Understanding the System for Assessment Management (SAM)

***Please note: These directions may become obsolete in the future. Please contact assessment@usf.edu for any inquiry.

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What are the roles in SAM?

- There are three roles in SAM that a faculty or staff members may request
  - Viewer = this role can only view assessments for which they were given access
  - Contributor = Most users are this role. They submit, edit, and receive emails about comments from the reviews
  - Supervisor = similar to contributor but is excluded from emails about comments from reviews

- To request for a specific role, when a faculty or staff member request access for the SAM system, please send an email to assessment@usf.edu
  - Without any request, the request will default to a contributor role
What You See

- After logging on, you will see a list of assessments registered under your name (i.e. program list page)
- There are ten columns total to the list

Review Columns

- There are many columns, but the last four columns tell you information about the system
- Status Column
  - Shows the last action conducted on assessment
  - *Not Started* = no assessment has been added to the system for the current cycle
  - *Edited* = the assessment is being worked on but not yet submitted
  - *Submitted* = the assessment has been submitted by the department
- **In Review** = the Office of Institutional Effectiveness (IE) is reviewing the assessment
- **Reviewed** = IE has reviewed the assessment
- **Reopened** = the reviewed assessment has been viewed by the department but there has been no edits made

➢ **IE Review Status Column**
- Shows sorts reports in categories after a review has been completed
- **Not Reviewed** = the assessment has not yet been reviewed
- **Not Approved** = a review was completed and needs revisions
- **Approved** = a review was completed and a program’s assessments met BOG and SACS standards

➢ **Tools Column**
- This column provides the tools to assess, edit, and download program assessments
- **First Icon**: View assessment plan or report
- **Second Icon**: Edit assessment plan or report
What Are Cycles of Assessments?

- The SAM software goes through two cycles, planning and reporting. The cycle tells the user which parts of the assessment are due and reviewed.

  - **Planning Cycle:** Assessment information for the Objective/Learning Outcome, Method of Assessment, and Performance Targets sections are due and open for submission. Only these three sections are available to view by contributors.

  - **Reporting Cycle:** Assessment information for the Assessment Results and Use of Assessment Results sections are due and open for submission. All sections of an assessment are available to edit by contributors.

- Note that the year dates for a cycle will change depending on the program type.
Steps to Submit Your Plans or Reports

Step 1: On the program list page, click on the second icon (pencil) in the tools column to edit a program’s assessments

- You will see a list of Goals and Learning Outcomes
- In the upper right hand corner, the assessment cycle and overall review status is provided
- There are two buttons on the right hand side of each of the goals and learning outcomes
  - Edit: opens up a new window to input information for each component of an assessment
  - Delete: remove the goal or outcome and all related information
Step 2: Click the edit button on the learning outcome you wish to edit and you will see the following text boxes:

Step 3: Input your assessment information into the correct test box

- There are multiple tools to edit the text
- Important: If you are copying and pasting from a word document, you will need to press the “strip format” button or your text will be lost or formatted improperly
**Step 4:** After all information has been entered, click the save button in the bottom right corner
- Every time you save an assessment, you will return to the list of foals and learning outcomes

**Step 5:** Repeat step 2-3 for the next learning outcomes.

**Step 6:** After saving all completed information for each learning outcome, scroll down to the bottom of the goal and learning outcome list page and find “submit assessment” button.

**Step 7:** Click the button and you will return to the program list page. You have now submitted your assessment!
- You are unable to edit your assessment once it has been submitted.
- You must wait for the assessment to be reviewed.
- You are able to message the Office of Institutional Effectiveness to open the assessment is needed.
Steps to View Your Assessment Review

Before you start, you can check your overall rating immediately on the program list page in the “last review” column.

**Step 1:** On the program list page, click on the second icon in the last column
- After the assessment has been reviewed, the low rating for within a learning outcome assessment will appear in the far right of each learning outcome.

**Step 2:** Click the edit button on the learning outcome you wish to open
- The ratings for each component (e.g. performance outcomes) of an assessment will appear in the top right corner of each text box.

**Step 3:** Scroll down to find the “Plan Review Comments” or “Report Review Comments”
- These comments will help you understand if any component is missing or needs correction.

**Step 4:** To correct your assessment, follow the review comments and repeat Step 2-7 in the “Steps to Submit Your Assessment” section with corrected information.