Academic Program Assessment Application Screenshots

*Updating Assessment Plans*

The following instructions have been written to assist with assessment plan process. These instructions cover the updating of assessment plans. If you would like additional assistance please do not hesitate to contact:

**Jordan Luzader** jdluzade@ncsu.edu  - Assistance for DUPs

or

**Dr. Mike Carter** mpc@ncsu.edu  – Assistance for DGPs

**Steps 1-7 (See page 2)** – Instructions for DUP/DGP to view, update, and edit program outcomes and assessment cycle.
1. Log into the Academic Program Assessment application (go.ncsu.edu/apa) and select the degree program. Click “View Assessment Materials” once the correct program has been selected.
2. Click “Click here to access your assessment plan.”
3. Click “Click here to manage your objectives and outcomes.”
4. From this screen you can view all of the program outcomes for the program as well as the frequency of reporting. To update, edit, or make an outcome inactive click “Edit Outcome.”
5. On this screen, it is possible to update all of the fields related to the program objectives and outcomes. Please remember to check all fields for accuracy. This will allow the system to keep track of all objectives, outcomes and their frequency of assessment automatically. Click “Save Outcome” before navigating away from this page.
6. Once you have made updates to the objectives and outcomes for the program, please check to make sure the information has updated correctly by clicking “Click here to view your master plan” for the program.
7. From this screen you can see the outcomes that are scheduled to be assessed each year and verify that the changes have been made.