






## QUICK REFERENCE TO ENTERING SUO & ISUO ASSESSMENT FINDINGS

1. Go to the **Service Unit Planning** menu on the left side of your screen and click on the down arrow.
2. If you have not already entered an Assessment Tool click on **SUO Assessment Plan**.  
**Note:** You “select” by clicking on the gray arrow before the item.
  - a. Select the SUO that was assessed to expand it.
  - b. Select **Assessment Tool** by clicking on the green plus sign  and enter your assessment tool.
  - c. Click **Save and Return**.
3. Go to **Findings**, select your SUO, then click on the  to the right of your assessment tool, and add your findings. Click **Save and Return**.
4. Click on the  to the right of **Initiatives** and add an initiative, if applicable. Remember that if you are going to request anything from Program Review in the future, you will need SUO data to substantiate your request.
5. **If you used a rubric**, you will need to relate (attach) it. Click on the green wrench  to the right of **Related Documents**. If your rubric is there in one of the folders, click and drag it to the **Related Documents** box. If it is not there, click on the  in the **Document Repository** box and upload your rubric.

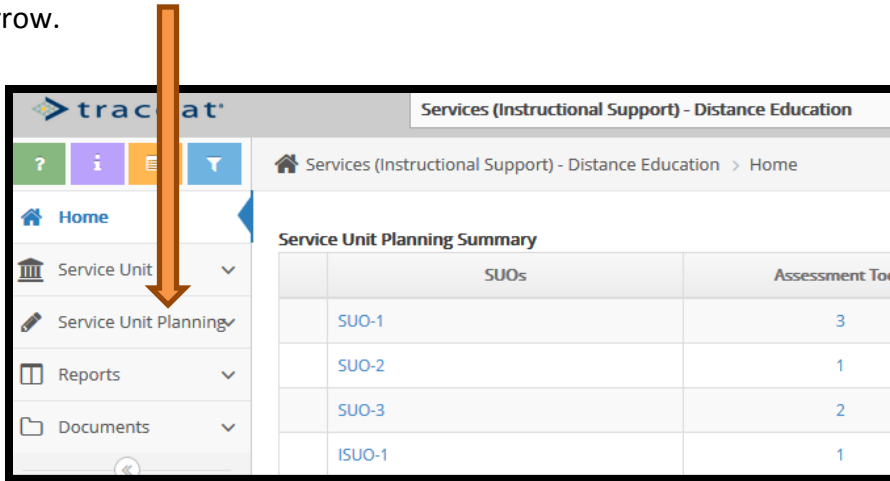
**For full instructions with screen prints, refer to pages 2 through 5 below.**

## DETAILED INSTRUCTIONS FOR ENTERING FINDINGS.

### Notes:

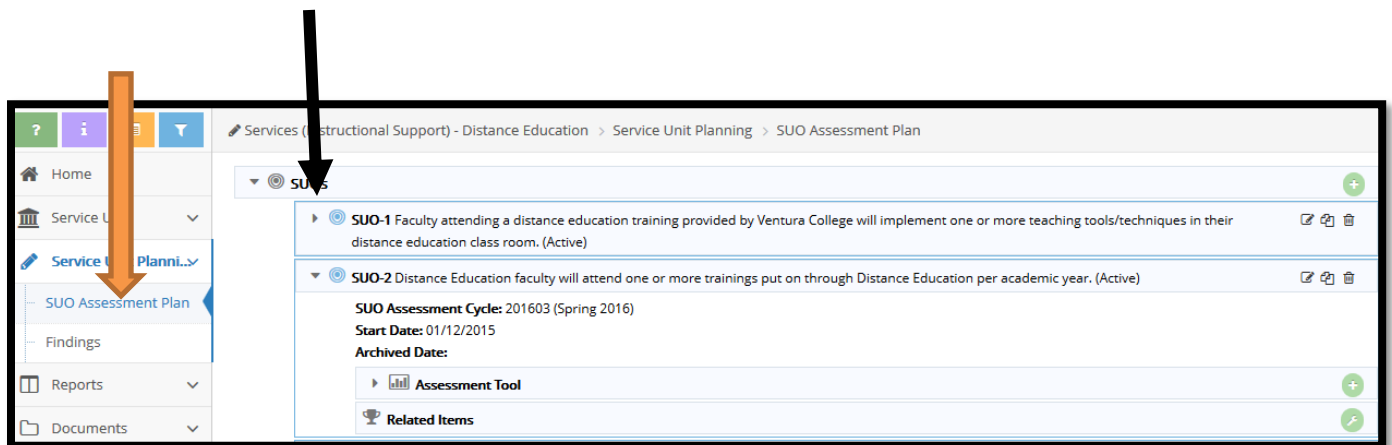
1. Where you find a grey arrow pointing to the right, you may click on it to expand the field. When it is expanded, it will point down. If there is not a grey arrow, there is nothing under that item.
2. Save and return will always be in the upper right corner of the window.


1. Go to the **Service Unit Planning** menu on the left side of your screen and click on the down arrow.




2. If you have not already entered an Assessment Tool, click on **SUO Assessment Plan** (orange arrow).

**Note:** You “select” by clicking on the grey arrow before the item.



- a. Select the SUO that was assessed to expand it.
- b. Click on the green plus sign  to the right of **Assessment Tool** and enter your assessment tool.
- c. Click **Save and Return**.

3. Go to **Findings**. There are detailed instructions available in *purple* at the top of your screen to assist you if you have questions. Select your SUO, find the assessment tool that you used, click on the  to add your findings. There may be previous findings there also. All findings for that SUO will appear there. Click **Save and Return** when done.

**NOTE:**

- You must complete all starred boxes.
- Qualitative findings would be a narrative analyzing and interpreting the results, explaining any observations about the findings, and explanations of any extenuating circumstances that might have affected the findings. **Qualitative findings are required for every assessment. "None" is not acceptable.**
- You must have staff/faculty suggestions. These may include any ideas of possible changes or improvements that might increase student outcomes/success/learning. All department staff who participated in the assessment should discuss the findings and their suggestions. This discussion should lead to the creation of an initiative.

SUO-2 Distance Education faculty will attend one or more trainings put on through Distance Education per academic year.

**Data Report** Attendance From  
Performance Target 50 percent of DE faculty will attend one or more trainings.

\* Findings Date 07/20/2016

\* Findings  Enter qualitative findings here. This is a required narrative analysis of the findings.

\* Reporting Period

\* Target Met


\* Suggestions from Faculty/Staff  Enter faculty/staff suggestions here. This is a required analysis of what can be done to improve student outcomes.


Modality

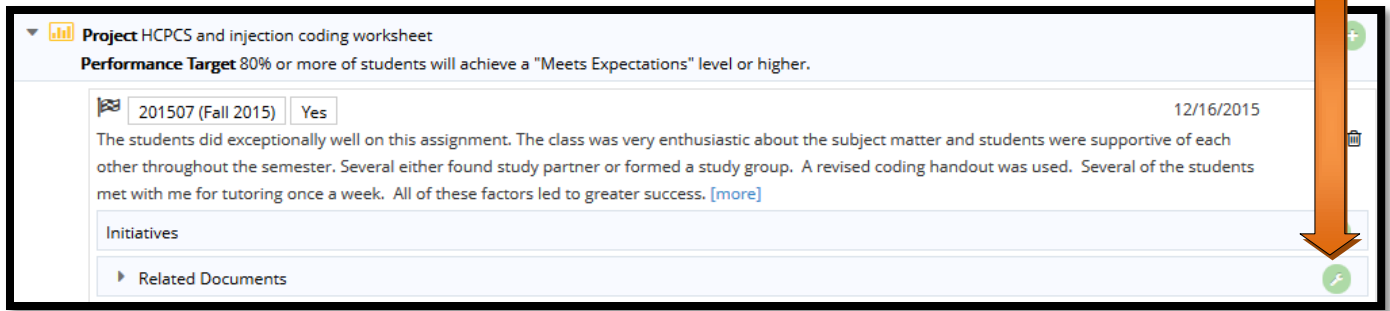
Total # of students assessed

Total # of students meeting target

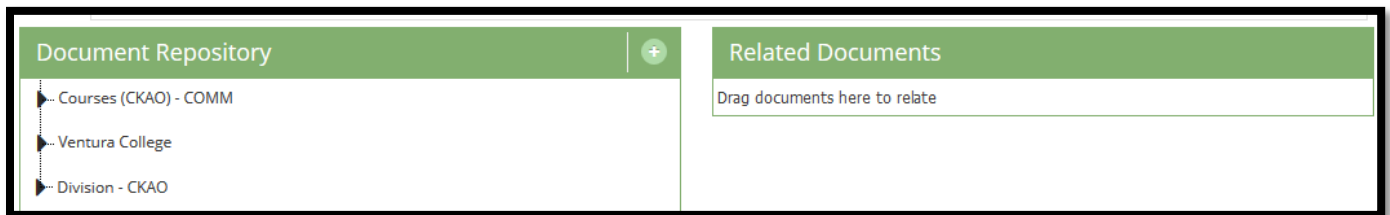
Total % of students meeting target

4. Click on the  to the right of **Initiatives** and add an initiative, if applicable. Remember that if you are going to request anything from Program Review in the future, you will need SUO data to substantiate your request. **Most findings should have at least one initiative.** You may have more than one initiative if applicable.

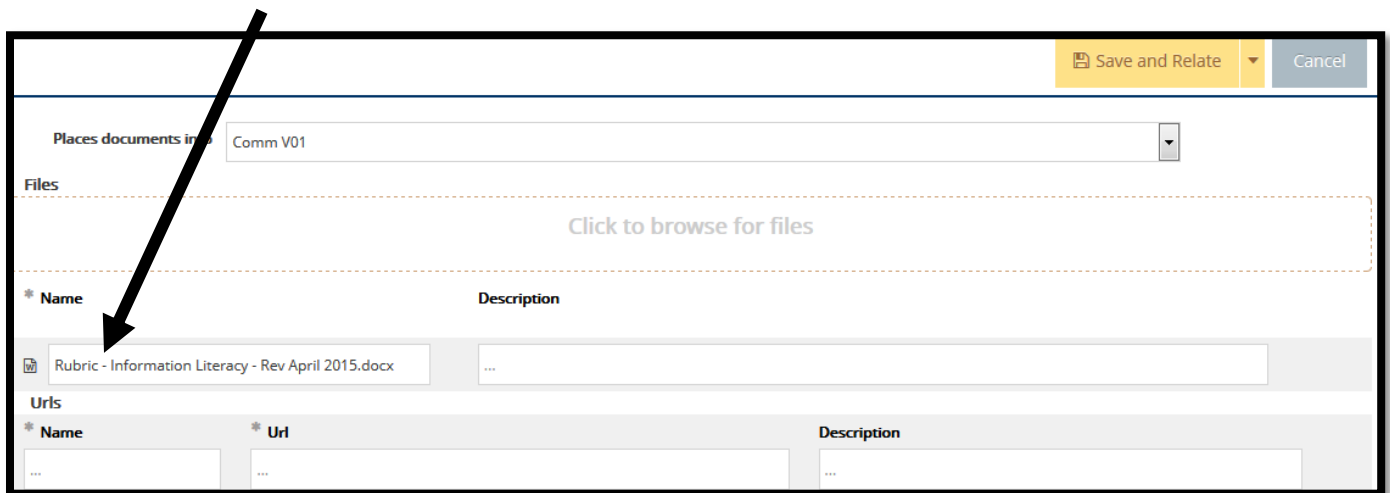
5. If you used a rubric, you must attach (relate) it. Click on the green wrench  to the right of **Related Documents**.
6. If your rubric is there in one of the folders, click and drag it to the **Related Documents** box.



If it is not there, click on the  in the **Document Repository** box and upload your rubric.



If you need to upload your rubric, choose the folder in which you want to place the document, click “browse for files” to find your file, select it and it will appear below the Name box. Click **Save and Relate**.



### YOUR FINDINGS ARE NOW ENTERED 😊

#### Please note:

- If the assessment was done in different modalities (face-to-face versus on-line), you must enter findings for each modality separately.
- If you assessed an ISUO or ISLO in addition to the SUO, you must repeat the process for those findings.