The Assessment Management System (AMS)

An assessment tutorial
Start here: https://one.lluh.org/vip/apps/university-desktop
Log In With Your LLU Credentials (same as email/Canvas)
Click here to select the desired program to enter a learning outcome report.
Select the assessment year. This is the current year for your graduating cohort.

Select your program
Select your program
Click here to enter your Program Learning Outcomes (PLOs). This step is now mandatory.
Adding PLOs: Option 1 – Copy From Previous

If you have previously entered your Program Learning Outcomes, you can now copy them from a prior assessment year.

Click the **Copy Tool**. You will see a pop-up that asks if you want to overwrite any existing information. If you are certain you want to copy, click OK.
Copying PLOs From Previous

You can select the year you want to use and then which outcomes to copy by checking the boxes. Then click **Copy** at the bottom. This will populate the current year with the LLU ILOs and your previous PLOs.
Adding PLOs: Option 2 – Create From Scratch
Create your own Outcome Code.
Enter all other pertinent information.
Be sure to save!
Once you’ve entered all of your PLOs, the two red tabs need to be completed. First select Learning Outcomes Analysis to enter your results.
Click here to select the outcome you wish to evaluate. You can see the ILOs and PLOs here, and the process will look the same for all outcomes.
Once you select your outcome, click the pencil icon to the left to input data.

Select “In Progress” while you are working. Be sure to SAVE!
Select the pencil for the next input field.

Type your information in this text box.

BE SURE TO SAVE!!!
Enter data in each of the next 4 fields the same way.
Help Balloons

• Hover over each element, and you will see a help balloon pop-up
Two options for uploading supporting documentation:

1. The folder associated with each analysis category

2. The generic “Upload” link for miscellaneous documents (i.e. curriculum map and assessment matrix)
1. Choose your files
2. Select “Upload”

Note: due to a software issue, the folder by each item will still show 0 even if you upload a document.
Determine if the Success Criteria were met or not.

BE SURE TO SAVE!
If your criteria were met, state that no changes are needed at this time, as the criteria for success were met.
If your criteria were NOT met, describe any changes to improve this outcome.

Click “Resulting Changes”

BE SURE TO SAVE!!!
These are samples of possible entries for each category. For each outcome, ensure that you go back and change Review Status to Completed.
The **Annual Action Plan** is an item that you are choosing to focus on to improve your program for the next academic year. It can be something related to your assessment findings (if your criteria were not met and you are proposing a change) or any programmatic modifications you plan to implement. You need at least one Action Plan item each year.

Select the **Annual Action Plan** tab, then Add New.
Click here to select a category for identified issues and goals.
Select a category.
Enter text into each text box to describe that issue/goal.

Select a timeframe and a status.

BE SURE TO SAVE WHEN DONE!
Now create a corrective action for the current issue. Click New Action.
Enter your plan of action, timeframe, who is responsible, the status, and any notes.

BE SURE TO SAVE WHEN DONE!!!
You can add multiple Issues/Goals and Actions to address them. Simply select Add New again and repeat the process, creating a New Action for each item.
Done!

• Congratulations! You are now done with assessment for the year!