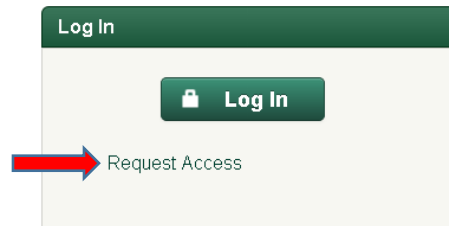


Centers and Institutes Directory Reporting

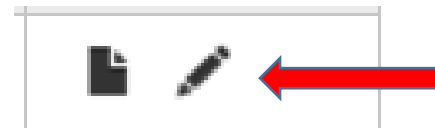
In order to complete the SACSCOC Reporting requirements, please do the following steps:

1. Login to the System for Assessment Management at www.ie.usf.edu/assessment

- a. If you do not currently have access, you can request access by clicking on the Request Access link beneath the login option.
- b. New users will be required to attend training sessions prior to access being granted.



2. On your specific plan, click on the pencil icon at the right of the page to begin your edits.



3. This will take you to a page that shows your I&C's Mission Statement and the Goals from the previous year.

- a. Click on the edit button on the right of the mission statement bar to edit the mission statement, if needed.
- b. On the right of the Goal sections, you will see two options; Edit and Delete.
 - i. Edit or delete the Goal if needed.
- c. Beneath the Goals you will see the Objectives.
 - i. The previous year's objectives will be listed. You will need to update them to the current objectives by clicking the edit button on the right of the screen.
- d. Next, input the Method of Assessment, Performance Targets, Assessment Results, and Use of Assessment Results for Each objective.
 - i. Click save when done with these areas.
- e. When you have completed the assessment for the 2015-16 year, scroll to the bottom of the page and select the Yes button next to the Plan Complete question.

A screenshot of a form element with the text "Plan Complete?". To the right of the text are two radio buttons: "Yes" (which is selected) and "No".

4. Once the plan is listed as complete, I will review it. It will then either be approved or sent back for edits.
5. When the plan is approved, you have completed the SACSCOC reporting requirements.

Centers and Institutes Directory Reporting

In order to complete the BOG Reporting requirements, please do the following steps:

1. Login to the Expertnet site at www.expertnet.org/bor/login.cfm
2. Click on the Directory:
 - a. View the information in the Directory and edit any information that is outdated.

3. Now you need to upload the PDF of your assessment.

- a. Go to SAM and click on the View Plan option.



- b. At the top of the page, you will see a dropdown that says Export.



- c. Click on the Export dropdown and then select PDF – Exclude Review

- i. A PDF of your assessment will be downloaded. This is the PDF that is uploaded to Expertnet for the BOG reporting requirements



- d. On the Expertnet page, scroll to the bottom of the Directory screen, where it says evaluation.

Evaluation

Date of Last Evaluation or Not Applicable: September 18, 2012

PDF Copy of Last Evaluation: [Upload PDF](#)

FILES	
2014-2015 Assessment	Delete

Date of Next Evaluation: September, 2017

- i. Click on Upload PDF

Evaluation

Date of Last Evaluation or Not Applicable:

PDF Copy of Last Evaluation: [Upload PDF](#)



- ii. Name the item "2015-16 Annual Assessment"
- iii. Click Upload File
- iv. Click submit to Provost at the top of the screen and you have completed your annual I&C reporting.