QuickStart Guide: Integrative Learning Core Assessment

Login to Planning & Self-Study
Planning & Self-Study (P&SS) by Watermark is LSU’s system of record for Integrative Learning Core (ILC) assessment. This guide will walk you through accessing Planning & Self-Study (P&SS) and the technical components to add assessment data. This guide is for ILC assessment only. If you need guidance for degree and stand-alone certificate program assessment, please see the QuickStart Guide for Program Assessment listed at www.lsu.edu/oie. Additional resources are also available for your reference.

If at any time you need assistance with P&SS, please contact the Office of Institutional Effectiveness by email at oie@lsu.edu or by phone at 225-578-0021.

Each ILC course is enrolled in a workspace in P&SS. A workspace refers to the data silos where users enter assessment data.

To access P&SS, login to myLSU and click the Watermark icon under quick links.

You will be redirected to a page that will show the platforms you have access to. Only those faculty and staff who are responsible for reporting student learning assessment, integrative learning core assessment, and/or strategic planning have been granted access to the appropriate platform(s). Please report any technical difficulties accessing either of the Watermark products to oie@lsu.edu.

Click the Planning & Self-Study icon to enter the platform.

Planning & Self-Study by Watermark runs best using an Internet Browser other than Mozilla Firefox.

LSU Planning & Self-Study Home Page
Once you are successfully logged in, you will be directed to your Planning & Self-Study homepage. This page will display all programs with which you are affiliated and will be listed under ‘My Leadership’. If you have dual assessment responsibilities – program assessment and ILC assessment – you will see all programs and/or courses, you are affiliated with.
As a default, all Deans, Associate Deans, and Department Chairs only have access to ‘View’ the status of program assessment, corresponding reports, and the insights page.

If your course is not listed, please contact us by email at oie@lsu.edu or by phone at 225-578-0021.

To enter the course’s workspace, you can either a) click ENTER COURSE or b) click on the course name, i.e., in this case ‘CM 1070 INT SUSTAIN BLT ENV’.

To enter assessment information for the annual ILC Assessment Cycle, you can either a) click the project title i.e., in this case ‘ILC: Assessment Cycle 2021’ or b) enter the course and go to the ‘In Progress’ tab (see pg. 4)

You will also notice in the below screenshot there is a course stats and profile progress section. The profile progress section provides quick access to what has been entered for you, i.e. proficiency dimensions (aka outcomes).

ILC dimensions will be termed as outcomes in this platform. Throughout this guide, the following terminology will be used in hopes of less confusion; Dimension(s)/outcome(s).

Disregard COURSE STATS – Active sections and students enrolled are misleading and inaccurate. The platform does not integrate with our LMS.

Disregard Outcomes Mapped – OIE will be the only ones utilizing this functionality of the platform. All alignments must be made by OIE.
Once you have entered the course, as you work in P&SS, if you need to return to your home page, you can usually locate a Home breadcrumb link in the upper left-hand corner of the page.

Course Workspace Structure in Planning & Self-Study

Once you have entered the course, the workspace structure has three tabs listed across the top panel.

Due to how information flows in the system, the tabs are explained in the following order:

- Course Information
- In Progress
- Docs & Reports

Course Information. The ‘Course Information’ tab contains the dimensions of the approved proficiency being used for ILC course assessment. OIE staff has entered all assessment information into the system for you. OIE staff will edit any assessment details necessary based on approved proposal and assessment change forms.

⇒ For all approved ILC Course Proposals, the dimensions/outcomes have been entered into the platform and aligned on the backend to the primary proficiency by OIE staff.
⇒ All information entered on this page was pulled from your approved ILC Course Proposal. Ideally, you will not revise the dimensions/outcomes being assessed until the 5-year course renewal. If you wish to make changes, update your assessment process using the required assessment process change form and submit to gened@lsu.edu. Do not make changes within the platform. The Faculty Senate ILC Committee will review your revised assessment plan. If approved, OIE staff will make any updates in the platform for you.
Disregard EDIT OUTCOME MAP - OIE will be the only ones utilizing this functionality of the platform. All alignments must be made by OIE.

Disregard MANAGE OUTCOMES - this tab is only to revise, delete, or archive your dimensions/outcomes being assessed. OIE staff will make any changes for you.

In Progress. The ‘In Progress’ tab allows course leads to access, monitor, and track project’s that are active and in progress. Within an individual project is where assessment information will be entered.

As a reminder there are three ways to get to a project. From the home page under ‘My Leadership’, you can a) click the project title i.e., in this case ‘ILC: Assessment Cycle 2022’, b) enter the course by clicking the ‘Enter Course’ button or c) click on the course name next to the cap icon.
Once you have entered the course, the default page is the ‘In Progress’ tab, select the appropriate project you want to enter.

Projects In Progress

Access, monitor and track this course’s projects that are active and in progress from this page.

Continuous Improvement Project(s) 1 project

ILC: Assessment Cycle 2023

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<thead>
<tr>
<th>DETAILS</th>
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<tbody>
<tr>
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<td>Due:</td>
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<td></td>
<td>Last Update by:</td>
<td>Tara Rose</td>
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QUICK STATS

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Measures</th>
<th>Actions Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

Outcome Progress and Results

Not Started  In Progress  Met  Not Met
When you enter the project, the dimensions/outcomes you are assessing this cycle will appear. Select the dimension/outcome for which you are entering assessment information.

Reminder: All dimensions/outcomes that show up on this page must be fully complete (focus is quality not compliance) before reviewing and submitting your annual report. Required components of ILC Assessment Report (ILC-AR) include the following for each dimension/outcome reported in a given year:

⇒ Component I: Assessment Measure(s) & Methodology (*details of the measure activity*)
⇒ Component II: Results (*evaluation of the measure activity*)
⇒ Component III: Findings (*analysis of the results*)
⇒ Component IV: Recommended Action
⇒ Component V: Overall Dimension/Outcome Analysis

Assessment results, findings, and recommended action are reported per measure.

**ILC-AR COMPONENT I: Assessment Measure(s) & Methodology (*details of the measure activity*)**

This requirement includes entering the measure details used to assess student achievement of dimensions/outcomes.

To begin entering in assessment information for a specific outcome – you will click the dropdown icon next to ‘Not Started.’
You will notice that your measure and all details have been entered for you based on your approved proposal.

To add or edit measure details to an already existing measure, click the three-dot icon and click on MEASURE DETAILS.

You will notice the Method, Course and Title have been entered for you; these fields cannot be changed. See details on pg. 3 if you need to update your assessment plan.

Details for ‘Target’ and ‘Description’ have been added. Click the pencil icon 🆕 to edit these details. The target section should include the assessment criteria approved in your ILC course proposal and a target of achievement. The ILC overall target is 80% of students will achieve a ‘Meeting’ performance level. You can choose to use this same target or create your own. OIE staff encourages course coordinators to review their selected target each year. The description section (already entered) should describe the measure (instrument) that will be used and how it was used to assess the outcome (dimension).
All fields are required, not just the ones with an *.

If you would like to add the rubric used to assess the measure or any other supporting documentation; click the ATTACH DESCRIPTION DOCUMENTS. Once you are done, click UPDATE.
Once the measure details have been updated, you will be redirected to the measure homepage.
ILC-AR COMPONENT II: Results (*evaluation of the measure activity*)

The results section offers users three different formats:

- Not an Option: I want to upload the assessment results files
- **ONLY OPTION:** I want to enter the count of students who meet/do not meet the criteria.
- Not an Option: I want to align results from another system

Disregard ‘I want to upload the assessment results files.’ LSU will not utilize this functionality.

Disregard ‘I want to align results from another system on this page’. LSU will not utilize this functionality.

You will enter the ‘overall aggregate counts for the measure activity.’ There are only four (4) performance level options: Exceeding, Meeting, Approaching, and Not Approaching.

The counts entered into the categories are aggregated by course (this includes all section level data across all modalities).

Disregard the ‘Counts for each section’ on this page. LSU will not utilize this functionality.
Once the counts are entered, click **VIEW RESULTS**.

The counts will now turn into a visual representation. If you need to edit the results, click **EDIT RESULTS**. Click the dropdown icon \( V \) to add the number of sections included in the overall aggregate counts.

The result files is optional unless the course is offered via multiple modalities (Face-to-Face, Online, LSU Online, and/or Dual Enrollment).

If an ILC course is offered in more than one modality, it is required that a data collection form (or similar file – e.g., excel) be uploaded for each modality into the **FILES** section and a summary provided. Files by section are optional.
After uploading file(s), click on the **SUMMARY** tab. Enter the summarized results of the measure.

Once the counts have been entered and you have reviewed the visual representation and uploaded corresponding files and a summary (if applicable), you will go straight to the findings section. If you are not ready to enter findings, be sure to **SAVE & CLOSE** – this button will be in the upper right-hand corner. If you accidently close your browser without saving, your information will be lost.

**Information will NOT automatically save in this system.**

If you close out the page, but are still active within the reporting platform, an error message will pop up.

### ILC-AR COMPONENT III: Findings *(analysis of the results)*

Once you have documented the results of the measure, the next step is to document the Findings *(analysis of the results)*.

The first option in this section is to document the ‘Measure Status’ for this Measure. Click the dropdown icon **V** to select whether the criteria for this Measure was **Met** or **Not Met**, based on the results (i.e. was the target achieved for the measure).

You will now enter a narrative analysis of the results in the following text field.

In future years, users will be able to access the **ACTIONS & PAST RESULTS** tab.
If the same Measure was used in previous assessment reporting cycles, you can view actions and results for previous iterations of that Measure to more effectively analyze how the results for the most recent iteration fit in to a longitudinal understanding of the Measure.

After clicking on the past findings tab, the right-hand side of the screen will pull up any past findings.

An example with demo data is shown below.
ILC-AR COMPONENT IV: Recommended Action

Once you have documented results and findings for a measure, the next step is to document actions based on the results. Click **Add New Action** to enter your action.

A new ‘add action’ section will pop up on the right-hand side of the screen. Choose the type of action you intend to take from the list of options by clicking on the action.
Once you select an action type, enter a description of your recommended action under ‘action description’ and a recommended due date.

NOTE: all dates should be prospective, not retroactive.

Finally, click **CREATE ACTION**.

Once ALL information has been entered for Measure, Results, Findings and Actions, Click **SAVE & CLOSE** in the upper right-hand corner. *Information will NOT automatically save in this system.*
ILC-AR COMPONENT V: Overall Dimension/Outcome Analysis

Once you SAVE & CLOSE you will be led back to the dimensions/outcomes homepage and will automatically be asked to ANALYZE OUTCOME. Analyzing the overall outcome is required.

Click **ANALYZE OUTCOME**.

In this section you will provide an overall analysis (narrative) of the outcome and its combined measures. For ILC assessment – you will not have more than one measure per dimension/outcome. Entering information into this section is optional.

Next, you will determine the overall dimension/outcome status of **Met/Not Met** by clicking the dropdown icon **V**. This is required.

Finally, you can document actions that are related to the dimension/outcome but which are not related to a specific measure by clicking add new action beneath general actions. This is optional.
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Once information has been entered for Measure, Results, Findings, Actions, and Analyze Outcome, you will close the dimension/outcome by clicking the collapse icon ^. This will take you back to the dimensions/outcomes homepage where you will see all dimensions/outcomes you are supposed to enter information for. Follow the same process for entering information, as described on pgs. 6-16, for all other dimensions/outcomes.

Once ALL information has been entered (Measure, Results, Findings and Actions, and Analyze Dimension/Outcome) – for ALL dimensions/outcomes - click REVIEW AND SUBMIT in the upper right-hand corner.
ILC-AR Report: Review, Submit, Done

Once you click ‘review and submit’ from the dimension/outcome homepage, you have the option to review (and edit if needed) before you are officially DONE.

Review allows the user to review the entire report before submitting. From this page the user can also download a PDF version of the report. Once the review is complete, click SUBMIT.

If you need to edit anything, click EDIT. Editing, will take you back to the dimension/outcome homepage. If you click submit, you get one more chance to review your report.

If you are satisfied with the report, click DONE. If you need to edit anything, click EDIT. Editing, will take you back to the dimension/outcome homepage.
Once ‘done’ has been selected, you will be redirected to the Course homepage.

**Docs & Reports.** The docs and reports tab provides a space where you can easily access all your completed ILC Proposals, monitoring reports, and any reference documents.

⇒ Once OIE staff has closed the reporting year, completed reports will show up under ‘Completed Assessment Plan Reports’. Once reports show up on this page, they cannot be edited.
⇒ All approved ILC Course Proposals have been uploaded under ‘Reference Documents’. To download your approved ILC Course Proposal, click the download icon.
⇒ An At-A-Glance document has been uploaded under ‘Reference Documents’. The At-A-Glance document includes the following information: course approval date, course renewal date, modality, BOR area, proficiency, dimension assessed, measure used, course coordinator name and contact email, and the Taskstream workspace archive link (if applicable).
⇒ Courses are welcome to upload any other needed reference documents by clicking ‘Upload New Document’.

Disregard MONITORING EXPORTS. Currently, OIE is asking courses ‘not’ to map outcomes in the system. Because of this, the monitoring exports will not provide any useful information.
Additional Information
Resources to support Integrative Learning Core assessment are available on the Office of Institutional Effectiveness website (www.lsu.edu/oie), including the QuickStart Guide, timelines, templates, etc. Workshop participation is available via registration at https://training.lsu.edu. Departmental or individualized sessions are available upon request.

For questions about Planning & Self-Study, email oie@lsu.edu or phone 8-0021.