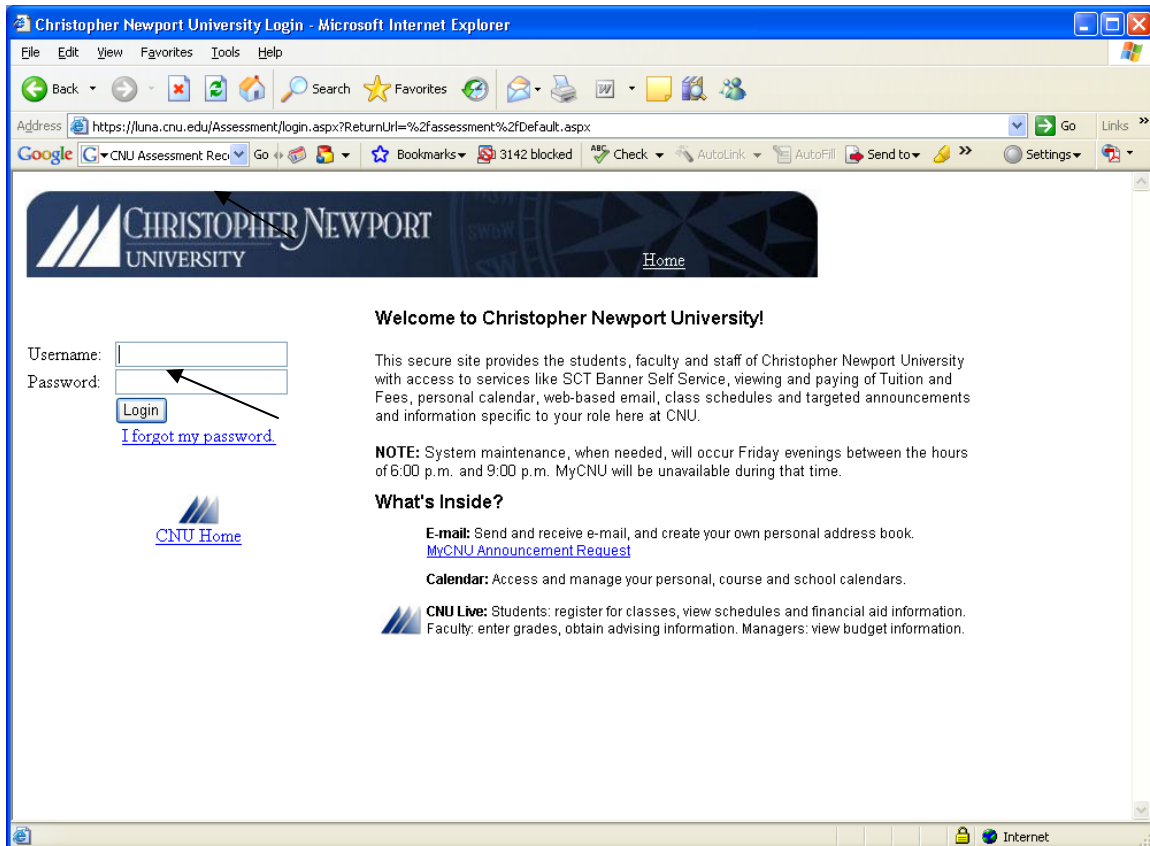


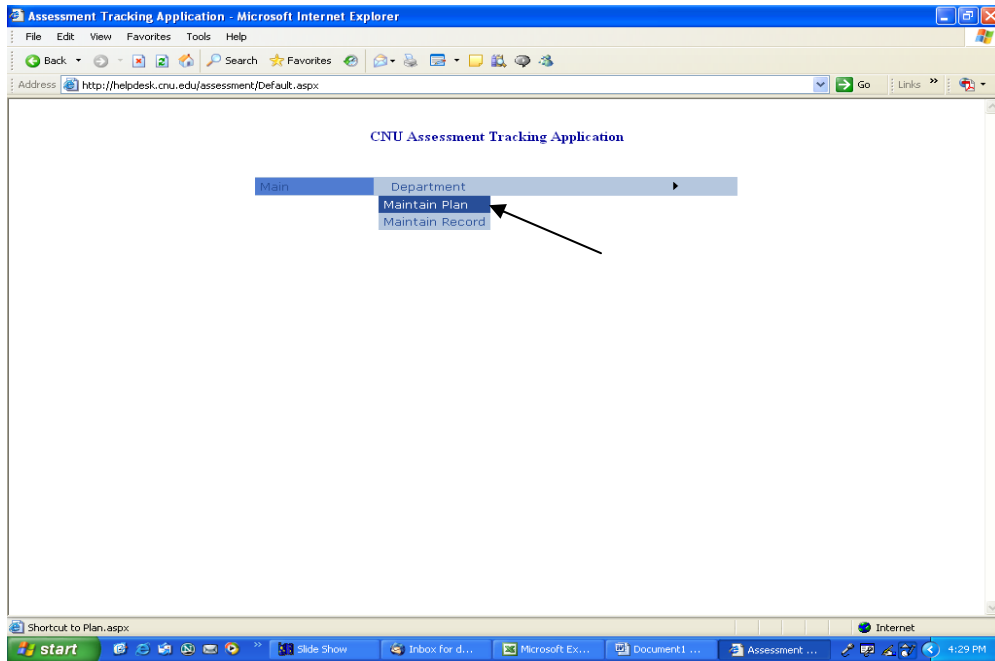
Directions for Accessing and Using Web-Based Assessment Tracking System

1. Go to this Link: <https://luna.cnu.edu/assessment>

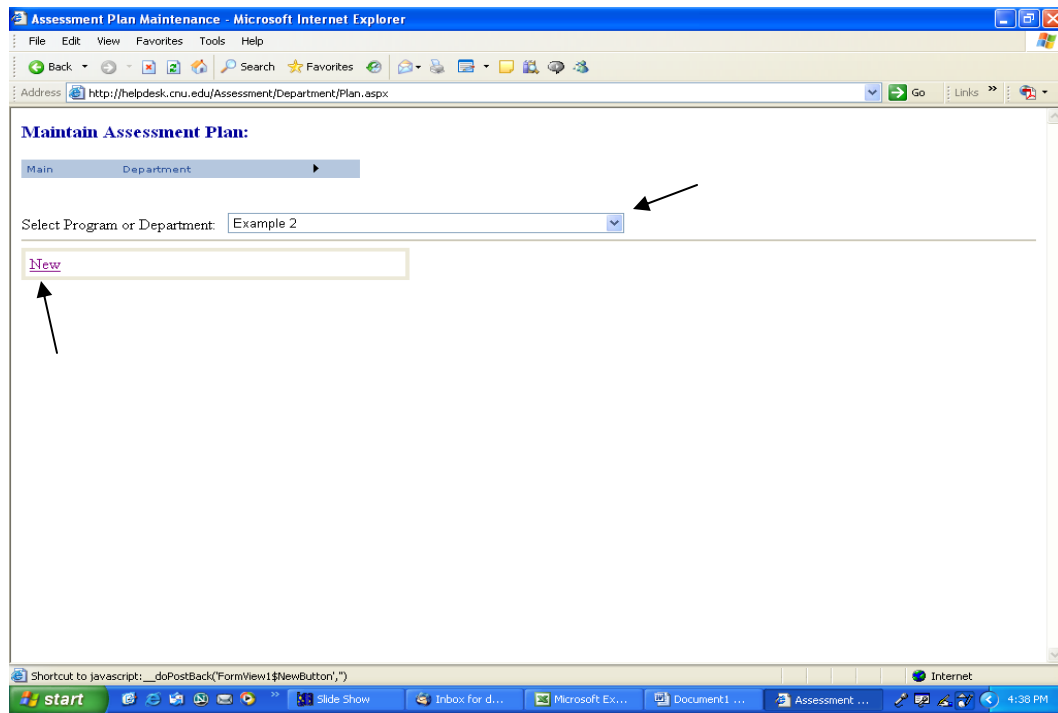
You must contact the Director of Assessment, Evaluation, and Accreditation (Keston.fulcher@cnu.edu) to receive access rights to this site. Enter your username (usually 7 or 8 digits) and password. Click on the Login button. They are the ones you use to access your CNU e-mail account from MYCNU.



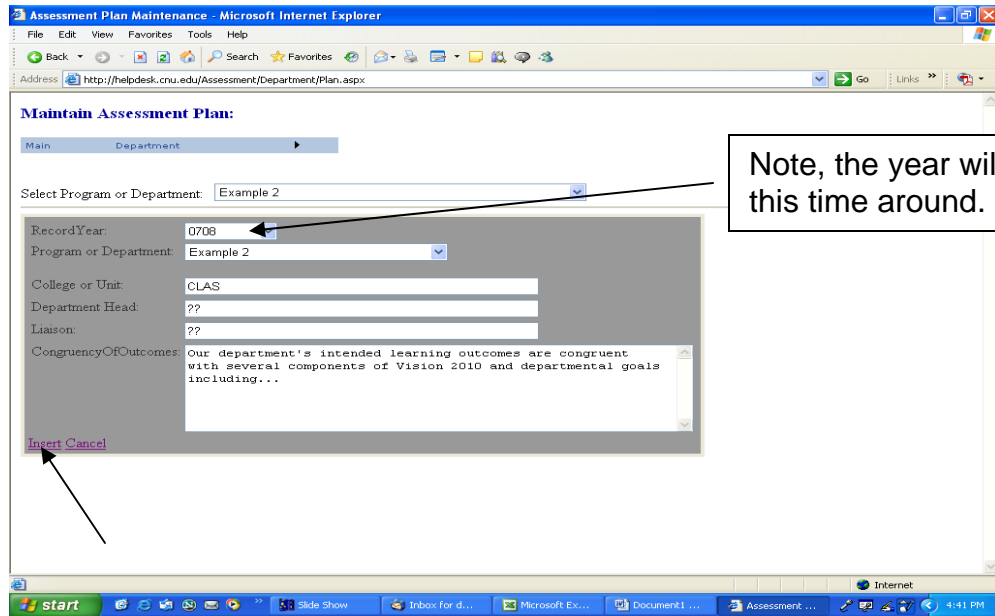
2. If your login is successful, you will see the following screen. Move the mouse over *Department*. You will be given two options: *Maintain Plan* and *Maintain Record*. Select *Maintain Plan*.



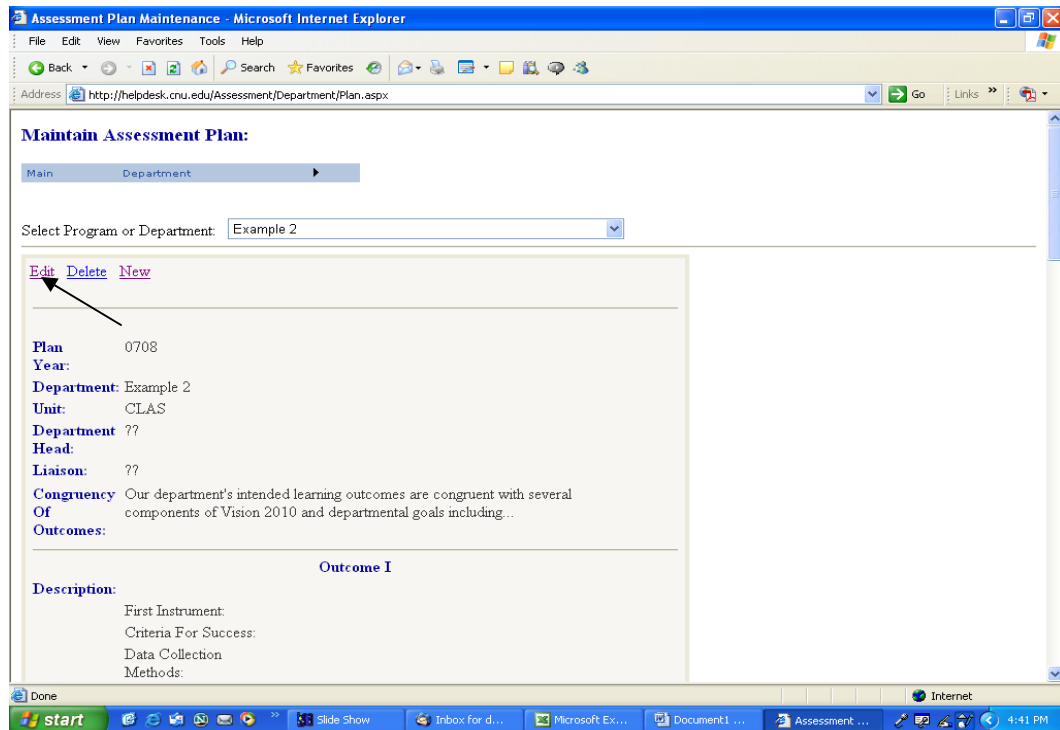
3. Select your program or department's name from the pull-down menu. Then click on *New*.



4. A screen will appear that contains several preliminary fields for you to fill out. Fill out those fields then click on *Insert*.



5. The next screen that appears shows what your plan looks like at that point and unlocks the rest of the fields that you will complete. Select *Edit* to continue filling out the document.



6. Fill out the rest of the form. **Click on *Update* every five minutes** or so to ensure your work is saved frequently. When you are finished make sure you update one last time then just close out of the window.

Assessment Plan Maintenance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address http://helpdesk.cnu.edu/Assessment/Department/Plan.aspx Go Links

Select Program or Department: Example 2

RecordYear: 0708

Program or Department: Example 2

College or Unit: CLAS

Department Head: ??

Liaison: ??

CongruencyOfOutcomes: Our department's intended learning outcomes are congruent with several components of Vision 2010 and departmental goals including...

[Update](#) [Cancel](#)

Outcome I

Outcome Description: Seniors should be able to critically analyze...

First Instrument: Description

Criteria For

start | Internet | 4:43 PM

INSTRUCTIONS FOR COMPLETING ASSESSMENT PLAN

Plan Year: The year to which the plan applies

Department: The department (or office) covered by this document

Unit: The Unit or College to which this department reports (i.e., CLAS or LSOB)

Department Head: The chair of a department or head of office under consideration

Liaison: the person in the office/department who coordinates assessment activities and reporting

Congruency of Outcomes to Guiding Documents: How your intended learning outcomes tie into Vision 2010 and other guiding documents

The 3 **Intended Student/Client Outcomes** that your department will examine this year to determine if your office is “doing what you say it’s doing”

For each intended outcome, you will describe the methodology (or means) by which the department will assess it. Report two instruments that will be used to assess students. **The first instrument** should measure student learning directly (i.e., a test or performance assessment tool such as a rubric.) The **second instrument** may measure student learning directly or indirectly (e.g., a survey, interview, or focus group). For both instruments report the **criteria for success** and **the data collection methods/procedures**.