

# NCC Academic Assessment Portal

## User Guide

*The goal of assessment is to make us more aware of how we contribute to student learning and, as a result, to make more informed choices about educating our students. A second goal involves making our practices more visible to ourselves and others, including the wider higher education community and the NCA, our accrediting body.*

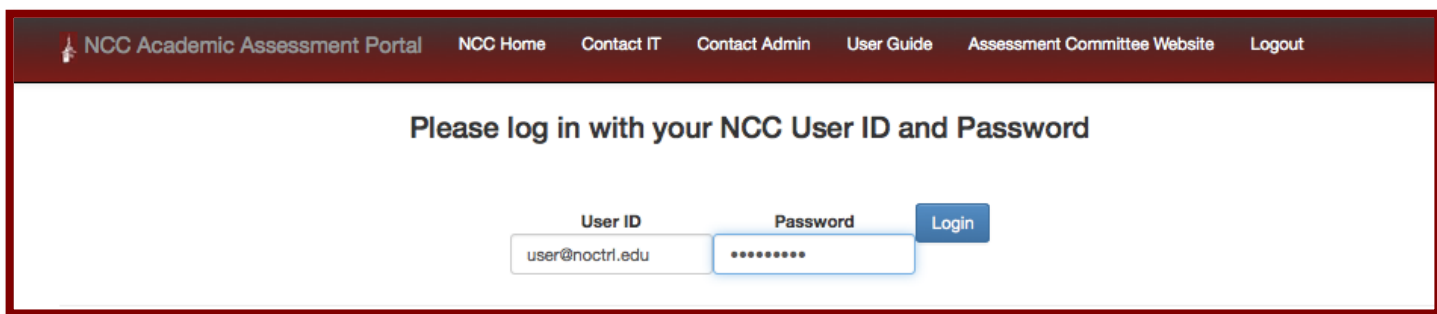
*The NCC online assessment website has been developed to support these initiatives.*

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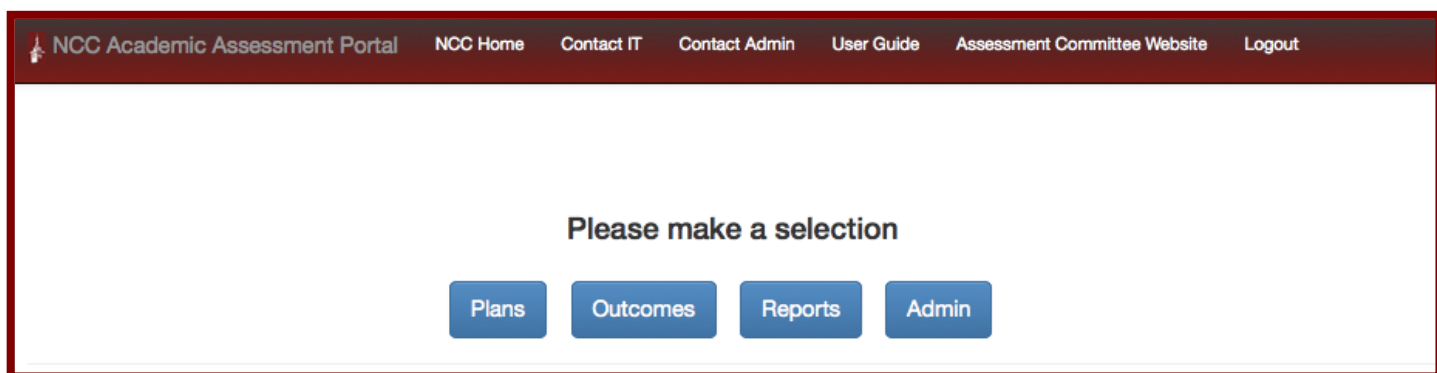
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## Login and Navigation

- The NCC Academic Assessment Portal is accessible at <http://acadassess.noctrl.edu>.



- The login page appears and prompts the user for their network login and password.
- After logging in, the main page of the portal appears with a row of buttons to navigate throughout the portal. (note: the “admin” button is not visible for general users)

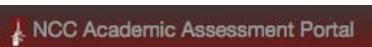


- The Navigation Bar at the top of the page includes important links for user assistance.



<b>NCC Academic Assessment Portal</b>	Returns to portal main page
<b>NCC Home</b>	North Central College Website <a href="http://noctrl.edu">http://noctrl.edu</a>
<b>Contact IT</b>	Information Technology Services <a href="http://its.noctrl.edu">http://its.noctrl.edu</a>
<b>Contact Admin</b>	Email current chair of Assessment Committee Dr. Shereen Ilahi <a href="mailto:silahi@noctrl.edu">silahi@noctrl.edu</a>
<b>User Guide</b>	Portal guide in PDF format
<b>Assessment Committee Website</b>	Opens <a href="https://cardinalnet.northcentralcollege.edu/faculty/committees/assessment/">https://cardinalnet.northcentralcollege.edu/faculty/committees/assessment/</a>

(note: this navigation bar link



will return to the portal's main page.)

## Roles and Privileges

- All users are allowed to “VIEW” all Outcomes, Plans, and Reports for any program.
- Changes made to the portal data are reserved for those with Administrative Privileges.

### General Use Table

*(Table shows privileges for basic usage regarding Outcomes, Plans, and Reports)*

<b>USERS</b>	<b>View</b>	<b>Add</b>	<b>Modify</b>
General Staff/Faculty	ALL	NONE	NONE
Assessors	ALL	OWN	OWN
Chairpersons	ALL	OWN	OWN
Liaisons	ALL	OWN	OWN
Administrator	ALL	ALL	ALL

\*ALL = any program \*OWN = assigned programs

### Administrative Use Table


*(Table shows Administrative privileges)*

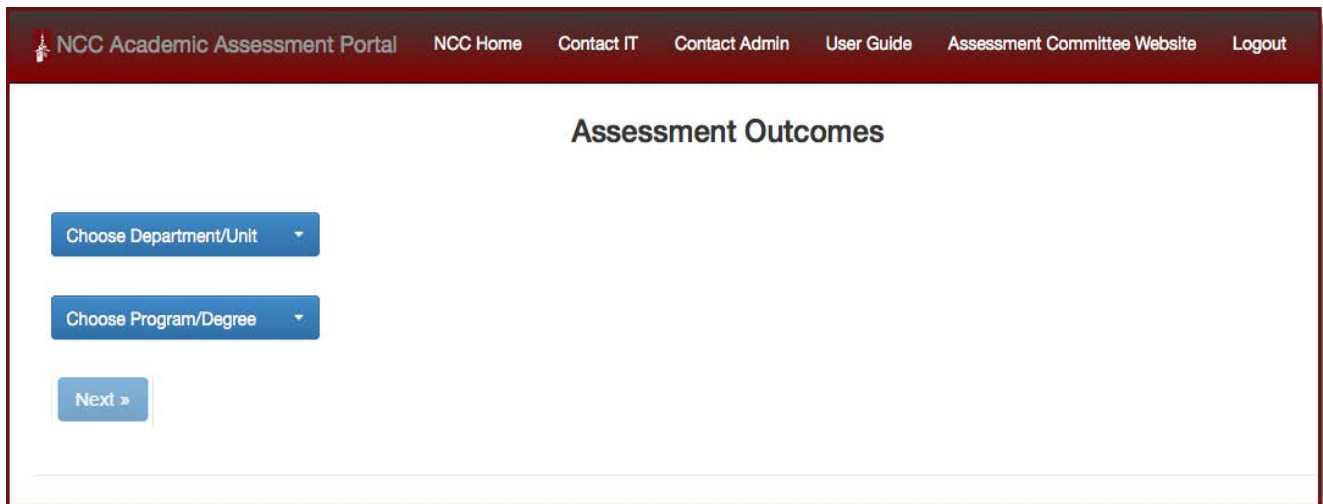
<b>ADMIN USERS</b>	<b>Queries</b>	<b>Feedback</b>	<b>Active/Inactive</b>	<b>Programs</b>
Chairpersons	ALL	NONE	OWN	ADD/DELETE
Liaisons	ALL	OWN	OWN	ADD/DELETE
Administrator	ALL	ALL	ALL	ADD/DELETE

## VIEW: Outcomes - Plans - Reports

- After logging in, the **main page of the portal** appears as below (note: the “admin” button is not visible for general users).



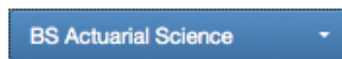
To **VIEW OUTCOMES**, click  to open the next screen.




- From the group of dropdown buttons on the left of the screen, select the Department/Unit.



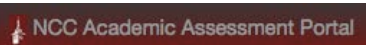
- Next, select the Program/Degree



- Finally, click  (note: this remains disabled until the previous selections have been made).

- A list of existing Outcomes will appear in the right portion of the screen on the next screen. (note: those with add, modify, and feedback privileges will see options to the right of the list.)

(note: this navigation bar link



will return to the portal's main page.)

\*general user view

## Assessment Outcomes - BS Actuarial Science

MTH

BS Actuarial Science

Next »

### # Description

1. Students should understand the theoretical concepts which form the foundations of calculus, linear algebra, probability and statistics, and the theory of interest.
2. Students should be able to apply formulas and procedures learned in their courses in an appropriate fashion and make decisions based upon their solutions.

Print »

\*administrative view

## Assessment Outcomes - BS Actuarial Science

Add outcome

MTH

BS Actuarial Science

Next »


### # Description

1. Students should understand the theoretical concepts which form the foundations of calculus, linear algebra, probability and statistics, and the theory of interest.
2. Students should be able to apply formulas and procedures learned in their courses in an appropriate fashion and make decisions based upon their solutions.

Modify » Delete »

Modify » Delete »

Print »

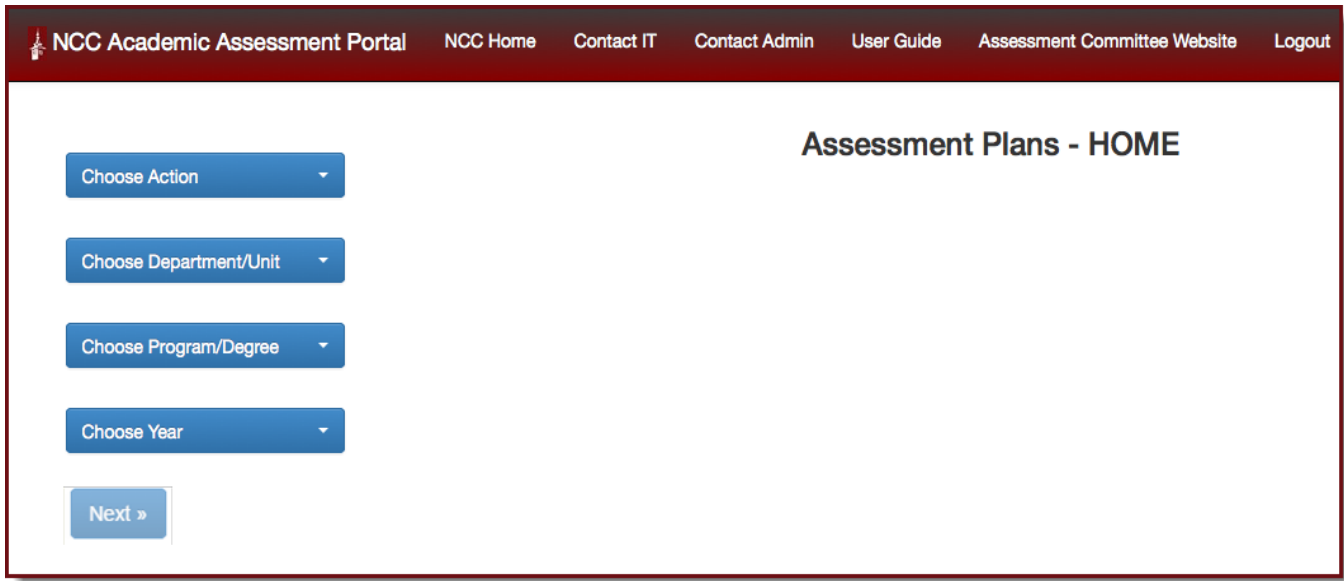
➤ Click  or a printable document.

## Assessment Outcomes - BS Actuarial Science

### # Description

1. Students should understand the theoretical concepts which form the foundations of calculus, linear algebra, probability and statistics, and the theory of interest.
2. Students should be able to apply formulas and procedures learned in their courses in an appropriate fashion and make decisions based upon their solutions.

To **VIEW PLANS**, click **Plans** from the portal's main page to open the next screen.



- From the group of dropdown buttons on the left of the screen, select the action to take.

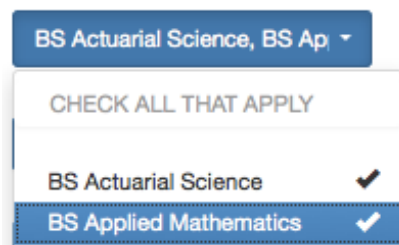


(note: general users only have “view” as an option)

- From the group of dropdown buttons on the left of the screen, select the Department/Unit.



- Next, select one or more Program(s)/Degree(s).



- Next, select an academic year.



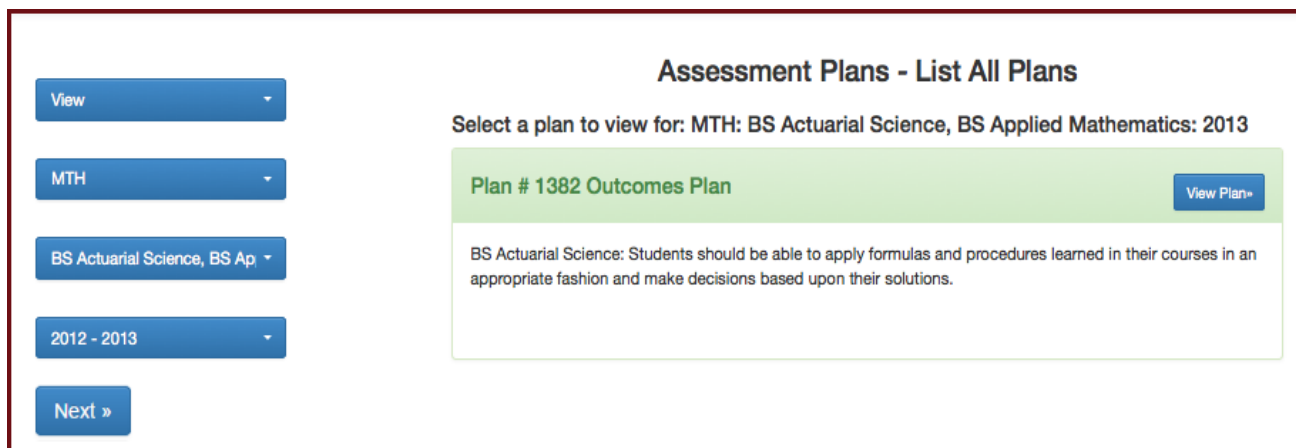
- Finally, click **Next »** (note: this remains disabled until the previous selections have been made).


(note: this navigation bar link

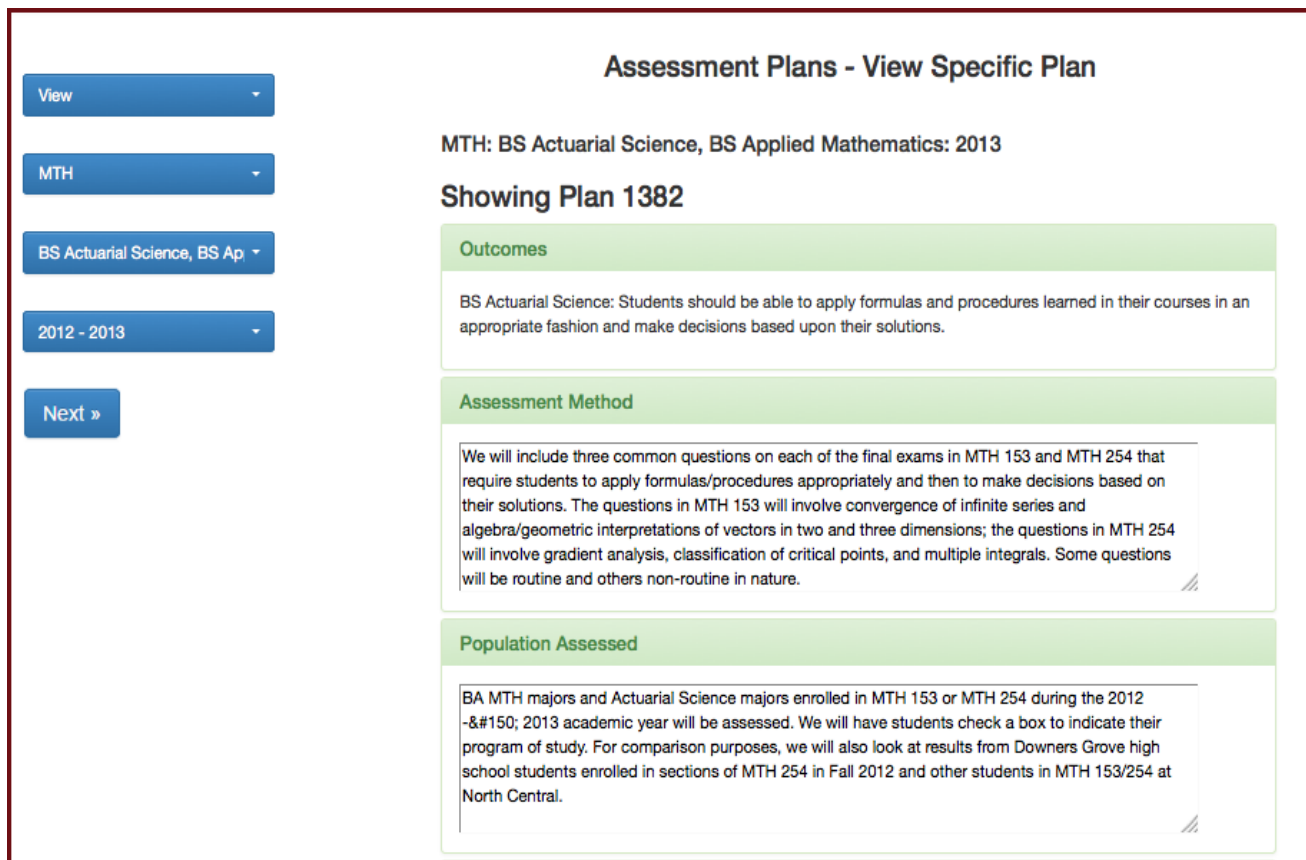


will return to the portal's main page.)


- A list of existing Plan id's and corresponding Outcomes will appear in the right portion of the screen on the next screen.

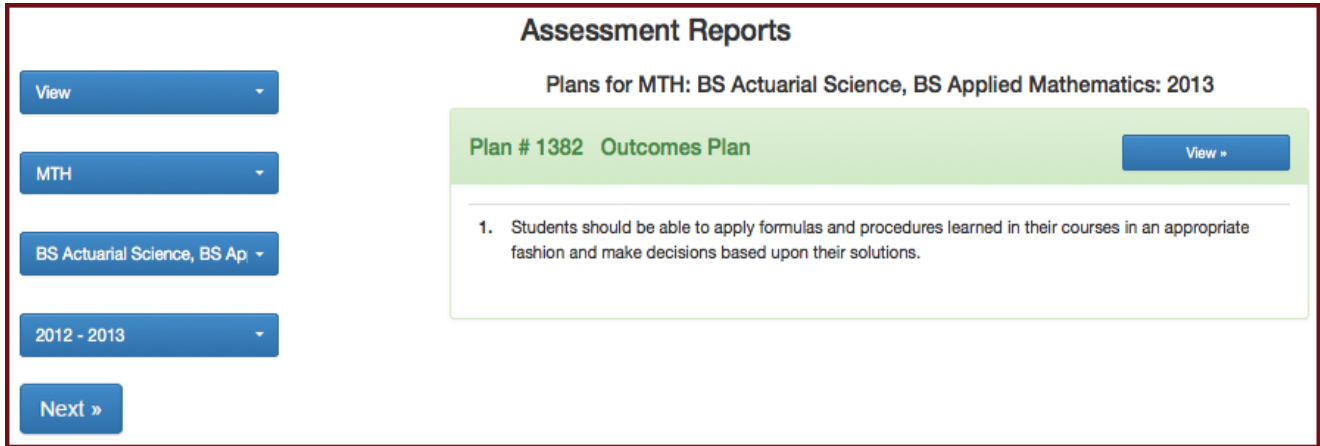


- Click  at the far right of the Plan title to view the entire Plan.



- Scroll to the bottom and click  for a printable document.

To **VIEW REPORTS** click  from the portal's main page to open the next screen.



- From the group of dropdown buttons on the left of the screen, select the action to take.

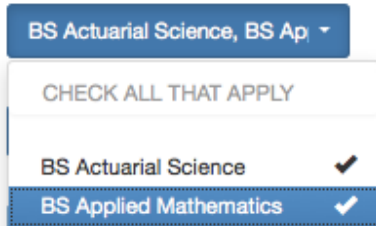


(note: general users only have “view” as an option)

- Select the Department/Init from the next dropdown menu.




- Next, select one or more Program(s)/Degree(s).



- Next, select an academic year.



- Finally, click  (note: this remains disabled until the previous selections have been made).
- A list of existing Plan id's and corresponding Outcomes will appear in the right portion of the screen on the next screen.



- Click on [View »](#) at the far right of the Plan title to view the Report on the next screen

The screenshot shows the NCC Academic Assessment Portal interface. At the top, there is a navigation bar with links: NCC Academic Assessment Portal, NCC Home, Contact IT, Contact Admin, User Guide, Assessment Committee Website, and Logout. The main content area is titled "Assessment Reports". On the left side, there is a sidebar with several blue buttons: "View", "MTH", "BS Actuarial Science, BS Apt", "2012 - 2013", and "Next »". The main content area displays the following information:

**MTH - BS Actuarial Science - 2013**  
**Showing Report for Plan 1382**

**Outcomes**  
1. Students should be able to apply formulas and procedures learned in their courses in an appropriate fashion and make decisions based upon their solutions.

**Population Assessed**  
All students enrolled in sections of MTH 153 and/or MTH 254 during the 2012 – 2013 academic year were assessed. The total number of students was 145, which includes 30 Downers Grove students enrolled in sections of MTH 254 taught at their high schools. North Central students indicated the math program(s), if any, in which they intended to major or minor. Our population included 16 BA Mathematics majors, 13 BS Mathematics majors, 1 BA Applied Mathematics major, 8 BS Applied Mathematics majors, 18 BS Actuarial Science majors, and 23 Mathematics minors. Thirty-nine students checked "None of the Above".

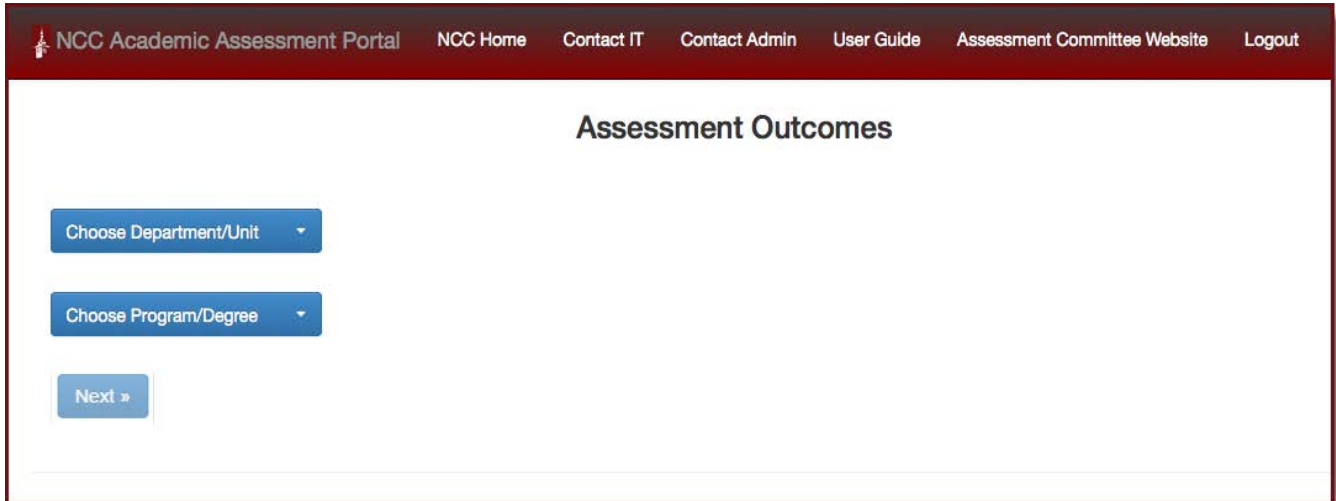
**Results**  
Final exams in MTH 153 and MTH 254 each contained 3 common questions. In MTH 153, the questions were testing a series for convergence (routine), determining intervals of convergence of a Taylor series (non-routine) and classifying a triangle in three dimensional space (routine). In MTH 254, the questions were an application of the gradient (routine), computing a double integral (somewhat non-routine), and analyzing the critical points of a multivariable function (routine). We scored each question on a 0 – 3 scale (based on the correctness of both the solution/decision as well as the correct usage of formulas or procedures to reach the solution), and then we sorted the results according to the students' major or minor. The overall averages among North Central students, across all categories, were 2.00 (series), 1.04 (interval of convergence), 1.86


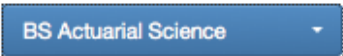

- Scroll to the bottom and click [Print »](#) or a printable document.

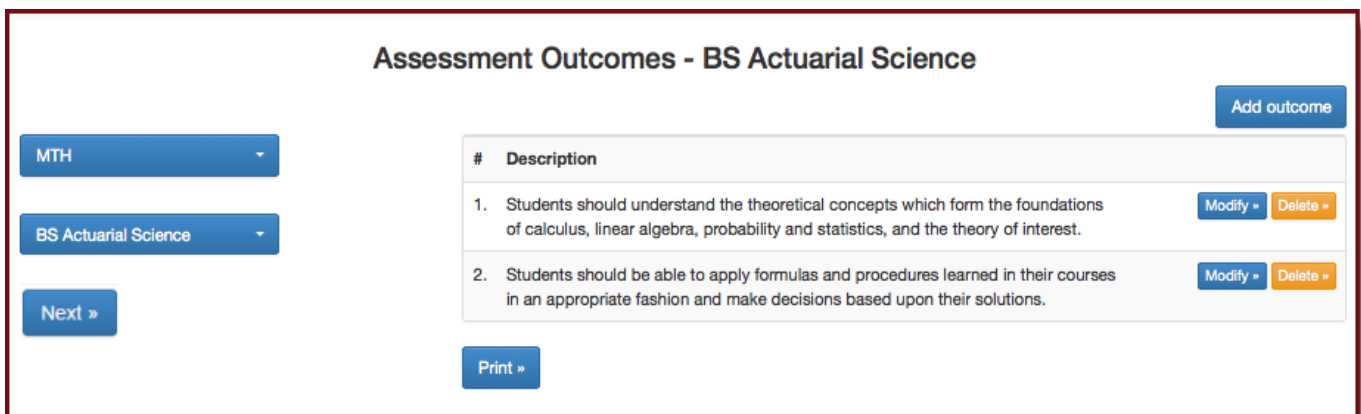
## ADD: Outcomes - Plans - Reports

**\*\*This action is only available to Assessors, Liaisons, Chairpersons, and Administrators.\*\***

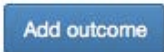
To **ADD OUTCOMES**, click **Outcomes** from the portal's main page to open the next screen.

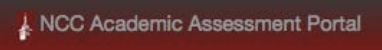


- From the group of dropdown buttons on the left of the screen, select the Department/Unit. 
- Next, select the Program/Degree. 
- Finally, click  (note: this remains disabled until the previous selections have been made).
- A list of existing Outcomes will appear in the right portion of the screen on the next screen.



#	Description	Modify	Delete
1.	Students should understand the theoretical concepts which form the foundations of calculus, linear algebra, probability and statistics, and the theory of interest.	Modify »	Delete »
2.	Students should be able to apply formulas and procedures learned in their courses in an appropriate fashion and make decisions based upon their solutions.	Modify »	Delete »

- Click  above and to the right of the list of Outcomes, which opens a textbox.

(note: this navigation bar link  will return to the portal's main page.)

**Assessment Outcomes - BS Actuarial Science**

MTH ▾

BS Actuarial Science ▾

Next »

Enter new outcome

« Back to Outcomes
Add »

- Enter the new Outcome inside of the text box and click Add » to save or « Back to Outcomes to cancel.

## *Who is responsible for student learning outcomes?*

All academic programs are required to have a unique set of student learning outcomes. This includes all BA, BS, minor, graduate and certificate programs. Developing outcomes should be a collective process involving a significant majority of the department or program. A single individual should not develop outcomes.

## *What are student learning outcomes?*

Student learning outcomes are statements that describe what your students should have learned as a result of completing your degree program. Use verbs that refer to things students can do to demonstrate learning in active and concrete terms that are measurable, such as:

Students (or Graduates) should be able to....

- demonstrate ...
- write...
- solve...
- choose...
- match...
- identify...
- answer in writing...
- cite...
- list...
- name...
- compare...
- conduct...
- answer orally...
- find...
- state...
- trace...
- contrast...
- differentiate...
- orate...

Avoid using verbs that describe processes that may be occurring cognitively but cannot be demonstrated by students, such as:

- know...
- apply critical skills...
- enjoy...
- understand...
- be aware of...
- grasp the significance of...
- think...
- remember...
- appreciate...
- comprehend...
- develop conceptual thinking...
- learn...
- perceive...
- recognize...
- increase interests...
- have a working knowledge of...

## *How many outcomes are needed?*

There is not one best answer. Generally 2-5 outcomes are sufficient, but it is important to note that any single outcome usually involves a substantial body of knowledge. The rubric used to evaluate a student learning outcome will elaborate on this knowledge.

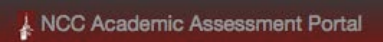
## **Assessment Plans**

### *Who is responsible for submitting assessment plans and when are they due?*

All academic programs are required to submit an annual assessment plan. This plan is due during the 8<sup>th</sup> week of each fall term. A plan must be submitted for each program (BA/BS/minor/graduate/certificate). Plans cannot be submitted unless student learning outcomes have been entered. The department or program chair is responsible for submitting these plans, and can designate “assessors” to help with this. See page 33 for information on providing access to additional faculty to add plans.

Developing and implementing the assessment plan should be a collective process involving a significant majority of the faculty within a department or program. **A single individual should not develop or implement an assessment plan.** Assessment plans should consider the results of previous assessment done by the program.

The assessment committee will review each plan, and response letters will be sent back to the programs with any comments or questions before the end of fall term. Feedback will also be given online.

(note: this navigation bar link  will return to the portal's main page.)

## *Who is being assessed?*

Assessment assesses programs, not individual students. The assessment process should be as anonymous as possible so that anyone looking at the assessment data will not be biased when they encounter these students in the future. Programs should remove all personally identifiable information from materials before using them for program assessment. In the event this is not possible, programs must obtain informed consent from the students and apply to the Research Ethics Committee for exemption. Students may freely choose to opt out of assessment activities. Assessment results must not be used to grade students. Programs do not need to assess every student in their program; however, they must assess a significant number of students for proper analysis.

## *How many outcomes should be assessed each year?*

At least one outcome for each program must be assessed each year; however, a plan may assess more than one outcome. Every program is required to assess all outcomes within the seven year program review cycle and to continue this process of assessment indefinitely.

## *Can a program decide to use the same plan as a previous year?*


Programs can decide to implement the same plan; however, they must formally enter a plan each year. Some reasons a program may wish to repeat the same plan include inconclusive results and less-than-favorable results. However, it is important to remember that all programs are required to assess all student learning outcomes within a seven year (program review) cycle.

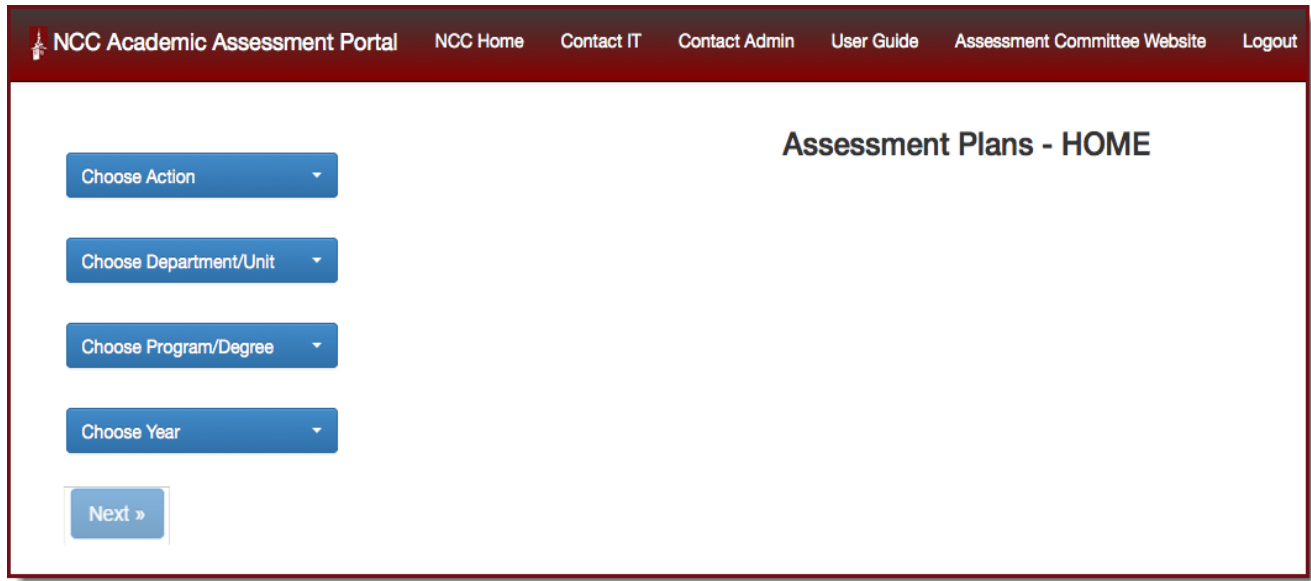
## *Can programs change their assessment plan at any time?*

Assessment plans can be modified throughout the school year (July 1, 20XX to June 30, 20XY). Therefore, assessment plans entered during 2013-2014 can be modified until July 1, 2014. They can also be modified/added for the previous academic year.

## *How are assessment activities funded?*

See the Institutional Assessment and Accreditation website for the budget guidelines. A link to the online application for funding is included in the Add/Modify a Plan page.

To **ADD PLANS**, click  from the portal's main page to open the next screen.



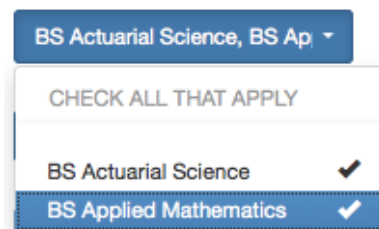
- From the group of dropdown buttons on the left of the screen, select the action to take.



- Select the Department/Unit from the next dropdown menu.





- Next, select one or more Program(s)/Degree(s).



- Next, select an academic year.

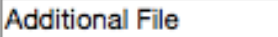
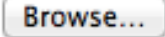




- Finally, click  (note: this remains disabled until the previous selections have been made).

(note: this navigation bar link  will return to the portal's main page.)

- The first prompt determines the type of Plan to be added.
- Select **Yes** or **No** for conducting a **meta-assessment**.
- As of the 2011-12 academic year, programs are invited (but not required) to conduct a “meta-assessment” exercise in lieu of or in addition to direct assessment as often as once every seven years (corresponding with the program review cycle). See “Guidelines for Meta-Assessment” on the website for the Academic Programs Assessment Committee for more details.

- If **Yes** is selected, a text box will appear as shown below.
- Note: If a program has conducted meta-assessment within the past seven years, then the website will not allow another meta-assessment plan to be entered.

- Files may be uploaded by clicking   files.txt
- Add a description in the left text field provided.
- Files may be removed by simply clicking [Remove File](#).
- By clicking  an alert box will appear to confirm or cancel saving a draft.
- If no draft is needed, simply clicking  saves the new meta assessment to the database.

- If **No** is selected or a meta assessment already exists (or has been conducted within the last seven years), the page redirects to the default Add Plan page as shown below.
- Begin by checking one or more Outcomes to add to the new Plan.

- Once Outcomes are checked, click each question/title to expand the textbox.
- Enter the information required for each question/title into each textbox.
- Files may be uploaded by clicking   files.txt
- Add a description in the left text field provided.
- Files may be removed by simply clicking [Remove File](#).
- By clicking  an alert box will appear to confirm or cancel saving a draft.
- If no draft is needed, simply clicking  saves the new Plan to the database.



# Assessment Reports

## *Who is responsible for submitting assessment reports?*

All academic programs are required to submit an annual assessment report. This report is due during the 8<sup>th</sup> week of each fall term and reflects the assessment activities for the previous academic year. A report must be submitted for each assessment plan. The department or program chair is responsible for submitting these reports. See page 34 for information on providing access to additional faculty “assessors” to add reports.

Developing the assessment report should be a collective process involving a significant majority of the faculty within a department or program. **A single individual should not develop an assessment report.** Assessment reports must show the results of the assessment plan and how these results are used by programs for curricular decisions. Assessment reports will also provide evidence of assessment activity for program review.

## *Can a program change their assessment report at any time?*

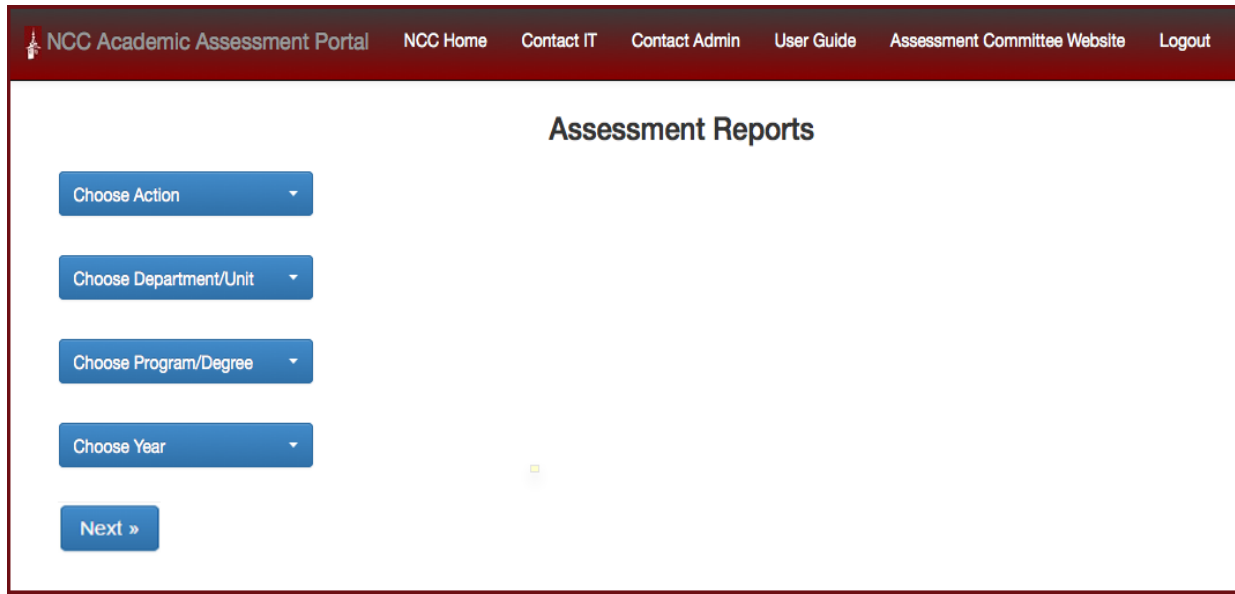
Assessment reports can be modified throughout the school year (July 1, 20XX to June 30, 20XY). Therefore, assessment reports entered during 2013-2014 can be modified until July 1, 2014. They can also be modified/added for the previous academic year.

## *Where are the assessment materials stored?*

Programs must keep all assessment data in a secure location so access is limited to only those individuals involved in assessment for that program. After assessing the data, those materials may not be used for other purposes without the explicit permission of the student.

**Since our accrediting body may wish to review these materials, programs are expected to retain these materials for this purpose.**

To **ADD REPORTS**, click **Reports** from the portal's main page to open the next screen.



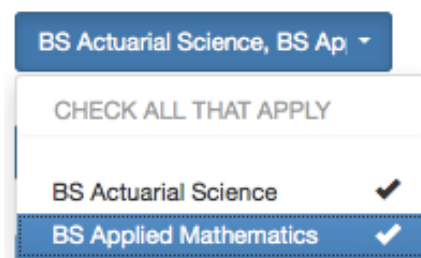
- From the group of dropdown buttons on the left of the screen, select the action to take.



- Select the Department/Unit from the next dropdown menu.




- Next, select one or more Program(s)/Degree(s).




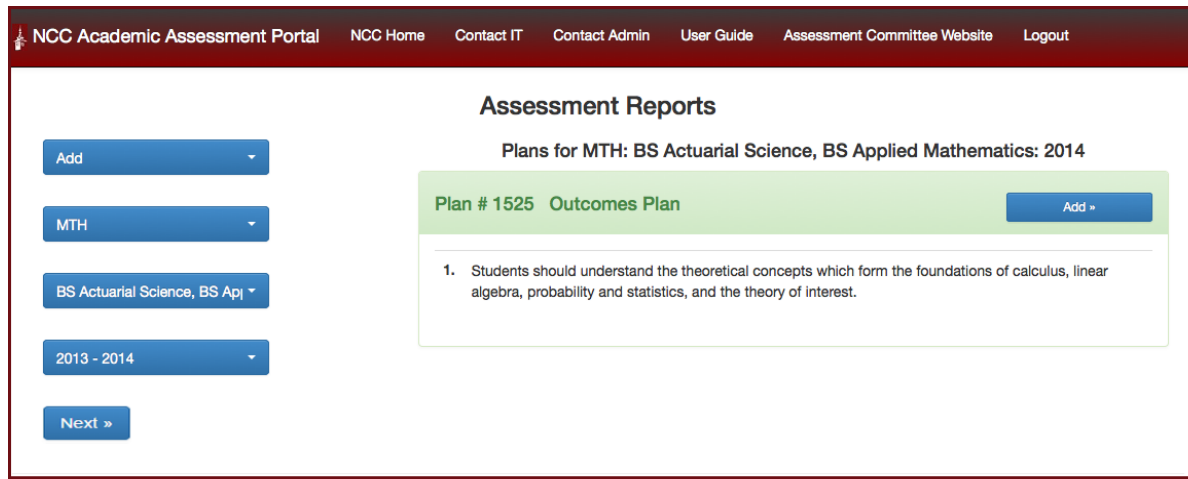
- Next, select an academic year.



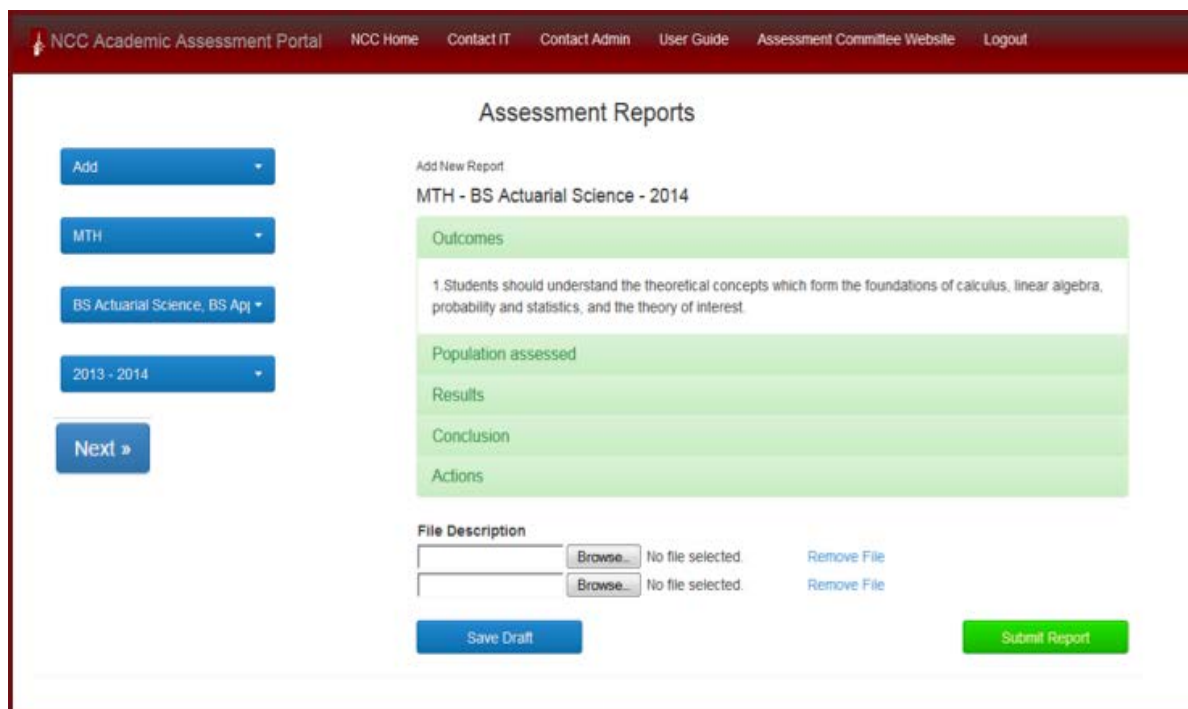
- Finally, click **Next »** (note: this remains disabled until the previous selections have been made).


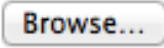


(note: this navigation bar link  will return to the portal's main page.)

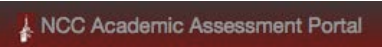
- A list of Plans with Outcomes will appear in the right portion of the screen.
- Click  at the far right of the Plan title to enter a Report for that Plan.



- Enter the information required for each question/title into each textbox.



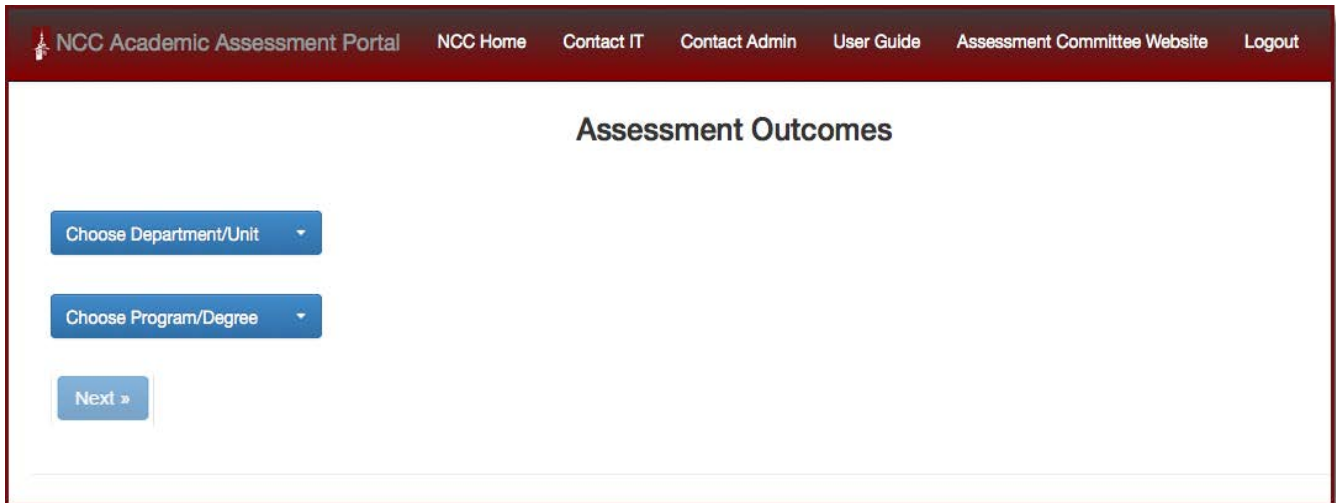
- Files may be uploaded by clicking   files.txt
- Add a description in the left text field provided.
- Files may be removed by simply clicking [Remove File](#).
- By clicking  an alert box will appear to confirm or cancel saving a draft.
- If no draft is needed, simply clicking  saves the new Report to the database.

(note: this navigation bar link  will return to the portal's main page.)


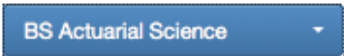

## MODIFY: Outcomes - Plans - Reports

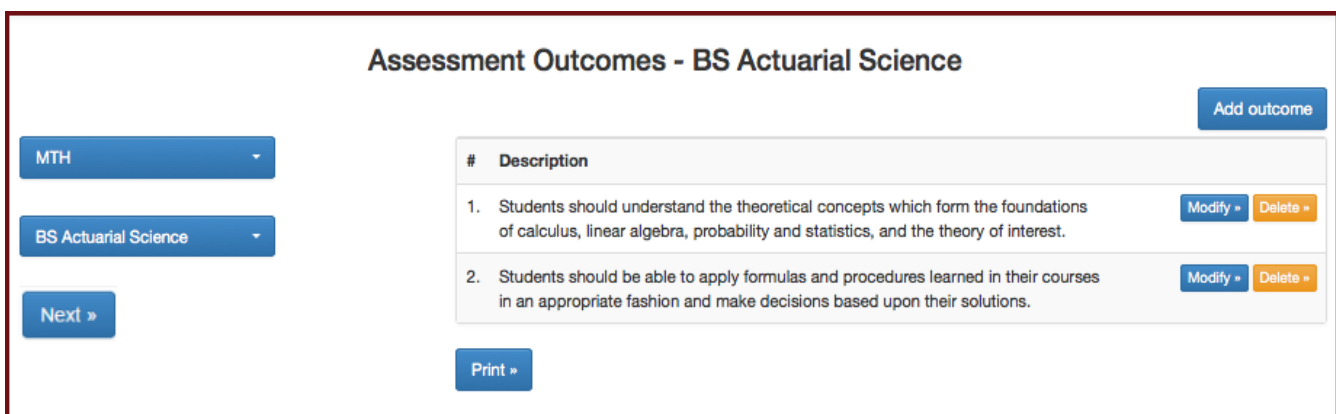
**\*\*This action is only available to Assessors, Liaisons, Chairpersons, and Administrators.\*\***

To **MODIFY OUTCOMES**, click  from the portal's main page to open the next screen.







The screenshot shows the 'Assessment Outcomes' page. At the top, there is a navigation bar with links: NCC Academic Assessment Portal, NCC Home, Contact IT, Contact Admin, User Guide, Assessment Committee Website, and Logout. Below the navigation bar, the page title 'Assessment Outcomes' is centered. On the left side, there are two dropdown menus: 'Choose Department/Unit' and 'Choose Program/Degree', and a 'Next »' button.

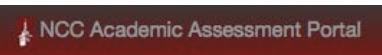
- From the group of dropdown buttons on the left of the screen, select the Department/Unit.  

- Next, select the Program/Degree 
- Finally, click  (note: this remains disabled until the previous selections have been made).
- A list of existing Outcomes will appear in the right portion of the screen on the next screen.



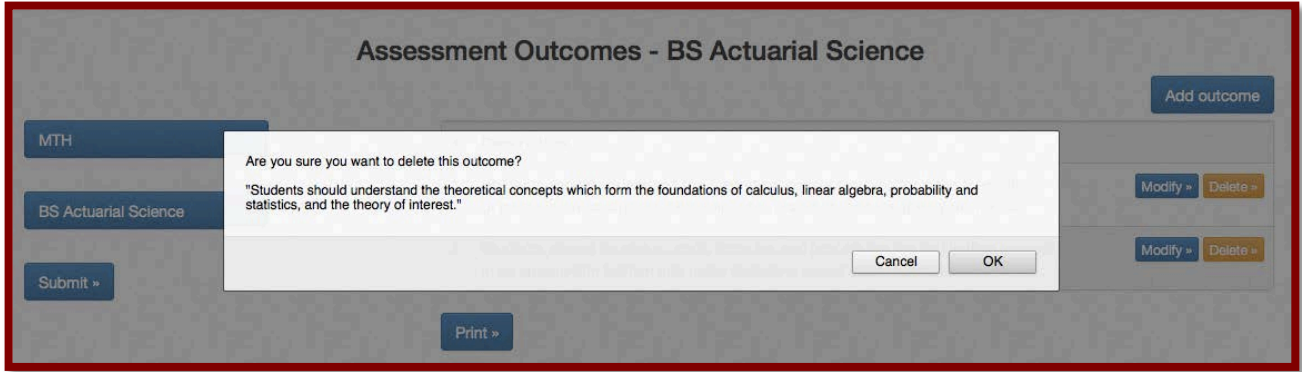
The screenshot shows the 'Assessment Outcomes - BS Actuarial Science' page. At the top, there is a navigation bar with links: NCC Academic Assessment Portal, NCC Home, Contact IT, Contact Admin, User Guide, Assessment Committee Website, and Logout. Below the navigation bar, the page title 'Assessment Outcomes - BS Actuarial Science' is centered. On the left side, there are two dropdown menus: 'MTH' and 'BS Actuarial Science', and a 'Next »' button. On the right side, there is a table with two rows of outcomes, each with 'Modify »' and 'Delete »' buttons. There is also an 'Add outcome' button and a 'Print »' button.

#	Description	Modify »	Delete »
1.	Students should understand the theoretical concepts which form the foundations of calculus, linear algebra, probability and statistics, and the theory of interest.		
2.	Students should be able to apply formulas and procedures learned in their courses in an appropriate fashion and make decisions based upon their solutions.		

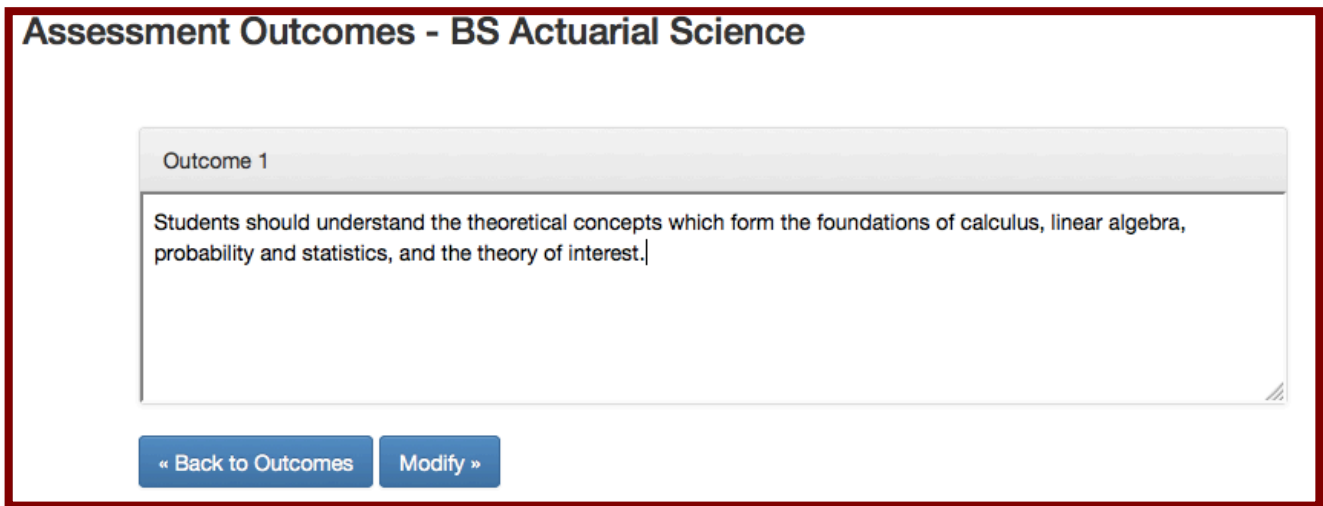
- Click either   button to the right of the list of Outcomes.

(note: this navigation bar link  will return to the portal's main page.)

- **Delete »** prompts for approval, deletes, and returns to Outcomes' main page

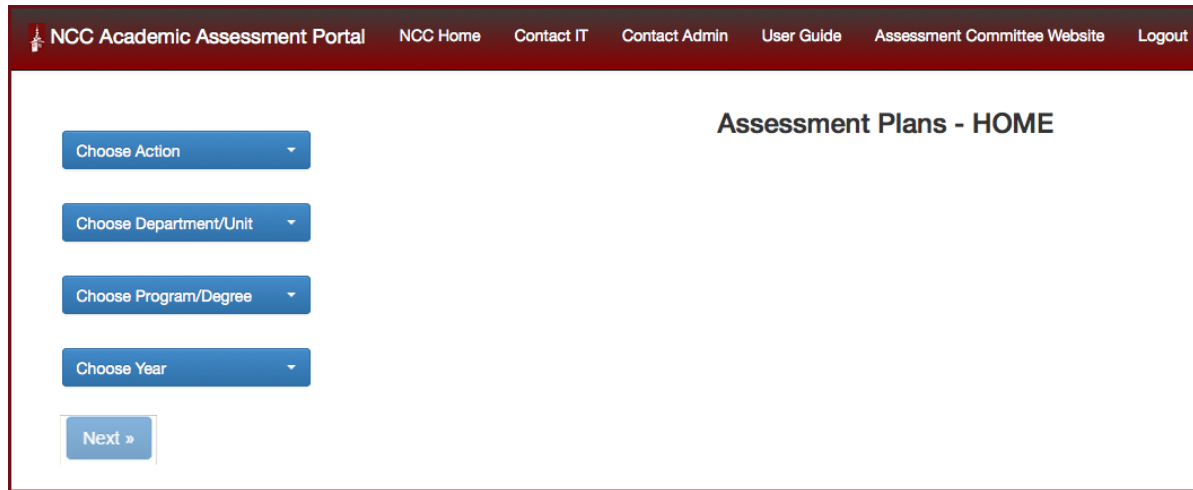


- **Modify »** opens a prepopulated textbox on the next screen.

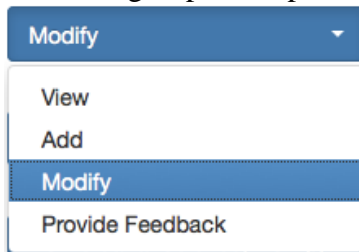


- Modify the Outcome inside of the text box and click **Modify »** to save or **« Back to Outcomes** to cancel.

To **MODIFY PLANS**, click **Plans** from the portal's main page to open the next screen.



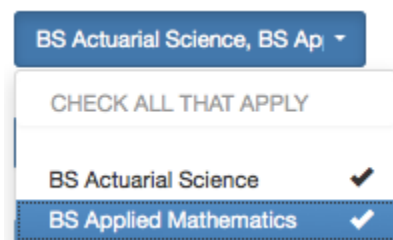
- From the group of dropdown buttons on the left of the screen, select the action to take.



- Select the Department/Unit from the next dropdown menu.



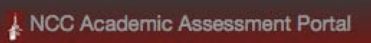
- Next, select one or more Program(s)/Degree(s).



- Next, select an academic year.



- Finally, click **Next >** (note: this remains disabled until the previous selections have been made).

(note: this navigation bar link  will return to the portal's main page.)

NCC Academic Assessment Portal   NCC Home   Contact IT   Contact Admin   User Guide   Assessment Committee Website   Logout

### Assessment Plans - List All Plans

Select a plan to modify for: MTH: BS Actuarial Science, BS Applied Mathematics: 2013

Plan # 1382 Outcomes Plan   [Modify»](#)   [Delete»](#)

BS Actuarial Science: Students should be able to apply formulas and procedures learned in their courses in an appropriate fashion and make decisions based upon their solutions.

Modify   MTH   BS Actuarial Science, BS Ap   2012 - 2013   Next »

- A list of Plans will appear in the right portion of the screen.
- Click either [Modify »](#) [Delete »](#) button to the right of the list of Plans and Outcomes.
- [Delete »](#) prompts for approval, deletes, and returns to Outcomes' main page.

➤ Click **Modify »** to open a prepopulated collapsible set of textboxes.

NCC Academic Assessment Portal NCC Home Contact IT Contact Admin User Guide Assessment Committee Website Logout

### Assessment Plans - Modify Specific Plan

MTH: BS Actuarial Science, BS Applied Mathematics: 2013

#### Modifying Plan 1382

**Outcomes**

Outcomes assigned to plan - uncheck to delete from plan

BS Actuarial Science  
 Students should be able to apply formulas and procedures learned in their courses in an appropriate fashion and make decisions based upon their solutions.

Outcomes not assigned to plan - check to add to plan

BS Actuarial Science  
 Students should understand the theoretical concepts which form the foundations of calculus, linear algebra, probability and statistics, and the theory of interest.

**Assessment Method**

Population Assessed

Sample Size Assessed

Assessment Date

Cost of Assessment

Funding Requested

Type of Analysis

Administrator

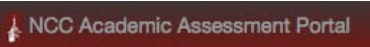
Analysis Method

Scope of Assessment

**File Description**

<input type="text"/>	<input type="button" value="Browse..."/>	No file selected.	<a href="#">Remove File</a>
<input type="text"/>	<input type="button" value="Browse..."/>	No file selected.	<a href="#">Remove File</a>

(note: this navigation bar link



will return to the portal's main page.)



- Choose the Outcomes to add or remove as instructed in the first collapsible title.

## Assessment Plans - Modify Specific Plan

MTH: BS Actuarial Science, BS Applied Mathematics: 2013

### Modifying Plan 1382

**Outcomes**

**Outcomes assigned to plan - uncheck to delete from plan**

BS Actuarial Science

Students should be able to apply formulas and procedures learned in their courses in an appropriate fashion and make decisions based upon their solutions.

**Outcomes not assigned to plan - check to add to plan**

BS Actuarial Science

Students should understand the theoretical concepts which form the foundations of calculus, linear algebra, probability and statistics, and the theory of interest.

**Assessment Method**

**Population Assessed**

- Click on the collapsible titles to expand each textbox for editing.

### Modifying Plan 1382

**Outcomes**

**Assessment Method**

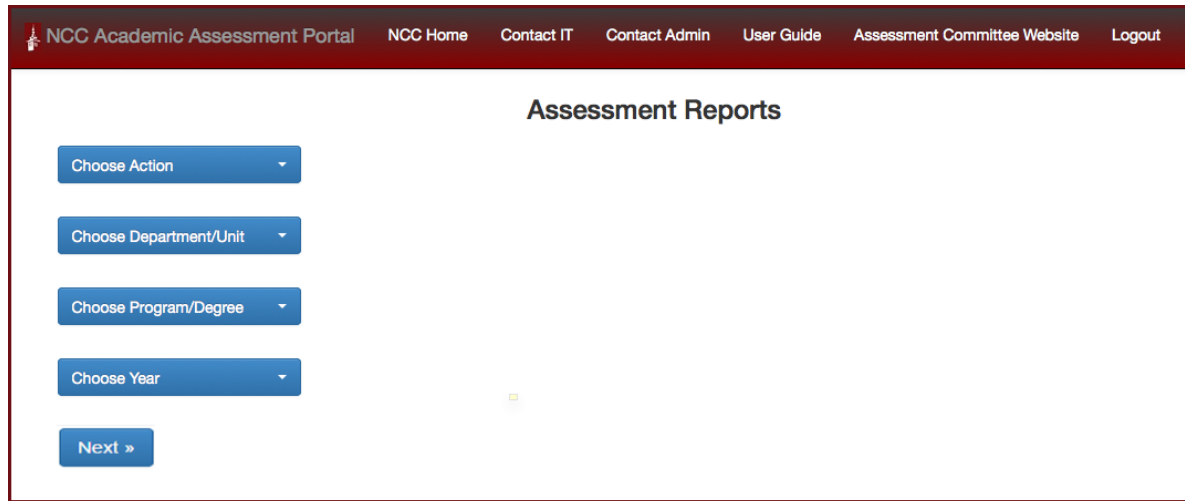
We will include three common questions on each of the final exams in MTH 153 and MTH 254 that require students to apply formulas/procedures appropriately and then to make decisions based on their solutions. The questions in MTH 153 will involve convergence of infinite series and algebra/geometric interpretations of vectors in two and three dimensions; the questions in MTH 254 will involve gradient analysis, classification of critical points, and multiple integrals. Some questions will be routine and others non-routine in nature.

**Population Assessed**

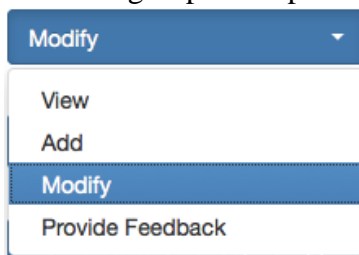
**Sample Size Assessed**

- Files may be uploaded by clicking   files.txt
- Add a description in the left text field provided.
- Files may be removed by simply clicking [Remove File](#).
- Clicking  saves the modified Plan to the database.

To **MODIFY REPORTS**, click **Reports** from the portal's main page to open the next screen.



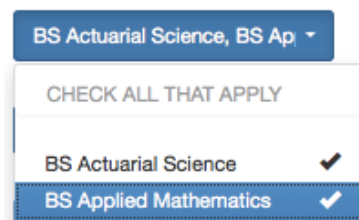
- From the group of dropdown buttons on the left of the screen, select the action to take.



- Select the Department/Unit from the next dropdown menu.



- Next, select one or more Program(s)/Degree(s).




- Next, select an academic year.



- Finally, click **Next »** (note: this remains disabled until the previous selections have been made).

- A list of Plans and Outcomes will appear in the right portion of the screen.

(note: this navigation bar link  NCC Academic Assessment Portal will return to the portal's main page.)

- Click **Modify »** at the far right of the Plan title to view the entire Report for that Plan.

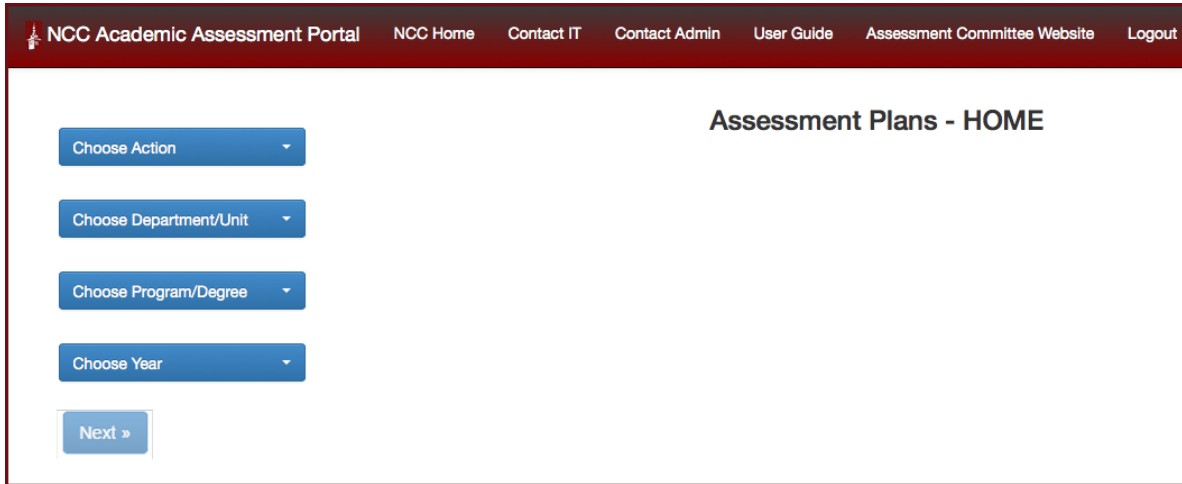
- Click on the collapsible titles to expand each textbox for editing.

- Files may be uploaded by clicking **Additional File** **Browse...** files.txt
- Add a description in the left text field provided.
- Files may be removed by simply clicking **Remove File**.
- Clicking **Submit Changes** saves the modified Report to the database.
- Clicking **Delete Report** removes the Report from the database.

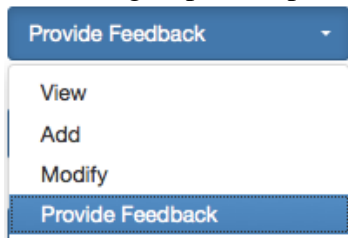
# PROVIDE FEEDBACK: Plans – Reports

**\*\*This action is only available to Liaisons and Administrators.\*\***

To **PROVIDE FEEDBACK FOR PLANS**, click  from the portal's main page to open the next screen.



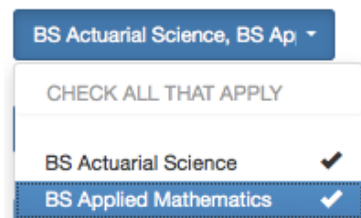
- From the group of dropdown buttons on the left of the screen, select the action to take.



- Select the Department/Unit from the next dropdown menu.



- Next, select one or more Program(s)/Degree(s).

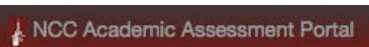


- Next, select an academic year.



- Finally, click  (note: this remains disabled until the previous selections have been made).

(note: this navigation bar link



will return to the portal's main page.)

NCC Academic Assessment Portal   NCC Home   Contact IT   Contact Admin   User Guide   Assessment Committee Website   Logout

## Assessment Plans - List All Plans

Select a plan to provide feedback for: MTH: BS Actuarial Science, BS Applied Mathematics: 2013

**Plan # 1382 Outcomes Plan** [Provide Feedback»](#)

BS Actuarial Science: Students should be able to apply formulas and procedures learned in their courses in an appropriate fashion and make decisions based upon their solutions.

[Next »](#)

Click [Provide Feedback »](#) to open the feedback textbox and Plan.

NCC Academic Assessment Portal   NCC Home   Contact IT   Contact Admin   User Guide   Assessment Committee Website   Logout

### MTH: BS Actuarial Science, BS Applied Mathematics: 2013

## Enter Feedback For Plan 1382 Shown Below

Choose Feedback Option

In Need of Revision  
 Ready to be Carried Out

Enter Feedback Message

[Submit](#)

**Outcomes**  
1. Students should be able to apply formulas and procedures learned in their courses in an appropriate fashion and make decisions based upon their solutions.

**Assessment Method**  
We will include three common questions on each of the final exams in MTH 153 and MTH 254 that require students to apply formulas/procedures appropriately and then to make decisions based on their solutions. The questions in MTH 153 will involve convergence of infinite series and algebra/geometric interpretations of vectors in two and three dimensions; the questions in MTH 254 will involve gradient analysis, classification of critical points, and multiple integrals. Some questions will be routine and others non-routine in nature.

**Population Assessed**  
BA MTH majors and Actuarial Science majors enrolled in MTH 153 or MTH 254 during the 2012 — 2013 academic year will be assessed. We will have students check a box to indicate their program of study. For comparison purposes, we will also look at results from Downers Grove high school students enrolled in sections of MTH 254 in Fall 2012 and other students in MTH 153/254 at North Central.

**Sample Size Assessed**  
Approximately 40 student papers will be assessed, consisting of BA MTH majors and Actuarial Science majors (around 20 different students altogether as these majors are required to take both MTH 153 and MTH 254).

**Assessment Date**  
The common questions will be included on final exams in all sections of MTH 153 and MTH 254 offered during the 2012 — 2013 academic year.

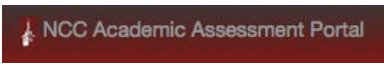
**Assessment Cost**  
\$0

**Funding Requested**  
0

**Type of Analysis**  
Simple numerical and statistical analysis (percents) will be used.

**Administrator**  
Instructors for sections of MTH 153 and MTH 254 will include the common questions on their final exams. Department faculty will analyze the results.

**Analysis Method**  
Problems will be scored on a scale of 0 to 3 using a pre-determined rubric. We will look for our students' ability

(note: this navigation bar link  will return to the portal's main page.)

- Select a feedback option and enter a message into the textbox below.

**MTH: BS Actuarial Science, BS Applied Mathematics: 2013**

**Enter Feedback For Plan 1382 Shown Below**

**Choose Feedback Option**

In Need of Revision

Ready to be Carried Out

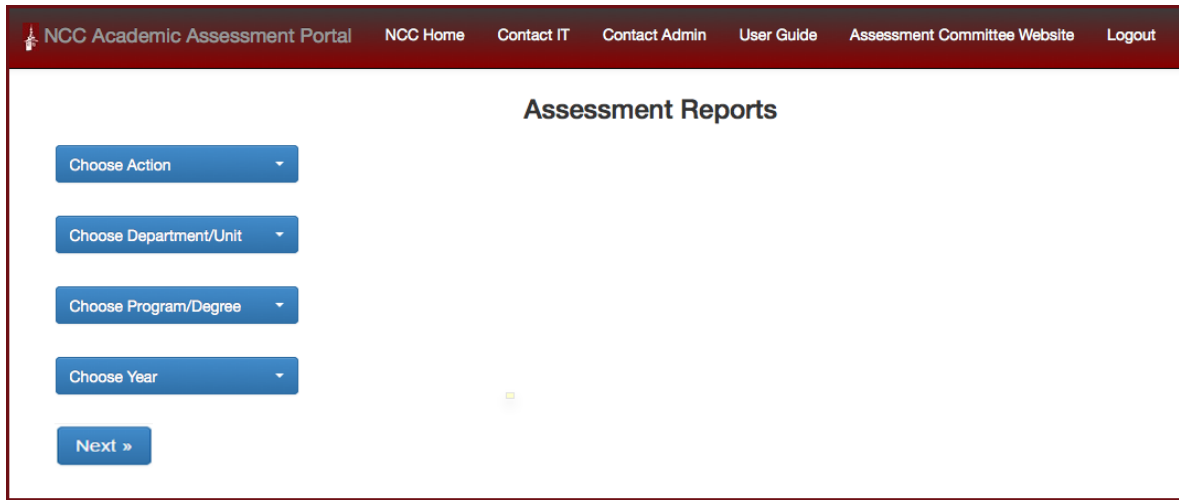
**Enter Feedback Message**

**Outcomes**

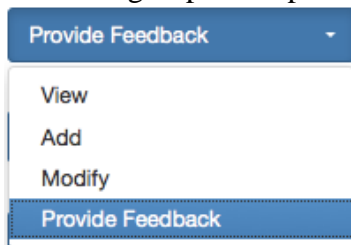
1. Students should be able to apply formulas and procedures learned in their courses in an appropriate fashion and make decisions based upon their solutions.

- Click  to enter the Plan's new feedback into the database.

To **PROVIDE FEEDBACK FOR REPORTS**, click **Reports** from the portal's main page to open the next screen.



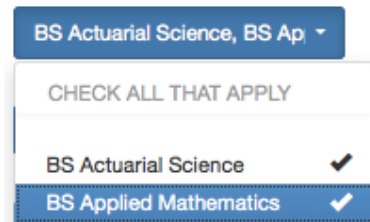
- From the group of dropdown buttons on the left of the screen, select the action to take.



- Select the Department/Unit from the next dropdown menu.



- Next, select one or more Program(s)/Degree(s).



- Next, select an academic year.



- Finally, click **Next »** (note: this remains disabled until the previous selections have been made).

NCC Academic Assessment Portal   NCC Home   Contact IT   Contact Admin   User Guide   Assessment Committee Website   Logout

## Assessment Reports

Plans for MTH: BS Actuarial Science, BS Applied Mathematics: 2013

Provide Feedback ▾

MTH ▾

BS Actuarial Science, BS Appl ▾

2012 - 2013 ▾

Next »

**Plan # 1382 Outcomes Plan** Provide Feedback ▾

- Students should be able to apply formulas and procedures learned in their courses in an appropriate fashion and make decisions based upon their solutions.

➤ Click Provide Feedback ▾ to open the feedback textbox and Plan.

➤ Select a feedback option and enter a message into the textbox.

NCC Academic Assessment Portal   NCC Home   Contact IT   Contact Admin   User Guide   Assessment Committee Website   Logout

## Assessment Reports

Enter Feedback For Report Shown Below

Provide Feedback ▾

MTH ▾

BS Actuarial Science, BS Appl ▾

2012 - 2013 ▾

Next »

Choose Feedback Option

In Need of Revision

Approved

Enter Feedback Message

Submit

MTH - BS Actuarial Science - 2013

**Outcomes**

- Students should be able to apply formulas and procedures learned in their courses in an appropriate fashion and

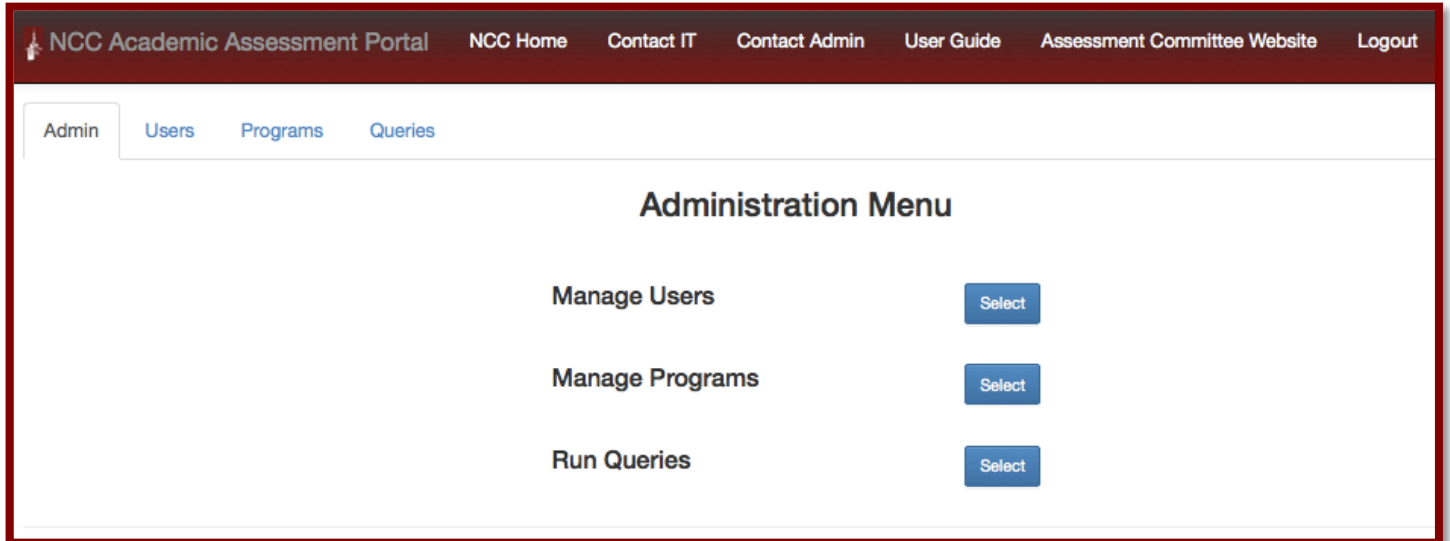
➤ Click Submit to enter the Plan's new feedback into the database.



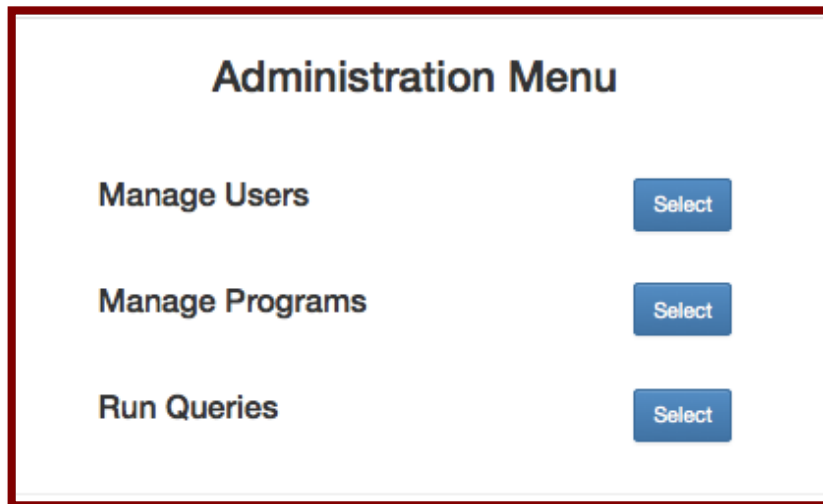
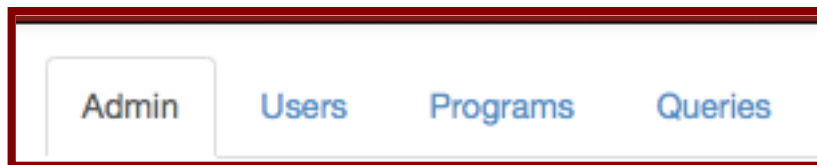
# Administrative Privileges

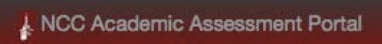
➤ **\*\*This action is only available to Liaisons, Chairpersons, and Administrators.\*\***

- Starting at the portal main page, click  to open the Admin main page.




- Actions can be chosen from the tab menu under the portals navigation bar or the buttons appear that appear on the main page

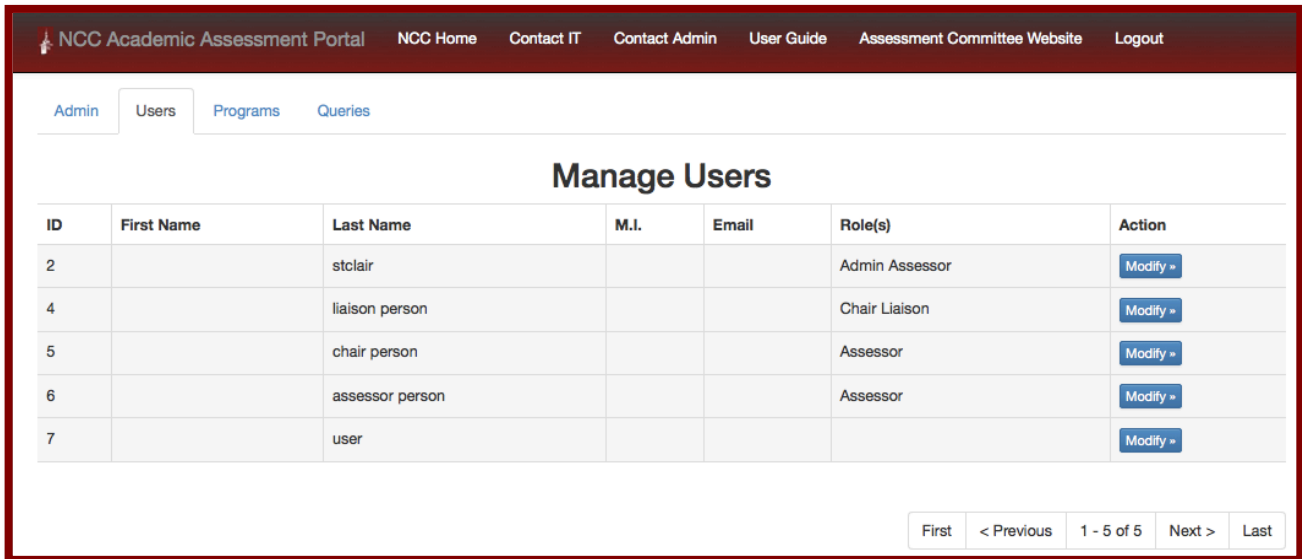







(note: this navigation bar link  will return to the portal's main page.)



## MANAGE USERS

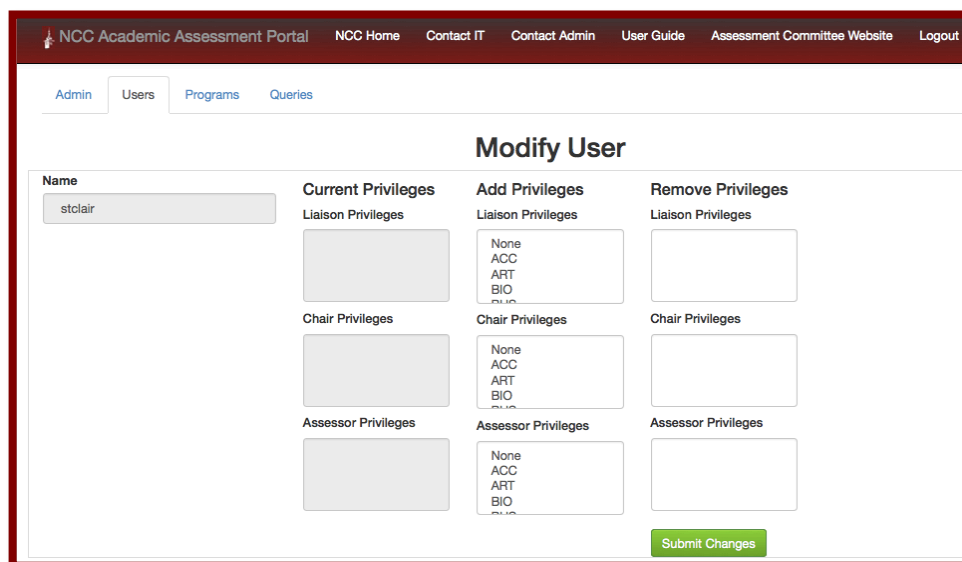
**\*\*This action is only available to Chairpersons, and Administrators.\*\***

- Click  next to “Manage Users” from the Admin main page (or “Users” from the admin tab under the portals navigation bar) to open the query interface.



ID	First Name	Last Name	M.I.	Email	Role(s)	Action
2		stclair			Admin Assessor	
4		liaison person			Chair Liaison	
5		chair person			Assessor	
6		assessor person			Assessor	
7		user				


- A list of users are displayed by ID.
- Each user’s privileges can be managed by clicking  in the last column.
- The user’s name and available privileges appear on the next screen.
- Choose the privileges to add or remove by highlighting the option and clicking .

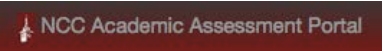


**Modify User**

Name:

<b>Current Privileges</b>	<b>Add Privileges</b>	<b>Remove Privileges</b>
<b>Liaison Privileges</b>	<b>Liaison Privileges</b>	<b>Liaison Privileges</b>
<input type="text"/>	None ACC ART BIO BUS	<input type="text"/>
<b>Chair Privileges</b>	<b>Chair Privileges</b>	<b>Chair Privileges</b>
<input type="text"/>	None ACC ART BIO BUS	<input type="text"/>
<b>Assessor Privileges</b>	<b>Assessor Privileges</b>	<b>Assessor Privileges</b>
<input type="text"/>	None ACC ART BIO BUS	<input type="text"/>



(note: this navigation bar link  will return to the portal’s main page.)

## Modify User

Current Privileges	Add Privileges	Remove Privileges
<b>Liaison Privileges</b> <div style="border: 1px solid gray; height: 40px; background-color: #f0f0f0;"></div>	<b>Liaison Privileges</b> <div style="border: 1px solid gray; padding: 5px;">           BIO            BUS            CHM  <b>CSC</b>            EAS         </div>	<b>Liaison Privileges</b> <div style="border: 1px solid gray; height: 40px;"></div>
<b>Chair Privileges</b> <div style="border: 1px solid gray; height: 40px; background-color: #f0f0f0;"></div>	<b>Chair Privileges</b> <div style="border: 1px solid gray; padding: 5px;">           BIO            BUS            CHM  <b>CSC</b>            EAS         </div>	<b>Chair Privileges</b> <div style="border: 1px solid gray; height: 40px;"></div>
<b>Assessor Privileges</b> <div style="border: 1px solid gray; height: 40px; background-color: #f0f0f0;"></div>	<b>Assessor Privileges</b> <div style="border: 1px solid gray; padding: 5px;">           None            ACC            ART            BIO            BUS         </div>	<b>Assessor Privileges</b> <div style="border: 1px solid gray; height: 40px;"></div>
<input type="button" value="Submit Changes"/>		


- Once submitted, the selected privileges appear or are removed from the “Current Privileges” column.

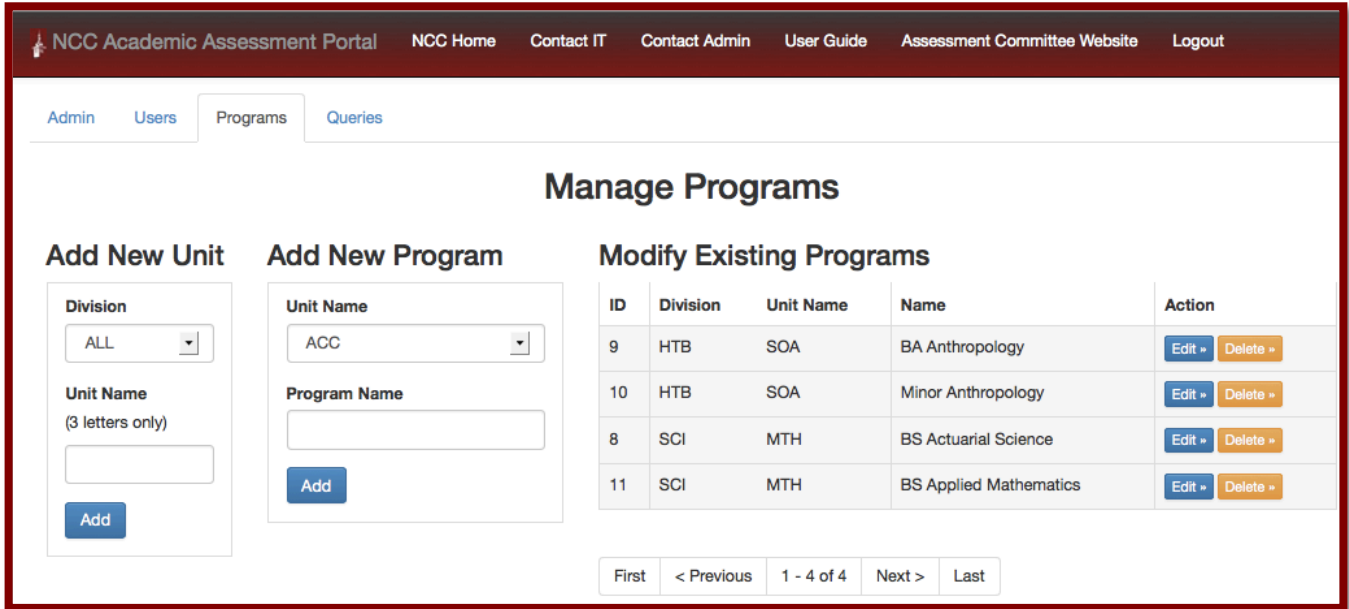
## Modify User

Current Privileges	Add Privileges	Remove Privileges
<b>Liaison Privileges</b> <div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;">CSC</div>	<b>Liaison Privileges</b> <div style="border: 1px solid gray; padding: 5px;">           None            ACC            ART            BIO            BUS         </div>	<b>Liaison Privileges</b> <div style="border: 1px solid gray; padding: 5px;">CSC</div>
<b>Chair Privileges</b> <div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;">CSC</div>	<b>Chair Privileges</b> <div style="border: 1px solid gray; padding: 5px;">           None            ACC            ART            BIO            BUS         </div>	<b>Chair Privileges</b> <div style="border: 1px solid gray; padding: 5px;">CSC</div>
<b>Assessor Privileges</b> <div style="border: 1px solid gray; height: 40px; background-color: #f0f0f0;"></div>	<b>Assessor Privileges</b> <div style="border: 1px solid gray; padding: 5px;">           None            ACC            ART            BIO            BUS         </div>	<b>Assessor Privileges</b> <div style="border: 1px solid gray; height: 40px;"></div>
<input type="button" value="Submit Changes"/>		


## MANAGE PROGRAMS

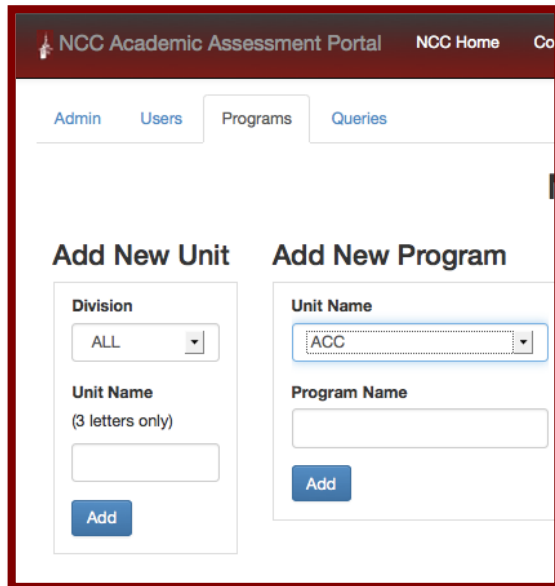
**\*\*This action is only available to Chairpersons, and Administrators.\*\***

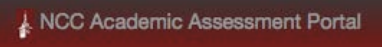
- Click  next to “Manage Programs” from the Admin main page (or “Programs” from the admin tab under the portals navigation bar).



ID	Division	Unit Name	Name	Action
9	HTB	SOA	BA Anthropology	<a href="#">Edit</a> <a href="#">Delete</a>
10	HTB	SOA	Minor Anthropology	<a href="#">Edit</a> <a href="#">Delete</a>
8	SCI	MTH	BS Actuarial Science	<a href="#">Edit</a> <a href="#">Delete</a>
11	SCI	MTH	BS Applied Mathematics	<a href="#">Edit</a> <a href="#">Delete</a>

- On the left side of the screen, Units and Programs can be added.
- Select the Division/Unit Name from the dropdown menus, entering the Unit/Program Name and click .



(note: this navigation bar link  will return to the portal's main page.)

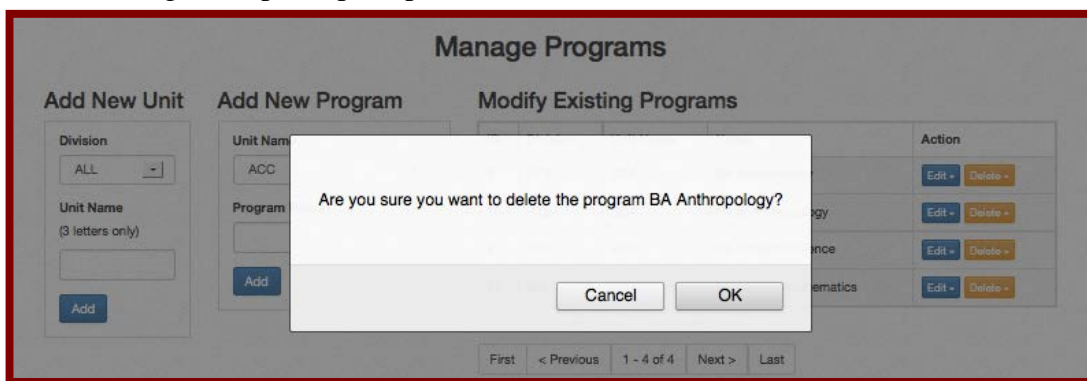
- On the right side of the screen, existing programs can be edited or deleted.

### Modify Existing Programs

ID	Division	Unit Name	Name	Action
9	HTB	SOA	BA Anthropology	<a href="#">Edit »</a> <a href="#">Delete »</a>
10	HTB	SOA	Minor Anthropology	<a href="#">Edit »</a> <a href="#">Delete »</a>
8	SCI	MTH	BS Actuarial Science	<a href="#">Edit »</a> <a href="#">Delete »</a>
11	SCI	MTH	BS Applied Mathematics	<a href="#">Edit »</a> <a href="#">Delete »</a>

[First](#)
[< Previous](#)
[1 - 4 of 4](#)
[Next >](#)
[Last](#)

- Deleting will open a prompt for confirmation.



- To edit a program, click [Edit »](#) to open the programs information.

The screenshot shows the 'Edit Program' form in the NCC Academic Assessment Portal. The form has a navigation bar at the top with 'Admin', 'Users', 'Programs', and 'Queries'. The 'Programs' tab is selected. The form contains the following fields:

- Unit Name:** A dropdown menu with 'MTH' selected.
- Program Name:** A text input field containing 'BS Actuarial Science'.
- Save:** A blue button at the bottom.

Make changes to the Program, and click [Save](#)


## QUERIES


**\*\*This action is only available to Liaisons, Chairpersons, and Administrators.\*\***

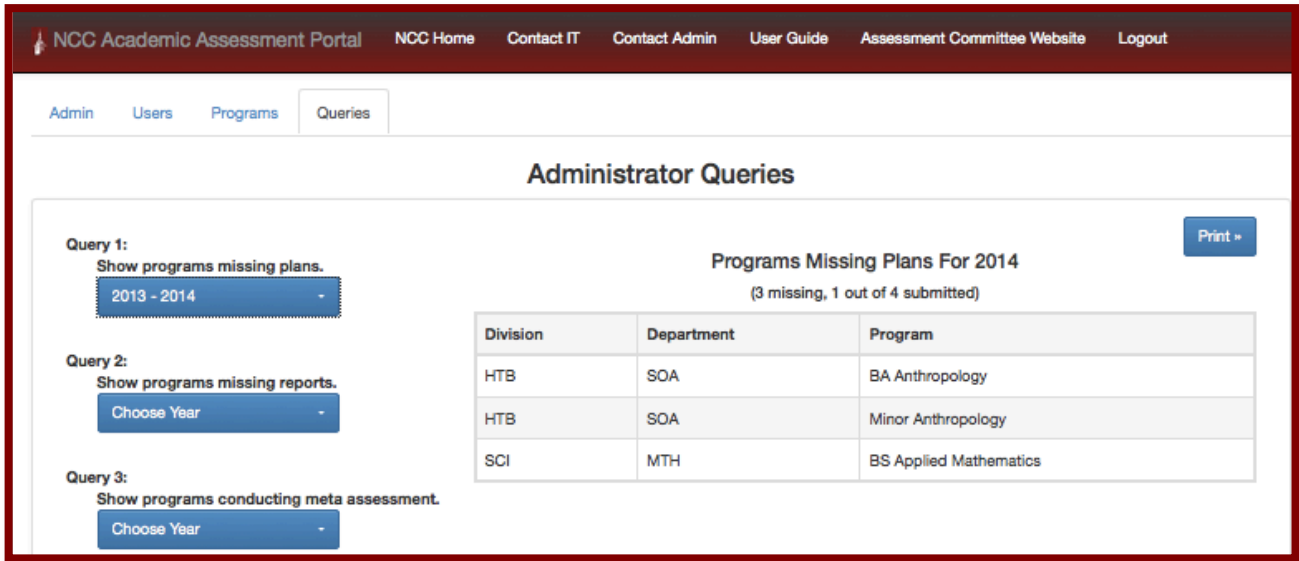
- Click next to “Run Queries” from the Admin main page (or “Queries” from the admin tab under the portals navigation bar).
- A list of queries will appear in the left column of the screen.
- Select the year or date to query from the dropdown menus or the calendar popups.

The screenshot shows the 'Administrator Queries' page within the NCC Academic Assessment Portal. The page has a dark red header with navigation links: NCC Academic Assessment Portal, NCC Home, Contact IT, Contact Admin, User Guide, Assessment Committee Website, and Logout. Below the header is a navigation bar with tabs for Admin, Users, Programs, and Queries. The main content area is titled 'Administrator Queries' and lists eight queries, each with a description and a form to execute the query:

- Query 1:** Show programs missing plans.
- Query 2:** Show programs missing reports.
- Query 3:** Show programs conducting meta assessment.
- Query 4:** Show programs requesting funding.
- Query 5:** Show programs that have modified their outcomes since (enter date)
- Query 6:** Show programs that have added or modified last year's plan.
- Query 7:** Show programs that have added or modified last year's report.
- Query 8:** Show plans/reports needing feedback.

(note: this navigation bar link  will return to the portal's main page.)

➤ The results appear in the right side of the screen and can be printed by clicking .



**Administrator Queries**

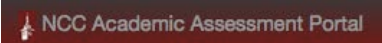
**Query 1:**  
Show programs missing plans.  
2013 - 2014

**Query 2:**  
Show programs missing reports.  
Choose Year

**Query 3:**  
Show programs conducting meta assessment.  
Choose Year

**Programs Missing Plans For 2014**  
(3 missing, 1 out of 4 submitted)

Division	Department	Program
HTB	SOA	BA Anthropology
HTB	SOA	Minor Anthropology
SCI	MTH	BS Applied Mathematics

(note: this navigation bar link  will return to the portal's main page.)

## Uploading Documents

Separate files may be uploaded to accompany an added or modified Plan or Report.

- Supported File types:  
.pdf
- File Size:  
2-megabyte limit for each file
- Number of Files Allowed:  
2