

PLANNING AND SELF STUDY

Adding Results

To add results to your existing plan, you must first go to the appropriate plan. You can access a plan in two ways. First, you can select the “Organization Management” button, select your program, and find the active plan under the “In Progress” tab.

watermark

Home

Organization Management

Plans

Accreditation Self-Studies

Program Review

Strategic Plan

ATRican Studies BA

[Assign Lead](#)

IN PROGRESS PROGRAM INFORMATION CURRICULUM ACTIONS DOCS & REPORTS

Projects In Progress

Access, monitor and track this program’s projects that are active and in progress from this page.

Continous Improvement Project(s) *2 projects*

HAAP Academic 20-21

DETAILS

| | | | |
|-------------|------------|--------------|-----------------|
| Status: | Due: | Last Update: | Last Update by: |
| In Progress | 05/31/2021 | 03/04/2021 | Me |

QUICK STATS

Alternatively, you can select the “Plan” button on the left of the screen, select the appropriate cycle, and select the program by clicking on the program name.

Either path will take you to the cycle’s plan, seen below.

The screenshot shows the 'HAAP Academic 20-21' interface for the 'African Studies BA' program. The top navigation bar includes a back arrow, the title 'HAAP Academic 20-21', and buttons for 'EDIT' and 'DONE'. Below the title, it displays 'Reporting Year: Academic 2020-2021', 'Plan Admin: Glenn Phillips', and 'Due Date: 05/31/2021'. The main content area is titled 'African Studies BA' and includes a 'Download as a PDF' icon. The 'Mission' section states: 'The mission of the Department of African Studies is to create, nurture and promote an educational and intellectual culture that provides opportunities for undergraduate and graduate students to acquire knowledge and develop interdisciplinary skills that enable deeper and more productive understandings of Africa and Africans in both an historical and contemporary context and their role in and contribution to humanity and the global community. Our mission, furthermore, is to produce a cadre of African American, American, international and other minority graduates equipped with knowledge and interdisciplinary skills to engage in problem solving, teaching, research and professional careers in African and international affairs and development.' A 'Comments' sidebar is open on the right, showing a 'Leave a comment...' input field and 'CANCEL' and 'SAVE COMMENT' buttons.

The main page will show you the mission, student learning outcomes, and mapped measures.

If you would like to print the plan, you can do so by selecting the “Download as a PDF” icon.

By selecting the “Edit” button at the top right, you will be able to add results. Once you select “Edit,” you will see the following.

The screenshot shows the 'HAAP Academic 20-21' interface for the 'African Studies BA' program, specifically the 'Learning Outcomes' section. The top navigation bar includes a back arrow, the title 'HAAP Academic 20-21', and a 'REVIEW AND SUBMIT' button. Below the title, it displays 'Reporting Year: Academic 2020-2021', 'Plan Admin: Glenn Phillips', and 'Due Date: 05/31/2021'. The main content area is titled 'African Studies BA Learning Outcomes' and lists three learning outcomes:

- Learning Outcome 1**: 1 Measure | 0 Actions. Status: IN PROGRESS.
- Learning Outcome 2**: 1 Measure | 0 Actions. Status: Not Started.
- Learning Outcome 3**: 1 Measure | 0 Actions. Status: Not Started.

Buttons for 'ADD/EDIT OUTCOMES' and 'ACTIONS' are visible at the top right of the content area.

Clicking the downward arrow next to each outcome will reveal the measure for which you will enter results.

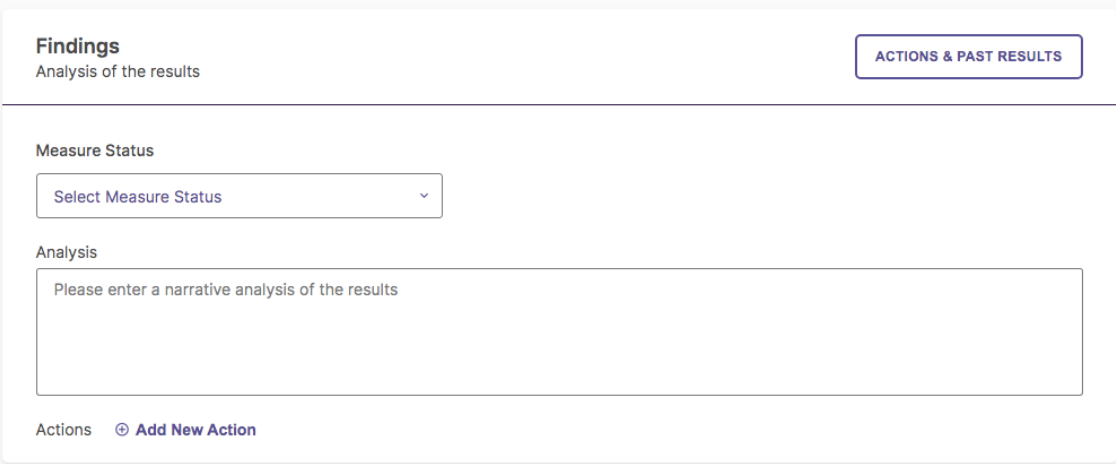
The screenshot shows the top navigation bar with the text "HAAP Academic 20-21" and "Reporting Year: Academic 2020-2021 Plan Admin: Glenn Phillips Due Date: 05/31/2021". A "REVIEW AND SUBMIT" button is on the right. Below the navigation bar, the page title is "African Studies BA". There are two buttons: "ADD/EDIT OUTCOMES" and "ACTIONS". The main content area is titled "African Studies BA Learning Outcomes". Underneath, there is a section for "Learning Outcome 1" with the description "Gain an understanding of Africa's contribution to world civilization." Below this, there are two boxes. The left box is titled "Final Exam - Introduction to Contemporary Africa" and contains the text "No student counts added." and an "ADD RESULTS" button. The right box is titled "New Measure" and contains a plus sign icon.

To add results, simply click on the “Add Results” button.

Results can be added as an uploaded file, an entered count, or downloaded from Blackboard if the artifact was assessed using a rubric.

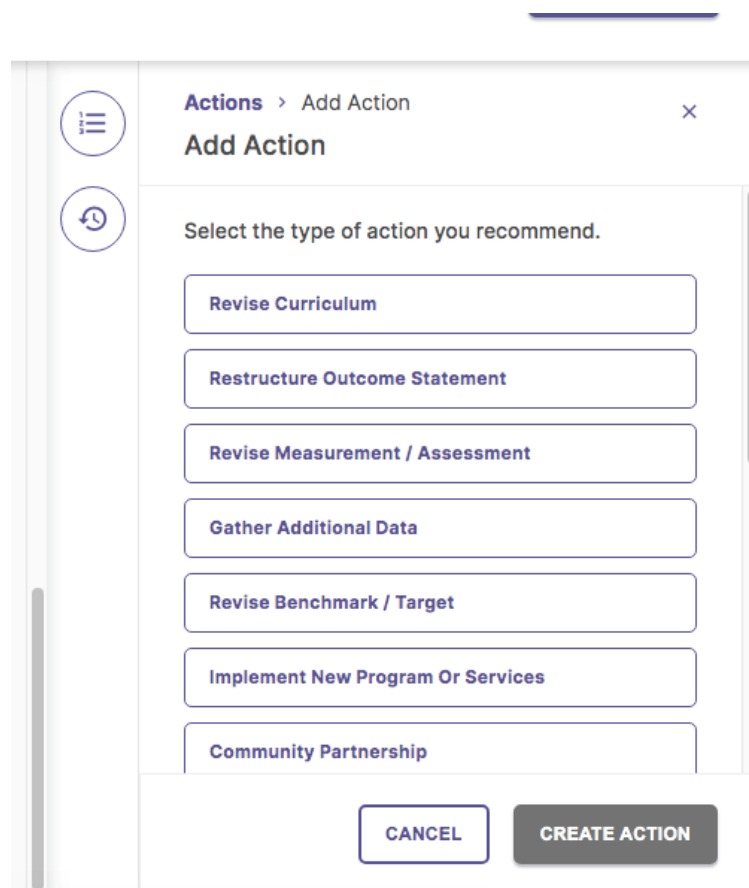
The screenshot shows the "Results" section with the subtitle "Evaluation of the measure activity". Below this, there is a message: "Select the results format that you would like to use for this measure. You will also be able to include a summary once results have been added." There are three options, each with an icon and a description: 1. An icon of a document with an upward arrow, with the text "I want to upload the assessment results files". 2. An icon of a horizontal line with a box containing the number "87" and a smaller box below it, with the text "I want to enter the count of students who meet/do not meet the criteria". 3. An icon of two interlocking puzzle pieces, with the text "I want to align results from another system".

We suggest using the first or second option. After entering or uploading results, you can select the measure status (met or not met) and add an analysis.



The screenshot shows a 'Findings' section with the subtitle 'Analysis of the results'. In the top right corner, there is a button labeled 'ACTIONS & PAST RESULTS'. Below this, there is a 'Measure Status' section with a dropdown menu currently showing 'Select Measure Status'. Underneath is an 'Analysis' section with a large text input area containing the placeholder text 'Please enter a narrative analysis of the results'. At the bottom left of the section, there is a link for 'Actions' and a button labeled 'Add New Action'.

As a final step, you should add an action by selecting the “Add New Action” choice. An action is what you plan to do now that you know the results of your assessment. After selecting “Add New Action,” you will see the following on the right side of the screen.



The screenshot shows a modal dialog box titled 'Add Action' with a close button (X) in the top right. The breadcrumb 'Actions > Add Action' is visible at the top. On the left side, there are two circular icons: a menu icon and a refresh icon. The main content area is titled 'Select the type of action you recommend.' and contains a list of seven action options, each in a rounded rectangular button: 'Revise Curriculum', 'Restructure Outcome Statement', 'Revise Measurement / Assessment', 'Gather Additional Data', 'Revise Benchmark / Target', 'Implement New Program Or Services', and 'Community Partnership'. At the bottom of the dialog, there are two buttons: 'CANCEL' and 'CREATE ACTION'.

You can select one of the action types or scroll down to select “Other.” Once the action is chosen, you can add an action Description and a Recommended Due Date.

You are free to add multiple actions for one measure.

Once you are done, select “Save and Close” and complete the same process for other measures. Once results and actions have been completed for all measures, you can review and submit your plan.

Changing a Measure

If you are interested in changing a measure, you can go back to the main page for your measures and edit the measure by selecting the three vertical dots beside the measure. You can click on the “Measure Details” and then click on the edit (pencil) icon to edit the measure.

The screenshot displays the HAAP Academic 20-21 interface. At the top, a dark header bar contains a back arrow, the title "HAAP Academic 20-21", and the text "Reporting Year: Academic 2020-2021 Plan Admin: Glenn Phillips Due Date: 05/31/2021". Below this, a light gray bar shows "African Studies BA". The main content area features a "Learning Outcome 1" section with the text "Gain an understanding of Africa's contribution to world civilization." Below this is a card for the measure "Final Exam - Introduction to Contemporary Africa". The card shows "No results added." and an "ADD RESULTS" button. A dropdown menu is open, showing "Measure Details" and "Remove from Plan" options. Below the measure card, there is a section for "Learning Outcome 2" with "1 Measure" and "0 Actions" indicators. The bottom of the screenshot shows the start of a "Learning Outcome 3" section.

You are also free to add a completely new measure and delete an older one. Please reach out to IRA at assessment@howard.edu if you would like to do this.