

# Entering General Education Course Assessment

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(Created May 2015; revised April 2017)

## Purpose

Each year, instructors of general education courses conduct assessment of the general education student learning outcomes for each of the Basic Skills and Broadened Perspectives distribution requirements. Rubrics developed by the UT General Education Committee are available at <http://sacs.utk.edu/general-education-assessment/> (alternatively, go to [sacs.utk.edu](http://sacs.utk.edu), select General Education Assessment from the navigation menu on the left-hand side of the webpage). Instructors are asked to use these rubrics and report through the Planning Module of Compliance Assist. This document is a guide on how to enter the findings in the Planning Module of Compliance Assist. This document is not a guide on how to conduct assessment. For assistance on how to conduct general education assessment and how to use the general education rubrics, contact the chair of the General Education Committee and the Tennessee Teaching and Learning Center.

## Step #1: Entering the Planning Module of Compliance Assist

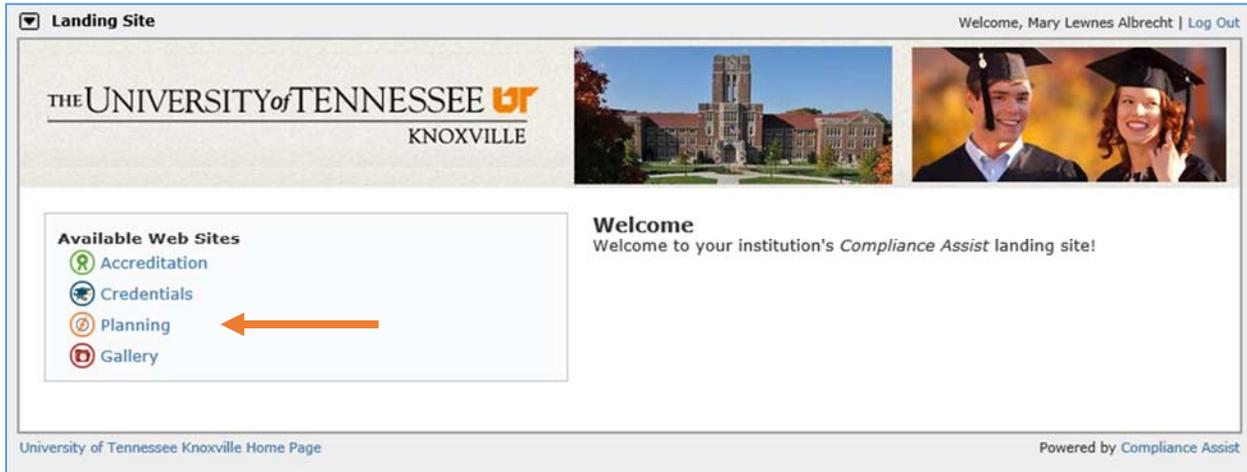
Go to [sacs.utk.edu](http://sacs.utk.edu); on the right-hand side, look under the heading **Quick Links** for Login for Compliance Assist. Click on this link.



Enter your UT NetID and password in the appropriate fields.

Enter your institution information to sign in.  
Username  
Password  
Sign in Need Help?

On the Compliance Assist “landing site”, you should see the link for **Planning**. Click on the link to enter the Planning Module.



If you do not see the link for **Planning**, contact the Office of Accreditation (865-974-3635) to request access.

## Step #2: Navigating to the General Education Program Data Entry Area



Once in the Planning Module, select **Institution** from the tabs along the top of the screen.

Using the organizational listing on the left-hand side of the screen, click on the box with the plus sign next to **Provost's Office**.



Scroll down the list until you see **General Education** (this appears after the list of colleges). Expand General Education and then select the appropriate general education distribution requirement, in this case, Arts and Humanities (AH) is selected.



Number	Name	Start	End	Progress
AH1	Students will demonstrate knowledge of prominent works in the arts and humanities.	7/1/2014	6/30/2015	
AH2	Students will demonstrate knowledge of prominent figures/artists/writers/philosophers in the arts and humanities.	7/1/2014	6/30/2015	
AH4	Students will demonstrate an appreciation and understanding of the arts and humanities through critical review of a work (e.g. painting, composition, book, article, or philosophical treatise).	7/1/2014	6/30/2015	
	English 253	7/1/2014	6/30/2015	
	Philosophy 252	7/1/2014	6/30/2015	

Some courses are already in the system. To edit a course that is already in the list, click on the title of the course to open the General Education Course Assessment form. See Step #4 for more detailed information relating to editing the information.



Once in the form, as seen below, click on the "Edit" tab to enter edit mode.

English 253 - General Education Course Assessment - Compliance Assist

English 253

View Edit Related Activity Permissions

Export Public

Course Discipline Name English 253 and Number:

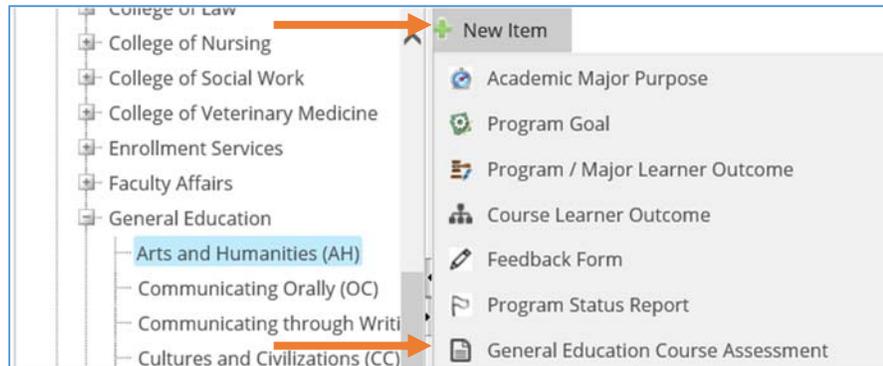
Course Title  
Introduction to Fiction

Catalog Course Description  
Fiction from the eighteenth through the twentieth centuries, emphasis on the novel. Critical tools necessary for judging varieties of fiction. Writing-emphasis course.

Satisfies General Education Requirement: (AH) (WC)  
(RE) Prerequisite(s): 102 or 118.

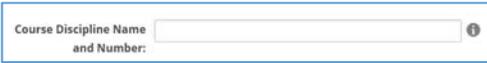
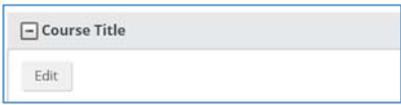
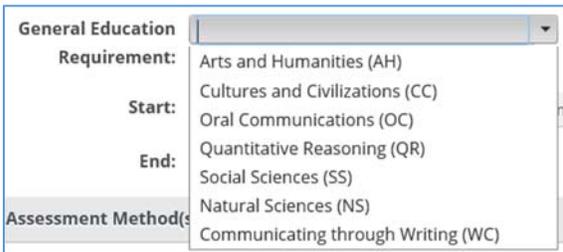
### Step #3: Create a New Report

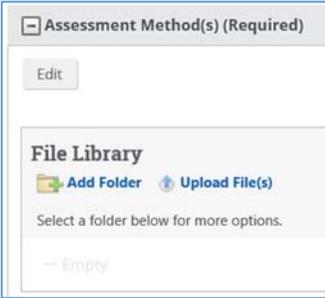
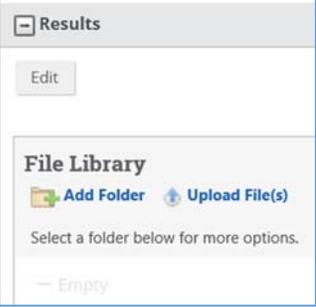
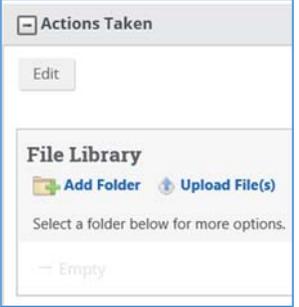
To create a report for a course that is not listed, click on New Item to open a selection menu and select General Education Course Assessment at the end of the list.



### Step #4: Entering the Assessment Report

Fields in the General Education Course Assessment Form and the information that is entered into each field are given in the following table.

Field	Description
<b>Course Discipline Name and Number</b>	Enter the information without any abbreviations, e.g., English 101 
<b>Course Title</b>	Click on the Edit button and in the edit screen enter the title as it appears in the undergraduate catalog. Do not use any abbreviations. 
<b>Catalog Course Description</b>	Click on the Edit button and in the edit screen enter the course description. Using the online undergraduate catalog, simply copy and paste the catalog description and course notes into the field. This is only done once. The information will be rolled forward to following years. Verify the description and provide any edits should the course be revised and approved through the curriculum process. 
<b>General Education Requirement</b>	This is a pull-down menu that contains the different categories of general education courses. Select the one choice that is appropriate to this courses. You can only make one choice. 

<p><b>Assessment Method(s) (Required)</b></p>	<p>Use this field to describe the assessment methods used. Provide a clear description so others will understand exactly how the assessment was done. Click the Edit button  and enter information directly into the box.</p> <p><b>NOTE:</b> You must first save the general education course assessment form; once saved, you will see the File Library. To save, you will scroll to the bottom of the form and click on the green “Save” button .</p> <p>You may want to upload a copy of the assignment, test questions, or other documentation of the type of student work used for the assessment. You should upload a copy of the assessment tool used (i.e., rubric, scoring sheet, set of test questions, etc.). If a rubric is used, you can also upload examples of student work that represent the different levels of achievement (<b>always</b> redact any information that would identify the student).</p>	 
<p><b>Baseline Resources</b></p>	<p>If you used a Baseline survey or rubric to score the work, you can import that into the report. This tool will be rolled out in the near future.</p>	
<p><b>Results</b></p>	<p>Enter a discussion of the assessment results directly in the box. The field has a File Library. You may want to upload any additional documentation of the results.</p>	
<p><b>Actions Taken</b></p>	<p>Provide a discussion of the actions taken based on the assessment results. For example, if the faculty reviewed the results and decided that an assignment needs to be added to help build competency for one of the general education learning outcome, then provide a synopsis of the discussion, what will happen, and when the revisions will be implemented. If no actions are needed because students are</p>	

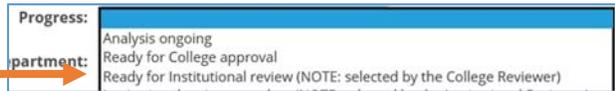
performing at an acceptable level, you needed to provide evidence that students are performing at a satisfactory level in the Results field and in this field, provide a statement the faculty met, discussed the results and decided no changes were needed at this point in time and the outcome will be reassessed and provide the term when it will occur.

Enter all information directly into the box.

This field has a File Library. If you have minutes from a faculty meeting, they can be attached as evidence of the discussion.

### Progress

When the report is complete, select from the pull-down menu



Progress:   
partment:   
Analysis ongoing   
Ready for College approval   
Ready for Institutional review (NOTE: selected by the College Reviewer)

“Ready for Institutional Review” and also email the chair of the General Education Committee ([gened@utk.edu](mailto:gened@utk.edu)) that your report is complete.

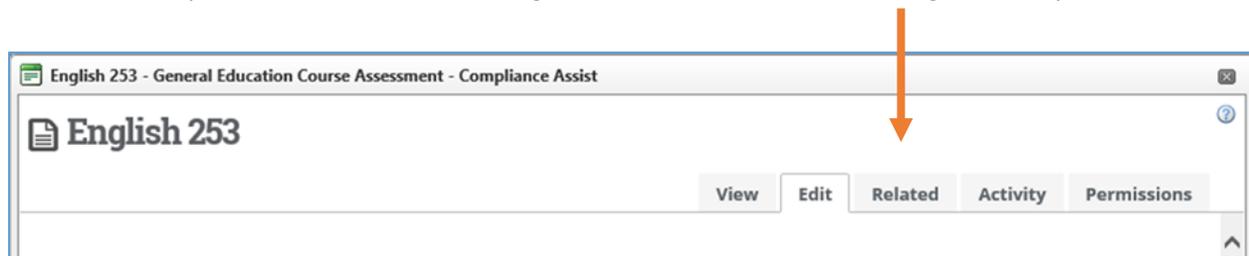
When done and before leaving the Edit tab, click the green “Save” button  at the bottom of the form. **If you do not SAVE and then close the form from any other tab, you will lose all your work.**

To upload files into the File Library, follow the on-screen instructions that will appear after you click Upload File(s).  If you need assistance, contact the Office of Accreditation or Office of Institutional Research and Assessment.

**NOTE:** The Planning Module resides on servers located in Buffalo, NY. Save your work frequently in case there is any connectivity interruption.

## Step #5: Linking the Report to a Specific General Education Learning Outcome

Each report can be linked to one or more of the learning outcomes for the general education distribution requirement. This is done through the “Related” tab and following these steps.



By clicking on the “Related” tab, you will arrive at the following screen. Click on “Add” button  [Add](#) .

English 253 - General Education Course Assessment - Compliance Assist

English 253

View Edit **Related** Activity Permissions

Items This General Education Course Assessment Supports

+ Add Remove Selected

Type	Number	Name	Start Date	End Date	Provider	Progress
This item does not support any other items.						

After clicking “Add” you will get to the list of learner outcomes in the specific area of general education.

Add Related Item Compliance Assist

Related Item Chooser

Filter: Assessment Year: AY 2014-15  
Academic Major Purposes, Program Goals, Program / Major Learner Outcomes

Edit Filter

My Roles All Roles

	Number	Name	Start Date	End Date
<input type="checkbox"/>	AH1	<a href="#">Students will demonstrate knowledge of prominent works in the arts and humanities.</a>	07/01/2014	06/30/2015
<input type="checkbox"/>	AH2	<a href="#">Students will demonstrate knowledge of prominent figures/artists/writers/philosophers in the arts and humanities.</a>	07/01/2014	06/30/2015
<input type="checkbox"/>	AH4	<a href="#">Students will demonstrate an appreciation and understanding of the arts and humanities through critical review of a work (e.g., painting, composition, book, article, or philosophical treatise).</a>	07/01/2014	06/30/2015

Add Cancel

In the above image, the distribution requirement of Arts and Humanities is already highlighted in blue, indicating that is where you are within the institutional listing. You would then select the appropriate learner outcome from the list by clicking on the box to the left of the outcome number.

If the assessment also supports a learning outcome in the academic home of the course, you can also scroll through the institution list, select the appropriate undergraduate program and then select another outcome. When done selecting all related outcomes, scroll down to the bottom of the screen and click on the green Add button Add on the bottom of this screen.

You will be taken back to the Related screen and be able to see which outcomes you selected and in the column titled "Provider" you will see the unit "providing" the outcome as shown on the next page.

English 253 - General Education Course Assessment - Compliance Assist

## English 253

View
Edit
Related
Activity
Permissions

### Items This General Education Course Assessment Supports

+ Add
✖ Remove Selected

Type	Number	Name	Start Date	End Date	Provider	Progress
Program / Major Learner Outcome	<a href="#">AH1</a>	<a href="#">Students will demonstrate knowledge of prominent works in the arts and humanities.</a>	07/01/2014	06/30/2015	Arts and Humanities (AH)	

### Items Supporting This General Education Course Assessment

This item can not be supported by any other items.

### This General Education Course Assessment Relates to the Following Sections

This item cannot be related to sections.

Close

When completely done, click on the Edit tab at the top of this screen. Scroll down and click the green “Save” button (to continue working in the form) or the Save & Close button (to finish and exit the form).

The screenshot shows a web application window titled "English 253 - General Education Course Assessment - Compliance Assist". The main heading is "English 253". At the top right, there are tabs for "View", "Edit", "Related", "Activity", and "Permissions", with "Edit" currently selected. Below the tabs, there is a blue "Export" button and a "Public" status indicator. The "Course Discipline Name and Number" field contains "English 253". There are two expandable sections: "Course Title" and "Catalog Course Description". The "Course Title" section is expanded, showing an "Edit" button and the text "Introduction to Fiction". The "Catalog Course Description" section is also expanded, showing an "Edit" button and the text: "Fiction from the eighteenth through the twentieth centuries, emphasis on the novel. Critical tools necessary for judging varieties of fiction. Writing-emphasis course." Below this, it states "Satisfies General Education Requirement: (AH) (WC)" and "(RE) Prerequisite(s): 102 or 118." At the bottom right, there are four buttons: "Save" (highlighted in green), "Save & Close", "Delete", and "Close".