

Mastering 2025-2026 Annual Assessment Reporting in the



Office of Academic Effectiveness

Agenda

- Introductions
- Why we do this work
- Assessment refresher
- Accessing the Cloud-Based Assessment Management System (AMS)
- Step 1: Completing the Follow-Up on the Continuous Improvement Action Plan from the 2024-2025 assessment cycle.
- Step 2: Navigating the 2025-2026 Assessment Cycle Workspace
- Step 3: Navigating Assessment Reporting
- Step 4: Navigating the 2026-2027 Continuous Improvement Action Plan
- Step 5: Submitting 2025-2026 Assessment Report
- Next Steps
- Q&A



Your Dedicated Program-Level Assessment Support Team



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Office of Academic Effectiveness

Reminder of Why We Do This Work

Why We Engage in Assessment Work

**Data-
Informed
Decision
Making**

Student Success

**Fosters a Culture
of Continuous
Improvement in
Student Learning**

**Enhances the
Institute's
Competitive
Edge**

**Meet/Exceed
Accountability
Expectations**

**Aligns with our
Institutional
Values –
Students are
our top priority**

**Builds a Shared
Understanding
of Learning**

Assessment Refresher

What is Assessment?

Assessment is a **systematic process of gathering, analyzing, and interpreting evidence** to determine the extent to which outcomes meet established expectations (*Suskie, 2004*).

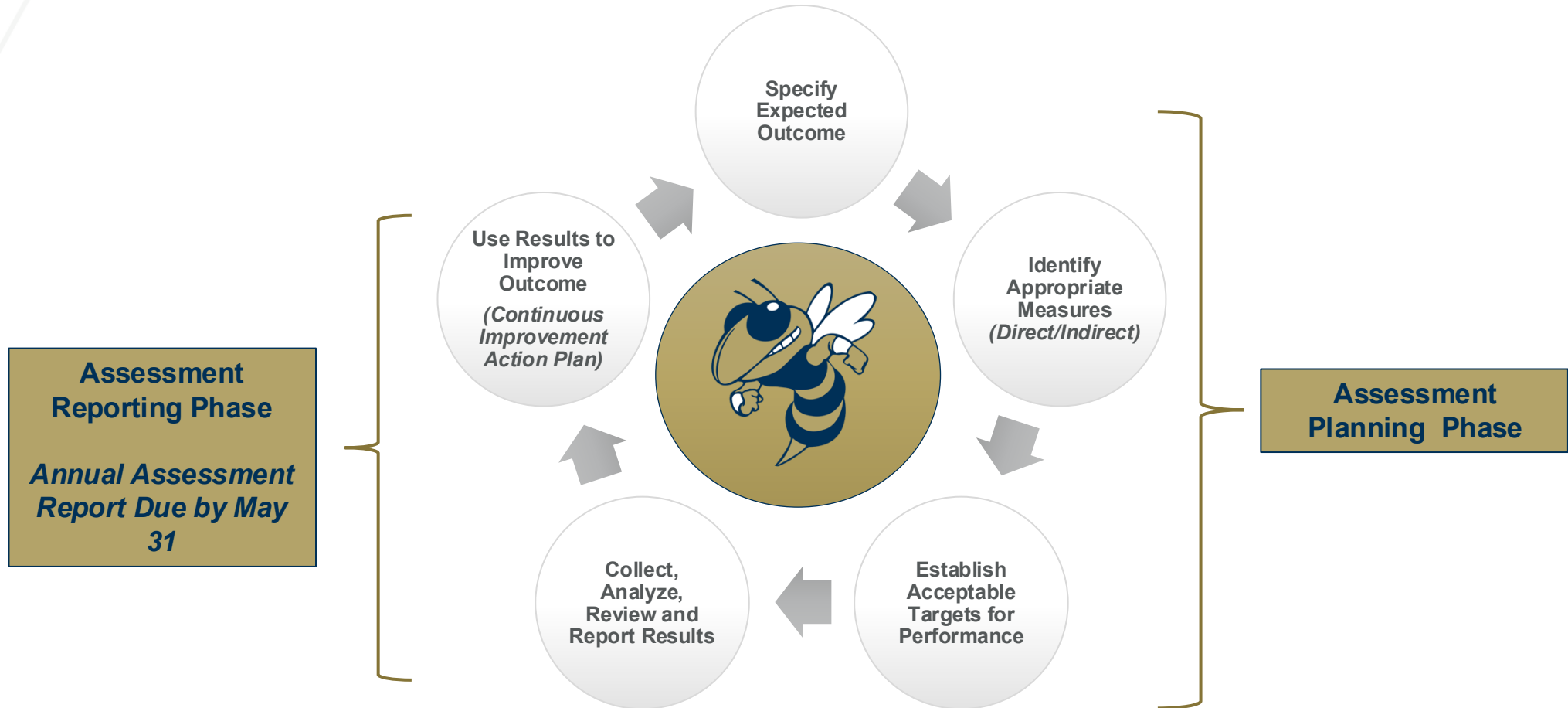
“Educational assessment is at heart an exercise in evidentiary reasoning. From a handful of things that students say, do, or make, we want to draw inferences about what they know, can do, or have accomplished more broadly.” (Mislevy & Riconscente, 2005, p. iv).

What is a Program Level Student Learning Outcome?

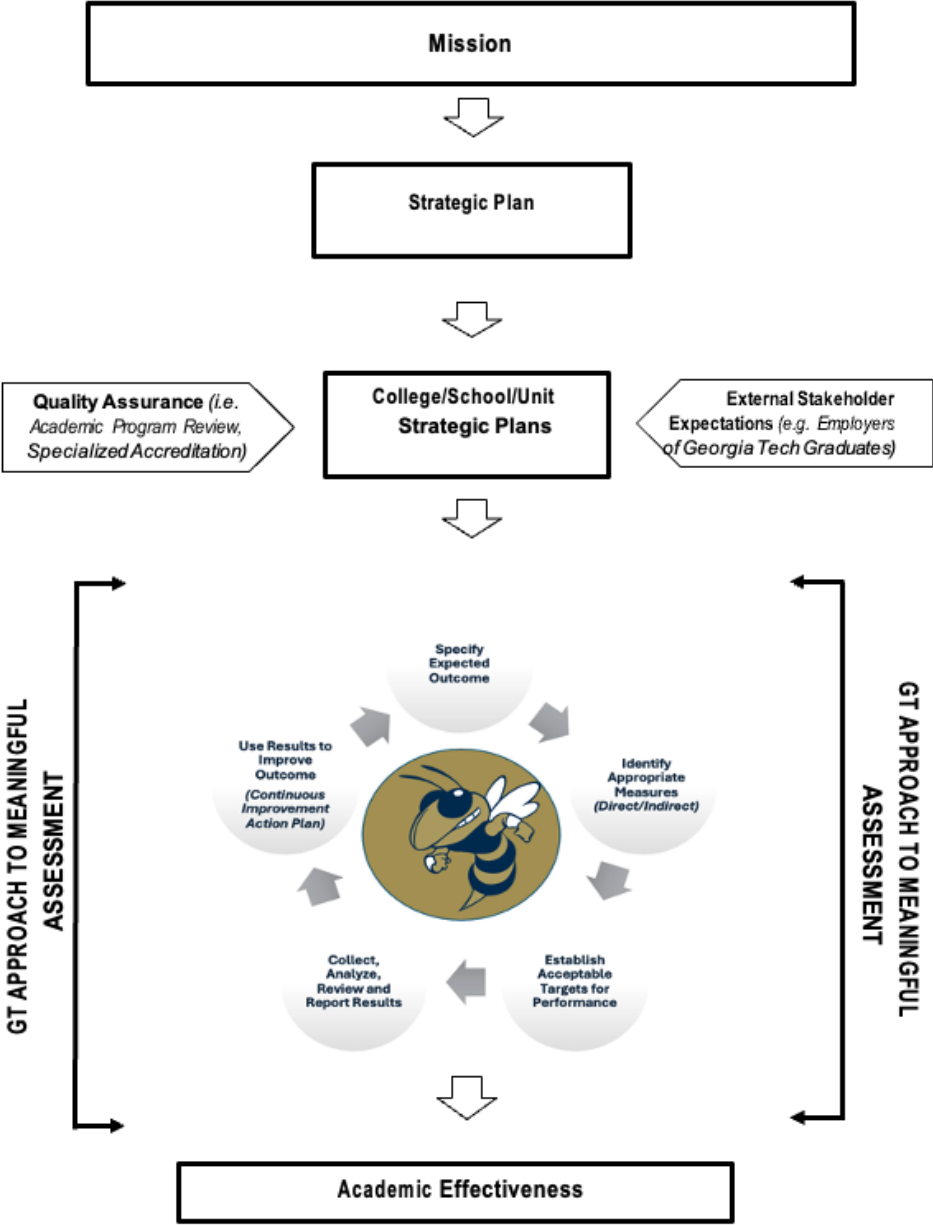
Specified knowledge, skills, abilities or attitudes that students are expected to attain by the end of a program of study.



Approach to Meaningful Assessment



Academic Effectiveness Framework for Meaningful Outcomes Assessment



Key Components of Assessment Process Unpacked

Step 1: Specify Expected Outcomes

The outcome should specify the knowledge, skills, abilities or attitudes that students are expected to attain by the end of the program of study.

Step 2: Identify Appropriate Measures

- *Direct Assessment Measures*: Captures students' actual performance in a way that demonstrates that specific learning has taken place.
- *Indirect Assessment Measures*: Captures student's perceptions of their learning.

Step 3: Establish Acceptable Targets for Performance Aligned with Each Measure/Method

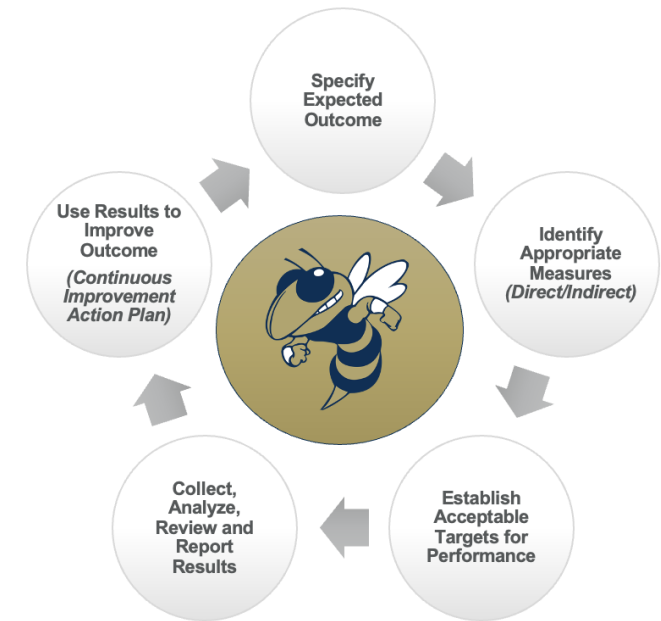
The expected level of performance or the benchmark indicator for success.

Step 4: Collect, Analyze, Review and Report Results

A descriptive summary of the data collected at the measure level in alignment with the outcome. The summary should include where appropriate the specific percentage and sample size in alignment with the target for performance.

Step 5: Use Results to Improve Outcome (Continuous Improvement Action Plan)

Facilitates data-driven program improvement by documenting data usage in reports and generating actionable insights.



Assessment Toolkit:

<https://academiceffectiveness.gatech.edu/assessment-toolkit>

Accessing the Cloud-Based Assessment Management System



Link to AMS & Assessment Toolkit

 **taskstream** by Watermark™

Welcome to Taskstream by Watermark

Sign In

Sign In

[Forgot Login?](#)

[Create/Renew Account](#)

[Get Help](#)

Link to GT AMS

<https://w.taskstream.com/cas/login?partnerId=uafjff9eu>

Assessment Toolkit



Assessment Basics



Developing Student Learning Outcome Statements



Assessment Measures



Annual Plan & Report Submission Portal



Assessment Templates



Assessment Resources

Link to Assessment Toolkit

<https://academiceffectiveness.gatech.edu/assessment-toolkit/>

SSO – Use your GT credentials to access the system

Accessing Your Degree Program Workspace

Greetings

Welcome to Georgia Tech Assessment Management System (AMS). This system has been customized to help programs and units more effectively and efficiently document and report assessment activities in a spirit of continuous improvement. The Office of Academic Effectiveness looks forward to working with you to leverage the system to document and tell your story.

Office of Academic Effectiveness
<https://academiceffectiveness.gatech.edu/>

Workspaces - All Access Mode

Assigned Workspaces Preview Mode All Access Mode

Ivan allen

Search

Clear

Academic Program Assessment » Ivan Allen College of Liberal Arts » Interdisciplinary Degree/Certificate Programs in Ivan Allen

Bachelor of Science in Economics and International Affairs (3020101)

- select report -

Go

Assessment Planning and Reporting For Academic Degree Programs

Select Assessment Planning and Reporting for Academic Degree Programs to access the workspace for your degree program.

Interdisciplinary Degree/Certificate Programs in Ivan Allen

Languages (30999902)

- select report -

Go

Academic Program Assessment » Ivan Allen College of Liberal Arts » Interdisciplinary Degree/Certificate Programs in Ivan Allen

Bachelor of Science in International Affairs and Modern Language (30999901)

- select report -

Go

Assessment Planning and Reporting For Academic Degree Programs



Step 1: Complete Follow-Up On Continuous Improvement Action Plan from the 2024-2025 Assessment Cycle

Follow-Up on Continuous Improvement Action Plan

- Continuous Improvement Action Plan
- Follow-Up on Continuous Improvement Action Plan
- 2023-2024 Assessment Cycle**
 - Assessment Plan
 - Assessment Report
 - Continuous Improvement Action Plan
 - Follow-Up on Continuous Improvement Action Plan
- 2024-2025 Assessment Cycle**
 - Assessment Plan
 - Assessment Report
 - Continuous Improvement Action Plan
 - Follow-Up on Continuous Improvement Action Plan**
- 2025-2026 Assessment Cycle**
 - Assessment Plan
 - Assessment Report
 - Continuous Improvement Action Plan
 - Follow-Up on Continuous Improvement Action Plan

Follow-Up on Continuous Improvement Action Plan (This...

[VIEW LOG](#)

[WORD](#)

[PDF](#)

[PRINT](#)

[SHARE](#)

[?](#)

[CHECK OUT](#)

Work Not Started

Directions

Use this space to track the progress of your actions and to identify what steps need to be taken in order to complete them. Be sure to update this requirement regularly with updates to the status of your actions. [Print](#)

To begin, please **Check Out** this requirement. For each outcome and action that was entered in the operational/action plan, the include these in the actions in the status report section. For each action, an Add Status Report button will be present. To add workspace, click this button. Complete the required fields and press the Continue button. Once a status report has been added attachments or weblinks to that measure to provide evidence of the progress of your actions. Repeat this process for any and that you wish to add. In order for others to access this requirement you will need to **Check In** the requirement when you are finished.

Review Method

Action Statuses

Check Out the workspace to edit and add content.

Select **Follow-Up on Continuous Improvement Action Plan** in the 2024-2025 workspace.
Provide an update on your action plans in this section.
Note: Remember to Check Out the workspace to add content.

Follow-Up on Continuous Improvement Action Plan Cont...

Outcome: Outcome 1

Students will be able to use effective graphic communication in biological sciences.

▼ Action: Reinforce Graphing Rubric with Faculty and Graphing Components with Students

Action details:

Based on the performance of students in this year's cohort, it is apparent that students have not yet achieved mastery in graphing. These results were discussed among assessment faculty; we will repeat this assessment regularly and after reinforcing these specific improvements to improve for the next assessment cycle:

1) The BioSci Assessment team will share the following items of concern to incoming course faculty/BioSci Undergraduate Curriculum Committee:

- a) Emphasize the importance of labeling and providing keys for data interpretation
- b) Improve the quality of existing units on dependent/Y-axis variables for data interpretation
- c) Demonstrate and provide examples of how to structure a graph so that the take-home message is clear (i.e. results are easily interpretable)

2) The BioSci assessment team should reinforce the importance of reviewing the graphing tools on which the rubric is based with the core 1XXX-and 2XXX labs in the department to be used in their courses for scaffolding graphing education.

3) The appropriate BioSci administration should engage in coaching with course faculty whose students performed under the minimal expectations.

Supporting Attachments:

Status for Reinforce Graphing Rubric with Faculty and Graphing Components with Students

Add Status

No Status Added

Select **Add Status** to provide your status update for each Action.

Follow-Up on Continuous Improvement Action Plan Cont...

Status Report for Reinforce Graphing Rubric with Faculty and Graphing Components with Students
Outcome: Outcome 1 (Students will be able to use effective graphic communication in biological sciences.)

Enter information for each action defined in the operational plan.

* Required Fields

* Current Status:	<div data-bbox="937 511 1735 718"><p>✓ - Select -</p><p>Not started</p><p>In Progress</p><p>Completed</p><p>Not Implemented</p></div>
Summary of Key Observation:	<div data-bbox="652 648 715 762">↑</div>

Indicate the **Current Status** of the Action item, then provide a **Summary of Key Observations** associated with the action.

Cancel Check Spelling **SUBMIT**

Once you have completed the above, select **Submit** and then move on to the next action item.

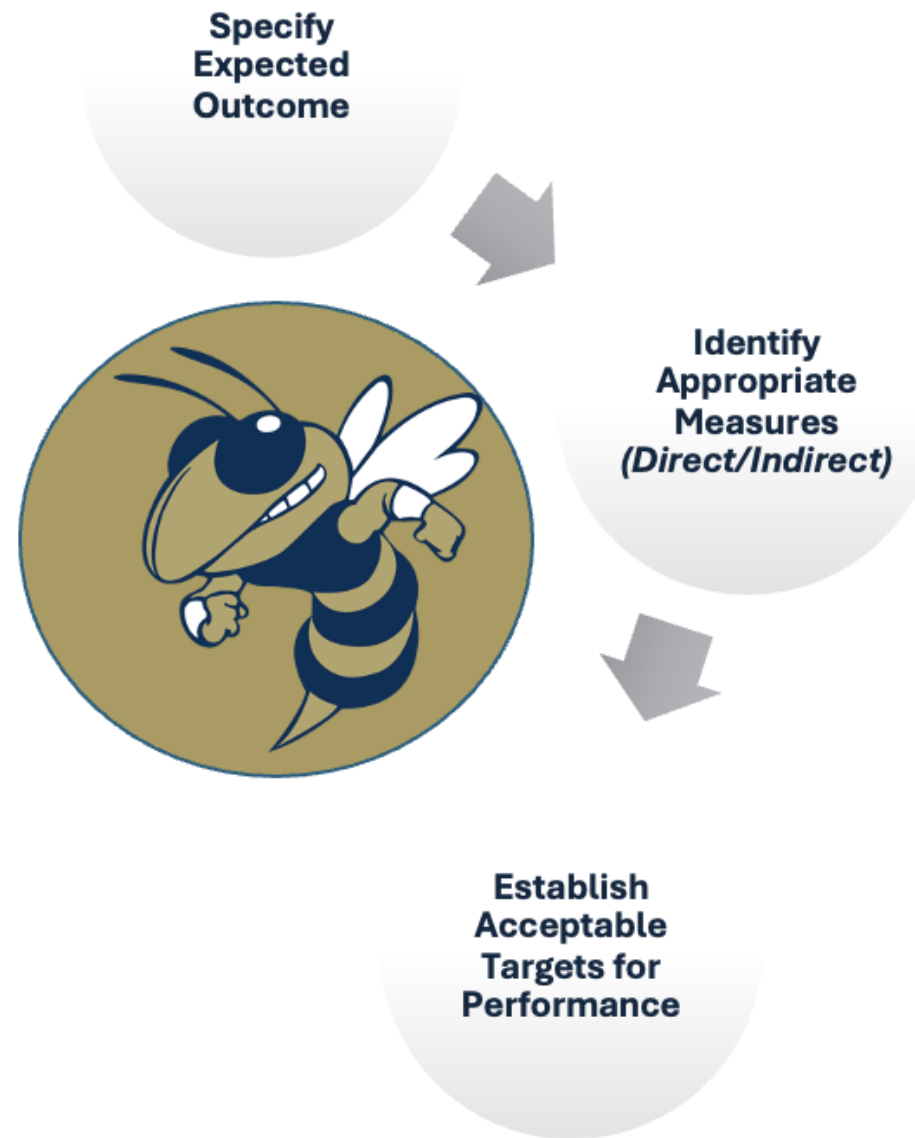
If you are finished providing all your updates, you are ready to move to the **2025-2026 Assessment Cycle** workspace.

The background of the slide is a faded, light-colored image of a large, multi-story brick building with many windows. In the foreground, several people are walking on a paved path that leads up towards the building. The overall tone is professional and academic.

Step 2: Refresher on Navigating the 2025-2026 Assessment Cycle Workspace

Have you generated your 2025-2026 Assessment Plan?

This is the first three steps of our approach to meaningful outcomes assessment.



Cont....

Supporting For Academic Degree Programs

Edit Content Discussion Submission & Read Reviews Publish Options & Info

Assessment Plan VIEW LOG WORD PDF PRINT SHARE CHECK IN

Work Not Started

Checked out : 11/17/2021 04:50:01 PM (EST)
Checked out to : Georgia Institute of Technology Manager

▼ Directions

Use this space to document your program's or department's assessment plan for the current assessment cycle.

[Print](#)

To begin, please **Check Out** this requirement. Select either the Create New Assessment Plan or Copy Existing Plan as Starting Point buttons (Please note that you will only see these options the first time you Check Out this requirement. If you do not see these options, you may proceed to the next step). Click Select Set and select the Select Existing Set button to access the previously-entered outcome sets. Select the set of outcomes that you wish to assess this cycle and then select the specific outcomes you wish to assess by enabling the checkbox next to each outcome. Click Accept and Return to Plan and for each outcome that was selected, you will see an Add New Measure button. To add an assessment measure to an outcome, click this button, complete the required fields and press the Continue button. Once a measure has been added you may add any attachments or weblinks to that measure. NOTE: if you are an LAT user, you will also be able to import LAT reports at this time. Repeat this process for any and all subsequent measures that you wish to add. In order for others to access this requirement you will need to **Check In** the requirement when you are finished.

▶ Review Method

CREATE NEW ASSESSMENT PLAN

COPY EXISTING PLAN AS STARTING POINT



Select **“Copy Existing Plan as a Starting Point”** to import your Assessment Plan from the previous cycle.

Cont....

Directions : Select an existing plan as a starting point for your new plan. You will be able to modify this plan after copying it .

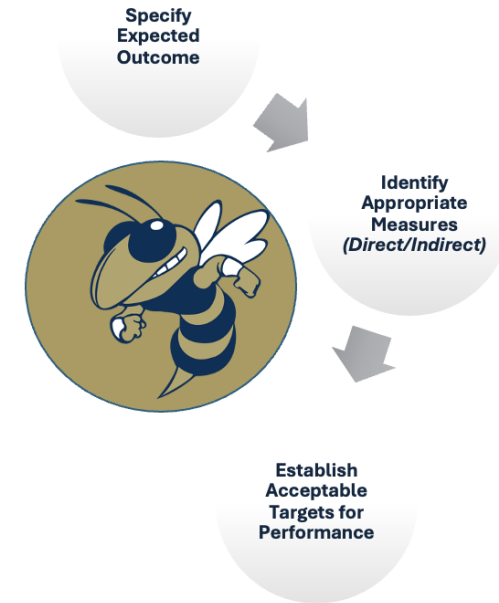
Existing Plan:

Select here to copy
your **2024-2025**
Assessment
Cycle:
Assessment Plan
then click **Submit**.

- Assessment Planning and Reporting For Academic Degree Programs**
2024-2025 Assessment Cycle: Assessment Plan [[Plan](#)]
(last modified : 05/30/2025)
- Assessment Planning and Reporting For Academic Degree Programs**
2023-2024 Assessment Cycle: Assessment Plan [[Plan](#)]
(last modified : 06/07/2024)
- Assessment Planning and Reporting For Academic Degree Programs**
2021-2022 Assessment Cycle: Assessment Plan [[Plan](#)]
(last modified : 01/19/2024)
- Assessment Planning and Reporting For Academic Degree Programs**
2022-2023 Assessment Cycle: Assessment Plan [[Plan](#)]
(last modified : 05/31/2023)
- Assessment Planning and Reporting For Academic Degree Programs**
2020-2021 Assessment Cycle: Assessment Plan [[Plan](#)]
(last modified : 05/25/2021)

Cancel

SUBMIT



Magic Sauce - Assessment Plan generates in the 2025-2026 workspace

The screenshot shows the 'Assessment Plan' workspace. At the top, a green navigation bar contains 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and 'CHECK IN' buttons. Below this, a text area contains the phrase 'development in almost all subfields of computer science and successful graduate study in computer science or related discipline'. A 'Measures' section is visible, featuring a 'Show Descriptions' checkbox and a 'Select Set' button. An 'Outcome: ABET Outcome 1' is listed with the description 'Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions'. Below the outcome, a 'Measure: Measure 1:1' is shown with the type 'Direct - Exam' and 'Edit' and 'Remove' buttons. A callout box with a downward arrow points to the 'Add/Edit Attachments and Links' button at the bottom of the measure section. Another callout box with an upward arrow points to the 'Edit' button for the measure.

Assessment Plan

VIEW LOG WORD PDF PRINT SHARE CHECK IN

development in almost all subfields of computer science and successful graduate study in computer science or related discipline

Measures

Show Descriptions Select Set

Outcome: ABET Outcome 1 Add New Measure

Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions

Measure: Measure 1:1 Edit Remove

Direct - Exam

Final Exam Test Items

Using a scoring rubric for pre-selected final exam questions resulting in a composite rating from a range of Excellent to Inadequate. The exam assesses discrete math concepts to solve computing problem outcome.

Establish Acceptable Target for Performance: 90% of students will be rated as "adequate or excellent"

Supporting Attachments:

Add/Edit Attachments and Links

Be reminded that at the measure level you have the ability to upload supporting documents (e.g., scoring rubrics, surveys etc.)

You will now be able to edit the measures and performance targets as appropriate.

If you only want a subset of existing outcomes or new outcome(s)

Assessment Plan VIEW LOG WORD PDF PRINT SHARE CHECK IN

development in almost all subfields of computer science and successful graduate study in computer science or related discipline

▼ **Measures**

Show Descriptions Select Set

▼ **Bachelor of Science in Computer Science (11010101) Outcome Set**

Outcome

Outcome: ABET Outcome 1 Add New Measure
Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions

▼ **Measure: Measure 1:1** Edit Remove
Direct - Exam

If "Direct Other" or "Indirect Other" is selected, please specify measure:
Measure details: Final Exam Test Items
Using a scoring rubric for pre-selected final exam questions resulting in a composite rating from a range of Excellent to Inadequate. The exam items measure the students' ability apply discrete math concepts to solve computing problems. All exam question are aligned with the outcome.



Click "Select Set"

Subset of existing outcomes or new outcome(s)

Workspace :Assessment Planning and Reporting For Academic Degree Programs

Edit Content | Discussion | Submission & Read Reviews | Publish | Options & Info

EXPAND ALL | COLLAPSE ALL

Select outcome sets for Measure

SELECT EXISTING SET | ACCEPT AND RETURN TO PLAN

General Information

- Program Specific Information
 - Program Mission Statement
 - Expected Program-Level Student Learning Outcomes
 - Curriculum Map
- 2020-2021 Assessment Cycle
 - Assessment Plan
 - Assessment Report
 - Continuous Improvement Action Plan
 - Follow-Up on Continuous Improvement Action Plan
- 2021-2022 Assessment Cycle
 - Assessment Plan
 - Assessment Report
 - Continuous Improvement Action Plan
 - Follow-Up on Continuous Improvement Action Plan
- 2022-2023 Assessment Cycle
 - Assessment Plan
 - Assessment Report
 - Continuous Improvement Action Plan

Bachelor of Science in Computer Science (11010101) Outcome Set (Outcomes)

Include A

Outcome

Map

Important: If you are adding new outcomes for the first time, this will need to be done in the "Expected Program-Level Student Learning Outcomes" workspace under "Program Specific Information."

Step 2: Select "Accept and Return to Plan"

<input checked="" type="checkbox"/>	ABET Outcome 3 Q Communicate effectively in a variety of professional contexts	No Mapping	<input type="button" value="Hide"/>
<input checked="" type="checkbox"/>	ABET Outcome 4 Q Recognize professional responsibilities and make informed judgements in computing practice based on legal and ethical principles	No Mapping	<input type="button" value="Hide"/>
<input checked="" type="checkbox"/>	ABET Outcome 5 Q Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline	No Mapping	<input type="button" value="Hide"/>
<input checked="" type="checkbox"/>	ABET Outcome 6 Q Apply computer science theory and software development fundamentals to produ	No Mapping	<input type="button" value="Hide"/>

Step 1: Select outcome(s) that will be assessed in the current assessment cycle

Cont....

Assessment Plan VIEW LOG WORD PDF PRINT SHARE CHECK IN

development in almost all subfields of computer science and successful graduate study in computer science or related discipline

▼ Measures

Show Descriptions Select Set

▼ Bachelor of Science in Computer Science (11010101) Outcome Set

Outcome

Outcome: ABET Outcome 1 Add New Measure

Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions

▼ Measure: Measure 1:1 Edit Remove

Direct - Exam

Exam Test Items

g a scoring rubric for pre-selected final exam questions resulting in a composite rating
a range of Excellent to Inadequate. The exam items measure the students' ability apply
discrete math concepts to solve computing prob
outcome.

Establish Acceptable Target for Performance: 90% of students will be rated as "adequate or ex

Supporting Attachments:

Add/Edit Attachments and Links

Be reminded that at the measure level, you have the ability to upload supporting documents (e.g., scoring rubrics, surveys, etc.)



You will now be able to edit the measures and performance targets as appropriate.

Cont....

Supporting For Academic Degree Programs

Edit Content Discussion Submission & Read Reviews Publish Options & Info

Assessment Plan VIEW LOG WORD PDF PRINT SHARE CHECK IN

▼ DEMO AREA Outcome Set

Outcome

Outcome: Outcome 1

Test

▼ Measure: Measure 1

Direct - Student Artifact

Edit Remove

If "Direct Other" or "Indirect Other" is selected, please specify measure:
Measure details:
Establish Acceptable Target for Performance:

Supporting Attachments:
Add/Edit Attachments and Links

Remember to "Check In" the workspace when you have completed all elements of the Assessment Plan.

Step 3: Navigating the Assessment Reporting Workspace for the 2025-2026 Assessment Cycle

Assessment Reporting Phase



Reminder: 2025-2026
Assessment Reports are due by
May 31

Navigating Assessment Reporting in AMS

The screenshot shows the 'Assessment Report' page in the AMS system. The page title is 'Assessment Report'. At the top right, there are navigation options: 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and a 'CHECK OUT' button. A yellow banner at the top of the main content area says 'Work Not Started'. Below this, there are sections for 'Directions' and 'Review Method'. The 'Directions' section contains text about documenting findings and a 'Check Out' button. The 'Review Method' section contains a sub-section for 'Actual Result per Measure'. On the left side, there is a navigation menu with several assessment cycles. The '2025-2026 Assessment Cycle' is highlighted with a blue box and a yellow circle, and its 'Assessment Report' option is also highlighted. A yellow arrow points from the 'CHECK OUT' button to the 'Work Not Started' banner. Another yellow arrow points from the '2025-2026 Assessment Cycle' to the 'Assessment Report' option in the menu. A third yellow arrow points from the 'Assessment Report' option in the menu to the 'Actual Result per Measure' section.

Assessment Report

VIEW LOG WORD PDF PRINT SHARE ? CHECK OUT

Work Not Started

Directions

Use this space to document the findings from your assessments for this cycle. Please attach any relevant reports or other evidence to substantiate your [Print](#) narrative analysis. Be sure to include reflections and recommendations based on your analysis of the findings.

To begin, please **Check Out** this requirement. For each outcome and measure that was entered in the assessment plan, the system will prompt you to add findings to these in the assessment findings section. For each measure, an Add Findings button will be present. To add assessment findings to this button. Complete the required fields and press the Continue button. Once a set of findings has been added you may add any additional findings to that measure to provide substantiating evidence of your findings. **(NOTE: if you also use Taskstream's LAT platform to collect artifacts, you will also be able to import LAT reports as substantiating evidence.)** Repeat this process for any and all sub-sections you wish to add. In order for others to access this requirement you will need to **Check In** the requirement when you are finished.

Review Method

Actual Result per Measure

2025-2026 Assessment Cycle

- Assessment Plan
- Assessment Report

Remember to Check Out the workspace to edit and add content.

You should be working in the 2025-2026 Assessment Cycle workspace.

Select the Assessment Report to complete your 2025-2026 assessment report.

Navigating Reporting Cont...

▼ **Actual Result per Measure**

Show Measures Show Descriptions Show Full Action Details

▼ **Bachelor of Science in Computer Science (11010101) Outcome Set**

Outcome

Outcome: Outcome 1
Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions

▼ **Measure: Measure 1:1**
Direct - Exam

If "Direct Other" or "Indirect Other" is selected, please specify measure:
Measure details: Final Exam Test Items
Using a scoring rubric for pre-selected final exam questions resulting in a composite rating from a range of Excellent to Inadequate. The exam items measure the students' ability apply discrete math concepts to solve computing problems

Establish Acceptable Target for Performance: 90% of students will be rated as "adequate or excellent" on the final exam test items.

Actual Results for Measure 1:1 Add Actual Results

No Actual Results Added

Select "Add Actual Results" to enter your assessment results for each measure.

Navigating Reporting Cont...

Edit Content Discussion Publish Options & Info

Actual Results for Measure 1:1
Outcome: Outcome 1 (Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions)

Please enter the findings for this measure.
*** Required Fields**

* Summary of Actual Results:	
Use Results to Improve Outcome:	
Acceptable Target Achievement:	Final Exam Test Items Using a scoring rubric for pre-selected final exam questions result discrete math concepts to solve computing problems <input type="radio"/> Target Performance Level not achieved or performance decreased or remained the same <input type="radio"/> Target Performance Level not achieved but improvements realized when compared to previous assessment <input type="radio"/> Target Performance Level Achieved

Cancel Check Spelling **SUBMIT**

In the space provided, add a summary of your actual results in relation to your target performance level for the measure. Be specific to include sample size.

Note: For degree programs with on-line and or multi-campus locations, separate actual results by location/modality.

In the space provided, discuss how the assessment results were used to enhance/strengthen the outcome. Here are some key aspects to consider incorporating in your narrative:

- **Dissemination and Discussion:** Describe the process of sharing the assessment results. Who were they presented to? (e.g., faculty, staff, students, stakeholders) How were they discussed? (e.g., meetings, workshops, reports)
- **Actionable Insights:** Explain the key learnings gained from analyzing the data (intelligence gained). What specific aspects of the program did the assessment results illuminate?
- **Improvement Strategies:** Detail the concrete actions taken to address identified areas for improvement. How were the results used to inform improvements?

Note: This section must be populated with content.

Select the appropriate performance outcome for the measure.

Once completed, select **Submit** and proceed to adding the actual results for other measures in the assessment report.

Why “Use Results to Improve Outcome” Section is Important

- It helps to document what the program did with the data that was collected and reported.
- It provides evidence of how the program used the results for seeking improvements.
- **Good assessment practice**



Example "Use Results to Improve Outcome" narrative

Example 1: The target performance level was achieved for this measure. A review of results for the last three assessment cycles shows consistent performance. While the program is satisfied with performance, we will stretch our performance target from 90% to 93% in the next assessment cycle and continue to reinforce knowledge of fluid dynamics in ABC 1234 course. Additional fluid dynamics readings will be added to the syllabus.

- *In this example you would also include this action in the Continuous Improvement Action Plan section.*

Example 2: The program tried something new this assessment cycle. Past performance has been favorable, but for the first time we disaggregated our results at the measure level by gender for the key direct assessment used. The results revealed that there were no significant performance gaps between groups. The program was happy with these results and attributed the success to the recitation labs and learning assistants initiative implemented two years ago.

Example 3:

In response to the identified weakness in research design skills, the Psychology Department faculty held a meeting in February 2025 to review student performance data covering the last four years. It was decided that a new required workshop, "Research Design Lab," will be piloted in Fall 2026 to provide students with hands-on practice in designing experiments and analyzing mock data sets.

- *In this example you would also include this action in the Continuous Improvement Action Plan section.*

Navigating Reporting Cont...

Actual Results for Measure 1 Edit Remove

Summary of Actual Results: 100% of students (n=25) received a minimum score of 75% on the exam questions that map to the outcome.

Results : Acceptable Target Achievement: Target Performance Level Achieved

Use Results to Improve Outcome: The results were reviewed with faculty during the quarterly assessment update. Faculty noticed improvements in students performance on this measure when compared to the previous assessment cycle. This they believe was as a result of the new content that was added to the course to strengthen students skills.

Substantiating Evidence:

[Add/Edit Attachments and Links](#)



Reminder: You have the ability at the results level to add any supporting documents.

Navigating Reporting Cont...

The screenshot shows a software interface with a dark blue header containing five tabs: 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. Below the tabs is a green bar with icons and labels for 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and 'CHECK IN'. The 'CHECK IN' button is highlighted with a white background and a brown arrow pointing to it. Below the green bar is a yellow bar with the text: 'Checked out : 04/26/2022 04:22:44 PM (EDT)' and 'Checked out to : Georgia Institute of Technology Manager'.

assessments for this cycle. Please attach any relevant reports or other evidence to substantiate findings based on your analysis of the findings.

Each outcome and measure that was entered in the assessment plan, the system will automatically generate an 'Add Findings' button. To add assessment findings to your workspace, click this button.

Once a finding has been added you may add any attachments or weblinks to that measure to provide substantiating evidence of your findings.

On the LAT platform to collect and assess student artifacts, you will also be able to import LAT reports as substantiating evidence. In order for others to access this requirement you will need to **Check In** the requirement.

Remember to "Check In" workspace when you finish entering all assessment results.

Step 4: Navigating the Continuous Improvement Action Plan in the 2025-2026 Workspace

*It's all about
Continuous
Improvement - it
is the GT way!!!*



Continuous Improvement Action Plan 101

A strong and meaningful continuous improvement action plan is:

- **Specific** – clearly defined intervention
- **Actionable** – something the program can actually do
- **Aligned** – tied directly to the outcome and results
- **Measurable** – impact can be assessed in future cycles
- **Time-bound** – includes a clear implementation timeline

Navigating the Continuous Improvement Action Plan Cont...

- Continuous Improvement Action Plan
- Follow-Up on Continuous Improvement Action Plan
- 2023-2024 Assessment Cycle**
 - Assessment Plan
 - Assessment Report
 - Continuous Improvement Action Plan
 - Follow-Up on Continuous Improvement Action Plan
- 2024-2025 Assessment Cycle**
 - Assessment Plan
 - Assessment Report
 - Continuous Improvement Action Plan
 - Follow-Up on Continuous Improvement Action Plan
- 2025-2026 Assessment Cycle**
 - Assessment Plan
 - Assessment Report
 - Continuous Improvement Action Plan**
 - Follow-Up on Continuous Improvement Action Plan

Continuous Improvement Action Plan

[VIEW LOG](#)

[WORD](#)

[PDF](#)

[PRINT](#)

[SHARE](#)

[?](#)

[CHECK OUT](#)

Work Not Started

Directions

Use this space to document the actions you plan to take based on the analysis of your assessment findings. [Print](#)

To begin, please **Check Out** this requirement. Select either the Create New Continuous Improvement Plan or Copy Existing Plan as Starting Point buttons (Please note that you will only see these options the first time you Check Out this requirement. If you do not see these options, you may proceed to the next step). Click Select Set and select the Select Existing Set button to access the previously-entered outcome sets. Select the set of outcomes that you wish to document an action with this cycle and then select the specific outcomes you wish to add an action to by enabling the checkbox next to each outcome. Click Accept and Return to Plan and for each outcome that was selected, you will see an Add New Action button. To add an action to an outcome, click this button, complete the required fields and press the Continue button. Once an action has been added you may add any attachments or weblinks to that measure.

NOTE: if you are an LAT user, you will also be able to import LAT reports at this time. Repeat this process for any and all subsequent actions that you wish to add. In order for others to access this requirement you will need to **Check In** the requirement when you are finished.

Review Method

Start working by clicking **Check Out** above.

Make sure that you are in the 2025-2026 Assessment Cycle

The “**Continuous Improvement Action Plan**” should be tied to the results that you reported in this cycle. This section is designed for you to include your action plans for improvement. These are the actions that you plan to operationalize in the **2026-2027 assessment cycle** for improvement.

Important - Not every outcome will likely have an improvement plan; however, we expect to see some efforts for seeking improvement in this section.

Navigating the Continuous Improvement Action Plan Cont...

Continuous Improvement Action Plan

 VIEW LOG

 WORD

 PDF

 PRINT

 SHARE



CHECK OUT

Work Not Started

▼ Directions

Use this space to document the actions you plan to take based on the analysis of your assessment findings.

To begin, please **Check Out** this requirement. Select either the Create New Continuous Improvement Plan or Copy Existing Plan as Starting Point (you will only see these options the first time you Check Out this requirement. If you do not see these options, you may proceed to the next step). Click Existing Set button to access the previously-entered outcome sets. Select the set of outcomes that you wish to document an action with this requirement. For each outcome you wish to add an action to by enabling the checkbox next to each outcome. Click Accept and Return to Plan and for each outcome that was selected, you will see an Add New Action button. To add an action to an outcome, click this button, complete the required fields and press the Continue button. Once an action has been added you may add any attachments or weblinks to that measure. NOTE: if you are an LAT user, you will also be able to import LAT reports at this time. Repeat this process for any and all subsequent actions that you wish to add. In order for others to access this requirement you will need to **Check In** the requirement when you are finished.

▶ Review Method

 Start working by clicking **Check Out** above.



Print

Remember to **“Check Out”** workspace to add content.

Navigating the Continuous Improvement Action Plan Cont...

Continuous Improvement Action Plan VIEW LOG WORD PDF PRINT SHARE ? CHECK IN

Work Not Started Checked out : 04/06/2023 06:19:31 PM (EDT)
Checked out to : Georgia Institute of Technology Manager

▼ Directions

Use this space to document the actions you plan to take based on the analysis of your assessment findings. Print

To begin, please **Check Out** this requirement. Select either the Create New Continuous Improvement Plan or Copy Existing Plan as Starting Point buttons (Please note that you will only see these options the first time you Check Out this requirement. If you do not see these options, you may proceed to the next step). Click Select Set and select the Select Existing Set button to access the previously-entered outcome sets. Select the set of outcomes that you wish to document an action with this cycle and then select the specific outcomes you wish to add an action to by enabling the checkbox next to each outcome. Click Accept and Return to Plan and for each outcome that was selected, you will see an Add New Action button. To add an action to an outcome, click this button, complete the required fields and press the Continue button. Once an action has been added you may add any attachments or weblinks to that measure. NOTE: if you are an LAT user, you will also be able to import LAT reports at this time. Repeat this process for any and all subsequent actions that you wish to add. In order for others to access this requirement you will need to **Check In** the requirement when you are finished.

▶ Review Method

CREATE NEW OPERATIONAL PLAN COPY EXISTING PLAN AS STARTING POINT



Important: Select **“Create New Operational Plan”** to begin the process of building out your **Continuous Improvement Action Plan**.

Navigating the Next Continuous Improvement Action Plan Cont...

▼ Directions

Use this space to document the actions you plan to take based on the analysis of your assessment findings.

[Print](#)

To begin, please **Check Out** this requirement. Select either the Create New Continuous Improvement Plan or Copy Existing Plan as Starting Point buttons (Please note that you will only see these options the first time you Check Out this requirement. If you do not see these options, you may proceed to the next step). Click Select Set and select the Select Existing Set button to access the previously-entered outcome sets. Select the set of outcomes that you wish to document an action with this cycle and then select the specific outcomes you wish to add an action to by enabling the checkbox next to each outcome. Click Accept and Return to Plan and for each outcome that was selected, you will see an Add New Action button. To add an action to an outcome, click this button, complete the required fields and press the Continue button. Once an action has been added you may add any attachments or weblinks to that measure. NOTE: if you are an LAT user, you will also be able to import LAT reports at this time. Repeat this process for any and all subsequent actions that you wish to add. In order for others to access this requirement you will need to **Check In** the requirement when you are finished.

▶ Review Method

▼ Actions

Select Set

“**Select Set**” to access the outcomes you will provide improvement plans for that will be operationalized in the **2026-2027 assessment** cycle.

Navigating the Next Continuous Improvement Action Plan Cont...

Workspace :Assessment Planning and Reporting For Academic Degree Programs

Edit Content Discussion Publish Options & Info

EXPAND ALL COLLAPSE ALL

Select outcome sets for Measure

SELECT EXISTING SET ACCEPT AND RETURN TO PLAN

General Information

Program Specific Information

- Program Mission Statement
- Expected Program-Level Student Learning Outcomes
- Curriculum Map

Outcome Sets

No outcome sets attached

Next "Select Existing Set"

Workspace :Assessment Planning and Reporting For Academic Degree Programs

Edit Content Discussion Publish Options & Info

EXPAND ALL COLLAPSE ALL

Import Outcome Set

Select an Existing Set in Bachelor of Science in Biology (26010102)

Bachelor of Science in Biology (26010102) Outcome Set (Learning Objectives & Outcomes) [View Set]

Cancel CONTINUE

Select your degree program.

Select Continue to access your Outcome Set.

Navigating the Next Continuous Improvement Action Plan Cont...

Select outcome sets for Measure SELECT EXISTING SET ✓ ACCEPT AND RETURN TO PLAN

Outcome Sets

Show Descriptions Show Mapping

▼ Bachelor of Science in Biology (26010102) Outcome Set (Outcomes)

Mapping	Outcome	Mapping	
<input type="checkbox"/>	Outcome 1 Q Students will be able to use effective graphic communication in biological sciences.	No Mapping	Hide
<input type="checkbox"/>	Outcome 2 Q Students will be able to identify gaps/ limitations in current research knowledge through the review, filtering and synthesis of relevant literature.	No Mapping	Hide
<input type="checkbox"/>	Outcome 3 Q Students will be able to apply statistical reasoning to biological experiments.	No Mapping	Hide
<input type="checkbox"/>	Outcome 4 Q Students will be able to apply disciplinary knowledge and skills in the design and implementation of research-based experiments	No Mapping	Hide

Once you have selected the outcome(s), select “Accept and Return to Plan.”

You will now have the ability to select the specific outcome/outcomes that you will develop **Continuous Improvement Action Plan(s)** based on the assessment results that will be operationalized in the **2026-2027 assessment cycle**.

Navigating the Next Continuous Improvement Action Plan Cont...

Continuous Improvement Action Plan

VIEW LOG WORD PDF PRINT SHARE CHECK IN

Work In Progress

Checked out : 04/25/2021 01:27:49 PM (EDT)
Checked out to : Georgia Institute of Technology Manager

▶ Directions

▼ Actions

Show Descriptions Show Full Actual Results Details Select Set

▼ Bachelor of Science in Biology (26010102) Outcome Set

Outcome

Outcome: Outcome 1 Add New Action

Students will be able to use effective graphic communication in biological sciences.

No actions specified

Select here to add your improvement action plan.

Note: These are the action plans for improvement that will be operationalized in the 2026-2027 assessment cycle.

Navigating the Next Continuous Improvement Action Plan Cont...

The screenshot shows a web interface for a Continuous Improvement Action Plan. At the top, a green header bar contains the text "Continuous Improvement Action Plan" and two icons: "VIEW LOG" and "WOR". Below the header, a light green box contains the text "Directions : Select actual results that support this action (or skip this step and add actual results later)". A brown oval highlights this text, and a brown arrow points from a yellow callout box to it. The callout box contains the text: "Important: All Continuous Improvement Action Plan(s) should be appropriately linked to the results that were reported in the current assessment cycle." Below the directions, there is a checkbox with a checkmark and the text "Do not show this page again during this session when creating action s within this workspace". Below this, there are two buttons: "Cancel" and "CONTINUE »".

Below the "CONTINUE »" button, the text "All Actual Results for Outcome : Outcome 1" is displayed. To the right of this text is a checkbox and the text "Show Full Actual Results Details". Below this, a light grey bar contains a checkbox and the text "Actual Results for Measure : Measure 1". Below this bar, the text "Summary of Actual Results : 100% of students (n=25) received a minimum score of 75% on the exam questions that map to the outcome." is displayed. A brown arrow points from the bottom of the page to the "Actual Results for Measure : Measure 1" checkbox. To the right of this text, there are two buttons: "Cancel" and "CONTINUE »".

Select the actual results that support your **Continuous Improvement Action Plan** and then select **Continue**.

Navigating Reporting Cont...

Cancel Check Spelling IMPORT ACTION APPLY CHANGES

Linked to Actual Results: <input type="checkbox"/> Show Full Actual Results Details	Actual Results for Measure 1 (Assessment Plan and Assessment Report; 2020-2021 Assessment Cycle) Summary of Actual Results: 100%
* Action Item Title:	
Action details:	

Cancel Check Spelling IMPORT ACTION APPLY CHANGES

Provide a title for your action plan (e.g., Course Revision, Recitation Lab etc.)

Provide a brief narrative of your improvement plan. Please be specific in your action plan to include what will be done and by when where appropriate.

Once complete, select “**Apply Changes**” to return to the workspace and then repeat this process for the other outcome(s) in your improvement plan.

Note: Remember to Check In the workspace when you are complete.

Step 5: Submitting Your 2025-2026 Assessment Report

*We do not know you
are done until you
Submit.*

*As a reminder reports
are due by **May 31!!!***



Review Your Report Before Your Submit

Academic Degree Program Assessment Quality Rubric

<https://www.academiceffectiveness.ga.tech.edu/sites/default/files/2022-09/Academic%20Degree%20Program%20Assessment%20Quality%20Rubric%20Final%2002-25-2022.docx>

Pay attention to Steps 4 & 5 of the rubric.



Academic Degree Program Assessment Quality Rubric

Academic Degree Program _____

Assessment Cycle: _____

Beginning	Developing	Mature	Exemplary	Comments
Step 1: Expected Program-Level Student Learning Outcomes (PL-SLOs) Specified knowledge, skills, abilities or attitudes that students are expected to attain by the end of a program of study.				
PL-SLOs are either absent or do not reflect specific knowledge, skills, abilities, or attitudes that students are expected to attain by the end of the program.	PL-SLOs are present but some include the use of imprecise verbs (i.e., know, understand) and/or fails to sufficiently articulate the knowledge, skills, abilities or attitudes that students are expected to attain by the end of the program.	The majority of PL-SLOs include the use of precise verbs and articulate the specific knowledge, skills, abilities or attitudes that students are expected to attain by the end of the program.	All PL-SLOs include the use of precise verbs and articulate the specific knowledge, skills, abilities or attitudes that students are expected to attain by the end of the program.	
1-1: Curriculum Map A graphical representation of the relationship that exists between the courses and other learning experiences in a program and the program's expected student learning outcomes.				
No Curriculum Map included in report	The Curriculum Map is incomplete and only identifies where some of the outcomes are assessed.	The Curriculum Map identifies where each of the outcomes are assessed for some level of mastery by the end of the degree program.	The Curriculum Map identifies where each of the outcomes are assessed and shows courses and/or other learning experiences where students have opportunities to reinforce knowledge,	

Submitting 2025-2026 Assessment Report

The screenshot shows a dark blue navigation bar with five tabs: 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. Below this is a green bar with icons and labels for 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and a 'CHECK IN' button. A callout box on the left points to the 'Submission & Read Reviews' tab, and another callout box on the right points to the 'PRINT' icon.

Step 2: Be sure that you are in the correct Assessment Cycle (i.e., 2023-2024)

Step 1: At the top of the screen in your degree program workspace, select **Submission & Read Reviews**.

2025-2026 Assessment Cycle			
Assessment Plan	In Progress	Edit Work	Submit Work
Assessment Report		Edit Work	Submit Work
Continuous Improvement Action Plan	In Progress	Edit Work	Submit Work
Follow-Up on Continuous Improvement Action Plan		Edit Work	

Select **Submit Work** for the Assessment Report

Note: You only need to do this for the "Assessment Report" workspace

Helpful links

Academic Degree Program Assessment Quality Rubric

<https://www.academiceffectiveness.gatech.edu/sites/default/files/2022-09/Academic%20Degree%20Program%20Assessment%20Quality%20Rubric%20Final%2002-25-2022.docx>

Assessment Toolkit:

<https://academiceffectiveness.gatech.edu/assessment-toolkit>

Assessment Resources

<https://academiceffectiveness.gatech.edu/assessment-toolkit/assessment-resources/>

Accessing AMS (i.e., cloud-based Assessment Management System)

<https://w.taskstream.com/cas/login?partnerId=uafj9eu>

Exit Survey Visualizations and Summary Data

<https://www.academiceffectiveness.gatech.edu/surveys/institute-surveys#ExitSurveys>



Next Steps & Opportunities to Engage

Assessment One-On-One

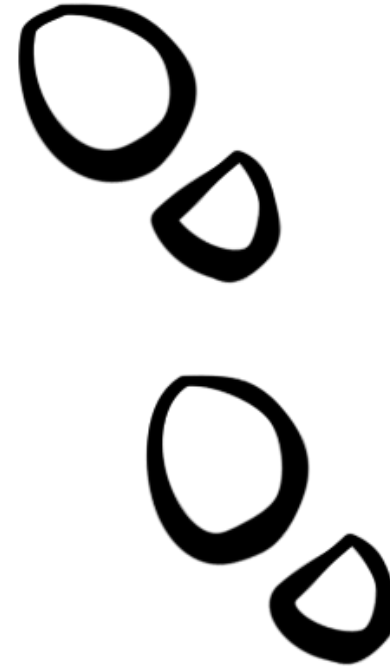
These are 30-minute sessions designed to answer your assessment-related questions and provide you support in preparing your **2025-2026 Annual Assessment Report**.

Book time to meet

Be sure to select Franz Reneau from the Staff Selection options.

<https://outlook.office.com/book/GTOfficeofAcademicEffectiveness@gtvault.onmicrosoft.com/s/WW-OFpgZ3kybELGlawHoHA2>

Annual Reports are due by May 31



**What you do in this
space matters.**

Thank You



Discussion, Questions, Comments, etc.

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- Phone: (404) 385-2552

