



Office of Institutional Accreditation

Submission & Read Reviews Steps

1. Click the **Submission & Read Reviews** link for the Workspace

The screenshot shows a workspace interface for 'English-BA (Workspace: 2015-2020 Assessment Workspace)'. At the top, there are tabs for 'Edit Content', 'Discussion', 'Submission & Read Reviews' (which is selected and has a green checkmark), 'Publish', and 'Options & Info'. Below the tabs, there are buttons for 'Expand All' and 'Collapse All'. The main content area is divided into sections: 'General Information', 'Standing Requirements' (with sub-items: Mission Statement, Mission Alignment, Program/Unit Outcomes), and '2015-2016 Assessment Cycle'. The 'Assessment Findings' section is expanded, showing 'Directions' and 'Review Method' sub-items, and 'Finding per Measure' is also visible. A green arrow points from the 'Submission & Read Reviews' tab to the 'Assessment Findings' section.

2. To **Submit Work** for review
 - a. Select the requirement you want to submit and click the **Submit Work** button. A pop-up confirmation window displays.
 - **Add comments** for Reviewer (Optional)
 - **Check spelling** of your comments (Optional)
 - **Cancel** button to quit this action (work will not be submitted)
 - **Yes – Submit My Work** button
 - b. Click on **Yes – Submit My Work** button
 - c. **Print this Confirmation** (Optional)
 - d. **Close Window** and return to previous page

The screenshot shows a table titled 'Scores/Results Summary' with columns for 'Area', 'Status', and 'Actions'. The table is organized into sections for 'Standing Requirements', '2015-2016 Assessment Cycle', and '2016-2017 Assessment Cycle'. The '2015-2016 Assessment Cycle' section shows 'Assessment Plan' with a 'Review Released' status and a submission date of 'Submitted: 12/22/2015 03:53:03 PM'. The 'Assessment Findings' and 'Action Plan' rows in this section have 'In Progress' status and 'Edit Work' and 'Submit Work' buttons. The '2016-2017 Assessment Cycle' section shows 'Assessment Plan' with 'In Progress' status and 'Edit Work' and 'Submit Work' buttons. Red arrows point to the 'Submit Work' buttons for 'Assessment Findings' and 'Assessment Plan' in the 2015-2016 cycle, and the 'Submit Work' button for 'Assessment Plan' in the 2016-2017 cycle.

Area	Status	Actions
Standing Requirements		
Mission Statement	In Progress	Edit Work Submit Work
Mission Alignment	In Progress	Edit Work Submit Work
Program/Unit Outcomes	In Progress	Edit Work Submit Work
2015-2016 Assessment Cycle		
Assessment Plan	Review Released	Submitted: 12/22/2015 03:53:03 PM
Assessment Findings	In Progress	Edit Work Submit Work
Action Plan	In Progress	Edit Work Submit Work
Status Report		Edit Work
2016-2017 Assessment Cycle		
Assessment Plan	In Progress	Edit Work Submit Work
Assessment Findings		Edit Work
Action Plan		Edit Work
Status Report		Edit Work