

**GUIDE FOR ONLINE ASSESSMENT
PLAN APPROVERS**

**Embry-Riddle Aeronautical University
Fall 2008**

Assessment Plan Approver's Guide

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Getting Started: Accessing the Online Assessment Application

1. Access the Online Assessment application through the Strategic Planning & Assessment Planning Portal. To do so, either:

a. Log onto ERNIE and do the following

-> Hover over "University Services" on the left-hand menu

-> Click on the "Institutional Research" link

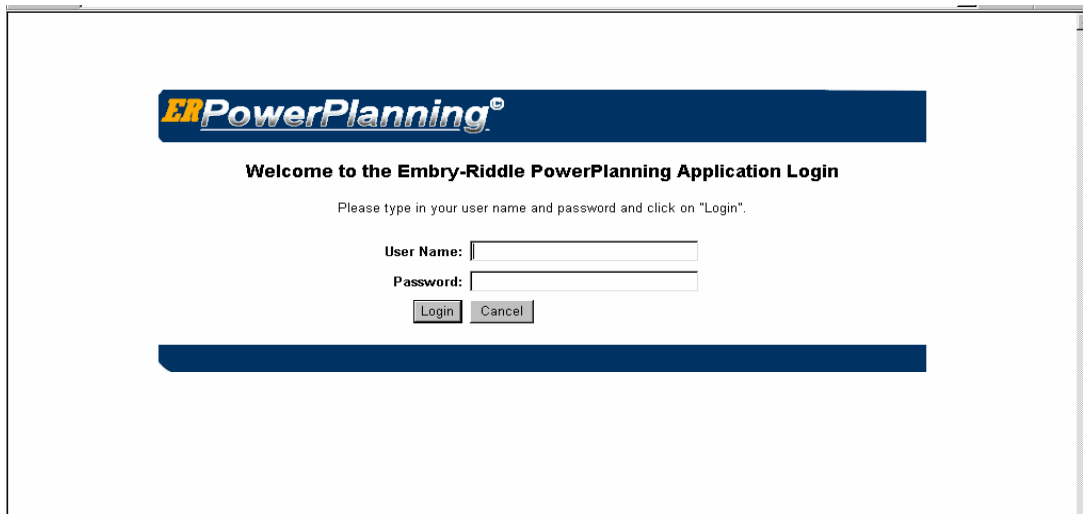
-> Click on the "Assessment" link on the navigation menu at the top of the page to access the Assessment homepage

-> In the top left box titled "Embry Riddle Power Planning (ERPP)", click on the blue button "Log Onto ERPP"

... **OR...**

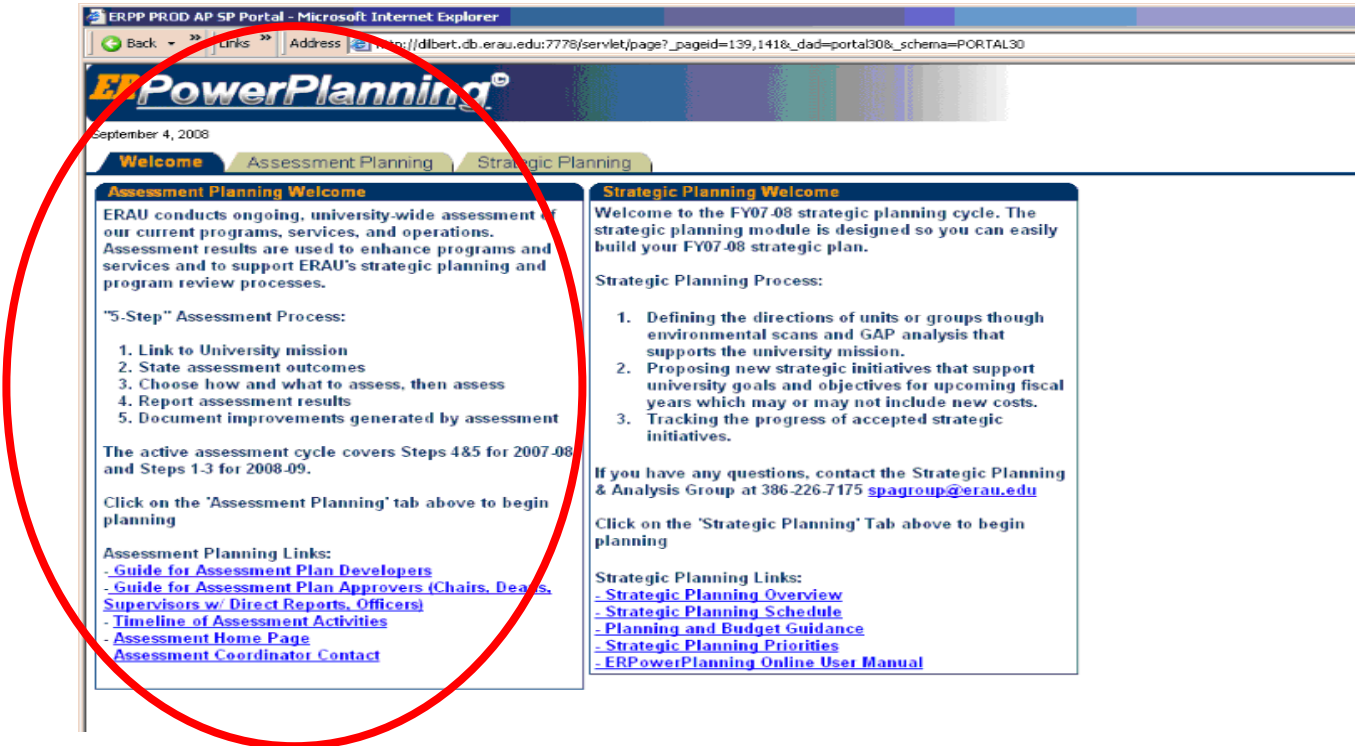
b. Type <http://irweb.erau.edu/newsite/Assessment> directly into your web browser.

2. This takes you to the Embry-Riddle PowerPlanning login page. Enter your assessment User Name and Password and click on the "Login" button (contact Tiffany Phagan at Tiffany.Phagan@erau.edu if you need username or password).

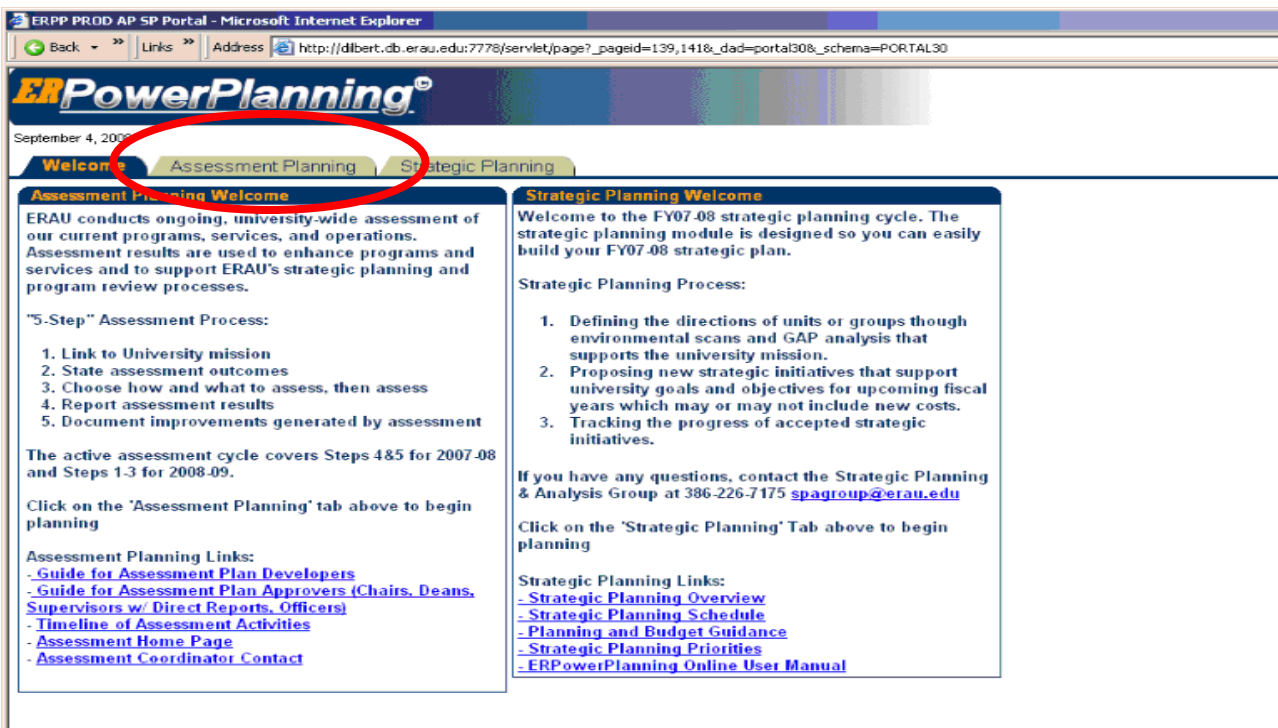


The screenshot shows a web browser window displaying the login page for the ER PowerPlanning application. At the top, there is a dark blue banner with the logo "ER PowerPlanning®" in white and yellow. Below the banner, the text "Welcome to the Embry-Riddle PowerPlanning Application Login" is centered. Underneath, a smaller instruction reads "Please type in your user name and password and click on 'Login'". There are two input fields: "User Name:" and "Password:". Below the password field are two buttons: "Login" and "Cancel". A dark blue horizontal bar is at the bottom of the page content area.

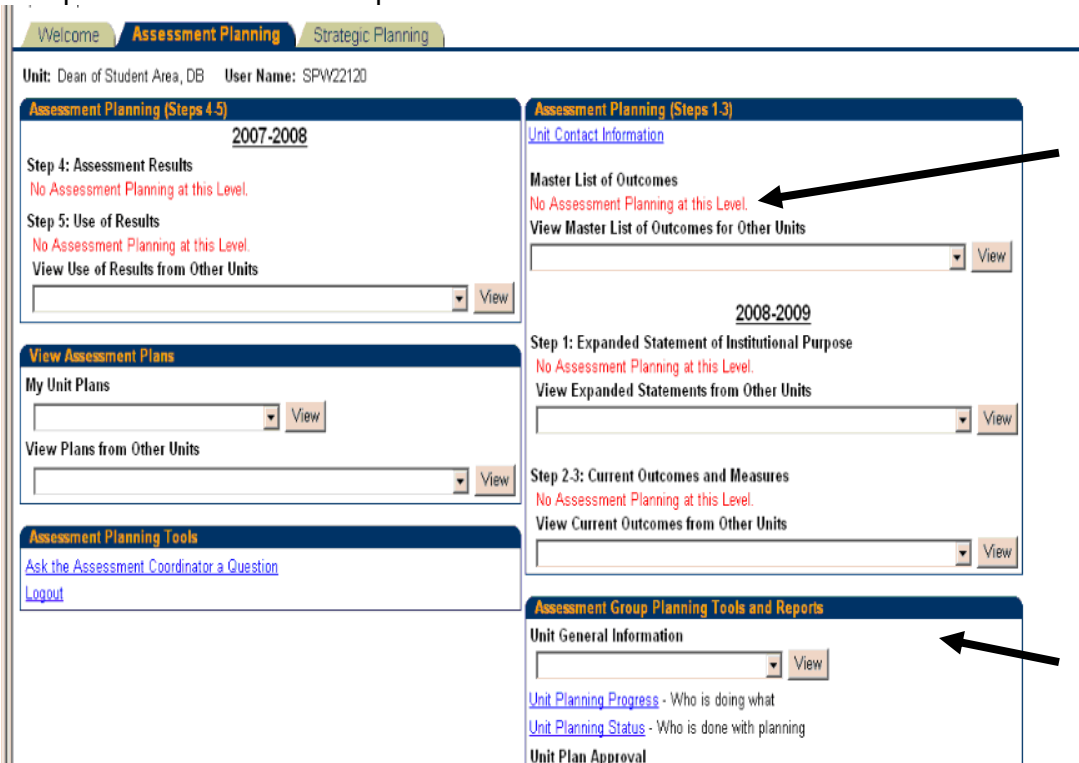
3. Logging in takes you to the Welcome screen with separate portlets for Assessment Planning and Strategic Planning. The Assessment Planning Welcome portlet contains links to for assessment resources and contacts.



4. To continue to the Assessment Planning application, click once on the "Assessment Planning" tab at the top.



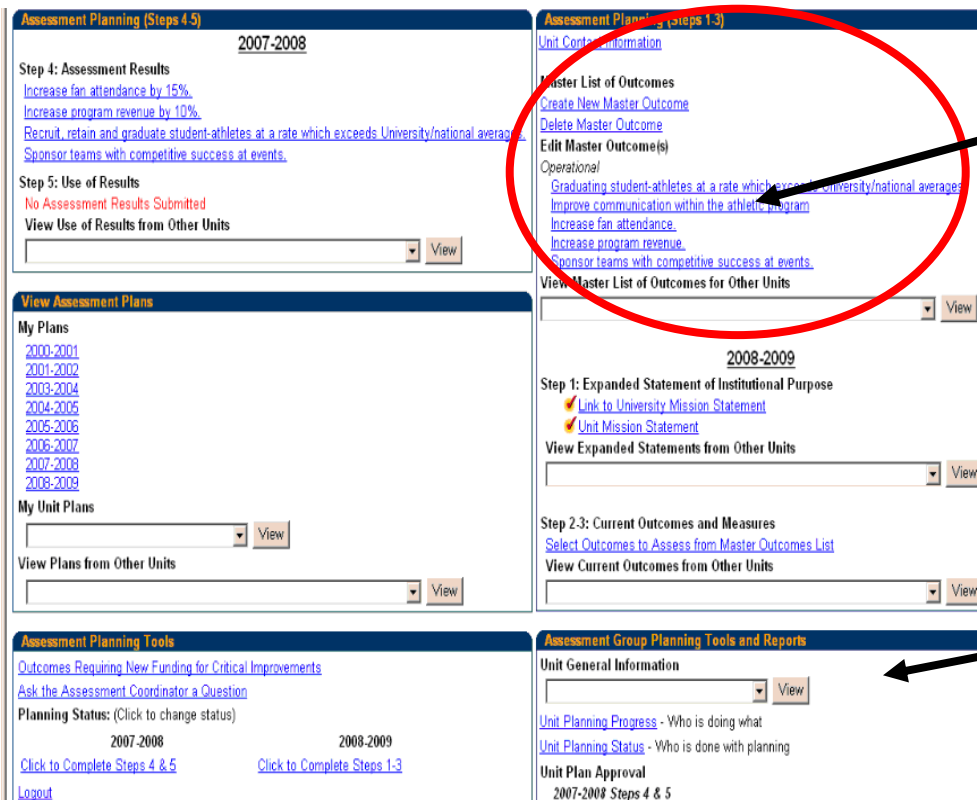
5. Clicking the Assessment Planning tab takes you to the Main Screen, whose content depends upon assessment planning status of the approver. Approvers who do not complete an assessment plan themselves will see a Main Screen like this.



This message confirms that the approver has chosen not to complete an assessment plan him/herself.

Tools to approve lower-level assessment plans are located in the bottom right portlet.

Approvers who are also responsible for completing their own assessment plan will see a screen such as the following. Directions for completing an assessment plan are contained in the separate guide, "Guide for Online Assessment Plan Developers".



Active links in the top portlets indicate that the approver is also to complete an assessment plan, himself or herself

Tools to approve lower-level plans are located in the bottom right portlet.

Viewing Lower Level Assessment Plans

To view assessment plans from lower level units that report to you, select the desired program or department from a dropdown menu of your reports.

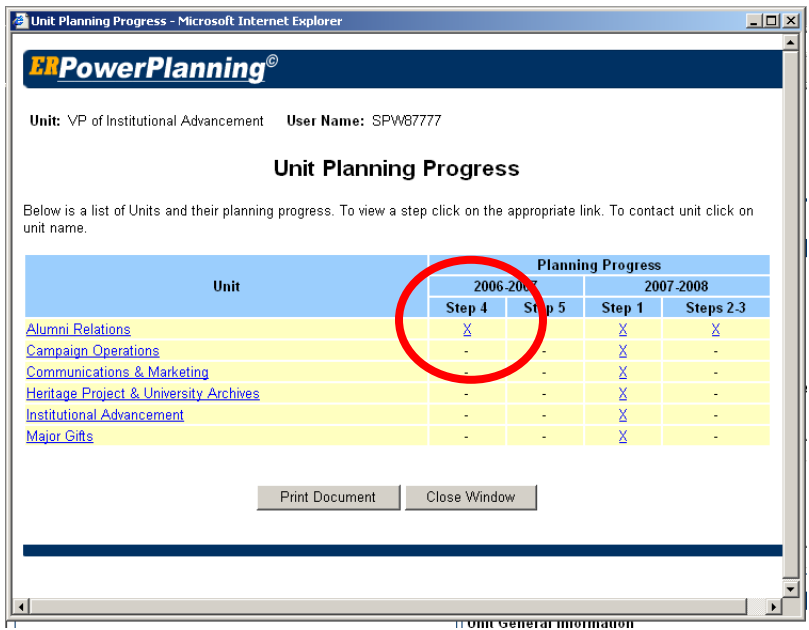
The screenshot shows the 'Assessment Planning' interface. The top navigation bar includes 'Welcome', 'Assessment Planning', and 'Strategic Planning'. The user is logged in as 'SPW22812' at the 'College of Aviation, DB'. The interface is divided into two main columns. The left column is for the '2007-2008' cycle, showing 'Step 4: Assessment Results' and 'Step 5: Use of Results', both with 'No Assessment Planning at this Level'. Below this is a 'View Assessment Plans' section with a dropdown menu for 'My Unit Plans' circled in red. The dropdown list includes: AMS - Aviation Maintenance Science, DB; Aeronautical Science, DB; - BS Aeronautics, DB; - BS Aeronautical Systems Maintenance, DB; - BS Aeronautical Science, DB; Applied Aviation Sciences, DB; - BS Safety Science, DB; - BS Air Traffic Management, DB; - BS Aerospace Electronics, DB; and - BS Applied Meteorology, DB. The right column is for the '2008-2009' cycle, showing 'Step 1: Expanded Statement of Institutional Purpose' and 'Step 2-3: Current Outcomes and Measures', both with 'No Assessment Planning at this Level'. There are also sections for 'Assessment Group Planning Tools and Reports' and 'Unit Planning Progress'.

Checking the Progress of Lower Level Assessment Plans

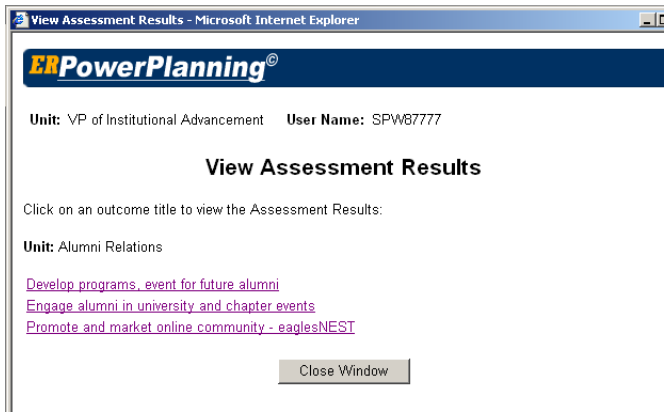
1. To see which of the departments or programs that report to you has begun assessment planning, click on "Unit Planning Progress".

This screenshot shows the same 'Assessment Planning' interface as above. The 'Unit Planning Progress' link in the 'Assessment Group Planning Tools and Reports' section is circled in red. The interface shows the same navigation and user information as the previous screenshot. The '2007-2008' cycle shows 'No Assessment Planning at this Level' for both Step 4 and Step 5. The '2008-2009' cycle also shows 'No Assessment Planning at this Level' for Step 1 and Step 2-3. The 'Unit Planning Progress' link is highlighted with a red circle, indicating it is the next step to check the progress of lower level assessment plans.

2. A "Unit Planning Participation" report will be displayed; with an "x" indicating which of the lower level units has started inputting data for each assessment step.



3. Clicking on the "x" opens a list of outcome titles for which data have been input. Clicking on the outcome title opens a report showing the actual data entered.



Checking the Completion Status of Lower Level Assessment Plans

1. To see which of the departments or programs that report to you is complete with planning and ready for approval, click on "Unit Planning Status".

The screenshot shows a web interface for 'Assessment Planning'. On the left, there are sections for 'Assessment Planning (Steps 4-5)' for the 2007-2008 cycle, 'View Assessment Plans' with dropdown menus for 'My Unit Plans' and 'View Plans from Other Units', and 'Assessment Planning Tools' with links for 'Ask the Assessment Coordinator a Question' and 'Logout'. On the right, there are sections for 'Assessment Planning (Steps 1-3)' for the 2008-2009 cycle, including 'Unit Contact Information', 'Master List of Outcomes', 'Step 1: Expanded Statement of Institutional Purpose', and 'Step 2-3: Current Outcomes and Measures'. At the bottom right, under 'Assessment Group Planning Tools and Reports', there are two links: 'Unit Planning Progress - Who is doing what' and 'Unit Planning Status - Who is done with planning'. The 'Unit Planning Status' link is circled in red.

2. A "Unit Planning Status Report" will be displayed, listing each lower level department or program reporting to you. Status indicators for Steps 4&5 and for Steps 1-3 state either that the program or department is "Not Complete", or show a date stamp indicating when assessment was completed for each set of steps.

Unit Planning Status Report

Below is a list of Units and their planning status. To contact a unit about its status click on the unit name

Unit	Planning Complete	
	Steps 4-5	Steps 1-3
Alumni Relations	24-OCT-07	24-OCT-07
Campaign Operations	18-NOV-07	Not Complete
Communications & Marketing	Not Complete	Not Complete
Development	Not Complete	Not Complete
Heritage Project & University Archives	Not Complete	Not Complete
Institutional Advancement	Not Complete	Not Complete

Approving Lower Level Assessment Plans

Steps 4&5 and Steps 1-3 must be approved separately for all lower level programs or departments. Due to a software glitch, it is strongly recommended that you use the "Approve Individual Units" link, **NOT** the link titled "Approve All Units".

Assessment Planning Tools

[Ask the Assessment Coordinator a Question](#)
[Logout](#)

View Current Outcomes from Other Units
View

Assessment Group Planning Tools and Reports

Unit General Information
View

[Unit Planning Progress](#) - Who is doing what
[Unit Planning Status](#) - Who is done with planning

Unit Plan Approval

2007-2008 Steps 4 & 5
[Approve Individual Units](#) - one at a time
[Approve All Units](#) - all at once

2008-2009 Steps 1-3
[Approve Individual Units](#) - one at a time
[Approve All Units](#) - all at once

Under the header "2007-2008 Steps 4&5", click on the link "Approve Individual Units". This will launch an approval window, shown on the next page. Approve the unit assessment plan for Steps 4&5 according to the directions on the next page, then come back to this main screen to select "Approve Individual Units" under the header "2008-2009 Steps 1-3".

The approval window lists all programs or departments that report to you and gives their approval status. Units submitting an assessment plan will have one of 4 indicators listed:

- Until the unit completes an assessment plan, the indicator will read, "User has not completed Steps"
- If the plan has been completed, but an intermediate supervisor still needs to grant approve, the indicator will read, "(Intermediate approver) has not approved unit"
- Once the assessment plan is ready for your approval, the indicator will read, "Not Approved", which will appear as a clickable link. **To give your approval, simply click on the "Not Approved" link, which will change the indicator to read, "Approved".**
- All plans that have been approved will show a status of "Approved"

Unit Plan Approval Steps 4-5

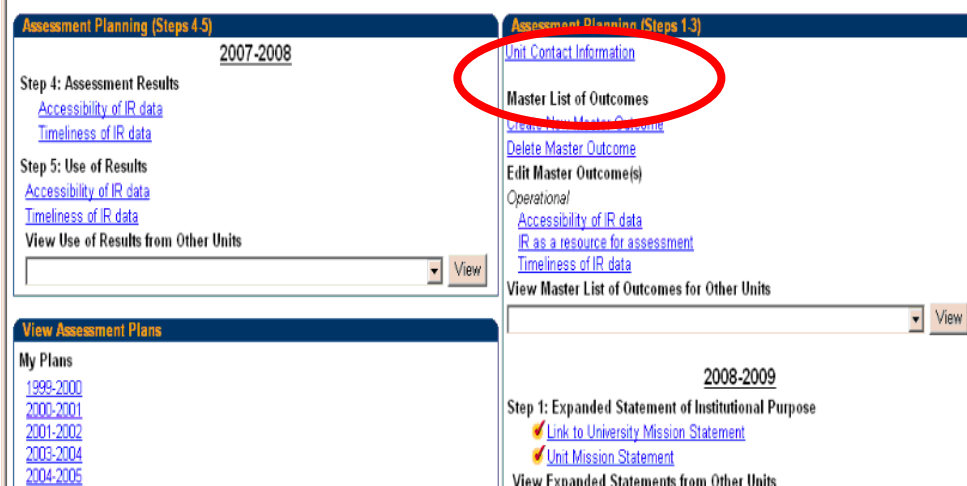
Below is a list of Units and their Steps 4-5 approval status. To change approval status click on appropriate link.

Unit	Steps 4-5 Approval Status
Center for Aerospace Safety Education	Not Approved
College of Arts and Sciences, DB	
- General Education, DB	User has not completed Steps
- Human Factors & Systems, DB	
-- BS Human Factors Psychology, DB	Approved
-- MS Human Factors & Systems Engineering, DB	User has not completed Steps
- Humanities, DB	
-- BS Aerospace Studies, DB	User has not completed Steps
-- BS Communication, DB	User has not completed Steps
- Physical Sciences, DB	
-- BS Engineering Physics, DB	User has not completed Steps
-- MS Space Science, DB	User has not completed Steps
College of Arts and Sciences, PC	
- BS Aerospace Studies, PC	User has not completed Steps
- BS Aviation Business Administration, PC	User has not completed Steps
- BS Global Security & Intelligence Studies, PC	User has not completed Steps
- BS Science, Technology & Globalization, PC	User has not completed Steps
- BS Space Physics, PC	User has not completed Steps
- General Education, PC	User has not completed Steps
- International Programs	User has not completed Steps
College of Aviation, DB	
- Aeronautical Science, DB	User has not completed Steps
-- BS Aeronautical Science, DB	
-- BS Aeronautical Systems Maintenance, DB	Aeronautical Science, DB has not approved unit
-- BS Aeronautics, DB	User has not completed Steps

Other Helpful Functions

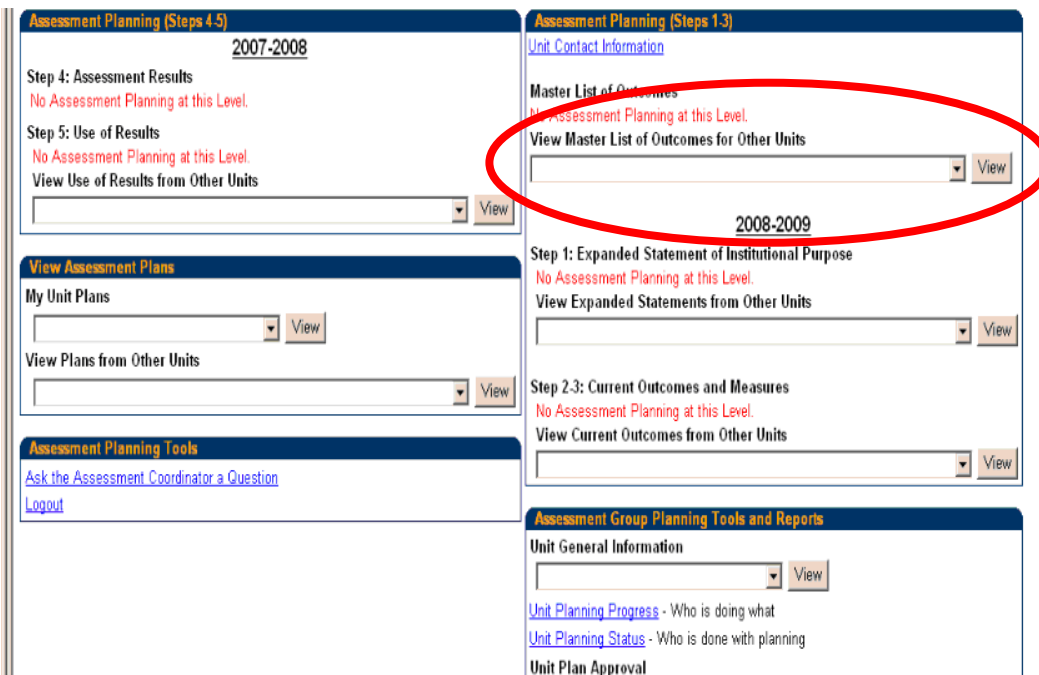
Unit Contact Information

The Unit Contact Information dropdown menu gives the names and assessment contact information for your lower level departments or programs.



View Master List of Outcomes From Other Programs or Departments

To view just the Master List of Outcomes from other programs or departments, select the program or department of interest from the alphabetized pull-down menu.



View Plans From Other Programs or Departments

There are two ways to view plans submitted by other programs or departments. You may view others' plans in their entirety by clicking on "View Plans from Other Units", selecting the desired cycle, and then clicking on the department or program of interest. Or you may view only step(s) of interest for the current assessment cycle by selecting the program or department of interest from a dropdown menu and clicking "View". Note that Step 4 (Results) is not available for general viewing.

The screenshot displays a web interface for assessment planning, divided into two main columns. The left column is titled "Assessment Planning (Steps 4-5)" and shows the 2007-2008 cycle. It includes sections for "Step 4: Assessment Results" and "Step 5: Use of Results", both with "No Assessment Planning at this Level" messages. Below these are dropdown menus for "View Use of Results from Other Units" and "View Plans from Other Units", each with a "View" button. The right column is titled "Assessment Planning (Steps 1-3)" and shows the 2008-2009 cycle. It includes sections for "Master List of Outcomes", "Step 1: Expanded Statement of Institutional Purpose", and "Step 2-3: Current Outcomes and Measures", all with "No Assessment Planning at this Level" messages. Each section has a dropdown menu for "View [Section Name] from Other Units" and a "View" button. At the bottom right, there is a section for "Assessment Group Planning Tools and Reports" with links for "Unit Planning Progress" and "Unit Planning Status".

Assessment Planning (Steps 4-5) 2007-2008

Step 4: Assessment Results
No Assessment Planning at this Level.

Step 5: Use of Results
No Assessment Planning at this Level.

View Use of Results from Other Units

View

View Assessment Plans

My Unit Plans

View

View Plans from Other Units

View

Assessment Planning Tools

[Ask the Assessment Coordinator a Question](#)

[Logout](#)

Assessment Planning (Steps 1-3) 2008-2009

Unit Contact Information

Master List of Outcomes
No Assessment Planning at this Level.

View Master List of Outcomes from Other Units

View

Step 1: Expanded Statement of Institutional Purpose
No Assessment Planning at this Level.

View Expanded Statements from Other Units

View

Step 2-3: Current Outcomes and Measures
No Assessment Planning at this Level.

View Current Outcomes from Other Units

View

Assessment Group Planning Tools and Reports

Unit General Information

View

[Unit Planning Progress](#) - Who is doing what

[Unit Planning Status](#) - Who is done with planning

Unit Plan Approval

View Assessment Outcomes Requiring New Funding for Critical Improvements

Programs or departments may have indicated the mission-critical need for new funding for improvements within the next year associated with a particular outcome. These outcomes are organized by assessment year. To view these outcomes and their funding requests, select and click the year of interest from the pull-down menu under "Outcomes Requiring New Funding for Critical Improvements". Then select from the outcome titles listed to view the full request.



The screenshot displays a web application interface with two main panels. The left panel, titled "Assessment Planning Tools", contains links for "Ask the Assessment Coordinator a Question" and "Logout". The right panel, titled "Assessment Group Planning Tools and Reports", contains several sections:

- Unit General Information**: A pull-down menu and a "View" button.
- Unit Planning Progress**: Link "Who is doing what".
- Unit Planning Status**: Link "Who is done with planning".
- Unit Plan Approval**:
 - 2006-2007 Steps 4 & 5
 - [Approve Individual Units](#) - one at a time
 - [Approve All Units](#) - all at once
 - 2007-2008 Steps 1-3
 - [Approve Individual Units](#) - one at a time
 - [Approve All Units](#) - all at once
- Outcomes Requiring New Funding for Critical Improvements**: A pull-down menu and a "View" button, which is circled in red.
- Unit Communication**: Link "Contact a Unit - via email or phone".