Workshop Part 2

Workshop Part 2: Results Walkthrough
• When you log in to begin your results report, you will see a series of tabs across the top of the report.
• You must enter required information on each tab before submitting.
You will have to enter results for each of the measures in your plan.
Check “target met” or “target not met”
In the empty space under the target met/not met buttons enter your data and analysis.

Be mindful of the prompts in blue text.
Include sample sizes and other necessary info.
Report granular/disaggregate data.
Include analysis and observations.
Results: Tab 1- Results Improvement

- Check “Yes” or “No” to answer the question, “Did your results show an improvement compared to the previous year(s) results?” depending on whether the results improved or not.
- Under the “If yes, describe the improvement by giving comparison with previous year’s results. If no, please explain” prompt, provide supporting information
  - **If checking yes:** Explain what the improvement was. Provide data from this year and previous year(s) so the reviewers can easily see the improvement. Explain what may have caused the improvement. If it was due to a change in the program, explain what changed was made and why it was made.
  - **If checking no:** Explain why there was no improvement. Provide data from this year and previous year(s). If the program made no change to create improvement state that. If a change was made but it did not lead to improvement state that as well.
### Results: Tab 1- Results Reflective Statements

**Results:**
Accurate and thorough data reporting means: a. Report data for all students or other constituents; b. Report data that matches data requirements established by a measure (i.e., your assessment must measure what you set out to measure); c. Report granular and aggregate results (e.g., subscale and total scores from a rubric or exam); d. Response rates are provided for survey data; e. The underlying "n" and "N" are provided for all percentage statistics and if a change score is provided the data points to support the score are included; f. Representative samples should include data from students at a distance (regional campuses or online/video) if courses are offered at these locations/through these modalities.

- Target met
- Target not met

**Did your results show an improvement compared to previous year(s) results?**
- Yes
- No

If yes, describe the improvement by giving a comparison with previous year’s results. If no, please explain:

**Attachments:** [COS IT Service Ticket Satisfaction Survey.docx](#)

**Reflective Statement:**
Analyze and discuss your results by: a. Why do you think you got the results that you did; b. If you saw improvement from last year, explain exactly what improved and how do you know that it is an improvement (give prior year's results and this year's results to demonstrate the change). Verify that the improvement was a consequence of a strategy or change implemented in prior year(s); and c. Provide an improvement plan, if required (e.g., Discuss additional student learning or operational changes you will implement in response to these results).

- In the reflective statement box summarize your findings for all the measures under that particular outcome, and for the outcome on the whole.
- Be mindful of the prompts in the blue text.
**Results: Tab 2- Mentoring**

- The first section of Tab 2 is Mentoring.
- Simply check all boxes that apply.

This doesn’t play a part in your results report rating. It is for University and College information to help improve the assessment process.
The second section of Tab 2 is Attachments

- 1. Choose the file that you want to attach from your computer.
- 2. Select which Outcome you want to attach it to.
- 3. Click the “Add Attachment” button to complete the upload.

A list of the attachments you have uploaded is shown at the bottom. You can remove any old attachments by clicking the “remove” link after the attachment name.

All measurement instruments used in your plan should be attached unless proprietary. If proprietary, consider attaching examples instead, and be sure to include a statement in the measure to explain why there is no attachment.
Results: Tab 3- Assessment Methods

- The third tab is Assessment Methods.
- Here you are asked to check off and explain all assessment methods/instruments used in your plan.
- In addition, the section shown here, related to examinations, rubrics, and other performance evaluation base tools, there are two other sections to this tab. There is a Surveys section and Miscellaneous section.
- The items you check should mimic your attachments and you should include all instruments used.
- When explaining, include the measure, specific tool, and how it is used.
Results: Tab 4- Improvement

- Look through the list of types of changes and check any that apply.
- You can check items that were past changes and planned changes.
- After checking an item additional boxes will appear.
- Check, Implemented Change, Planned Change, or Both
- Implemented changes are past changes that affected the current report. Planned changes are changes forward that will affect future reports.
Results: Tab 4- Implemented Changes

Implemented change in current assessment cycle:
The information you see below has been taken from your own plan and results for the current assessment cycle. This means you must complete the results and reflective statement in the previous tab before you go on to edit and complete the section below.

Strategy - Intentional actions that bring about change. How did you bring about a change?

- Select an outcome and measure from the drop down.
- Your data and reflective statement from that measure will generate in the text boxes.
- Edit the text accordingly.
- In the strategy box explain what change was made and why.
- In the data box describe what data you collected and how it was different than before.
- In the improvement box describe the improvement
Results: Tab 4- Planned Changes

• Planned changes are changes that will affect future results.
• They can be potential changes, that may not necessarily be implemented.
• Select the appropriate outcome/measure from the drop down list.
• Explain what change will be made and why it is being made.
• Describe the data you will collect to assess the change.
• Data from earlier in the report will be carried over. Edit accordingly.

• For Planned changes the process is the same only we are describing future changes and we are not asked to talk about improvement yet.