

# How to View Multiple Years of Assessment and Generate a Report

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(Created October 2014; revised April 2017)

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## Purpose

When working in the Assessment Management System (ASM), you may want to be view multiple years on the My Dashboard or Institution tabs. This document provides step-by-step instructions to view multiple years.

Once you've completed your work in the Planning Module, you may want to run a report for one or more years of assessment. This document provides step-by-step instructions for doing both - viewing multiple years and running a report with multiple years.

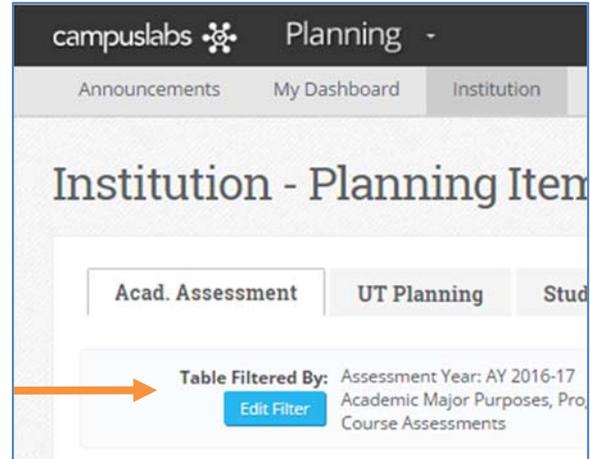
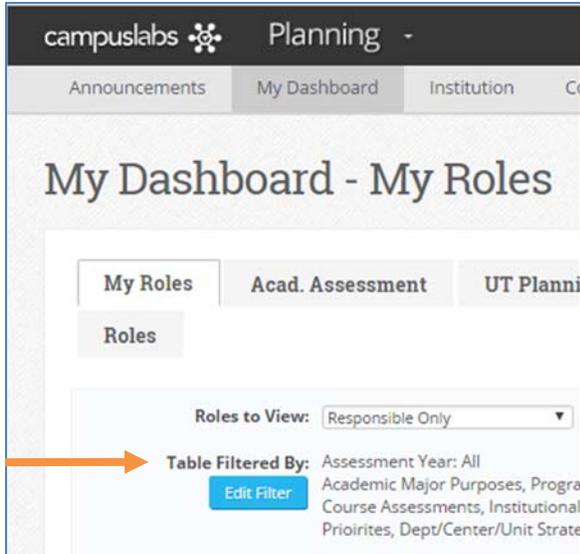
## Introduction

Good assessment includes reviewing previous years' findings and actions, and then following up with analysis that looks at multiple years of assessing the same outcome. This is why it is important to have a cycle of assessment that looks at outcomes on a very regular, short cycle.

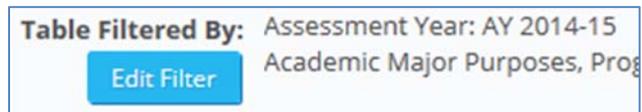
The AMS allows users to look at one year at a time or to provide a listing of all outcomes across all years. It does not combine the individual years into one report on screen. However, it is possible to develop a report that allows the reader to have all assessments in one year for analysis purposes. And, the AMS does allow you to print a report that includes assessment reports across multiple years.

## Selecting All Assessment Years

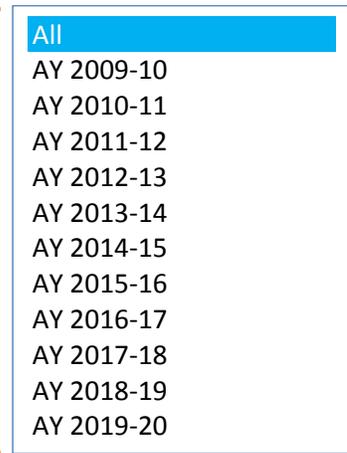
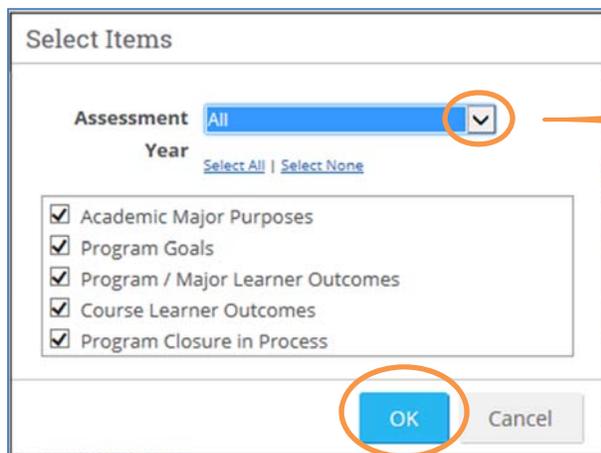
The location of the filter is slightly different between My Dashboard and Institution tabs, but the process is the same. Image on the left is from My Dashboard tab; image on the right is from Institution tab.



When you log into Planning Module of the AMS, the most recent assessment year is the default setting. To view multiple assessment years, you will edit the filter by clicking on the blue Edit Filter button.



From the pop-up screen, in the Assessment Year field, click on the down-arrow to open the selection box and select All. Then click the blue OK button.



In this example from 2014-2015, the screen display changes from with “Assessment Year: AY 2014-15” selected:

**Table Filtered By:** Assessment Year: AY 2014-15

**Items Related to Communication Studies-BA**

Number	Name	Start	End	Progress
1	<a href="#">Speak effectively across a variety of contexts.</a>	7/1/2014	6/30/2015	🔥
2	<a href="#">Demonstrate an understanding of the scientific, humanistic, and critical/cultural theories associated with defining, explaining, and studying communication.</a>	7/1/2014	6/30/2015	🔥
3	<a href="#">Be able to utilize the argumentation process including the reception, analysis, construction, and response to messages.</a>	7/1/2014	6/30/2015	🔥
4	<a href="#">Demonstrate an understanding of the social science methodologies involved in the systematic study of communication.</a>	7/1/2014	6/30/2015	🔥
5	<a href="#">Master a body of knowledge involving communication in two or more contexts for interaction (e.g., interpersonal, group, organizational, health, family, or public communication).</a>	7/1/2014	6/30/2015	🔥

to this with “Assessment Year: All” selected. You will also see the scroll bar to the right hand side to allow you to scroll down to the other outcomes. Also, you see that the first items listed are Outcome 1 from Assessment years 2012-2013 through 2016-2017 (columns marked Start and End). By clicking on

**Table Filtered By:** Assessment Year: All

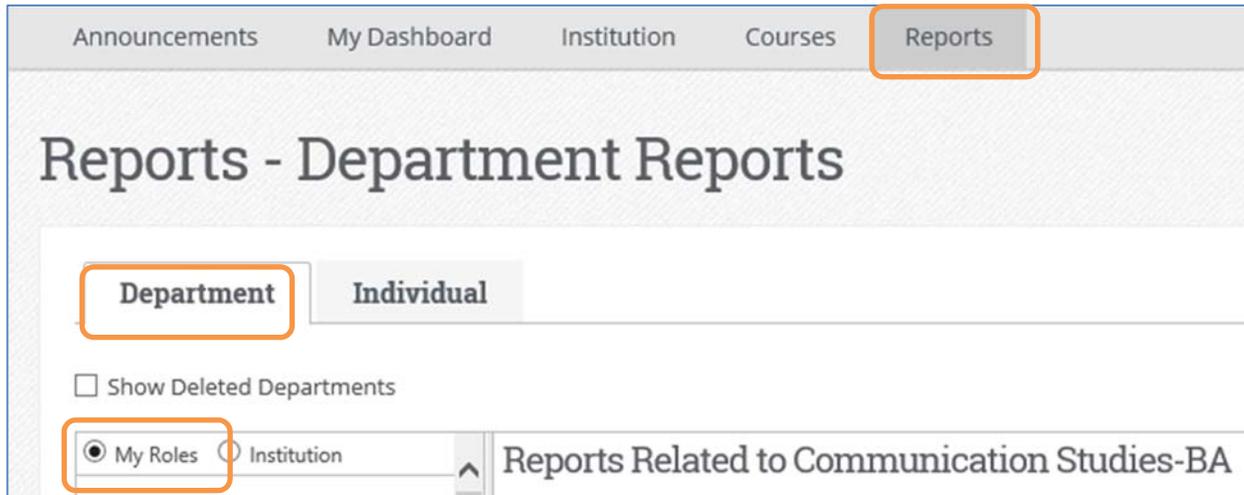
**Items Related to Communication Studies-BA**

Number	Name	Start	End	Progress
1	<a href="#">Speak effectively across a variety of contexts.</a>	7/1/2016	6/30/2017	
1	<a href="#">Speak effectively across a variety of contexts.</a>	7/1/2015	6/30/2016	🔥
1	<a href="#">Speak effectively across a variety of contexts.</a>	7/1/2014	6/30/2015	🔥
1	<a href="#">Speak effectively across a variety of contexts.</a>	7/1/2013	6/30/2014	🔥
1	<a href="#">Speak effectively across a variety of contexts.</a>	7/1/2012	6/30/2013	🔥
2	<a href="#">Demonstrate an understanding of the scientific, humanistic, and critical/cultural theories associated with defining, explaining, and studying communication.</a>	7/1/2016	6/30/2017	
2	<a href="#">Demonstrate an understanding of the scientific, humanistic, and critical/cultural</a>	7/1/2014	6/30/2015	🔥

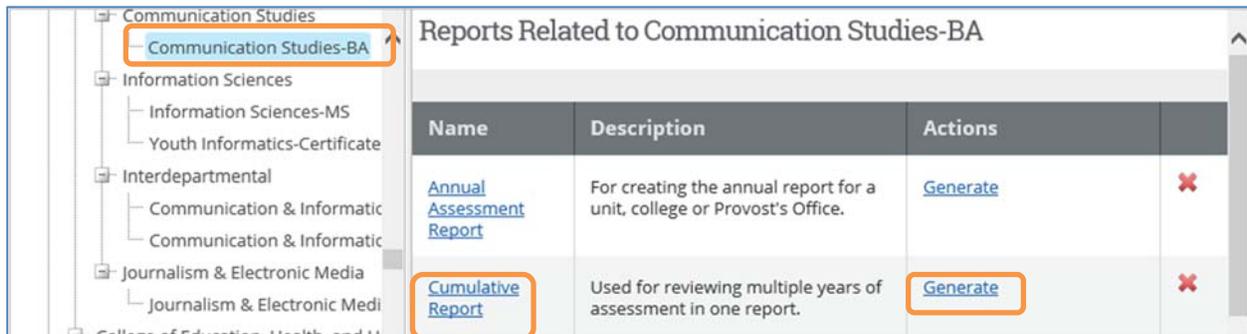
the word Start, you will be able to sort by the start of the assessment year and reorders the outcomes by numerical order within an assessment year. All headers in this screen can be clicked to sort by that column - Number, Name, Start, End, and Progress.

## Running a Multi-Year Report

Click on the Reports tab in the main menu bar. Click on Department report tab, click My Roles, and then select the specific degree program you are interested in running a cumulative report. In the example shown in the figure below, the Communication Studies-BA is selected.



From this screen, scroll down until you see the Communication Studies-BA and then select Cumulative Report by clicking on the word "Generate." **The Cumulative Report is designed specifically to run all assessment years in one report.**



If you previously ran the report, the word History will appear to the right of the word Generate. You may click on History to open a screen with all of the past versions of the report you ran. This allows you to go back to retrieve a report without having to run it again.

The Generate Report Request window will open (image on next page). From this screen, select the Type of Report, either a Word or PDF report, and then click the green button Generate Report. The PDF version is good if you want to share with people outside the department. The Word version is good for reformatting for insertion into other reports, editing the footer (page numbering, inserting a logo, etc.) and for review within the department prior to finalizing the final report for the most recent year.

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## Generate Report Request

### Cumulative Report

Larger reports may take some time to process. Visit the Report Download page to see the status of this report request.

Type of Report: PDF

Notify User: malbrecht@utk.edu Clear

Enter your email address to be notified when the report is ready to download.

Generate Report Cancel

The next screen will be the Cumulative Report - Report History screen from where you will download the report you ran clicking on the word Download in the Actions column. The report will be organized by Learner Outcome in chronological order from oldest to most recent year.

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## Cumulative Report - Report History

Modified By: Mary Lewnes Albrecht Date Modified: 10/13/2014

+ Generate Report

Department	Type	Start Date	End Date	Status	Actions
Communication Studies-BA	PDF	07/01/2009	06/30/2021	Completed 10/13/2014 12:32:17 PM	<a href="#">Download</a>   <a href="#">Delete</a>
Communication Studies-BA	Word	07/01/2009	06/30/2021	Completed 10/13/2014 11:54:38 AM	<a href="#">Download</a>   <a href="#">Delete</a>

## Document Glossary

**AMS:** Assessment Management System. We use a product provided by Campus Labs called the Planning Module within Compliance Assist.

**Assessment Cycle:** UT uses an assessment cycle of the fiscal year of July 1 through June 30 of the following year. Within the AMS, it is listed as the AY, academic year.

**Assessment Plan:** The plan consists of the identified learning outcome, the members of the assessment team, the direct and indirect methods of assessment, and the schedule when assessment occurs.

**Assessment Report:** The report includes the plan and builds upon it with the results of assessment, an analysis of the findings, and a discussion of actions taken by the faculty to work towards having students achieve the outcome. Assessment reports are due annually by September 15 following the completion of the assessment year.