



USER GUIDE



The AMEE Solution will
take you to new
assessment horizons.
Let me navigate you
through our 6-step
process. You will love
it!

Powered by

MIDWEST SOCIAL SCIENCE RESEARCH ASSOCIATES, INC.
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INTRODUCTION

Welcome to AMEE!

Midwest Social Science Research Associates (MSSRA) presents AMEE (Assessment Made Easy Everyday), an online assessment system. AMEE allows users to manage their assessment and evaluation activities within a cloud. The use of this web-based system ensures user control and data security, in addition to providing access to multiple tools for conducting assessment and evaluation.

This guidebook provides clear instructions for each of six stages. The first four stages involve planning, while the final two involve collecting data and analyzing results. This guidebook is aimed at individuals conducting assessment or evaluation using the versatile AMEE system.

NEW FEATURES SUMMARY

AMEE Solutions with MSSRA, Inc is a complete assessment solution for working anywhere. All-new AMEE features have been reimaged with a simple user experience. The new dashboard offers quick assessment plans student data, and quick access to each step..

AMEE 2018 February Release

AMEE's redesign began in October 2017 and is now being released February 2018 with easier navigation. New and enhanced AMEE features enable consistent and coordinated assessment planning with data collection all in one environment.

A. What's New and Changed?!

1. New data commons to share results
2. More control over user names and passwords
3. Individual student outcome results data
4. New robust survey options
5. Assessment review link
6. New Survey Templates
7. Graphic results data enhancements
8. Upload course list and outcomes in CSV format
9. Multi-rater review enhancement

10. Rubric enhancement
11. New Assessment Suites to extend your assessment work in the areas of curriculum building, e-portfolios and strategic planning.

PREPAREDNESS TRACKER CHECKLIST

The Preparedness Tracker helps you identify your program's readiness level, so you can start using the AMEE system.

- If you are a non-academic program, get started by clicking Create at the top of the page and select Unit Review

- Click the box next to each assessment element that your program currently has available.
- When finished, click the **Save & Update button** to reveal your Preparedness Statement.

STEP 1: ENVISION – Goals and Outcomes

The Envision stage starts with an overview or summary of the stage. Just enter text in the text box.

- Click **Save and Update**
- Then click each tab to enter the mission statement, vision statement, and department or program goals.

Envision Step1 : Goals And Outcomes

Action 1 ADD OVERVIEW, MISSION, VISION & GOALS

Action 2 ADD LEARNING OUTCOMES & OBJECTIVES

Action 3 ASSIGN CORE COMPETENCIES

OVERVIEW

The police department supports the teaching, and public service missions of Miami Dade College, by providing critical services, developmental activities, and experiences for the matriculation, academic achievement, personal development, and quality of life for all MDC students. Through both college-based and campuswide services and programs, Student Affairs fosters the intellectual, social, ethical, and personal development of students, preparing students to become engaged and constructive members of a diverse, dynamic, and global society.

Save & Update

Next Action2 >> **Next Action3 >>**

- When finished, click **Action 2** circle at the top of the page or the **Next Action** button at the bottom of the page to add your learning outcomes/objectives.
- Start with an overview or summary of the step

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Welcome back, Sakile! >

Envision Step1 : Goals And Outcomes

Success! Login Successfully!

Action 1 ADD OVERVIEW, MISSION, VISION & GOALS

Action 2 ADD LEARNING OUTCOMES & OBJECTIVES

Action 3 ASSIGN CORE COMPETENCIES

OVERVIEW

Save & Update

<< Previous Action1 **Next Action3 >>**

UPLOADING LEARNING OUTCOMES

- When ready to upload learning outcomes, click the Instructions tab and following the prompt to [click here](#).
- Click the download button to transfer the secure and coded CSV file to your computer.

- Add your learning outcomes to the CSV file using the predefined format. You're your new CSV file.

NOTE: If you only want to add SLOs for one type of program (i.e., grad or undergrad) just delete the appropriate columns.

B19	A	B	C
1	Undergraduate PSLOS Prefix	Undergraduate PSLOS	Graduate PSLOS Prefix
2	UG SLO 1	Can identify, define, and solve problems	GSLO 1
3	UG SLO 2	Can locate and critically evaluate information	GSLO 2
4	UG SLO 3	Have mastered a body of knowledge and a mode of inquiry	GSLO 3
5	UG SLO 4	Understand diverse philosophies and cultures within and across societies.	GSLO 4
6	UG SLO 5	Can communicate effectively	GSLO 5
7	UG SLO 6	Understand the role of creativity, innovation, discovery, and expression across disciplines	GSLO 6
8	UG SLO 7	Have acquired skills for effective citizenship and life-long learning.	GSLO 7
9			GSLO 8

- Go back to AMEE
- Click the browse button to upload your PSLOs
- Click the import button.

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READINESS ENVISION CO-ORDINATE DESIGN REFLECT CREATE ANALYZE DATA COMMONS RUN REPORTS NOTIFICATIONS TUTORIALS SUITES

Envision Step1 : Goals And Outcomes

Action 1 Action 2 Action 3

ADD OVERVIEW, MISSION, VISION & GOALS ADD LEARNING OUTCOMES & OBJECTIVES ASSIGN CORE COMPETENCIES

IMPORT UNDERGRADUATE AND GRADUATE PSLOS

If you do not have undergraduate and graduate learning outcome details in .xls, .xlsx or .csv formats, then use below import tool to add data into AMEE Software. Please use this format to upload learning outcomes.

Download Sample

Step 1 of 2 - Upload
Before uploading the file ensure that it has required fields.

Upload File:

<< Previous Action1 | Next Action3 >>

REVIEW LEARNING OUTCOMES

- Review your learning outcomes and click the OK button to edit, delete or add more learning outcomes.

NOTE: You must delete all learning outcomes before uploading another CSV file

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READINESS  EVISION CO-ORDINATE DESIGN REFLECT CREATE ANALYZE DATA COMMONS RUN REPORTS NOTIFICATIONS TUTORIALS SUITES

Envision Step1 : Goals And Outcomes

Action 1 ADD OVERVIEW, MISSION, VISION & GOALS Action 2 ADD LEARNING OUTCOMES & OBJECTIVES Action 3 ASSIGN CORE COMPETENCIES

STEP 2 OF 2 - MATCH AND IMPORT

Row Number	Undergraduate PSLOS Prefix	Undergraduate PSLOS	Graduate PSLOS Prefix	Graduate PSLOS
2	UG SLO 1	Can identify, define, and solve problems	GSLO 1	A grasp of foundational theory, issues, and history in the discipline
3	UG SLO 2	Can locate and critically evaluate information	GSLO 2	Advanced-level knowledge in communication including one or more areas of specialization (e.g., persuasive, interpersonal, political, and/or rhetorical commu
4	UG SLO 3	Have mastered a body of knowledge and a mode of inquiry	GSLO 3	The ability to synthesize and critically evaluate information pertinent to communication research
5	UG SLO 4	Understand diverse philosophies and cultures within and across societies.	GSLO 4	The ability to plan and conduct a program of independent research that makes a useful contribution to the communication research community
6	UG SLO 5	Can communicate effectively	GSLO 5	The ability to select and apply the appropriate methodological tools to a research question

Ok

<< Previous Action1 >>

EDITING LEARNING OUTCOMES

- To Edit, Delete or Add more learning outcomes click the appropriate buttons

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READINESS  EVISION CO-ORDINATE DESIGN REFLECT CREATE ANALYZE DATA COMMONS RUN REPORTS NOTIFICATIONS TUTORIALS SUITES

Envision Step1 : Goals And Outcomes

Action 1 ADD OVERVIEW, MISSION, VISION & GOALS Action 2 ADD LEARNING OUTCOMES & OBJECTIVES Action 3 ASSIGN CORE COMPETENCIES

OVERVIEW INSTRUCTIONS UNDERGRADUATE PSLOS GRADUATE PSLOS

UNDERGRADUATE PSLOS



1. UG SLO 1: Can identify, define, and solve problems	 
2. UG SLO 2: Can locate and critically evaluate information	 
3. UG SLO 3: Have mastered a body of knowledge and a mode of inquiry	 
4. UG SLO 4: Understand diverse philosophies and cultures within and across societies.	 
5. UG SLO 5: Can communicate effectively	 

<< Previous Action1 >>

ALIGNING OUTCOMES WITH CORE COMPETENCIES

Click the Action 3 circle at the top of the page or the Action 4 button at the bottom of the page.

Click the + tab to start aligning your outcomes with universal core competencies

Check each core competency that you believe best matches your learning outcome.

STEP 2: COORDINATE – The Curriculum Alignment Matrix

The first action is to complete the overview of your curriculum alignment process.

Next click the Save and Update button, then click Action 2 at the top of the page or the Action 2 button at the bottom of the page to list your courses.

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Welcome back, Sakile!

Coordinate Step 2 : Alignment Matrix

Action 1 ADD OVERVIEW

Action 2 ADD / UPLOAD REQUIRED COURSES

Action 3 IDENTIFY COURSE LEVELS

OVERVIEW

Great News! You've formulated all your goals.

The second step in the assessment process is to complete a Mapping Matrix. This includes: (1) determining which courses contribute to the attainment of those SLOs and (2) categorizing how those SLOs are approached in each course.

To get started, we need additional information to create your Mapping matrix: Use the drop down box to identify the number of courses offered in your undergraduate/graduate program.²⁹

Save & Update

Next Action2 >> **Next Action3 >>**

UPLOADING COURS LISTING

Click the upload button to list all courses in the curriculum

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Coordinate Step 2 : Alignment Matrix

Action 1 ADD OVERVIEW

Action 2 ADD / UPLOAD REQUIRED COURSES

Action 3 IDENTIFY COURSE LEVELS

UNDERGRADUATES COURSE LISTING **GRADUATES COURSE LISTING**

UNDERGRADUATES COURSE LISTING

-- no data available --

Upload Undergraduate Courses **Add Undergraduate Course**

<< Previous Action1 **Next Action3 >>**

DOWNLOADING COURSE CSV FILE

- Click the download sample button.

- Use the CSV file to upload all the courses in the curriculum associated with a program learning outcome or the courses you plan to measure.

Course Prefix	Course #	Course Title
1 DEMO	101	Test
2 DEMO	102	Test
3 DEMO	103	Test
4 DEMO	104	Test
5 DEMO	105	Test
6 DEMO	106	Test
7 DEMO	107	Test
8 DEMO	108	Test
9 DEMO	109	Test
10 DEMO	110	Test
11 DEMO	220	Test
12 DEMO	225	Test
13 DEMO	276	Test
14 DEMO	280	Test
15 DEMO	310	Test
16 DEMO	325	Test
17 DEMO	400	Test
18 DEMO		

UPLOADING COURSE LISTING

- Go back to AMEE and upload your new CSV file and click import

Coordinate Step 2 : Alignment Matrix

Action 1 ADD OVERVIEW Action 2 ADD / UPLOAD REQUIRED COURSES Action 3 IDENTIFY COURSE LEVELS

IMPORT UNDERGRADUATE COURSES

If you already have proposed soc details in .xls, .xlsx or .csv formats, then use below import tool to add data into AMEE Software:

[Download Sample](#)

Step 1 of 2 - Upload
Before uploading the file ensure that it has required fields.

Upload File: No file selected.

Import

<< Previous Action1 | Next Action3 >>

REVIEW COURSE LISTING

- After reviewing course listing click OK for other options

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Coordinate Step 2 : Alignment Matrix

Action 1 ADD OVERVIEW Action 2 ADD / UPLOAD REQUIRED COURSES Action 3 IDENTIFY COURSE LEVELS

STEP 2 OF 2 - MATCH AND IMPORT UNDERGRADUATE COURSES

Row Number	Course Prefix	Course #	Course Title
2	DEMO	101	Test
3	DEMO	102	Test
4	DEMO	103	Test
5	DEMO	104	Test
6	DEMO	105	Test
7	DEMO	106	Test
8	DEMO	107	Test
9	DEMO	108	Test
10	DEMO	109	Test
11	DEMO	110	Test
12	DEMO	220	Test
13	DEMO	225	Test
14	DEMO	276	Test
15	DEMO	280	Test
16	DEMO	310	Test
17	DEMO	325	Test
18	DEMO	400	Test
19	DEMO	450	Test

Ok

<< Previous Action1 | Next Action3 >>

EDITING COURSE LIST

- To Edit courses in the undergraduate and graduate curriculum, click the appropriate buttons
- To Delete courses in the undergraduate and graduate curriculum, click the appropriate buttons

- To Add more courses in the undergraduate and graduate curriculum, click the appropriate buttons

NOTE: You must delete all learning outcomes before uploading another CSV file

The screenshot shows the AMEE interface for managing course listings. At the top, there's a navigation bar with various icons and links like 'DEMOCOLLEGE Department Of Computer Science', 'Welcome back, Ankit!', and 'NOTIFICATIONS'. Below the navigation is a section titled 'Coordinate Step 2 : Alignment Matrix' featuring a cartoon character. Three horizontal arrows labeled 'Action 1', 'Action 2', and 'Action 3' point from left to right, with 'Action 2' being orange and the others grey. Below these arrows are buttons for 'ADD OVERVIEW', 'ADD / UPLOAD REQUIRED COURSES', and 'IDENTIFY COURSE LEVELS'. The main content area is divided into two tabs: 'UNDERGRADUATES COURSE LISTING' (which is selected) and 'GRADUATES COURSE LISTING'. Under 'UNDERGRADUATES COURSE LISTING', there's a table with nine rows of course names, each with 'Edit' and 'Delete' buttons. At the bottom right of the table are buttons for 'Upload Undergraduate Courses' and 'Add Undergraduate Course'. Navigation buttons 'Action1', 'Action2', and 'Action3' are located at the bottom right of the page.

1. COMS 150 – Introduction to Communication Studies	Edit	Delete
2. COMS 301 – Introduction to Performance Studies	Edit	Delete
3. COMS 321 – Rhetorical Discourse	Edit	Delete
4. COMS 327 – Rhetorical Theory	Edit	Delete
5. COMS 351 – Social Science Theories of Communication	Edit	Delete
6. COMS 356 – Intercultural Communication and Globalization	Edit	Delete
7. COMS 430 – Rhetorical Criticism	Edit	Delete
8. COMS 450 – Qualitative and Quantitative Research Methods	Edit	Delete
9. COMS 455 – Methods in Performance Studies	Edit	Delete

IDENTIFYING COURSE RELATIONSHIP TO PROGRAM LEARNING OUTCOMES

- To identify course levels, click the dropdown box under each course and select an option. There are two options for graduate and undergraduate courses.
- However, you can use either approach

For undergraduate courses, use the options: Introduced (I), Emphasized (E), Demonstrated (D) or combinations (IE, ID, ED, IED).

For graduate programs, use the options: Introduced (I), Practiced (P), Mastered (M) or combinations (IP, IM, PM, IPM).

REVEAL MATRIX INTEGRATION

- Click the save and update button to reveal the color-coded fields and activate the metrics in the legend.

DEMO COLLEGE Department Of Computer Science

Welcome back, Ankit!

Action 1 ADD OVERVIEW Action 2 ADD / UPLOAD REQUIRED COURSES Action 3 IDENTIFY COURSE LEVELS

Coordinate Step 2 : Alignment Matrix

ALIGNMENT MATRIX FOR UNDERGRADUATE PROGRAM **ALIGNMENT MATRIX FOR GRADUATE PROGRAM**

ALIGNMENT MATRIX FOR UNDERGRADUATE PROGRAM

Instructions: I = Introduce, E=Emphasizing, D = Developing, M = Mastering, P=Practicing

LEARNING OUTCOMES	REQUIRED COURSES								
	COMS 150	COMS 301	COMS 321	COMS 327	COMS 351	COMS 356	COMS 430	COMS 450	COMS 455
UG SLO 1 CC6, CC24	I							E	E
UG SLO 2 CC6, CC19							ED	ED	
US SLO 3 CC18, CC20			E		IE		I	I	
UG SLO 4 CC8, CC9					ED				
UG SLO 5 CC4, CC11				D					
UG SLO 6 CC6	I	E	PM						
UG SLO 7 CC22	I	D						D	

Data legend for % of courses and SLO approaches:

I	55.56%	E	44.44%	D	33.33%	IE	11.11%
ID	0.00%	ED	33.33%	IED	0.00%	M	0.00%
IP	0.00%	IM	0.00%	PM	11.11%	IPM	0.00%

Save & Update **<< Previous Action1** **<< Previous Action2**

STEP 3: DESIGN – Rotation Plan

The first action is to complete the overview of your rotation plan process.

EUREKA COLLEGE Demo College

Welcome back, Sakile!

Action 1 ADD OVERVIEW Action 2 ADD TEAM MEMBERS Action 3 ROTATION PLAN

Design Step 3 : Rotation Plan

OVERVIEW

You are half way there!

You've successfully completed your Alignment Matrix.

The third step in the assessment process is to design your rotation plan and create your assessment teams.”

Working in teams has been the most beneficial part of the assessment process in the Department of DEMO. All of our faculty participate in the assessment process. We have four rotating teams and the assessment liaison as a constant team member. The Department of Demo has five (5) rotating teams that represent each of the emphasis areas. Each team evaluates the courses in their emphasis area to keep to produce high quality evaluations. The teams below demonstrate our rotating team process.

Save & Update **Next Action2>>** **Next Action3>>**

Next click the Save and Update button, then click Action 2 at the top of the page or the Action 2 button at the bottom of the page to list your courses

ADDING TEAM MEMBERS

Click the tab that reads Add New Team Member.

Add Team number, then add team member name and click the submit button to see team group box.

You can edit or delete team member by click the appropriate icon located next to team member name.

The screenshot shows the EUREKA COLLEGE interface with the title 'EUREKA COLLEGE | Demo College'. The top navigation bar includes icons for Readiness, Envision, Co-ordinate, Design (highlighted in orange), Reflect, Create, Analyze, Data Commons, Run Reports, Notifications, Tutorials, and Suites. A welcome message 'Welcome back, Sakile!' is displayed. Below the navigation is a progress bar with three steps: 'Action 1 ADD OVERVIEW', 'Action 2 ADD TEAM MEMBERS' (highlighted in orange), and 'Action 3 ROTATION PLAN'. A cartoon character is on the left. At the bottom right are buttons for 'Add New Team Member', '<< Previous Action1', and 'Next Action3 >>'.

NOTE: You have up to 20 teams you can create

The screenshot shows the 'Team Members :: Add' dialog box overlying the main interface. The dialog has a dropdown menu labeled 'Team Name' with options: Team 1, Team 2, Team 3, Team 4, Team 5, Team 6, Team 7, Team 8, Team 9, Team 10, Team 11, Team 12, Team 13, Team 14, Team 15, Team 16, Team 17, Team 18, Team 19, and Team 20. The main interface background shows the 'ROTATION PLAN' section with a progress bar and a cartoon character.

ROTATION PLAN

Click action 3 at the top of the page or the button at the bottom to activate your course and learning outcomes rotation plan.

Select the start date and whether you want an automatic or manual rotation plan

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READINESS ENVISION CO-ORDINATE DESIGN REFLECT CREATE ANALYZE DATA COMMONS RUN REPORTS NOTIFICATIONS TUTORIALS SUITES

Design Step 3 : Rotation Plan

Update Successfully!

Action 1 ADD OVERVIEW Action 2 ADD TEAM MEMBERS Action 3 ROTATION PLAN

UNDERGRADUATE ROTATION PLAN GRADUATE ROTATION PLAN

Would you like to add rotation plan? Automatic Manual

Start Plan: 2017

<< Previous Action1 << Previous Action2

AUTOMATIC ROTATION PLAN

Select automatic rotation plan to reveal a complete annual rotation for a 5 -year assessment cycle.

NOTE: You could select which team, but not more than one at a time.

DEMO COLLEGE Department Of Computer Science  Welcome back, Ankit! 

READINESS ENVISION CO-ORDINATE DESIGN REFLECT CREATE ANALYZE DATA COMMONS RUN REPORTS NOTIFICATIONS TUTORIALS SUITES

Design Step 3 : Rotation Plan



Action 1 ADD OVERVIEW Action 2 ADD TEAM MEMBERS Action 3 ROTATION PLAN

UNDERGRADUATE ROTATION PLAN GRADUATE ROTATION PLAN

Would you like to add rotation plan? Automatic Manual

Start Plan 2017

PSLOS	Academic Year					Assessment Team
	2017 / 2018	2018 / 2019	2019 / 2020	2020 / 2021	2021 / 2022	
UG SLO 1: Can identify, define, and solve problems	COMS 150 COMS 450					Team 1
UG SLO 2: Can locate and critically evaluate information		COMS 430				Team 3
US SLO 3: Have mastered a body of knowledge and a mode of inquiry			COMS 321 COMS 351			Team 3
UG SLO 4: Understand diverse philosophies and cultures within and across societies.				COMS 356		Team 4
UG SLO 5: Can communicate effectively					COMS 327	Team 1
UG SLO 6: Understand the role of creativity, innovation, discovery, and expression across disciplines	COMS 301					Team 2
UG SLO 7: Have acquired skills for effective citizenship and life-long learning.		COMS 455				Team 3

Team 1: John Kephart, Peter Marston, Ben Attias, Joel Lemuel
Team 2: Sakile Camara, Rebecca Litke, Dave Keating
Team 3: Gina Giotta, Gina Kim, Melissa Brough
Team 4: Pavi Prasad, Ankit Bhogre, Jade Huell, Jeanine Minge

Save & Update  

<< Previous Action1 << Previous Action2

MANUAL ROTATION PLAN

- Click edit to start the manual rotation plan
- Follow the design prompt

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Welcome back, Sakile! 

READINESS ENVISION CO-ORDINATE DESIGN REFLECT CREATE ANALYZE DATA COMMONS RUN REPORTS NOTIFICATIONS TUTORIALS SUITES

Design Step 3 : Rotation Plan



UNDERGRADUATE ROTATION PLAN **GRADUATE ROTATION PLAN**

UNDERGRADUATE ROTATION PLAN

Would you like to add rotation plan? Automatic Manual

Start Plan

PSLOS	Academic Year Press "ctrl+left mouse click" together to select multiple Courses.					Assessment Team
	2017 / 2018	2018 / 2019	2019 / 2020	2020 / 2021	2021 / 2022	
UG SLO 1: Can identify, define, and solve problems	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select --
UG SLO 2: Can locate and critically evaluate information	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select --
UG SLO 3: Have mastered a body of knowledge and a mode of inquiry	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select --
UG SLO 4: Understand diverse philosophies and cultures within and across societies.	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select --
UG SLO 5: Can communicate effectively	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select --
UG SLO 6: Develop sound arguments in wrtn speeches	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select --
UG SLO 7: Manage databases innovatively using sound principles of demo	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select -- DEMO 101 DEMO 102 DEMO 103	-- select --

Team 1: Bubba Gump, Buddha, Grace Jones
Team 2: Marcus Welby, Jesus, Minnie Pearl
Team 3: Mark Twain, Shakespeare, Muhammed, Rick James
Team 4: Paula Dean, Frosty Snowman, James Brown

STEP 4: REFLECT

The first action is to complete the overview of your measurement selection and benchmark process.

Next click the Save and Update button, then click Action 2 at the top of the page or the Action 2 button at the bottom of the page.

Design Step 3 : Rotation Plan

Action 1 ADD OVERVIEW Action 2 ADD TEAM MEMBERS Action 3 ROTATION PLAN

OVERVIEW

“ You are half way there! You’ve successfully completed your Alignment Matrix. The third step in the assessment process is to design your rotation plan and create your assessment teams. ”

The rotation plan allows the department to schedule teams of assessors to review submitted and completed work. The plan is a visual representation of how many student learning outcomes will need to be measured each year of the assessment cycle with a specific number of courses that are measure under each SLO per year. As a department we decided to use the automated rotation plan to minimize confusion. There are four teams operating in the department that allows for every department person to be involved in the assessment process without one person feeling the burden of assessing all areas of a department. The teams rotate each year to ensure that every four years faculty are engaged with a high level of efficiency. We use the automatic rotation plan to ensure all courses are evaluated.

Save & Update **Next Action2 >>** **Next Action3 >>**

SELECT MEASUREMENTS AND IDENTIFY BENCHMARKS

Select type of direct or indirect measurement

Reflect Step 4 : Assessment Plan

Action 1 ADD OVERVIEW Action 2 SELECT MEASUREMENT TOOLS, BENCHMARKS & TARGETS Action 3 ASSESSMENT PLAN

UNDERGRADUATE MEASUREMENT AND BENCHMARK TABULAR

Year	PSLO	Course	Direct Assessment	Indirect Assessment	Criteria	Sample Size
2017 / 2018	UG SLO 1 UG SLO 6	COMS 150 COMS 450 COMS 301	-- Select -- Signature Assignments	-- Select --	More than have the students will meet the SLO	15
2018 / 2019	UG SLO 2 UG SLO 7	COMS 430 COMS 455	-- Select -- Signature Assignments	-- Select -- Surveys	More than have the students will meet the SLO	45
2019 / 2020	UG SLO 3	COMS 321 COMS 351	-- Select -- Tests, Writing Samples	-- Select --	More than have the students will meet the SLO	21
2020 / 2021	UG SLO 4	COMS 356	-- Select -- Signature Assignments	-- Select -- Surveys	More than have the students will meet the SLO	14
2021 / 2022	UG SLO 5	COMS 327	-- Select -- Projects	-- Select --	More than have the students will meet the SLO	55

Save & Update **<- Previous Action1** **Next Action3 >>**

SAMPLE SIZE CALCULATOR

Determine number of observations or participants to include in a statistical **sample**. The **sample size** is an important feature of any empirical study in which the goal is to make inferences about a population from a **sample**.

The key to the validity of any assessment is randomness when sampling a population. It is critical that respondents be chosen randomly so that the results can be generalized to the whole population.

How well the sample represents the population is gauged by two important statistics – the **margin of error** and **confidence level**. For example, an assessment measurement may have a margin of error of plus or minus 3 percent at a 95 percent level of confidence. These terms simply mean that if the assessment measurement were conducted 100 times, the data would be within a certain number of percentage points above or below the percentage reported in 95 of the 100 surveys.

In other words, COMS Studies assesses students and finds that 50 percent of the students scored “very good” on a writing assignment. The confidence level is cited as 95 percent plus or minus 3 percent. This information means that if the assignment were given 100 times, the percentage who scored “very good” will range between 47 and 53 percent most (95 percent) of the time.

The screenshot shows the AMEE platform interface for 'DEMO COLLEGE Department Of Computer Science'. The top navigation bar includes links for READINESS, ENVISION, CO-ORDINATE, DESIGN, REFLECT, CREATE, ANALYZE, DATA COMMONS, RUN REPORTS, NOTIFICATIONS, TUTORIALS, and SUITES. A welcome message 'Welcome back, Ankit!' is displayed. The main content area is titled 'Reflect Step 4 : Assessment Plan' and shows a progress bar with three steps: Action 1 (ADD OVERVIEW), Action 2 (SELECT MEASUREMENT TOOLS, BENCHMARKS & TARGETS, highlighted in orange), and Action 3 (ASSESSMENT PLAN). Below the progress bar are tabs for UNDERGRADUATE MEASUREMENT AND BENCHMARK TABULAR, GRADUATE MEASUREMENT AND BENCHMARK TABULAR, and SAMPLE SIZE CALCULATOR (selected). The SAMPLE SIZE CALCULATOR section contains fields for Population Size, Confidence Level (95%), and Margin of Error (1%), with a 'Calculate' button. To the right, a box displays 'YOUR SUGGESTED SAMPLE SIZE IS: -'. Navigation buttons at the bottom include '<< Previous Action1' and 'Next Action3 >>'.

THE 5-YEAR PLAN

This table represents your five-year assessment plan. If you need to edit information, go back through the previous steps to make those changes.

Time Period	Learning Outcome	Measures to be used	Target Audience?	Benchmarks	Sample Size
Year	What is to be assessed?	Kind of direct or indirect measures to be used	Courses to be assessed	What results would indicate success? What is the target?	# of Respondents Targeted
2017 / 2018	UG SLO 1 UG SLO 2 UG SLO 6 UG SLO 7	Signature Assignments	COMS 150 COMS 321 COMS 321 COMS 301 COMS 321	More than have the students will meet the SLO	15
2018 / 2019	UG SLO 1 US SLO 3	Signature Assignments, Surveys	COMS 301 COMS 301 COMS 321	More than have the students will meet the SLO	45
2019 / 2020	UG SLO 1 US SLO 3	Tests, Writing Samples	COMS 351 COMS 301 COMS 321	More than have the students will meet the SLO	21
2020 / 2021	UG SLO 1 US SLO 3	Signature Assignments, Surveys	COMS 301 COMS 301 COMS 321	More than have the students will meet the SLO	14
2021 / 2022	UG SLO 1 UG SLO 2	Projects	COMS 150 COMS 301 COMS 150	More than have the students will meet the SLO	55

STEP 5: Create

There are four options available for building assessment tools:

1. Surveys,
2. Effectiveness Data,
3. Tests (pre- and post-test options are available)
4. Assignments/Rubrics.

To get started, review or download your 5-Year Plan, then click the measurement tool you would like to build. Surveys and Test are created following the same process with a few nuances.

If you are a non-academic program, get started by clicking Unit Review and follow the prompts.

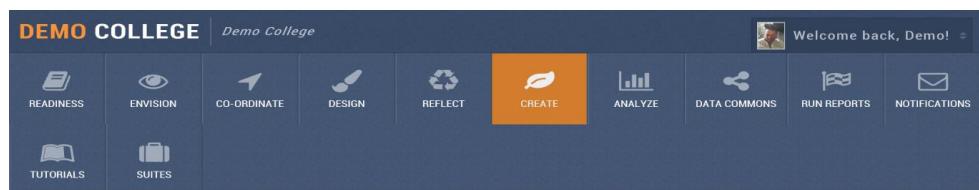
The screenshot shows the AMEE platform interface. At the top, there is a navigation bar with various icons and links: READINESS, EVISION, CO-ORDINATE, DESIGN, REFLECT, CREATE (which is highlighted in orange), ANALYZE, DATA COMMONS, RUN REPORTS, NOTIFICATIONS, TUTORIALS, and SUITES. A welcome message "Welcome back, Demo!" is displayed next to a user profile icon. Below the navigation bar, the main content area has a title "Create Step5 : Measurement Tools". A green success message "Success! Login Successfully!" is shown. Below the message, there is a cartoon character wearing a pilot's cap and goggles. To the right of the character is a horizontal timeline with four points: "Surveys", "Effectiveness Data", "Tests", and "Assignments / Rubrics". The "Effectiveness Data" point is currently selected. Below the timeline, there is a quote: "“Congratulations!” You’ve successfully completed your Assessment Plan. In the next step, create and use various methods for collecting data and display results in a variety of ways. Get real time results.”"

Create Survey

To create a new survey, click the circle under Survey.

Then click the +Create Survey button to activate.

Give your survey an appropriate label.



Create Step5 : Measurement Tools

Success! Login Successfully!

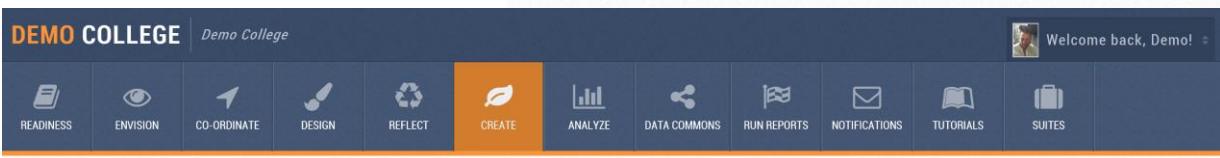
Surveys Effectiveness Data Tests Assignments / Rubrics

Congratulations!

You've successfully completed your Assessment Plan.

In the next step, create and use various methods for collecting data and display results in a variety of ways.

Get real time results.



Create Step5 : Measurement Tools

Surveys Effectiveness Data Tests Assignments / Rubrics

[Survey Dashboard](#) [+ Create Survey](#)

Instructions: Click on Survey Name to get started.

S. No	Survey Name	Status	Last Modified	Creation Date	Responses	Action
1	Collective Church Survey		-	Jul 16 2018, 03:24 PM	0	
2	Adventist Health		Jul 13 2018, 02:51 PM	Jul 13 2018, 02:39 PM	0	
3	Test		Mar 07 2018, 11:29 PM	Mar 07 2018, 11:29 PM	0	

Showing 1 to 3 of 3 entries

Previous 1 Next

Surveys Effectiveness Data Tests Assignments / Rubrics

[Survey Dashboard](#) [+ Create Survey](#)

Instructions: Click on Survey Name to get started.

Create a Survey from Scratch

Submit

Configure the Survey

Follow the prompts.

- ❖ Identify the sponsoring organization or department.
- ❖ Add a logo
- ❖ Customize an introductory and end of survey statement
- ❖ Identify the start and end date of the survey.
- ❖ Identify how many questions you want to show on each page.
- ❖ If you have a give-away or sweepstakes, click the box and identify how many winners you want populated.
- ❖ Click the inactive button at the top of the page to make the survey active.

ADDING QUESTIONS

To add questions, click the second tab, then the + Add Question tab to the right. You know have a option of creating different types of questions. On the left side you can select multiple choice, a matrix table, text entry or net promoter score.

Multiple Choice Questions

- ❖ Create your question title
- ❖ Add questions. If you need more questions, click choices to the right
- ❖ If you are looking for a rating scale, select the automatic multiple-choice box to automatically populate your rating scale.
- ❖ If you require this question to be answered you must select yes or no. If yes, leave a message that the user will see.
- ❖ Click save and update to see question

Create Step5 : Measurement Tools

Surveys Effectiveness Data Tests Assignments / Rubrics

Test :: Question :: Add

Instructions: Add question title then click question type to get started.

QUESTION TITLE

Question Title

QUESTION TYPE

- Multiple Choice
- Matrix Table
- Text Entry
- Net Promoter Score

CHOICE OPTIONS

Insert text to write Choice 1
Insert text to write Choice 2

SETTINGS

Choices: 2

Validation

Is Required:

Yes No

Select Automatic Mul

Save and Update

Matrix Table

- ❖ The matrix table operates in the same way as multiple-choice options. The only difference is that you add all of your options on the left side of the matrix and the scale at the top of the matrix.
- ❖ Start by clicking Statements to increase the number of options.
- ❖ Add your own rating scale by clicking Scale point or click the box to select a rating option already listed.
- ❖ Select validation and click save and update

Text Entry

Click text if you are interested in qualitative responses. The text box automatically populates

Net Promoter

Net Promoter or Net Promoter Score (NPS) is a management tool that can be used to gauge the loyalty of a firm's customer relationships. It serves as an alternative to traditional customer satisfaction research and claims to be correlated with revenue growth.

The scale is automatic. Create the rating scale at the bottom and identify validation. Save and update.

Create Step5 : Measurement Tools

Surveys Effectiveness Data Tests Assignments / Rubrics

Test :: Question :: Add

Instructions: Add question title then click question type to get started.

QUESTION TITLE

Question Title

QUESTION TYPE	CHOICE OPTIONS											SETTINGS
Multiple Choice	0	1	2	3	4	5	6	7	8	9	10	Validation
Matrix Table	<input type="radio"/>	Is Required:										
Text Entry	Not Likely at All			Neutral				Extremley Likely				<input type="radio"/> Yes <input type="radio"/> No

Net Promoter Score

Save and Update

Unit Review

When you are ready to assess the effectiveness data in your program, click Unit Review to track longitudinal data. There are 7 action steps to completing your Unit Review:

Create Step5 : Measurement Tools

Surveys Effectiveness Data Tests Assignments / Rubrics

Unit Effectiveness Data Dashboard +Add Effectiveness Data Delete

Title	Creation Date	Action
-------	---------------	--------

Click the add effectiveness data to start and add the effectiveness overview

Create Step5 : Measurement Tools

Surveys Effectiveness Data Tests Assignments / Rubrics

Unit Effectiveness Data :: Add Back to Dashboard

SET UP EFFECTIVENESS DATA

Academic Unit Name*

Budget Unit Name

Overview*

Save and Continue

Select the indicator tab and add the number of years you want to collect data for. The year must be selected first. Click the dropdown box to select items you want to track. To remove the dropdown box click in the top box that reads hide dropdown.

Create Step5 : Measurement Tools

Save and update successfully!

Surveys Effectiveness Data Tests Assignments / Rubrics

Unit Effectiveness Data :: Police Department Back to Dashboard

SET UP EFFECTIVENESS DATA **INDICATORS**

INDICATORS + Add Year

Indicators	Program Year
Demand Indicators Click Here to Hide Options ▾ Efficiency Indicators Achieving Indicators Distance Education	<ul style="list-style-type: none"> ■ Annual head count All majors ■ Annual head count All students ■ Annual head count undergraduates ■ Annual head count graduates ■ Annual head count of full time faculty ■ Annual head count of part-time faculty ■ Annual head count of tenured faculty

Save & Update

NOTE: You must enter data in the empty field box to save categories. Remember you can always edit. Click save and update when data has been added.

SET UP EFFECTIVENESS DATA INDICATORS

INDICATORS + Add Year

Indicators	Program Year
Demand Indicators - Select - ▾	YR 2018
Annual head count All majors	1200
Annual head count undergraduates	1175
Annual head count graduates	45
Annual head count of full time faculty	17
Annual head count of part-time faculty	59

TESTS

Select the test tab and add a label for your test.

Create Step5 : Measurement Tools

Surveys Effectiveness Data **Tests** Assignments / Rubrics

Test Dashboard + Create Test

Instructions: Click on Test Title to get started.

Show 25 entries Search:

S. No	Test Title	Test Type	Status	Last Modified	Creation Date	Responses	Action
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

Create a Test from Scratch

Enter your Test Title here
Required.

-- select test type--

Submit

When label is added and submitted click on the title to start building the test

Create Step5 : Measurement Tools

Surveys Effectiveness Data **Tests** Assignments / Rubrics

Test Dashboard + Create Test

Instructions: Click on Test Title to get started.

Show 25 entries Search:

S. No	Test Title	Test Type	Status	Last Modified	Creation Date	Responses	Action
1	Beta Test	One Time Test	●	-	Sep 03 2018, 12:45 PM	0	

Showing 1 to 1 of 1 entries Previous 1 Next

Start with Demographic data. Click the add questions button to get started.

Create Step5 : Measurement Tools



Surveys Effectiveness Data **Tests** Assignments / Rubrics

Beta Test (One Time Test) - Total Score = 0 Active Preview Test Back to Dashboard

DEMOGRAPHIC QUESTIONS COURSES TEST QUESTIONS SUBMISSION DEADLINE CRITERION OPTIONS ONE TIME TEST DISTRIBUTIONS RESULTS

DEMOGRAPHIC QUESTIONS

Note: Participant first and last name are requested by default.

Add Question

You can select between multiple choice and text questions. Please note the first and last name is already asked of the participant so no need to add. If the question is required click yes with note.

DEMO COLLEGE | Demo College Welcome back, Demo! +

READINESS ENVISION CO-ORDINATE DESIGN REFLECT CREATE ANALYZE DATA COMMONS RUN REPORTS NOTIFICATIONS TUTORIALS SUITES

Create Step5 : Measurement Tools



Surveys Effectiveness Data **Tests** Assignments / Rubrics

Beta Test :: Demographic Question :: Add

INSTRUCTIONS: Add question title then click question type to get started.

QUESTION TITLE

What is your gender identity

QUESTION TYPE	CHOICE OPTIONS	SETTINGS
Multiple Choice	Choices <input type="text" value="male"/> <input type="text" value="transmale"/> <input type="text" value="female"/> <input type="text" value="transfemale"/>	Choices 4 + Validation Is Required: <input checked="" type="radio"/> Yes <input type="radio"/> No Error Message: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
Text Entry		

Save and Update

Identify all courses or sections of courses taking the same test. List how the SLO is approached, Course level (i.e, graduate or undergraduate and the PSLO being measured.

Click tab 3 to add test questions. Use multiple choice, which can also be a true/false and text. Identify the correct answer, the outcomes associated with each question and how much the question is worth.

Click tab 4 to activate the test. Add your start and end date along with how many questions you want to appear on each page, time limit and whether you want students to self-rate. Self-rating provides feedback to the student on their performance. Save and update.

Create Step5 : Measurement Tools

Surveys Effectiveness Data Tests Assignments / Rubrics

Beta Test (One Time Test) - Total Score = 2 **Active** Preview Test Back to Dashboard

DEMOCRATIC QUESTIONS COURSES TEST QUESTIONS SUBMISSION DEADLINE CRITERION OPTIONS ONE TIME TEST DISTRIBUTIONS RESULTS

SUBMISSION DEADLINE **TIME LIMIT** **CONFIGURATION**

Start Date End Date

Time Limit Enable Questions per page
1

Student Self Rating

Save & Update

Tab 5 allows you to set up your criterion scale. You have 6 options in the dropdown box.

DEMOCRATIC COLLEGE Demo College Welcome back, Demo!

CREATE READINESS ENVISION CO-ORDINATE DESIGN REFLECT ANALYZE DATA COMMONS RUN REPORTS NOTIFICATIONS TUTORIALS SUITES

Create Step5 : Measurement Tools

Surveys Effectiveness Data Tests Assignments / Rubrics

Beta Test (One Time Test) - Total Score = 2 Active Preview Test Back to Dashboard

DEMOCRATIC QUESTIONS COURSES TEST QUESTIONS SUBMISSION DEADLINE CRITERION OPTIONS ONE TIME TEST DISTRIBUTIONS RESULTS

CRITERION OPTIONS

Criterion Option Criterion Option 1

Thorough knowledge	Sufficient knowledge	Some knowledge	Little Knowledge	No discernible knowledge
4 - 4	4 - 4	4 - 4	4 - 4	5 - 5

Save & Update

To distribute click tab 6. The preview tab is not an active link. Use this link to check the test you created. To disseminate to users, click send email link and add user emails. Leave the message in link intact.

Create Step5 : Measurement Tools

Beta Test (One Time Test) - Total Score = 2

Active | Preview Test | Back to Dashboard

DEMOCRATIC QUESTIONS | COURSES | TEST QUESTIONS | SUBMISSION DEADLINE | CRITERION OPTIONS | ONE TIME TEST DISTRIBUTIONS | RESULTS

ONE TIME TEST DISTRIBUTIONS

Preview Test Link

This link is unable to track participants individually and should not be posted for the public.
This is a preview link only. Please send individual emails to track participant data.

http://assessmentmadeeasy.com/demo/test/K9Z310Z/00000

Click the final tab for results. Use the dropdown box for prepopulated options.

Create Step5 : Measurement Tools

Beta Test (One Time Test) - Total Score = 2

Active | Preview Test | Back to Dashboard

DEMOCRATIC QUESTIONS | COURSES | TEST QUESTIONS | SUBMISSION DEADLINE | CRITERION OPTIONS | ONE TIME TEST DISTRIBUTIONS | RESULTS

RESULTS

View Results: --select--

ASSIGNMENTS AND RUBRICS

To start assignments click create assignments and label the assignment

Create Step5 : Measurement Tools



The screenshot shows the 'Assignments / Rubrics' dashboard. At the top, there's a navigation bar with tabs: 'Surveys', 'Effectiveness Data', 'Tests', and 'Assignments / Rubrics'. Below the tabs is a sub-navigation bar with 'Assignments / Rubrics Dashboard', '+ Create Assignment' (in orange), and 'Delete' (in red). A cartoon dog icon is on the left. A message box says 'Instructions: Click on Assignment Title to get started.' Below the dashboard is a table with columns: '#', 'Assignment Title', 'Assignment Type', 'Creation Date', 'Results', 'Status', and 'Action'. A message 'No data available' is displayed.

Give the assignment a title and identify the assignment type, then submit to start creating your assignment and rubric.

Create a Assignment from Scratch

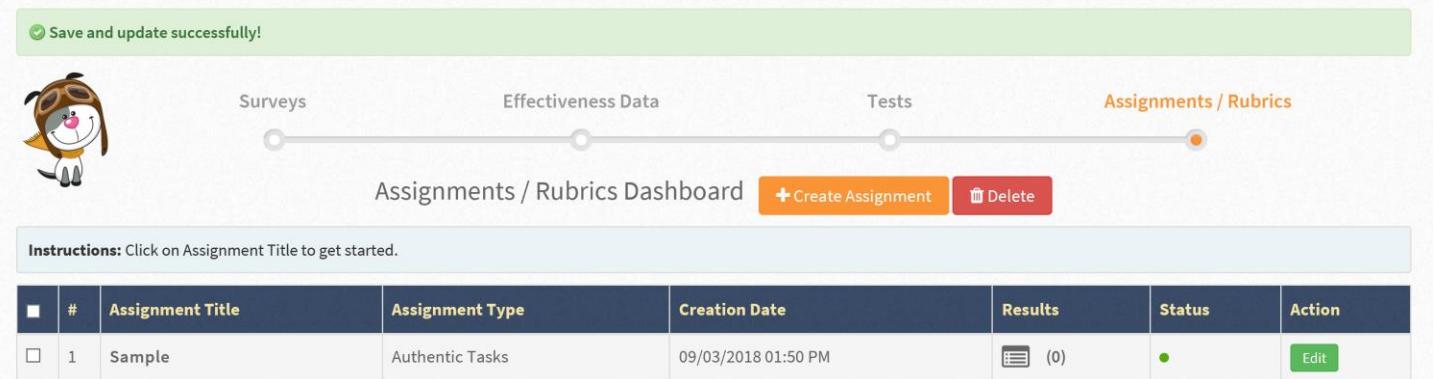
Assignment Title*

Assignment Type*

Submit

To start building your assignment click on the survey name.

Create Step5 : Measurement Tools



The screenshot shows the 'Assignments / Rubrics' dashboard after saving an assignment. A green success message 'Save and update successfully!' is at the top. Below it is the same navigation and sub-navigation bar as the previous screenshot. A message box says 'Instructions: Click on Assignment Title to get started.' Below the dashboard is a table with the following data:

#	Assignment Title	Assignment Type	Creation Date	Results	Status	Action
1	Sample	Authentic Tasks	09/03/2018 01:50 PM	(0)	●	Edit

The set up is simple. Just check to see if the title is correct and the assignment type then click status to activate the test. Save and update.

Click tab 2 and 3 to set up demographic data and to assign courses. Follow the same prompts offered in Tests. Identify each course, its learning outcomes etc.

Create Step5 : Measurement Tools

Surveys Effectiveness Data Tests Assignments / Rubrics

Sample **Active** [Preview Assignment](#) [Back to Dashboard](#)

SET UP DEMOGRAPHIC DATA COURSE **PREPARE INSTRUCTIONS** SUBMISSION DEADLINE RUBRIC BUILDER DISTRIBUTION RESULT

SET UP ASSIGNMENT(S)

Assignment Title* Sample

Assignment Type* Authentic Tasks

Status* Active

[Save and Continue](#)

Click tab 4 to prepare instructions. Write instructions in the field text or upload instructions. If you upload instructions, indicate in the field text area that a document has been uploaded.

Create Step5 : Measurement Tools

Surveys Effectiveness Data Tests Assignments / Rubrics

Sample **Active** [Preview Assignment](#) [Back to Dashboard](#)

SET UP DEMOGRAPHIC DATA COURSE **PREPARE INSTRUCTIONS** SUBMISSION DEADLINE RUBRIC BUILDER DISTRIBUTION RESULT

PREPARE INSTRUCTIONS

Instructions: You are taking an assignment for assessment. Please read and follow the prompts.

[Save and update Instruction](#) [Upload Instruction Documents](#)

Click tab 5 and create the deadline for taking the assignment and for raters to complete ratings. If there is a time limit, add it in minutes. Save and update.

Click tab 6 to create your rubric. Click yes to populate the rubric and no if no rubric is needed. If rubric is not created, you will not have results in AMEE.

Add more categories as needed. Define the scale and the high and low points.

Save and update.

To distribute the assignment to students and rubrics and assignments to faculty or assessors, send the link. The preview link is just for you. To send the email to students click the appropriate tabs to the left to add emails.

The screenshot shows the AMEE Create Step5: Measurement Tools interface. At the top, there's a navigation bar with icons for Readiness, Envision, Co-ordinate, Design, Reflect, Create, Analyze, Data Commons, Run Reports, Notifications, Tutorials, and Suites. A welcome message "Welcome back, Demo! + [Profile Picture]" is on the right. Below the navigation bar, the title "Create Step5 : Measurement Tools" is displayed, followed by a cartoon character icon. A horizontal progress bar indicates the current step: Surveys (grey), Effectiveness Data (grey), Tests (grey), and Assignments / Rubrics (orange). Below the progress bar are buttons for "Sample" (Active), "Preview Assignment" (orange), and "Back to Dashboard". A sub-navigation bar below the main one includes buttons for SET UP, DEMOGRAPHIC DATA, COURSE, PREPARE INSTRUCTIONS, SUBMISSION DEADLINE, RUBRIC BUILDER, DISTRIBUTION (highlighted in orange), and RESULT. Under the "ASSIGNMENT DISTRIBUTIONS" section, there are three buttons: "Preview Link" (dark blue), "Email Link" (light grey), and "★ Raters" (light grey). Below these buttons are two URLs: "http://assessmentmadeeasy.com/demo/assignment/61T3U01/00000" and "http://assessmentmadeeasy.com/demo/assignment_raters/61T3U01/00000".

Check both URL links before disseminating to others. The rater link will not populate any details until students have completed a task(s) to be reviewed. Raters can leave direct feedback for students.

The screenshot shows the AMEE Online Assignment Rating Dashboard. The header reads "WELCOME TO THE AMEE ONLINE ASSIGNMENT RATING DASHBOARD" and "Sample". Below the header is a note: "Note: Please sign in using the content box, then click RATE NOW to rate the assignment." On the right is a "Save" button. A table below has columns for "#", "Assignment Takers", "Completed Assignment", "Rater Status", "Date / Time", and "Rate Assignment".

Assignment Results are displayed in real time.

The screenshot shows the AMEE Assignment Takers Results page. On the left, under "ASSIGNMENT TAKERS RESULTS", there's a dropdown menu with options: "-select-", "Assignment Takers" (selected), Demography Only, Overall Ratings, Rater Status, Rater Reliability, Course Statistics, and Self-Report Result. On the right, there's a table with columns: "#", "Code / No.", "Status", "Answers", "Individual Rating", and "Display Rater Page".

ANALYZE

Click on any tip to get best practices and ways of analyzing your data collected through AMEE solutions. You can upload your report here to share with your administrator.

The screenshot shows the AMEE platform's navigation bar at the top, featuring various tabs like 'READINESS', 'ENVISION', 'CO-ORDINATE', 'DESIGN', 'REFLECT', 'CREATE', 'ANALYZE' (which is highlighted in orange), 'DATA COMMONS', 'RUN REPORTS', 'NOTIFICATIONS', 'TUTORIALS', and 'SUITES'. Below the navigation bar, a section titled 'Analysis Tips : Step 6' is displayed. This section includes a heading 'WAYS TO ANALYZE DATA WITH AMEE' and a list of 15 tips, each with a small icon and a brief description:

- Overview
- Methods
- Desired Results
- Description of Participants
- Data Collect and Procedures
- Faculty Participation / Training
- Results and Findings
- Benchmark Analysis
- Comparative Analysis
- Significance of Results
- Conclusions
- Limitations
- Suggestions
- Closing the Loop

At the bottom right of this section are two buttons: 'Close the Loop' and 'Upload Report'.

Click on a topic and read the tip to get started.

This screenshot shows the detailed view of the 'Overview' tip. The title 'Overview' is at the top, followed by a close button (an 'X'). The main content area contains the following text:

When you begin any information gathering process, you usually have a general idea of the topic. Obtaining background information on your subject can provide your readers with a context for your assessment. Use this section to provide a general overview of your report.

CLOSING THE LOOP

Add a year and select from the three options different categories related to how you closed the loop.

Indicators	Program Year YR 2018
<input type="checkbox"/> Revised content of program courses <input type="checkbox"/> Developed annual meetings to facilitate optimal use of assessment results <input type="checkbox"/> Added/deleted courses in program <input type="checkbox"/> Changed course sequences <input type="checkbox"/> Created new or revised degree requirements <input type="checkbox"/> Changed emphases for new or vacant faculty positions <input type="checkbox"/> Revise/Eliminated or added prerequisites <input type="checkbox"/> Changed degree programs <input type="checkbox"/> Developed new degree program options <input type="checkbox"/> Other	

Data Commons

Share and review data results with other users. For every result you can download graphs and tables as jpeg. Upload the jpeg and share the data you collect with others with similar learning outcomes.

Data Commons

The decision to share assessment data with others across your campus is a great way to compare outcome achievement in your program and is as easy as 1-2-3. To start, download a graph or table jpg/png in your results tab. Click the Add New Data Common button and follow the prompt. Your assessment data results will be available to others across your campus in a matter of minutes.

[Add New Data Commons](#)

STUDENT SATISFACTION DATA

The current survey, based on the Malcolm Baldrige "Are We Making Progress," has been in place since [...]

01/23/2018 08:19 AM

Your Data Commons

Create a data commons workspace by creating a title representing the type of data (i.e., survey, tests, assignment) being shared. Choose the core competency represented and upload your jpeg file and a thumbnail to represent your data. Provide a short description and share.

The screenshot shows a modal window titled "Data Commons :: Add". The form contains the following fields:

- Title ***: A text input field containing "Title".
- Data Type ***: A dropdown menu showing "-- select --".
- Type**: A dropdown menu showing "-- select --".
- Core Competency ***: A dropdown menu showing "-- select --".
- Upload Data ***: A file input field with a "Browse..." button.
- Add Thumbnail ***: A file input field with a "Browse..." button.
- Descriptive Text ***: A text area with placeholder text "Enter Descriptive text".
- Share Now !**: An orange button at the bottom.

REPORTS

There are six different reports: Assessment planning, Time Tracker, Undergraduate Student Learning Outcomes overall performance, Administrative feedback report, Assessment Template Report and Graduate Student Learning Outcome Overall Performance. Reports download in an editable word document.

The screenshot shows a dashboard titled "Report Dashboard". It includes a message: "Click on each report to review and download for your files. Each report is a word document that can be edited. The assessment report is a template only." Below the message are six report buttons arranged in a grid:

Assessment Planning Report	Administrative Feedback Report
Time Tracker Report	Assessment Template Report
UG - Student Learning Outcome Overall Performance Metrics	GRAD - Student Learning Outcome Overall Performance Metrics

NOTIFICATIONS

Receive notifications from your assessment administrator.

Notifications

Show 25 entries Search:

#	Message	Type	Sent Date
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

HELP DESK

Read the tutorials to help walk you through the program

HELP CENTER

Preparedness Tracker Checklist

Use the preparedness tracker to understand where your program is in the assessment process. How ready are you for assessment? Just select the items you currently have available and click submit for a preparedness statement.

Department Subheading1

Step 1: ENVISION

Step 2: COORDINATE

Step 3: DESIGN

Step 4: REFLECT

Step 5: CREATE SURVEYS

Step 5: CREATE TESTS

Step 5: CREATE ASSG.

Step 5: UNIT REVIEWS

Step 6: ANALYZE

Data Commons

Run Customized Reports

Notifications

Goals And Outcomes