The Assessment Management System (AMS)

An assessment tutorial
Start here: myllu.llu.edu/faculty
Log in
Click here
Select the assessment year
(This is the previous academic year, Summer through Spring)

Select your program
Select your program
Click here to enter your Program Learning Outcomes (PLOs) – this step is mandatory.

These are all clickable links if you find them valuable, but they are not mandatory.
Click here to add a new PLO.

The 5 Institutional Learning Outcomes will be created automatically.
Create your own Outcome Code.

Enter all other pertinent information.

Be sure to save!
Once you’ve entered all of your PLOs, ONLY the two red tabs need to be completed. First select *Learning Outcomes Analysis* to enter your results.

These ILOs will auto-populate.
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’re working, select “In Progress” and 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.
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 what steps you will take to maintain success for this outcome.

If your criteria were NOT met, describe any changes to improve this outcome.

BE SURE TO SAVE!!!
These are just examples of possible entries for each category.

1. For each outcome, ensure that Review Status is Completed.
2. Once ALL outcomes are entered, select Completed for the whole Learning Outcomes Analysis tab.
Now it is time to create the action plan.

1. Select Annual Action Plan tab
2. Select Add New

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 modification you are working toward. It does not have to be linked to your program review cycle.
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.
Again, 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.
Enter New Issue data

BE SURE TO SAVE WHEN DONE!!!
Now create a corrective action for the current issue. Click New Action.
Again, enter new action plan items.

BE SURE TO SAVE WHEN DONE!!!
Enter as many issues as you found, and create an Action for each. Once you have entered all of your Action Plans, select Completed.
If you go back to the Assessment Dashboard, you should now show green status on these 3 items.
Congratulations, you are now done with assessment for the year!