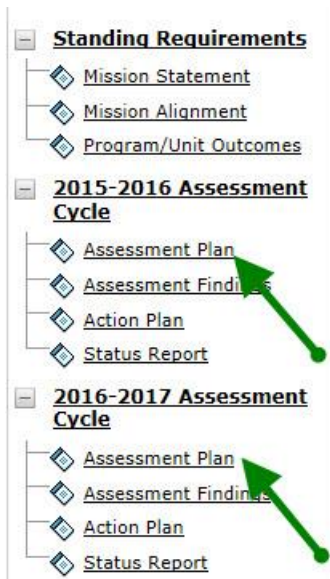


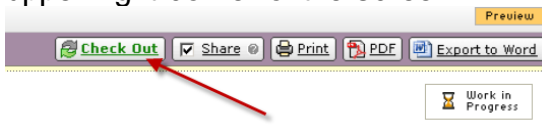


Creating Assessment Plan

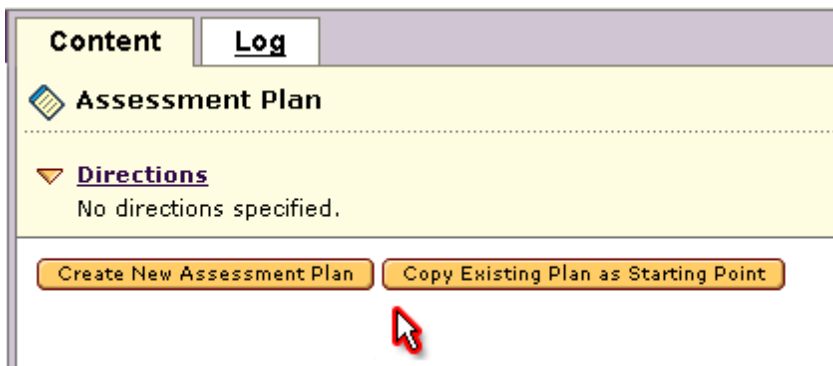
1. On the home page, click on the **workspace** into which you would like to add an Action Plan.
2. Along the left side of the screen under the appropriate Assessment Cycle, click on the link entitled **Action Plan**.



3. Check out the requirement by clicking on the green **Check Out** button in the upper right corner of the screen.



4. Click **Create New Assessment Plan**





5. Click **Select Set**

The screenshot shows a web interface with a top navigation bar containing 'Content' and 'Log'. Below this is a section titled 'Assessment Plan' with sub-sections 'Directions' and 'Review Method'. A purple bar labeled 'Outcomes and Measures' is expanded to show a 'Select Set' button. A green arrow points from the bottom right towards the 'Select Set' button.

6. Click **Select Existing Set**

The screenshot shows a dialog box titled 'Select from outcome sets'. It contains two orange buttons: 'Accept and Return to Plan' and 'Select Existing Set'. Below the buttons, it says 'No outcome sets attached.' and another 'Accept and Return to Plan' button. A green arrow points from the bottom right towards the 'Select Existing Set' button.

7. **Select an Existing Set from your Department/Unit**, and Click Continue. Can view the Outcome Set from **View Set**

The screenshot shows a dialog box titled 'Import Outcome Set'. It has two sections: 'Select an Existing Set in Campus Dining' and 'Copy an External Set'. Under 'Select an Existing Set in Campus Dining', there is a radio button selected next to 'Campus Dining Outcome Set (Learning Objectives & Outcomes)'. A green arrow points to this radio button. To the right of this option is a '[View Set]' link, with another green arrow pointing to it. Under 'Copy an External Set', there is a radio button next to 'USA - SACS Section 3: Comprehensive Standards Southern Association of Colleges and Schools (Effective June 2013)'. At the bottom are 'Cancel' and 'Continue' buttons.



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8. Check the checkboxes to select the Outcome
To include all the Outcome listed, check the checkbox **Include All**
Click **Accept and Return to Plan**

Accept and Return to Plan Select Existing Set

Include All? Campus Dining Outcome Set

Remove Set

Campus Dining Outcomes

Outcome	Mapping
<input checked="" type="checkbox"/> 1. Provide food and services that satisfy patrons. <small>Provide food and services that satisfy patrons.</small>	TX- Prairie View A&M University- Goals and Initiatives: 9) Customer Care, USA- SACS Section 3: Comprehensive Standards: 3.3.1.3

Accept and Return to Plan

9. Add measures to each outcome by clicking **Add New Measure** associated with each outcome

Outcomes and Measures

Select Set

Campus Dining Outcome Set

Campus Dining Outcomes

1. Provide food and services that satisfy patrons. *No measures specified*

Provide food and services that satisfy patrons.

Add New Measure

10. You will be brought to the Enter New Measure screen, where you can enter the following information for your measure.



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Click **Apply Changes**

		<input type="button" value="Import Measure"/>
* Measure Title:	<input type="text"/>	
Measure Type/Method:	- Select -	
Measure Level:	- Select -	
Description of Measure:	<input type="text"/>	
Acceptable Assessment Target:	<input type="text"/>	
Ideal Assessment Target:	<input type="text"/>	
Strategies To Be Used To Meet Target:	<input type="text"/>	
Names of Responsible Personnel for Assessment Reporting:	<input type="text"/>	
<input type="button" value="Check Spelling"/> <input type="button" value="Cancel"/> <input type="button" value="Apply Changes"/>		

Or

You can also copy an existing measure, by clicking the **Import Measure** button at the top of the Enter New Measure screen. By default, you will only see measures assigned to the current outcome. Select the “show all measures” box to display every measure your Participating Area has used.

Check the round checkboxes of the measures you want to select
Click **Copy Selected**, and then on the next page click **Apply Changes**

		<input type="button" value="Import Measure"/>
* Measure Title:	<input type="text"/>	
Measure Type/Method:	- Select -	
Measure Level:	- Select -	
Description of Measure:	<input type="text"/>	
Acceptable Assessment Target:	<input type="text"/>	
Ideal Assessment Target:	<input type="text"/>	
Strategies To Be Used To Meet Target:	<input type="text"/>	
Names of Responsible Personnel for Assessment Reporting:	<input type="text"/>	
<input type="button" value="Check Spelling"/> <input type="button" value="Cancel"/> <input type="button" value="Apply Changes"/>		

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Copy an existing Measure for 1. Provide food and services that satisfy patrons. ✕ [Close Window](#)

Measures for All Outcomes Show measures for all outcomes

Method: Direct - Other

Patron Satisfaction Survey (JUST AND EXAMPLE) (used to measure 1. Provide food and services that satisfy patrons. in 2015-2020 Assessment Workspace) [\[View\]](#)
2015-2016 Assessment Cycle: Assessment Plan

11. You will be returned to the assessment plan, where you can add supporting attachments to your measure. Click the **Add/Edit Attachments & Links** associated with a measure to add or remove an attachment.

▼ **Campus Dining Outcome Set**

Campus Dining Outcomes

1. Provide food and services that satisfy patrons.
Provide food and services that satisfy patrons.

▼ **Measure: Patron Satisfaction Survey (JUST AND EXAMPLE)**
Institution level: Direct - Other

Description of Measure: A satisfaction survey available at the cafeteria doors for feedback on service and satisfaction.
Acceptable Assessment Target: 80% are satisfied
Ideal Assessment Target: 90% are satisfied....
Strategies To Be Used To Meet Target: 1) Implement the new menu designed in Spring 2015 to include five new food options that are more healthy. 2) Hire one new chef with approved funding to better prepare food.
Names of Responsible Personnel for Assessment Reporting: Mr. Food Preparation
Supporting Attachments:

12. Follow the steps in **Submission & Reviews Steps** document to submit Assessment Plan.