



Your Assessment Report, Your Story

July 2, 2014

UCSD Student Affairs Assessment

Agenda

- FAQs
- Compliance Assist
- Telling your story
- Q & A

Why should I submit a report?

- Documents your contributions to the division
- Demonstrates how your efforts mattered
- Provides support for planning and decision making
- Allows you to share your learning

Who sees my report?

<http://assessment.ucsd.edu>

HOME » Assessment Resources » Reports

Assessment Resources

[About Assessment](#)
[Assessment Coalition](#)
[Assessment Toolkit](#)
[Workshops](#)
[Additional Resources](#)

[Reports](#)

Student Affairs Assessment Reports

Student Affairs staff members: Share your assessment projects and findings with our community, and see what others have accomplished in their areas. All reports are in PDF format.

Note:

Archived reports are available by request. [Contact Assessment](#) with your request.

+ Expand All

Student Affairs Division Reports

2012–2013

- [2012-2013 Student Affairs Assessment Report \(Final\)](#)
- [2012-2013 Student Affairs Assessment Brief \(Preliminary\)](#)

▶ [Academic Enrichment Programs](#)

▶ [Admissions and Relations with Schools](#)

2012/2013 Assessment Apple Awards

Most Intentional Use of a Survey:
SARC: Who's Checking You In/Out?

Courage to Use a Rubric: AS Students: Raising the Bar Pre/Post-test and Rubric

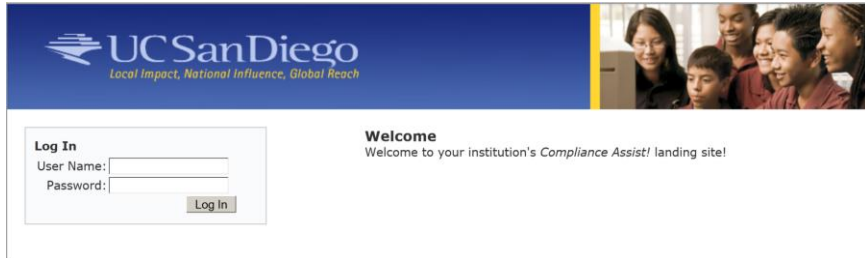
Using Results:
Student Conduct Office: Student Conduct Process Learning Outcomes Assessment

What happens to my report?



COMPLIANCE ASSIST

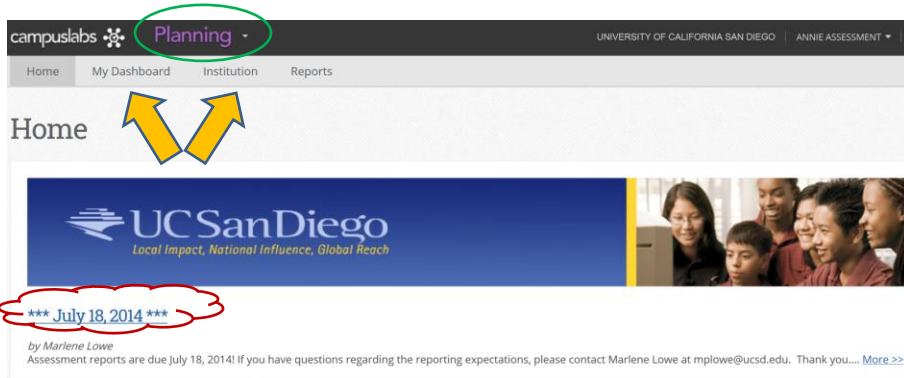
https://ucsd.compliance-assist.com



Log In
User Name:
Password:

Welcome
Welcome to your institution's *Compliance Assist!* landing site!

Planning Page



campuslabs **Planning** UNIVERSITY OF CALIFORNIA SAN DIEGO ANNIE ASSESSMENT

Home My Dashboard Institution Reports

Home

***** July 18, 2014 *****

by Marlene Lowe
Assessment reports are due July 18, 2014! If you have questions regarding the reporting expectations, please contact Marlene Lowe at mplowe@ucsd.edu. Thank you.... [More >>](#)

Choose "Assessment Plans"

The screenshot shows the 'campuslabs Planning' interface. At the top, there are navigation tabs: 'Home', 'My Dashboard', 'Institution', and 'Reports'. Below this is the 'My Dashboard - My Roles' section. Underneath, there are three tabs: 'My Roles', 'Strategic Plans', and 'Assessment Plans'. A yellow arrow points to the 'Assessment Plans' tab, which is currently selected. Below the tabs, there is a 'Table Filtered By' section with a blue 'Edit Filter' button and a list of filters: 'Fiscal Year: All', 'Missions/Visions, Divisional Goals, Divisional Obj', 'Mission - Sample, Diversity and Campus Climate E', and 'Assessment Plans'. At the bottom, there is a 'Roles to View' dropdown menu set to 'Responsible Only'.

Create New Report

The screenshot shows the 'campuslabs Planning' interface with the 'Assessment Plans' tab selected. A green circle highlights the 'Assessment Plans' tab, with a green arrow pointing to it and the text 'Click on Green Plus'. Below the tabs, there is a 'Table Filtered By' section with a blue 'Edit Filter' button and a list of filters: 'Fiscal Year: FY 2014', 'Assessment Templates, Assessment for Budget Call, Unit Missi'. A dropdown menu is open, showing a list of items: 'New Item', 'Assessment Template', 'Assessment for Budget Call', and 'Unit Mission - Sample'. A yellow arrow points to the 'Assessment Template' item, with the text 'Choose'. Below the dropdown menu, there are two rows of items with blue links: 'BAD Assessment Rept' and 'What are Students Thi for Assessment Works'.

TELLING YOUR STORY

Characteristics of a thorough report

- Clear
- Concise
- Coherent

Be CLEAR

Report Element	Guiding Questions/Tips
Programs, Services, or Events Related to Assessment Project	Is the description clear to someone unfamiliar with the program?
Assessment Project Description	What is your assessment question?
Population/Sample	Who participated? # Program Participants # Assessment Participants

Be COHERENT

Report Element	Guiding Questions/Tips
Unit/Program Specific Goals and Learning Outcomes	List only the goals and outcomes that were assessed.
Relationship to SALOs	Check only the SALOs that were assessed.

Be COHERENT

Report Element	Guiding Questions/Tips
Assessment Methods	Check only the methods that were used.
Data Collection Tools	Do the tools match the assessment methods?
Data Analysis Methods	Do the analysis methods align with the data collection tools?

Be CONCISE

Report Element	Guiding Questions/Tips
Summary of Findings	Pull out the main findings. Don't data dump. Connect findings to the assessment question.
Impact of Assessment	How did you use the findings?
Lessons Learned	What went well and what would you do differently?

Tips

- Step-by-step Compliance Assist instructions are on the Assessment website.
- Ask a colleague who isn't familiar with your assessment to read your report.
- Use spell-check.

**If you don't tell your
assessment story,
someone else will.**

Reports Due: July 18, 2014

**Questions?
Comments?
Concerns?**

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<http://assessment.ucsd.edu>

