Navigate to Assessment / Program Review
The graph icon on the left indicates the Assessment and Program Review module. Click it to open the list of programs and departments of which you are a member.

Choose Program and PLO
A list of programs of which you are member will appear. Click the arrow next to the program to drop down the PLOs. Pick the PLOs to which you will add data.

Drill Right to Findings
Click on the blue and white arrow (like above) to the right of the PLO, measure, and rubric to open the findings page. Click the “Plus” sign to add your data/findings.

New Findings
On the New Finding page, choose the correct planning year, planning term, and class. Choose the student reporting level to input individual student data or class level to input aggregate numbers. If you do not put in the student data, then put the class size in sample size.

Student Data Input
To input student data, click the “Plus” sign next to the student name and ID to drop down the scores. Click on the score or click on the “Not Assessed” box for each student. If a student did not take the assessment measure, then click the “Not Assessed” button.