

Navigate to College/Departments

1. COPY and PASTE the link into a browser (*preferably Firefox or Chrome*):

<https://towson.campuslabs.com/planning>

OR

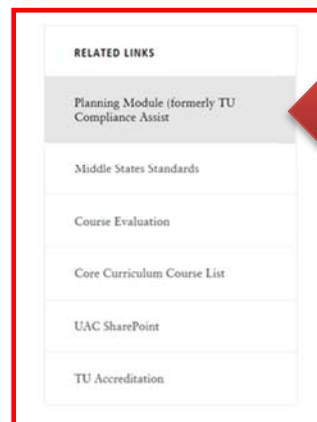
Visit the Office of Assessment website:

<http://www.towson.edu/assessmentoffice/>

Office of Assessment

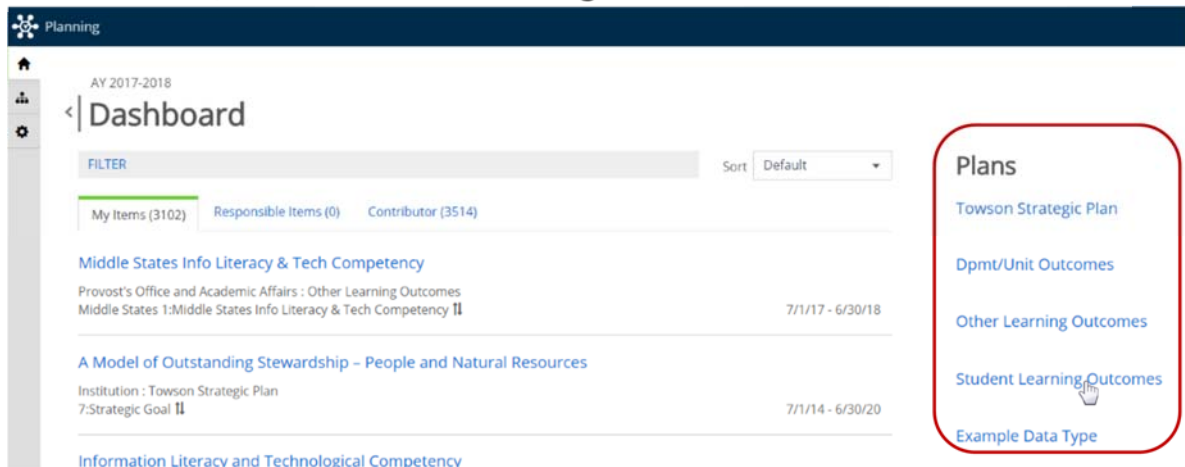


The Office of Assessment within the Division of Academic Affairs coordinates Towson University's assessment process focusing on student learning outcomes. Assessment of student learning occurs at the course, program and institutional levels and encompasses academic and co-curricular activities.

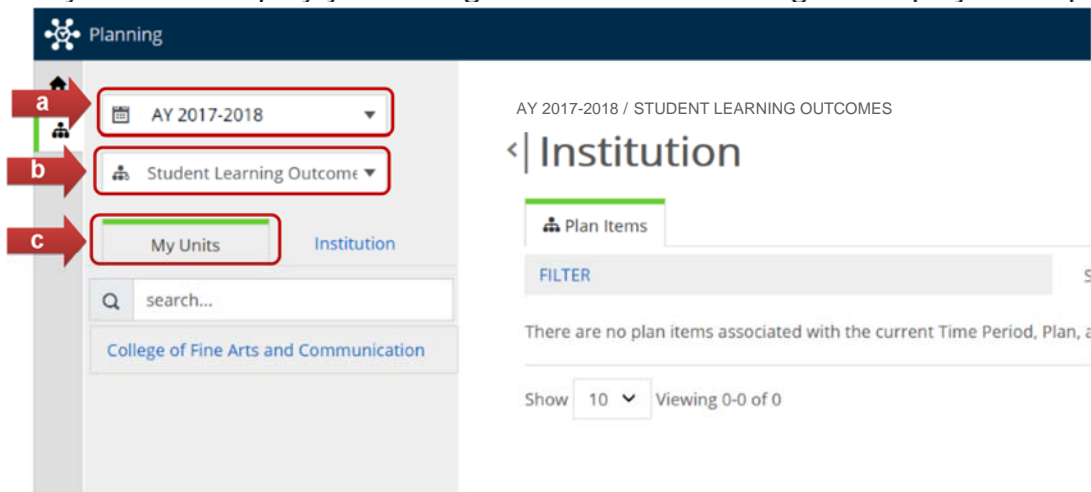


2. Enter your Towson username and password

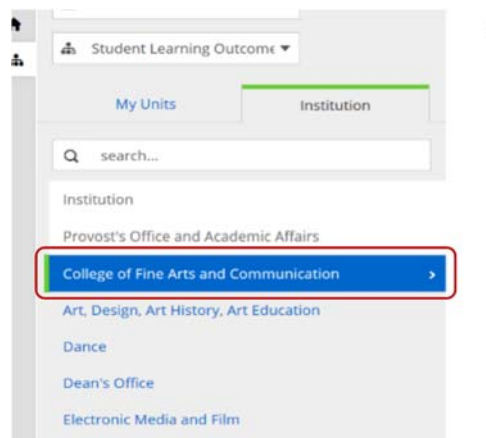
3. After you have logged in successfully, the **Dashboard** screen is displayed. On the right side of the screen, select “**Student Learning Outcomes**” from the **Plans Menu**.



4. On the Plans screen,
- Select the reporting year (*for e.g. AY 2017-2018*) from the drop down menu (if necessary)
 - Change the plan type to “**Student Learning Outcomes**” (if necessary)
 - Click on “My Units” to display your college then select the college to display the departments.



5. Click on the college to display the departments.



6. Click on the department to view or update core courses annual reports or assessment plan.

The screenshot shows the 'Planning' system interface. On the left sidebar, under the 'Institution' tab, a search bar is present. Below it, a list of institutions is shown: 'Institution', 'Provost's Office and Academic Affairs', 'College of Fine Arts and Communication', 'Music' (highlighted with a red box), 'Application of Dalcroze, Orff, and Kodaly, PBC', 'Music BM', 'Music BS', 'Music Education BA, BS', 'Music Education MS', and 'Music MM'. The main content area on the right is titled 'AY 2017-2018 / STUDENT LEARNING OUTCOMES' and 'Music'. It features a 'Plan Items' tab and a 'FILTER' button. Below these, three items are listed: 'Music Applied Lessons (MUSA 103-149 and 203-249 and...', 'Introduction to Music of the Western Heritage', and 'Introduction to Music in the US'. Each item has a 'Music' label and a 'Core Assessment Plan' link.

7. After the department is selected, click on the program to view or update the program annual reports or assessment plan.

The screenshot shows the 'Planning' system interface after selecting the 'Music' department. The left sidebar now shows 'Music' selected, and 'Music BM' is highlighted with a red box. The main content area on the right is titled 'AY 2017-2018 / STUDENT LEARNING OUTCOMES' and 'Music BM'. It features a 'Plan Items' tab and a 'FILTER' button. Below these, three items are listed: 'Music BM', 'Demonstrating technical mastery in the performance of a musical instrument in the art of composing music.', and 'Performing and/or composing music with acuity, musical insight and artist'. Each item has a 'Music BM' label and a 'Program Outcome Results' link.

Editing Core Courses

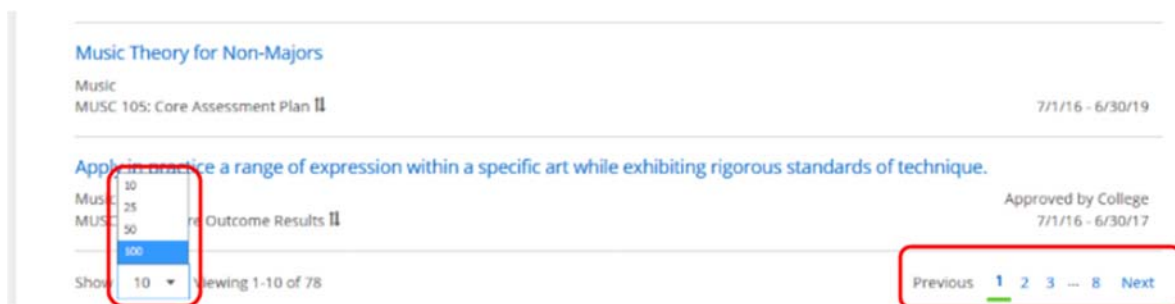
1. Click on the department to display the “Core Assessment Plan” and “Core Outcome Results” (core annual report).

The screenshot shows the Planning system interface for the Music department. The left sidebar contains a navigation menu with the following items: Institution, Provost's Office and Academic Affairs, College of Fine Arts and Communication, Music (highlighted with a red box), Application of Dalcroze, Orff, and Kodaly, PBC, Music BM, Music BS, Music Education BA, BS, Music Education MS, and Music MM. The main content area displays the Music department's Core Assessment Plan and Core Outcome Results. The top section shows the Music Applied Lessons (MUSA 103-149 and 203-249 and 303-349) with a status of Inactive and a date range of 7/1/16 - 6/30/19. Below this, the Introduction to Music of the Western Heritage section is shown, with a status of Inactive and a date range of 7/1/14 - 6/30/20. The Core Outcome Results section is also visible, with a status of Approved by College and a date range of 7/1/16 - 6/30/17. The bottom of the screen shows a pagination bar with the text "Showing 1-10 of 78" and a "Previous" button.

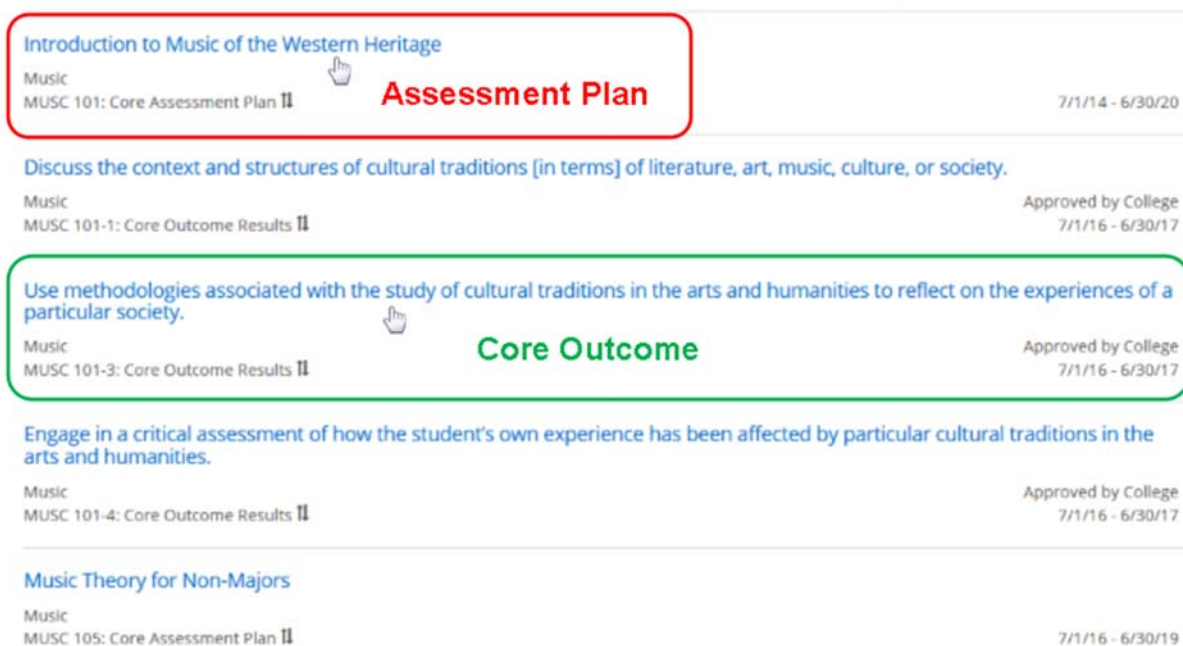
2. To the right side of the screen, change the **Sort** option to **Number Identifier**.

This screenshot is similar to the one above, but with the Sort option changed to Number Identifier. The left sidebar is the same. The main content area shows the Music department's Core Assessment Plan and Core Outcome Results. The top section shows the Music Applied Lessons (MUSA 103-149 and 203-249 and 303-349) with a status of Inactive and a date range of 7/1/16 - 6/30/19. Below this, the Introduction to Music of the Western Heritage section is shown, with a status of Inactive and a date range of 7/1/14 - 6/30/20. The Core Outcome Results section is also visible, with a status of Approved by College and a date range of 7/1/16 - 6/30/17. The bottom of the screen shows a pagination bar with the text "Showing 1-10 of 78" and a "Previous" button. A red box highlights the Sort dropdown menu, which is set to Number Identifier.

3. If the assessment plan or annual report is not displayed, change the number of reports shown or click the **Next** option.



4. Click on the course name to edit the assessment plan or select the core outcome name to edit the annual report.



5. To edit each section, click in the text box provided for that section and enter the information or select an option from the drop menu (if necessary).

Assessment Results

Provide a summary table of data for each measure. Each rubric score column should reflect the number of projects/assignments/papers/exam questions used as assessment measures that scored a rubric rating such as excellent to poor, or exceeds expectations to did not meet expectations, etc. The numbers provided should be by academic year. If programs are approved for off-campus and/or distance education delivery, data should be disaggregated and uploaded as an attachment.

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Formats B / [Text Alignment Icons] [List Icons] [Link Icon]

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Attached Files

+ File + Folder

There are no attachments.

Analysis by Faculty

Summarize specific findings and conclusions reached as a result of the analysis of data. Data analysis should also be included on implementation of changes identified in previous annual reports. Please describe the review process, including any stakeholder involvement. Describe how results were shared and what opportunities were provided for review and input by faculty and others.

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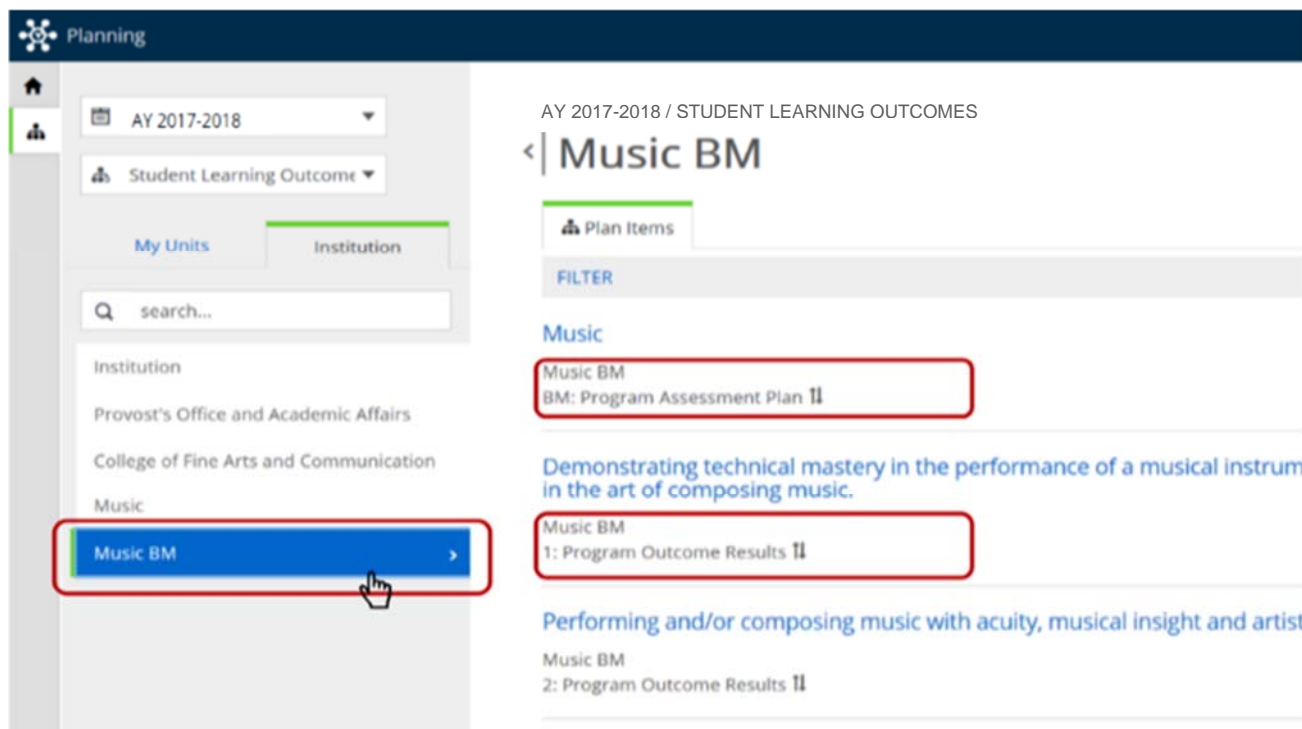
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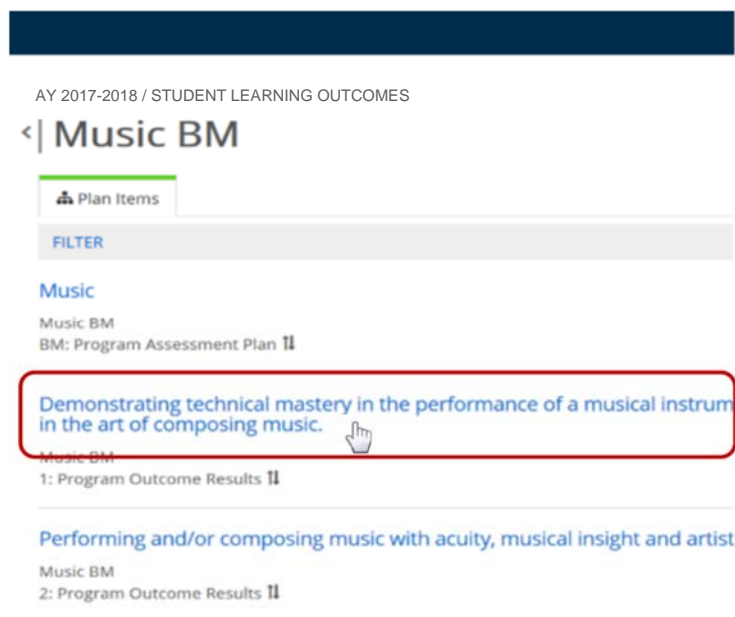
6. After all the information has been entered in the report, click “Done” [Done](#) to return to the department courses list.

Editing Programs

1. Click on the program name to display the “**Program Assessment Plan**” and “**Program Outcome Results**” (program annual report).



2. Click on the student learning outcome (SLO) to view or update the annual report (*the SLO is highlighted in blue*).



3. To edit each section of report:
 - a. Click in the text box provided for that section and enter the information.

Assessment Results

Provide a summary table of data for each measure. Each rubric score column should reflect the number of projects/assignments/papers/exam questions used as assessment measures that scored a rubric rating such as excellent to poor, or exceeds expectations to did not meet expectations, etc. The numbers provided should be by academic year. If programs are approved for off-campus and/or distance education delivery, data should be disaggregated and uploaded as an attachment.

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- b. Select an option from the drop menu.

Edit Plan Item

Template: Program Outcome Results

Status

Coordinators should select "Ready for Review-Deans" to submit the report to the Dean or Associate Dean. Dean or Associate Dean should select "Final" to confirm that materials are ready for peer review.

Final

In Progress

Ready for Review-Deans

Final

Student Learning Outcome *

Achievement of Student Learning Outcome (*Required)

Did the program achieve the student learning outcome based on data analysis? (Select N/A if the outcome is Not Scheduled)

Exceeds

Exceeds

Meets

Does not meet

N/A

4. Click **Done** to return to the student learning outcomes list.