
Completing and Submitting Your Assessment Report

An Overview of the Process

- Each assessment coordinator will enter their unit's Assessment Report into an online form.
- You are able to save progress as your work on your report.
- Each spring, the Director of Assessment will copy last year's report into a new report for the upcoming year and will email the link to the Assessment Coordinator for each area.
- The Assessment Coordinators should make updates to the report related to the new data collected, improvements made or seen since last year, etc.

Updating My Report (Using last year's entry)

- I will send you an email with a link to an exact copy of what you entered last year with the only change being the "Submission Year" of the report
- You will make changes to this report and submit.

Creating a New Report (from scratch)

- If you have never submitted your report through the new online system or would like to start with a clean template, this portion of the video will walk you through the process of entering your information.
- [Link for Empty Template](#)
- If you do this, you may feel more comfortable using Word to plan your report. You can use this [Word document](#) to work on your report before you submit it in the system.
- You will still need to enter your report into the online system.

Questions?

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Additional Videos:

- [Overview of Assessment for Administrative Units](#)
- [Developing Goals and Outcomes](#)