FSU IE PORTAL QUICK GUIDE

For Entering IE Outcomes Results Reports:

1. Use the navigation menu in top left to select the ***Outcomes Assessment: Plans and Results Section*** page;
2. Double-click the outcome for which you are entering results;
3. Select ***Results, Analysis, Improvements*** tab;
4. Click the green plus icon to the right of the header with the current year to create a new report;
5. Enter information into the appropriate fields and click ***Save***, then ***Close***;
6. On the next page, click ***Close*** again to go back to the list of all outcomes.
7. Repeat the steps above for all outcomes with active status.

For Entering New IE Outcomes:

1. Use the navigation menu in top left to select the ***Outcomes Assessment: Plans and Results Section*** page;
2. To create a new outcome, click the 'green plus icon in top right;
3. On the ***Outcome Overview*** tab, enter information in the appropriate fields and click ***Save***;
4. On the ***Assessment Plans*** tab, click the 'green plus icon in the center of the page, enter information in the appropriate fields, and click ***Save***, then ***Close***.

For Entering New Assessment Plans:

1. On the ***Assessment Plans*** tab, open the existing Assessment Plan that you wish to 'retire' by double-clicking the title, or click on the three dots to the right of the card and select Open;
2. Remove the next year from the field ***Assessment Plan and/or Numeric Target Active Year(s)***, then click ***Save & Close***;
3. Add a new Assessment Plan by clicking the 'green plus icon in top right, enter information in the appropriate fields, and click ***Save***, then ***Close***.

For further clarification on any of these steps, see the full ***IE Portal User Guide***
For more information and report examples, see the ***IE Assessment Handbook***