

## **Completing your Program Outcomes Assessment**

*This will include a measure, criteria for success, findings (data), and an action plan for program improvement*

1. Click on “Program Outcomes Assessment” and “Check Out”.



2. If you are starting a new Assessment click “Create New Assessment Plan” and if you are continuing an Assessment click “Copy Existing Plan as Starting Point”. Please note all work starting in the new Plan (fall 2017) will not have existing plans.



3. If new, click select existing set and then add your Outcomes by clicking the check mark and click continue.
4. Now select the Outcome by checking the box and click “Accept and Return to Plan”.



- 5.
6. To input your assessment click “Add Measure”.



7. Complete the form and click “Apply Changes”.

