Updating Your Assessment
Webpages Made Easy

Assessment at the UA

The University of Arizona has long recognized the importance of assessment and evaluation in improving the quality of its academic and support programs for students. Rather than viewing assessment as a reaction to demands for accountability, it is viewed as a continuous source of knowledge for institutional improvement. As assessment initiatives spread throughout the campus community, the goal is to build appreciation for assessment of student achievement as a productive way to understand and improve learning and teaching.

Review some examples of academic program outcomes assessment by clicking on the images to the right. The individual academic programs’ websites are annotated with comments that highlight ways in which the programs are exemplary.

Events and Information

- 2013 Assessment Showcase

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Assessment Coordinators Login

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Login
Using your NetID, login in using the link at the bottom of the page (http://assessment.arizona.edu) If, for any reason, you are not able to log in or cannot access the pages you need, please let Becky Perez (rperez@email.arizona.edu, 626-0536) know.

If all goes as planned, you should now see the Coordinator Tools menu on the bottom of the left side-bar. Basic information, sample pages, and help pages can be accessed from this menu.
Navigating to Your Academic Programs

Along the top of the page, you should see a gray menu bar. The 'Academic Assessment' tab will take you to the main webpage for all Academic programs. You will then have to drill down to your programs using the left-hand side bar; begin at the college level and then to the individual programs. For this example, we will be using the Science Teacher Preparation Program in the College of Science.

**Step 1 – Getting to the Academic Programs**

To get to the College Level, select Academic Program from the left-hand side bar. Science will be towards the bottom of the list, as shown in the screen below.

**Step 2 – Getting to the Colleges**

Clicking this will get you the list of Academic Programs for the College of Science.
Step 3 – College Overview/Academic Programs

From here, you can edit the content for the Science Teacher Preparation Program by clicking the ‘Edit’ tab (bright purple; edits will be covered in the next section).

Please note: departmental pages are separated in terms of undergraduate and graduate programs.
Editing Pages

This typically goes as planned, but occasionally there are glitches. Again, with any problems please let Becky Perez (rperez@email.arizona.edu) know if you encounter any.

After hitting the ‘Edit’ tab mentioned above, the screen will separate into the field areas:

**Edit Academic Degree Program College of Science Teacher Preparation Programs**

Please leave this field alone. Altering the title would also change how the menu reads it.

This menu allows you to make formatting changes for the text entered within this text square. If you need help with formatting issues that arise, please ask Becky.

The webpages are already broken into the assessment sections needed. (Overview, Expected Learning Outcomes, Assessment Activities, Assessment Findings and Changes in Response to Findings)
This section is for your use. You can use it to refer back to changes made or just to keep track of whoever has last made changes.

Please leave these fields alone. Altering them would also change how the menu reads the webpage.

If you would like to attach documents, click on 'File Attachments'. Once the field opens, click on the 'Browse' button. Once you've selected the file, be sure to hit 'Upload'. Please note the allowed file types.

Another field to leave alone....

Once changes have been made, choose 'Save' and you'll be taken to the newly updated page! Or you can preview the changes before committing to them. I would not delete your page, however.
Adding Text with Copy/Paste

Expected Learning Outcomes

The CoS TPP is accredited by the Arizona Department of Education, with the following Learning Outcomes.

IntASC Standards

IntASC #1: Learner Development. The teacher understands how learners grow and develop, and designs and implements developmentally appropriate and challenging learning experiences.

IntASC #2: Learning Differences. The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.

IntASC #3: Learning Environments. The teacher works with others to create environments that support individual and collaborative learning, that are safe, inviting, and Physically challenging learning environments for students.
Adding Tables or Graphs

To save yourself formatting frustration, I recommend saving graphs or charts as image files (jpeg or png). Upload them and insert as picture as follows.

Place your cursor where you would like the image and click the image icon on the toolbar.

Right-click on the file link and copy the link address.

Assessment Activities

Each of the Learning Outcomes is assessed using a rubric. This general rubric includes all of the program’s Learning Outcomes; the appropriate subset of Outcome is used for each assignment and checkpoint.

The Assessment Activities and rubrics were developed by the CoS TPP faculty members. Faculty members are responsible for submitting their rubric scores to the TPP Program Coordinator, who synthesizes the findings in preparation for the August faculty meetings.

Beginning in May 2014, program graduates from 2012-13 and later, with at least one year of teaching experience, will be asked to complete a survey to assess their level of adequate preparation in each of the Learning Outcomes. This will add an indirect measure of the Learning Outcomes.

Assessment Findings

These assessment activities were first utilized during the 2012-13 academic year. The table below displays the findings for each standard. The scores are based on a four-point scale: 4 = Accomplished, 3 = Proficient, 2 = Emergent, 1 = Not Evident.
Paste the copied URL into the appropriate field. Adjust the size of the image using the Width/Height fields and set the alignment.

**Helpful Hints and Tips**

Just a few things that might be helpful:

- Do not copy and paste directly from Word into a text box. There is extra formatting code that will cause formatting issues. Use the filters in the Blue menu bar.

- Avoid underlining for emphasis. People will assume it is a link and try to click on it. Try Italics or bolding instead.

- Before uploading documents, convert any .docx, .xlsx, or .pptx files to pdfs, .doc, .xls, or .ppt files.

- The ‘Revision Information’ section can be a good way to keep track of changes in case you need to revert back to an older version or to see when changes were made.

- When you encounter something unexpected or problematic, please let Becky know (rperez@email.arizona.edu, 626-0536). If she can’t fix it, she knows who can.