goal was not met. Only 71% of students received an 80% or higher on the final essay. When looking at the rubric data, students scored especially low on sources and syntax and mechanics - both dimensions scoring an average of 2.83.</p>	<p>Revise Curriculum</p> <p style="background-color: #e0e0e0; padding: 2px; display: inline-block; font-size: 8px;">IN PROGRESS</p> <p>Faculty have met to discuss the data and decided to add an information literacy assignment to the course the next time the course is taught. The goal is to meet our target the next time this outcome is assessed.</p> <p>Recommended Due Date: 08/10/2022</p>

Comments X

Testing

12/21/2021

REPLY

Tara Rose ⋮

Coral Bender - please review before I hit done. I am done entering. please enter data for the second outcome.

03/24/2022

REPLY

Tara Rose ⋮

Coral Bender can you review before I submit?

04/11/2022

REPLY

Tara Rose ⋮

Coral Bender Tara Rose Please review the report and see if there are any changes that need to be made.

04/11/2022

REPLY

Coral Bender

Tara Rose I reviewed- it looks good!

04/11/2022

REPLY

Tara Rose ⋮

Claire Sassic Young Sandi Gillilan - Testing.

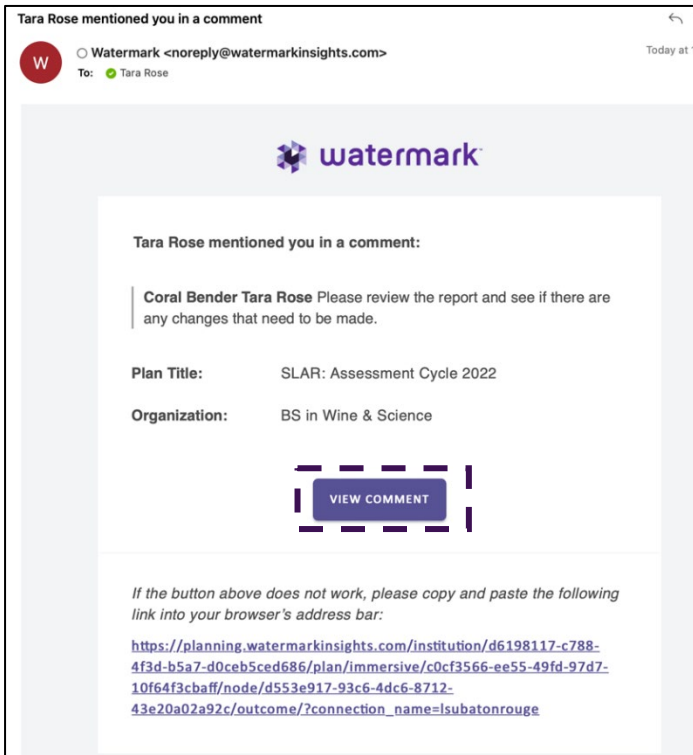
04/11/2022

REPLY

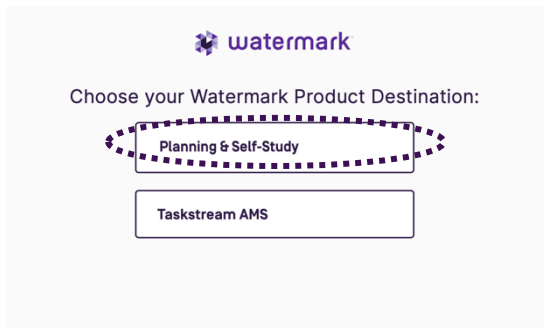
Leave a comment...

CANCEL SAVE COMMENT

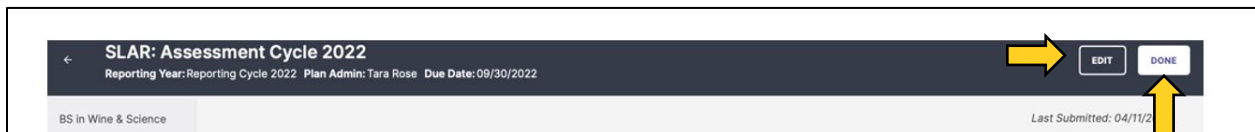
From the email, click **VIEW COMMENT**.



If you are not logged into Planning & Self-Study you will be redirected to the login page. Click **Planning & Self-Study**. You will be redirected to the report/comment page.



If you are satisfied with the report, click **DONE**. If you need to edit anything, click **EDIT**. Editing, will take you back to the outcomes homepage.



Once 'done' has been selected, you will be redirected to the Program homepage.

ACTIONS. Programs are asked to determine actions (ways to seek improvement) that are tied directly to the results/findings of the student learning outcomes assessed in a particular year.

The **'Actions'** tab provides a quick glance at *all* proposed actions that are submitted each year through the SLAR process.

OIE recognizes the proposed actions take time to implement; this page allows program leads to review all proposed actions, the due date the action was to be completed, the status of the action, and an opportunity to provide an update.

BS in Wine & Science

🔍 Rachel May, Tara Rose

IN PROGRESS PROGRAM INFORMATION CURRICULUM ACTIONS DOCS & REPORTS

Actions

Review proposed Actions from assessment plans and provide status updates to communicate progress.

Once Actions have been entered for the first time, your proposed actions will appear under 'All Reported Actions' section. There are four columns that can be used for sorting.

1. **ACTION:** The 'Action' column lists all the actions created across reporting years in different plans.
2. **DUE DATE:** The 'Due Date' column lists the due date, if specified, for a particular action.
3. **REPORTED FROM:** The 'Reported From' columns displays the Plan name in which the particular action was reported.
4. **STATUS:** The 'Status' column indicates the appropriate status for an action.

Actions

Review proposed Actions from assessment plans and provide status updates to communicate progress.

All Reported Actions

Actions reported in assessment plans.


ACTION	DUE DATE	REPORTED FROM †	STATUS
Add an assignment	12/30/2022	SLAR: Assessment Cycle 2022	Not Started
Maintain Assessment Strategy		SLAR: Assessment Cycle 2022	Not Applicable
Revise Measurement / Assessment		SLAR: Assessment Cycle 2022	Not Started
Context and Purpose		SLAR: Assessment Cycle 2022	COMPLETE

QuickStart Guide: Program Assessment

Users can access the details for a particular action, by clicking on the 'Action Item.'

All Reported Actions	
Actions reported in assessment plans.	
ACTION	DUE DATE
Add an assignment	12/30/2022

Once in the selected action, users can use the dropdown icon **v** to select 'In Progress', 'Complete', or 'Not Started.'

Not Started 

Add an assignment action proposed

Plan: SLAR: Assessment Cycle 2022
Outcome: Foundation Outcome 1
Measure: Final Essay

Action Description
Faculty have met to discuss the data and decided to add an information literacy assignment to the course the next time the course is taught. The goal is to meet our target the next time this outcome is assessed.

Recommended Due Date
12/30/2022

[View SLAR: Assessment Cycle 2022](#)

Not Started


In Progress

Complete


Plan: SLAR: Assessment Cycle 2022
Outcome: Foundation Outcome 1

proposed

To add an update on the progress of the action, click **ADD UPDATE**.



Add an assignment  **ADD UPDATE** **DONE**

Not Started 

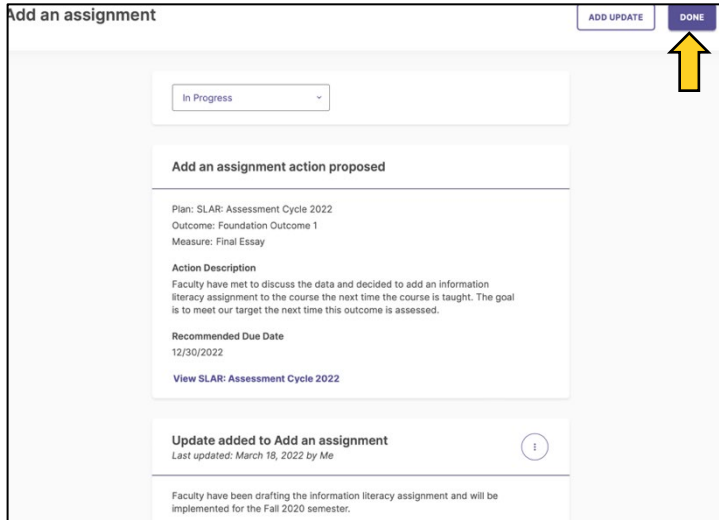
Enter the update in the 'describe progress made towards this action' box and click the check  icon to 'save.'

Update Add an assignment

Describe progress made toward this action.

Once information has been entered and saved, click **DONE**.



The action STATUS has been changed from 'Not Started' to 'In Progress'.

All Reported Actions			
Actions reported in assessment plans.			
ACTION	DUE DATE	REPORTED FROM ↓	STATUS
Add an assignment	12/30/2022	SLAR: Assessment Cycle 2022	IN PROGRESS

DOCS & REPORTS. The *'Docs and Reports'* tab provides a space to easily access all of your completed SLARs, monitoring reports, and any reference documents.

- ⇒ Once OIE staff has closed the reporting year, completed reports will show up under 'Completed Assessment Plan Reports.' Once reports show up on this page, they cannot be edited.
- ⇒ All received 2021-2024 Assessment Plans have been uploaded under 'Reference Documents.' To download your current Assessment Plan, click the download icon.
- ⇒ Coming Soon: An At-A-Glance document will be uploaded under 'Reference Documents.' The At-A-Glance document will include the following information: program effective date, CIP code, accreditor (if applicable), modality, and the Taskstream workspace archive link (if applicable).
- ⇒ Programs are welcome to upload any other needed reference documents by clicking 'Upload New Document'.



Disregard MONITORING EXPORTS. Currently, OIE is asking programs 'not' to map outcomes in the system. Because of this, the monitoring exports will not provide any useful information.

QuickStart Guide: Program Assessment

DOCS & REPORTS

Access reports and add documents to track your continuous improvements and organizational activity.

Completed Assessment Plan Reports
Access and download your historical assessment plan reports to review your improvement efforts.

No completed assessment plans.

Monitoring Exports
Download data to monitor and analyze outcomes and organizational activity.

BS in Child & Family Studies Outcome Details Report
Data export of BS in Child & Family Studies outcomes, including progress in mapping and assessment in plans.

Outcome Mapping Crosswalk Report
Data export of BS in Child & Family Studies outcomes and outcome mapping connections with other organizations and courses.

Reference Documents
Upload important reports and documents that demonstrate your organization's value and design, as well as evidence of success and improvement.

BS Child & Family Studies AssessPlan 21-24.pdf 2021/12/09 2:39 PM

UPLOAD NEW DOCUMENT

ADDITIONAL INFORMATION

Resources to support the assessment of student learning are available on the Office of Institutional Effectiveness website (www.lsu.edu/oie), including the QuickStart Guide, timelines, templates, etc. Workshop participation is available via registration at <https://training.lsu.edu>. Departmental or individualized sessions are available upon request.

For questions about Planning & Self-Study, email oie@lsu.edu or phone 8-0021.