

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 in top right 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 Plan:

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. Change the Assessment Plan Status from Active to Inactive, 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](#).