Assessment Management Planning Tool
User’s Manual
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Overview

The Assessment Management Planning Tool provides a way to collect in one place data that will help assess how Athens State University is progressing towards its stated goals. This software contains areas to enter Objectives, Methods, Results and Actions, as well as other related criteria.

Data entry is via the Web, and the data is stored in our main database system, so that we can report on the results as well as share the information in a timely manner.

The data has a series of authority checks, so that “locked” data cannot be changed, and people not authorized to view (or change) the data can’t access outside areas. The IR department will set up this security, and all of the following instructions assume that appropriate authorizations have been given to the person entering data.

Entering Data


This will bring you to a log on page, where you will enter your user name and password provided by the IR Department.
Once you have logged in successfully, you will need to select the year that you are entering data for.

Clicking on the Submit button will take you to a page where you can select a program or sub-unit (in the case of administrative personnel) from a list. The items that show up on the list are only ones that you are authorized to.

*Programs*
On the Programs page, you can enter a mission by clicking on the Unit Mission Statement button, copy a program by clicking on the icon in the Copy column, enter a program mission by clicking on the icon in the Pgm Mission column, enter an implementation plan by clicking on the icon in the Imp Plan column, view the Annual Assessment Plan (AAP) by clicking on the icon under Plan, enter or view associated documents by clicking on the icon in the Documents column, or proceed to the Objectives page. You can also see a summary of the data entered for the Program (or sub-unit), where the number of items entered for Objectives, Methods, Results, and Actions are shown.

**Unit Mission Statement**

The Unit Mission Statement can also be called the College Mission statement.
On this page, you can create or edit a mission statement for a college. It will be used across ALL of the associated departments of that unit or college.

The year is brought forward from the selected year. You can select a valid college from the drop-down list, and type in a Mission Statement, Comment, and Goal. The update ID and activity Date are automatically filled in for you.

**Program Mission**

The Mission is related to each program. The entry page is shown below:
The year and program are brought forward from the previous (Program) page. The Text, Goal, and Comment fields can be entered. Note that a spell-check button is available to assist you in that area. (Hint: You can cut and paste into this field from a Word document).

The software automatically fills in the Status, User ID, and Activity Date.

Clicking on the Cancel button will return you to the Program page.
Copy a Program

To copy a program from one program to another, first click on the copy icon in the Program list. The page shown above will appear. Select the program you want to copy to, and click on the copy button to implement the copy. Existing records will be kept intact.
An implementation plan can be entered or viewed by clicking on the icon in the Imp Plan column in the Program List. On this page, you can enter text for the plan, and comments. The Year, Program, Update ID, and Activity Date are filled in for you.

**Plan (AAP)**

You can view the AAP by clicking on the icon in the Plan column of the Program List.
The plan will be displayed. Assessment committee members will see a button where they can enter their assessment of the plan.
**Assessment of Plan**

The assessment committee members can assess the plan from this page. Enter the appropriate responses to the questions and save the changes, and the results will be available to the AMOS administrators.

**Save Plans**

Selecting the type of plan from the drop down list under the Save Plan column creates a word document of the corresponding plan.

**Documents**

Clicking on the Icon in the Documents column from the Program List allows you to enter documents that are associated with the selected plan.
This is a tabular entry form. The year, program, sequence number, update ID and Activity date are all filled in for you. Select the associated document from the drop down list and submit your change or addition. You can also delete a document by checking the row (the first column of the appropriate record) and clicking on the delete button.

Objectives
After clicking on the Edit icon on a Program row, you will come to the Objectives Page.
On this page, you can edit or create objectives or you can go to the Methods Page.

The Edit Objectives Page is very similar to any of the edit pages, including the Mission page.
The one exception to this is that the Objectives Editing page has a region for Approvals. At this time, the rules for approvals are incomplete. However, these status/approval codes will be important to establishing whether or not items in this system can be edited.

**Methods**

The Methods page shows data related to the Objectives page.
From the Methods Page, you can click on the Edit Icon to edit existing Methods, click on the Create button to create new objectives, or click on the Results icon to proceed to the Results Page.

The Methods Editing Page is a bit different from the previously discussed editing pages, as it contains more information: related surveys, documents, and rules.
At the bottom of the page is a list of any related surveys that define this method. At the bottom of the editing region, there are two buttons that take you to different pages. The first button is Related Documents.
On the Related Documents page, you can select from a list of defined documents and associate them with the current method.

Related Rules
The Related Rules page is very similar to the Related Documents page. However, it allows you to relate Assessment Rules to the current Method.

**Results**

The Results Page is very similar to the previous pages, but displays a list of results associated with the selected Method.
From the Results Page, you can edit or add a new result, or proceed to the Action Page.
The edit page is very similar to ones already discussed.

**Actions**
The Action Page lists actions associated with the selected result.
From this page, you can edit or create new actions.
The Action edit page is very similar to the previously discussed edit pages.