Tips For Writing Your Assessment Report

June 25, 2015
UCSD Student Affairs Assessment

Why should I submit a report?

• Documents your contributions to the division
• Demonstrates how your efforts mattered
• Provides support for planning and decision making
• Allows you to share your learning
http://assessment.ucsd.edu

Student Affairs Assessment Reports
Student Affairs staff members: Share your assessment projects and findings with our community, and see what others have accomplished in their areas. All reports are in PDF format.

Note:
Archived reports are available by request. Contact Assessment with your request.

+ Expand All

Student Affairs Division Reports
2013-2014
- 2013-2014 Student Affairs Assessment Report
2012-2013
- 2012-2013 Student Affairs Assessment Report (Final)
- 2012-2013 Student Affairs Assessment Brief (Preliminary)

Academic Enrichment Programs
Admissions and Relations with Schools
Associated Students
Cal-SOAP

Contact Us
Student Affairs Assessment
Student Services Center
COMPLIANCE ASSIST

https://ucsd.home.campuslabs.com

Compliance Assist

Getting Started
- Request for an account online through the Baseline and Compliance Assist Account Request form
  - Please allow for up to a week to process your account. You will receive an email confirmation confirming your account creation.
  - Sign in on the UCSD Compliance Assist login page using your username and password.

Reporting Your Results
Compliance Assist is an online planning and reporting tool that helps Student Affairs staff share assessment efforts. Compliance Assist is a useful platform for:
- Planning assessment activities
- Documenting student learning
- Submitting assessment reports
- Tracking progress on unit priorities
- Sharing our assessment efforts

Use the Student Affairs Assessment Template within Compliance Assist to easily record your project details and results. The template can also link your assessment projects to divisional and departmental goals and learning outcomes. Below are some resources to help you fill out a Student Affairs Assessment Template:
- Assessment Report Template - Annotated (Word)
- View a sample of a completed Assessment Template (PDF)

Filling Out Your Report
- Expand All
- Step 1: Access Compliance Assist
- Step 2: Access the Student Affairs project template
- Step 3: Uploading attachments
- Step 4: Linking your project to Baseline
Planning Page

Choose “Assessment Plans”
Create New Report

TIPS FOR WRITING YOUR REPORT
Characteristics of a thorough report

- Clear
- Coherent
- Concise

Be CLEAR

<table>
<thead>
<tr>
<th>Report Element</th>
<th>Guiding Questions/Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programs, Services, or Events Related to Assessment Project</td>
<td>Is the description clear to someone unfamiliar with the program?</td>
</tr>
<tr>
<td>Assessment Project Description</td>
<td>What is your assessment question?</td>
</tr>
<tr>
<td>Population/Sample</td>
<td>Who participated?</td>
</tr>
<tr>
<td></td>
<td># Program Participants</td>
</tr>
<tr>
<td></td>
<td># Assessment Participants</td>
</tr>
<tr>
<td>Report Element</td>
<td>Guiding Questions/Tips</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>Unit/Program Specific Goals and Learning Outcomes</td>
<td>List only the goals and outcomes that were assessed.</td>
</tr>
<tr>
<td>Relationship to SALOs</td>
<td>Check only the SALOs that were assessed.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
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<th>Guiding Questions/Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Methods</td>
<td>Check only the methods that were used.</td>
</tr>
<tr>
<td>Data Collection Tools</td>
<td>Do the tools match the assessment methods?</td>
</tr>
<tr>
<td>Data Analysis Methods</td>
<td>Do the analysis methods align with the data collection tools?</td>
</tr>
</tbody>
</table>
Be CONCISE

<table>
<thead>
<tr>
<th>Report Element</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Summary of Findings</td>
<td>Pull out the main findings. Don’t data dump. Connect findings to the assessment question.</td>
</tr>
<tr>
<td>Impact of Assessment</td>
<td>How did you use the findings?</td>
</tr>
<tr>
<td>Lessons Learned</td>
<td>What went well and what would you do differently?</td>
</tr>
</tbody>
</table>

More Tips

- Step-by-step Compliance Assist instructions at assessment.ucsd.edu => Assessment Toolkit
- Ask a colleague who isn’t familiar with your assessment to read your report.
- Use spell-check.
Take the opportunity to tell YOUR assessment story.

*Reports Due: July 17, 2015*

Questions? Comments? Concerns?

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