The following instructions have been written to assist with the Academic Assessment Report submission process. These instructions cover the writing, submitting, and reviewing of academic program Assessment Reports. 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 submit an assessment report.

**Steps 8-10 (See page 9)** – Instructions for Department Heads to review assessment report(s).

**Steps 11-12 (See page 12)** – Instructions for Dean/Designee to review assessment reports.

**Step 13 (See page 14)** – Instructions for assessment reports returned for edits.
1. Log into the Academic Program Assessment application (go.ncsu.edu/apa) and select the degree program. Click “View Materials” once the correct program has been selected.
2. Click “Create and View Archived Reports”
3. Click “Create Assessment Report”
4. Review all of the outcomes and select “Edit” for each outcome scheduled to be assessed this academic year. The outcomes displayed in the report template are imported from the Master Assessment Plan.
5. On this screen, there is “View Instructions” next to each header that provides an overview of the information to include in each field. Once all of the information required for each field has been completed, select “Save Response”. This will need to be repeated for all outcomes being measured in the current academic year.
6. After the report has been completed, the report can be submitted to the Department Head for review. To submit the report, change the “Report Status” from “Return to Author” to “Submit to Department Head” then select “Update.”
7. When “Update” is selected a new screen will appear that gives the author the opportunity to make any comments on the document or attach any necessary files. Once comments and/or attachments are provided, the author will then select “Submit Report.” Once this button is selected, the author will no longer have the ability to edit the report unless the report is returned for edits.
8. When the DUP/DGP has completed the assessment report and submitted it for review. An email will be sent to the Department Head notifying them of the assessment report ready for review. The email will contain a link to the rubric with the criteria to evaluate the assessment report as well as instructions to follow once the report has been reviewed.
9. As outlined in Steps 1-2, the Department Head will log into APA to review the assessment report. The report to be reviewed will have the “Status” as “Submitted to Department Head.”
10. Once the assessment report has been reviewed the Department Head will change the “Report Status” to “Submit to Dean/Designee” if the report meets the criteria in the rubric. If the assessment report does not meet the criteria change the “Report Status” to “Return to Author”. As displayed in Step 7, the Department Head will have the opportunity to submit any comments or attachments when the report status is updated.
11. When all assessment reports have been reviewed by Department Heads and the statuses have been changed to “Submit to Dean/Designee” in the college, the Dean/Designee will receive an email notifying them that assessment reports are ready for review. The email will contain a link to the rubric with the criteria to evaluate the assessment reports as well as instructions to follow once the reports have been reviewed.
12. Once the assessment reports have been reviewed the Dean/Designee will change the “Report Status” to “Submit to Facilitator” if the report meets the assessment process requirements as outlined in the rubric. If the assessment report does not meet the criteria the Dean/Designee will change the “Report Status” to either “Submit to Department Head” or “Return to Author,” according to who should resolve the issue(s). As displayed in Step 7, the Department Head will have the opportunity to submit any comments or attachments when the report status is updated.
13. If an assessment report requires edits, the assessment report can be returned to any previous step in the workflow. The individual assigned to resolve the issue(s) will receive an email notifying them that action needs to be taken. The text written in the “Comments” box as well as any attachments will be included in the email as shown below.