



UNIVERSITY OF
South Carolina

Assessment Plan Composer
Quick Start Guide

Logging In

To log into Assessment Plan composer, you will need a set of specific log-in credentials provided to you through OIRAA. Your Assessment Advisory Committee Representative for your College or School may also provide this information from OIRAA to you directly. This system is not related to the U of SC system and will not accept your sign-in information associated with the university.

The screenshot shows the login page for the Assessment Plan Composer. At the top, there is a navigation bar with links for Faculty and Staff, Brand Toolbox, Carolina Core, Framework in the Field, Open Course Conn..., and Mail. Below this is the University of South Carolina logo and the text "ACADEMIC PROGRAM ASSESSMENT PLAN COMPOSER". The page is titled "Login Page" and contains a form with fields for "Username" (containing "writer") and "Password" (containing "****"). A "Login" button is located below the password field. On the left side, there is a red vertical bar with a "Logout" link. At the bottom, there is a footer with "USC LINKS: DIRECTORY MAP EVENTS VIP SITE INFORMATION" and "Columbia, SC 29208 • 803.777.2814 • Contact IAC" and "© University of South Carolina Board of Trustees".

Selecting the Correct Group and Cycle

Next, you will need to find the search box in the top left-hand corner of the page that lists the group, cycle, and assessment dates. Click on the correct group and cycle, and then click go.

The screenshot shows the Assessment Plan Composer interface. At the top, there is a navigation bar with links for "INSTITUTIONAL ASSESSMENT AND COMPLIANCE", "ASSESSMENT PLAN COMPOSER MAIN", and "LOGOUT". Below this is a search box with a dropdown menu. The dropdown menu is open, showing a list of groups and cycles. The "Go" button is circled in red. The list of groups and cycles is as follows:

| Group | Cycle | Assessment Dates |
|---------|---------|-------------------------|
| Group 1 | Cycle 2 | Fall 2019 - Summer 2021 |
| Group 1 | Cycle 3 | Fall 2021 - Summer 2023 |
| Group 2 | Cycle 1 | Fall 2017 - Fall 2019 |
| Group 2 | Cycle 2 | Spring 2020 - Fall 2021 |
| Group 2 | Cycle 3 | Spring 2022 - Fall 2023 |
| Group 3 | Cycle 1 | Fall 2017 - Summer 2018 |
| Group 3 | Cycle 2 | Fall 2018 - Summer 2020 |
| Group 3 | Cycle 3 | Fall 2020 - Summer 2022 |
| Group 4 | Cycle 1 | Fall 2017 - Fall 2018 |
| Group 4 | Cycle 2 | Spring 2019 - Fall 2020 |
| Group 4 | Cycle 3 | Spring 2021 - Fall 2022 |


Below the dropdown menu, there is a table with columns for "Group", "Cycle", and "Assessment Dates". The table contains the following rows:











| Group | Cycle | Assessment Dates |
|-----------|-------|------------------|
| 2017-2018 | | |
| 2018-2017 | | |
| 2015-2016 | | |
| 2014-2015 | | |

At the bottom of the page, there is a "PLAN MANAGE" section with a table of plans. The table has columns for "Plan Name", "Status", and "Action". The plans listed are:








| Plan Name | Status | Action |
|--------------------------------------|--------|--------|
| Ph.D. | ✓ | 🗑️ |
| Communication Sciences and Disorders | ✓ | 🗑️ |
| MS | ✓ | 🗑️ |
| Ph.D. | ✓ | 🗑️ |

Selecting Your Degree Program

Once you have selected the correct group and cycle, the page should load that has the degree program reports you have been granted access to. You will only see the reports that you have editing or read-only privileges for. Navigate to the program you wish to edit and click on the pencil icon  to the far right.


| | | |
|-----------------------------------|---|---|
| College Of Social Work | | ▲ |
| Social Work | | |
| BSW |  |  |
| MSW |  |  |
| Example College | | ▲ |
| Example Department | | |
| BS |  |  |
| Palmetto College | | ▲ |
| Palmetto College - Regional Sites | | |
| AA/AS |  |  |
| ADN (Lancaster) |  |  |

If you do not see a pencil, you will see one of the following icons below:

| | |
|--|---|
| Green plus sign (plan not activated) |  |
| Envelope (plan/report already submitted) |  |
| Gray Square with an arrow (previous plan accepted; proceed to entering results and use of results) |  |
| Red "x" (plan/report has revisions requested) |  |
| Black "x" (report was unacceptable and will need to be redone in next cycle) |  |
| Green check mark (report was accepted) |  |
| Pencil with a red cross through it (you do not have edit privileges for this plan/report) |  |

Navigating the Plan Manager

Once clicking into the plan/report to edit, you will be directed to the “home page” of the report, which is called the Plan Manager. This page provides basic directions for completing the plan and report. Additionally, each step has a hyperlink, which if clicked, will take you to that page to edit. Alternatively, you can select the component you want to edit from the left sidebar on the page.

University of South Carolina  **ACADEMIC PROGRAM ASSESSMENT PLAN COMPOSER**

South Carolina's Flagship University INSTITUTIONAL ASSESSMENT AND COMPLIANCE ASSESSMENT PLAN COMPOSER MAIN LOGOUT

Plan Manager

Mission Statement

Goals, Curriculum

Learning Outcomes, Measures and Criteria, Methods

Update Results and Use of Results

View Full Assessment Report

Toolbox

Instructions

Logout

Plan Manager

Directions: To develop your Assessment Plan, begin with Step 1 and continue through each step following instructions and filling out forms (the check list below may be used to help yourself remember where you left off). When you are completely finished, be sure to submit your report using the button at the bottom of this page. The submitted report will be reviewed by the Office of Institutional Research and Assessment and either accepted or sent back with comments requesting additional information.

Example Department - BS Group 2: Cycle 2 - Spring 2020 - Fall 2021

STEP 1 - Mission Statement

> **Mission Statement**

STEP 2 - Assessment Plan

> Goals, Curriculum

> Learning Outcomes, Measures and Criteria, Methods

STEP 3 - Update Report

> Update Results and Use of Results

STEP 4 - View Assessment Report

> View Full Assessment Report

STEP 5 - Submit Entire Report for Approval

Submit Report

Editing Components of the Assessment Plan

After selecting a component to edit, a new page will open that provides a short description and recommendations for that component. To edit, click into the text box and either type or paste your text into the box. Click “save” when you are finished to save your work.

Plan Manager
Mission Statement
Goals, Curriculum
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Mission Statement Return to Plan Manager

Example Department - BS Group 2: Cycle 2 - Spring 2020 - Fall 2021

The mission statement is usually a short, one paragraph explanation of what the program is, and why the program exists. The following is a general format that can be used when developing a mission statement:

"The mission of (name of your program) is to (your primary purpose) by providing (your primary functions or activities) to (your stakeholders)." (Additional clarifying statements)

The mission of the school psychology program is to educate the next generation of school psychologists to be ethical, social-justice oriented practitioners who serve students in the state of South Carolina.

Path: p

REC

Save

Pages that have multiple components will not show the text box on the first page. To edit a specific component, click on the “pencil” icon next to the component you wish to change. This will open a pop-up window with a text box and instructions/guidelines for the component.

Plan Manager
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Learning Outcomes, Measures and Criteria, Methods Return to Plan Manager

Example Department - BS Group 2: Cycle 2 - Spring 2020 - Fall 2021

> Instructions

List of Goals and Learning Outcomes already entered

Goal 1 [[Change Order of Learning Outcomes](#)] **Add Learning Outcome**

Students should be prepared to face ethical dilemmas and act with integrity.

1. Students will be able to evaluate ethical dilemmas using the NASP Principles for Professional Ethics as a framework.

Measures and Criteria

It is expected that 80% of our students will score adequate or better on the content knowledge component of the ethics in practice presentation.

It is expected that 75% of our students will rate their learning of ethics as adequate or better on the program evaluation survey.

Methods

To edit, click into the text box and either type or paste the text. Click “save” when finished to save your work. If you would like to move on to the next component on the page, click the button next to “save” which will have a description of the following component (in this case, it is the “Enter/Edit Methods”). If you wish to close out of it and return to the previous screen, simply click “close”.

ASSESSMENTS UPDATES

Example Department - BS Group 2: Cycle 2 - Spring 2020 - Fall 2021

What do students do to demonstrate that they have met the learning outcome? What specific assignments are used? Each program must use multiple measures, one of which must be a direct measure. Programs must have an assessment for each learning outcome.

Goal 1:

Students should be prepared to face ethical dilemmas and act with integrity.

Learning Outcome 1:

Students will be able to evaluate ethical dilemmas using the NASP Principles for Professional Ethics as a framework.

Measures and Criteria: (8000 char max.)

Paragraph Font Family Font Size

It is expected that 80% of our students will score adequate or better on the content knowledge component of the ethics in practice presentation.

It is expected that 75% of our students will rate their learning of ethics as adequate or better on the program evaluation survey.

Path: p

ABC

Save Enter/Edit Methods >> Close

Some pages may ask if you want to rearrange the order of components, such as the Goals and Learning Outcomes page. To change the order, click on the text that says, “Change Order of Learning Outcomes”.

Annual Report [Return to Plan Manager](#)

Example Department - BS Group 2: Cycle 2 - Spring 2020 - Fall 2021

To view and update assessments for this report, click on "Assessment Results & Use of Results" beneath the appropriate learning outcome.

Goal 1

Students should be prepared to face ethical dilemmas and act with integrity.

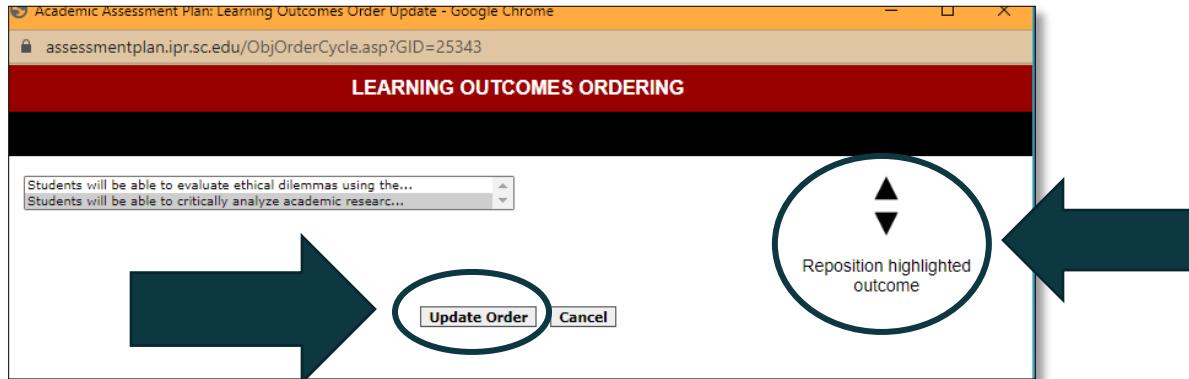
Curriculum:

EDU511 Classroom Management, EDU612 Ethics in Psychology, EDU618 Making Ethical Decisions, PSY588 Psychological Assessment, PSY601 Psychotherapy, PSY 524 Introduction to School Psychology, PSY710 Capstone

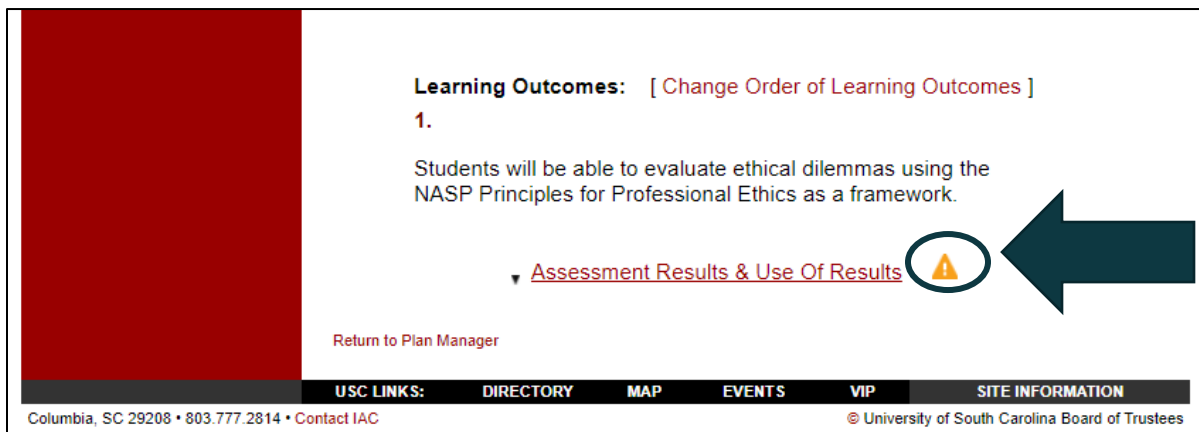
Learning Outcomes [\[Change Order of Learning Outcomes \]](#)

1. Students will be able to evaluate ethical dilemmas using the NASP Principles for Professional Ethics as a framework.

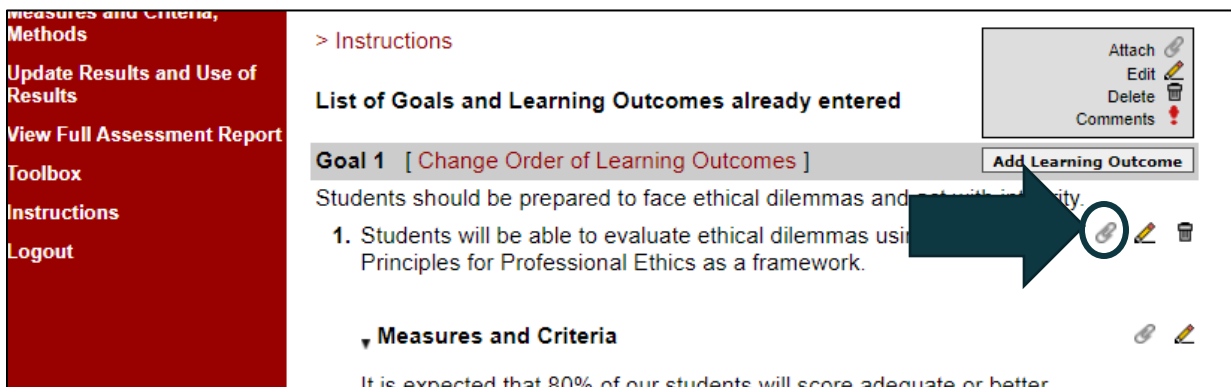
A pop up will open that lists all your learning outcomes. Use the black up and down arrows on the right side of the page to reposition the learning outcomes. When you are done, click "Update Order".



While navigating through the plan, you may notice yellow triangle symbols with exclamation marks in the center. This symbol indicates that the component needs attention before the software will allow you to submit.



You might also notice a paper clip icon. This indicates that you may attach a file if you desire. This can be especially helpful if you want to attach a curriculum matrix, rubric, assignment description, or data. To attach a file, click on the paper clip icon.



A pop-up window will ask you to give your file a name, and then it will have a “Choose File” button for you to select the file to be uploaded. Once you have selected the file, click “Upload File”.

essmentplan.ipr.sc.edu/ajax/uploadAttachment.aspx?id=47537&modtype=Objectives

UPLOAD ATTACHMENT

Please enter the title of the document and upload the attachment:

Title *

Upload Attachment * (pdf, doc, docx, jpg, xls, xlsx)

Choose File No file chosen

Upload File Cancel

Submitting the Report

After you have completed all components, click under Step 4 to “View Full Assessment Report”. This will show you what your report submission looks like. If you are satisfied, exit out of the preview, and click on the “Submit Report” button. Once you have submitted the report, you cannot make any further edits without requesting access from OIRAA.

University of South Carolina

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