



FLORIDA STATE UNIVERSITY
INSTITUTIONAL PERFORMANCE AND ASSESSMENT

INSTITUTIONAL EFFECTIVENESS (IE) PORTAL USER GUIDE FOR EDUCATIONAL PROGRAMS

August 2023 Edition

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iep.fsu.edu

**READ THE FULL USER GUIDE STARTING ON THE NEXT PAGE OR
SELECT A SPECIFIC TASK TO COMPLETE:**

- **How do I get into the IE Portal and access my unit?**
- **How do I add a new or edit an existing Mission Statement?**
- **How do I add a new Outcome?**
- **How do I continue or archive an existing Outcome?**
- **How do I add a new Assessment Methodology?**
- **How do I edit or retire an existing Assessment Methodology?**
- **How do I add a new Results, Analysis, and Improvements Report?**
- **How do I align my Program Outcomes with the University's Strategic Plan Goals and Initiatives?**
- **How do I view the list of Users who have access to a Unit?**
- **How do I download and save my Unit's IE Assessment reports?**
- **How do I quickly navigate the IE Portal?**
- **How do I upload and align supporting documentation for my Outcomes?**


How do I get into the IE Portal and Access my Unit?

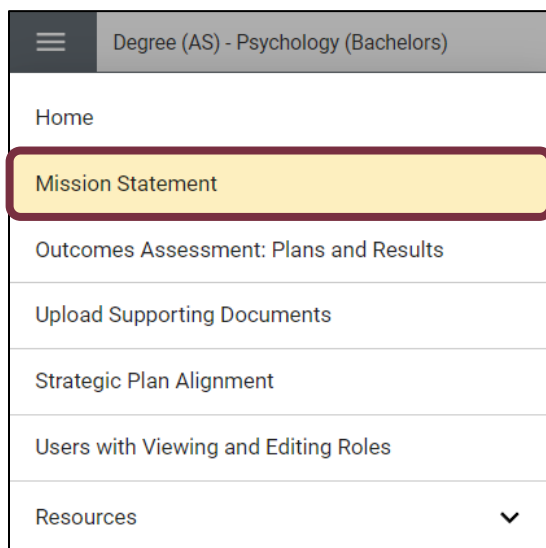
1. Navigate to the Institutional Effectiveness Portal in Nuventive: iep.fsu.edu.
Note: the IE Portal may render differently based on the browser used to access it. For best results, we recommend using Google Chrome.
2. Login using your FSU employee credentials (username: fsuid@fsu.edu).
 - If unable to login, email ipa@fsu.edu for support.
3. Once you have logged in, you will be taken to the home page which provides a brief overview of how to navigate to the page where prior reports are accessible and new reports are submitted, as well as how to access key resources including the IE Portal Quick Guide and Full Assessment Report.
4. On the top of the home page, there is a drop-down menu listing all reporting units (Degree/Certificate Programs) and summary units (Colleges/Departments) that you have access to. Select a single unit to view its Program Outcomes (POs) and Student Learning Outcomes (SLOs). Note that if you have access to multiple units, you can use the same box to search for a specific unit (for example, type 'Bio' to find the Biological Science bachelor's degree program).



[Return to Questions List](#)

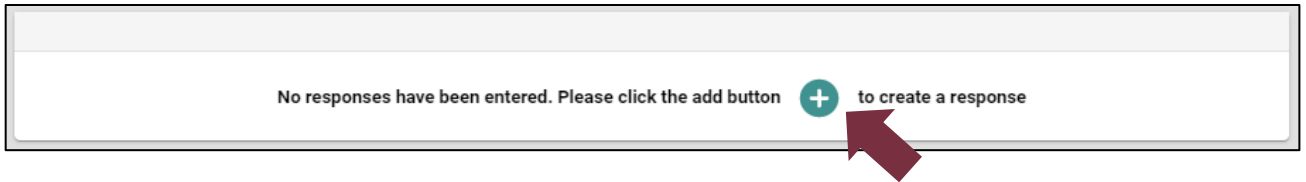
How do I add a new or edit an existing Mission Statement?

1. Once you have selected a reporting unit from the drop-down menu at the top of the page, expand the navigation menu  located in the upper left corner of the screen and select **Mission Statement**:

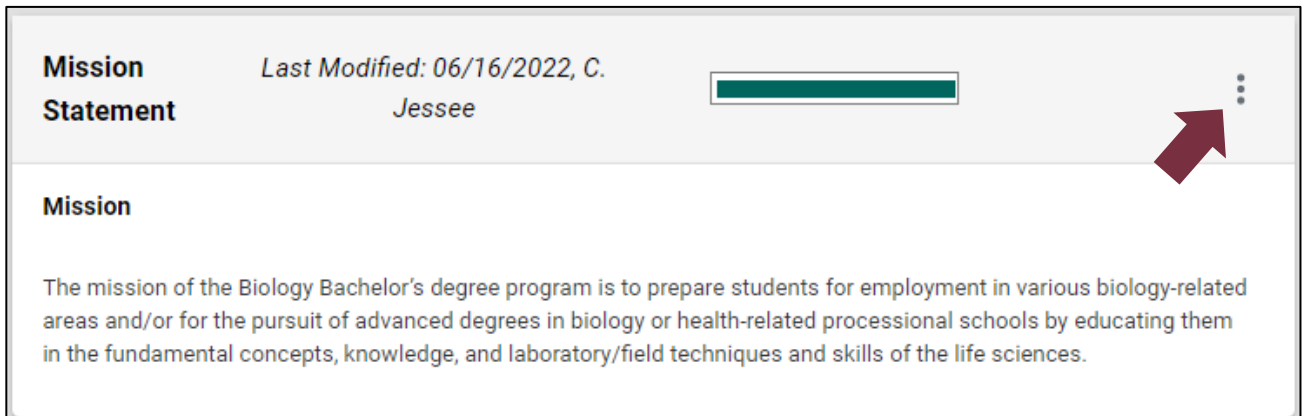



Educational programs are encouraged to have an active and current mission statement recorded in the IE Portal. The statement of mission presents the purpose of the program, its stakeholders, primary activities, and connection to the University mission.

2. To add a new Mission Statement, click on the add button:




3. To edit an existing Mission Statement, click on the three-dot icon and select **Edit** from the choices:

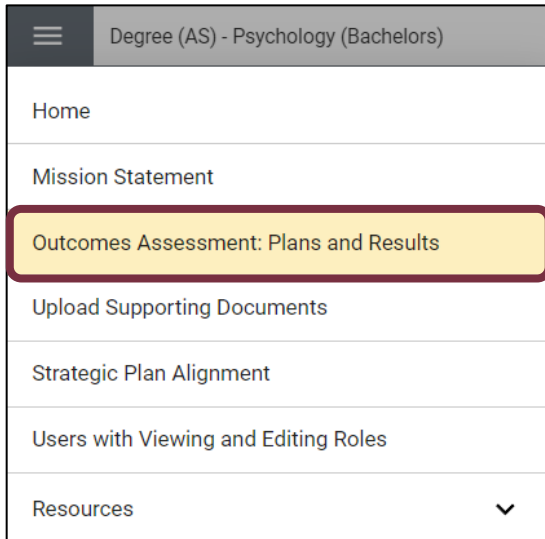


4. When the form opens, enter new or edit existing Mission Statement content in the text box, and click 

 [Return to Questions List](#)

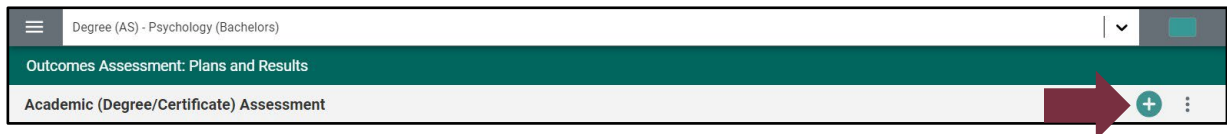
How do I add a new Outcome?


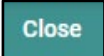
1. Once you have selected a reporting unit from the drop-down menu at the top of the page, click the navigation menu  located in the upper left corner of the screen and select **Outcomes Assessment: Plans and Results**:



The Outcomes Assessment: Plans and Results page shows a list of all Student Learning Outcomes and Program Outcomes under the selected unit, including their Name, Statement, Status, and the Active Cycle(s).

2. Click the green plus icon on the far right of the **Support Unit Assessment** header.



3. Once the blank form opens, enter information into the appropriate fields (completed example and a brief description of each field below).
4. To save the changes to the Outcome, click  in the upper right corner.
5. Click  to go back to the listing of all Outcomes for the selected unit.

Example for Student Learning Outcomes (SLOs):

Outcome Name ⓘ *	SLO - Application and Interpretation of Statistical Tests
Outcome Statement ⓘ *	Upon completion of Research Methods in Psychology (PSY3213C), the students will be able to choose the appropriate statistical test for a particular research design and interpret the results of statistical tests.
Outcome Status ⓘ	Active ▼
Active Cycle(s) ⓘ	2023-2024 x ▼
Outcome Type ⓘ *	Student Learning Outcome ▼
SLO Category ⓘ	Content/Discipline Knowledge and Skills x ▼

Example for Program Outcomes (POs):

Outcome Name ⓘ *	PO - 2-Year Transfer Students Graduation Rate.
Outcome Statement ⓘ *	Transfer students in the Criminology program will graduate from FSU within two years at a higher rate.
Outcome Status ⓘ	Active ▼
Active Cycle(s) ⓘ	2023-2024 x ▼
Outcome Type ⓘ *	Program Outcome ▼

- The **Outcome Name** is the succinct title of the Outcome. Start the name with “PO – “ for Program Outcomes and “SLO – “ for Student Learning Outcomes.
- The **Outcome Statement** is a brief statement of the (learning) goal that you set for your students and/or program.
- For **Status**, select **Active**.

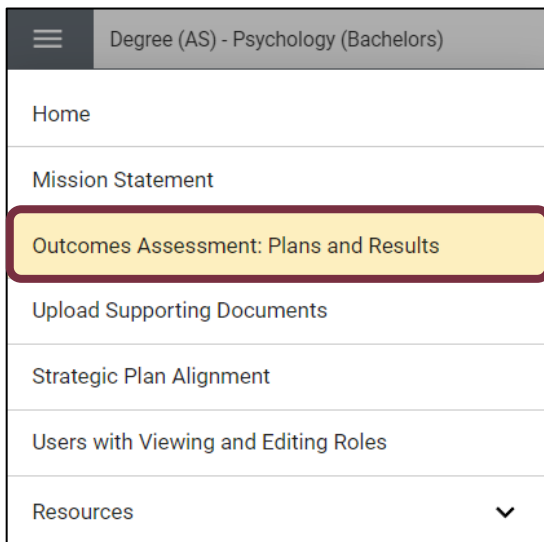
- In **Active Cycle(s)**, enter the upcoming reporting cycle for which you are entering the Plan details (e.g., if you are reporting the 2023-2024 year results, the next active year would be 2024-2025).
- For **Outcome Type**, select 'Program Outcome' or 'Student Learning Outcome'.
- For Student Learning Outcomes only, select one **SLO Outcome Category**.

Remember to click the **information icons** ⓘ for more details about what kind of narrative should go in each field and to see examples.






How do I continue or archive an existing Outcome?

1. Once you have selected a reporting unit from the drop-down menu at the top of the page, click the navigation menu ☰ located in the upper left corner of the screen and select **Outcomes Assessment: Plans and Results**:




The Outcomes Assessment: Plans and Results page shows a list of all Student Learning Outcomes and Program Outcomes under the selected unit, including their Name, Statement, Status, and the Active Cycle(s).

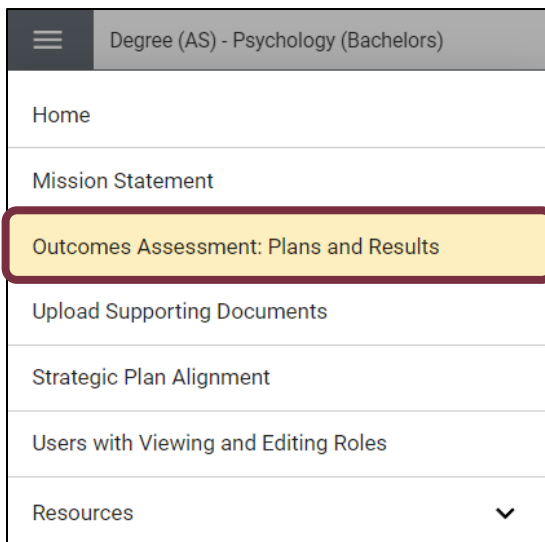
1. Double click anywhere on the card, or click the **Options** icon ⋮ on the far-right side of the Outcome's name and select  Open
2. To continue pursuing the Outcome into the next reporting cycle, the next year should be in the **Active Cycle(s)** field (e.g., if you are reporting the 2023-2024 year results, the next active year would be 2024-2025). The next active year should auto-populate in the **Active Cycle(s)** field in the IE Portal annually.

- To indicate that you will not be pursuing the Outcome anymore, remove the next year from the **Active Cycle(s)** field (e.g., if you are reporting the 2023-2024 year results, the next active year would be 2024-2025), and change the **Status** field from 'Active' to 'Archived'. Do not delete or overwrite any of the content in the other fields; it should be saved for accreditation and other purposes.
- To save the changes to the Outcome, click  in the upper right corner.
- Click  to go back to the listing of all Outcomes for the selected unit.



 [Return to Questions List](#)

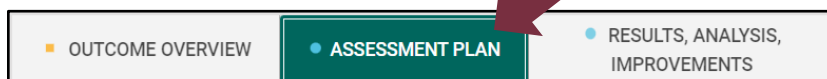
How do I add a new Assessment Methodology?


- Once you have selected a reporting unit from the drop-down menu at the top of the page, click the navigation menu  located in the upper left corner of the screen and select **Outcomes Assessment: Plans and Results**:



The Outcomes Assessment: Plans and Results page shows a list of all Student Learning Outcomes and Program Outcomes under the selected unit, including their Name, Statement, Status, and the Active Cycle(s).

- Double click anywhere on the card, or click the **Options** icon  on the far-right side of the Outcome's name and select .
- Select the Assessment Plan tab in the top ribbon.



4. Click the green plus icon  at the end of the Assessment Plan ribbon.
5. Enter information into the appropriate fields (completed example and brief description of each field below).


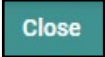
Example for Student Learning Outcomes (SLOs):

<p>Assessment Plan Status ⓘ *</p> <p>Active ▼</p>
<p>Description of Assessment Plan ⓘ *</p> <p>We will assess this outcome by testing students in all sections of PSY3213C (Research Methods in Psychology) offered during the academic year (Fall and Spring). PSY3213C course is the core research methodology course for students who major in Psychology. To assess this learning outcome, we will use a final exam that was written and is curated by our program faculty. The exam has strong content validity and reliability as was established by the Undergraduate Studies Committee for the Psychology Department. The entire final exam consists of 50 multiple-choice questions, each worth one point. 15 questions out of 50 test student learning of the 'Application and Interpretation of Statistical Tests' outcome.</p>
<p>Numeric Target ⓘ *</p> <p>By the end of the Research Methods in Psychology (PSY3213C) course, at least 75% of students majoring in Psychology will achieve mastery on the SLO by correctly answering at least 12 out of 15 final exam questions (80%) testing this learning outcome.</p>
<p>Course Code ⓘ</p> <p>PSY3213C</p>
<p>Course Name ⓘ</p> <p>Research Methods in Psychology</p>
<p>Assignment Name(s) ⓘ</p> <p>Final Exam</p>
<p>Assessment Instrument(s) ⓘ</p> <p>Behavioral Observation ✕ ▼</p>

Example for Program Outcomes (POs):

Assessment Plan Status ⓘ *	Active ▼
Description of Assessment Plan ⓘ *	For this PO, we will track 2-year graduation rates of undergraduate students who transferred to FSU from the Florida College System (FCS) and declared Criminology as their major. FCS transfer students already have an Associate's degree and in most cases should be able to graduate with a Bachelor's degree from FSU in two years. 2-year grad rate is calculated by dividing the number of transfer students who graduated from FSU by the end of their second year by the total number of transfer students in the original cohort. Graduation rates will be retrieved from the Graduation/ Retention reports published by the FSU Office of Institutional Research at https://ir.fsu.edu/graduation_retention_secure.aspx . Full methodology is described on the first page of the report.
Numeric Target ⓘ *	According to the most recent available data, Summer/Fall 2017 FCS transfer students cohort had 2-year grad rate of 46.0%. Over the next five years, beginning with the Summer/Fall 2018 FCS transfer students cohort, we want to increase the 2-year graduation rate to at least 51%.
Course Code ⓘ	
Course Name ⓘ	
Assignment Name(s) ⓘ	
Assessment Instrument(s) ⓘ	Behavioral Observation x ▼


- Select **Active** for Assessment Plan Status.
 - Enter the **Description of Assessment Plan** including details on which measure will be used, why is it an important and suitable metric, how will it be calculated, what is the data source, who will pull data/information and report on progress, and when will those steps take place (make sure the description conforms to the guidelines in the [IE Assessment Handbook for Educational Programs](#)).
 - In the **Numeric Target** field, provide a measurable assessment standard that will be used to define successful implementation of the Program Outcome (make sure the description conforms to the guidelines in the [IE Assessment Handbook for Educational Programs](#)).
- Note: If you choose to increase or lower the numeric target, record the changes in this field and note the applicable timeframe, do not overwrite existing content.
- In the **Course Code** field, for Student Learning Outcomes only, indicate the course code(s) in which assessment of the SLO takes place.

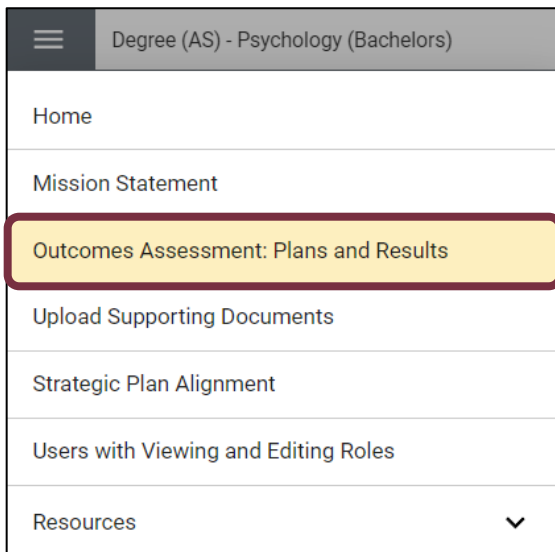
- In the **Course Name** field, for Student Learning Outcomes only, indicate the name of the course(s) in which assessment of the SLO takes place.
 - In the **Assignment Name(s)** field, for Student Learning Outcomes only, indicate the name(s) of the assignment(s) administered to students to assess the SLO.
 - You have an option to indicate which **Assessment Instrument** you will be using to measure the Outcome. If it is present on the list, simply select it. Otherwise, do not select any.
6. To save the new assessment methodology, click  in the upper right corner.
 7. Click  to go back to the listing of all Program Outcomes for the selected unit.




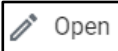
[Return to Questions List](#)

How do I edit or 'retire' an existing Assessment Methodology?

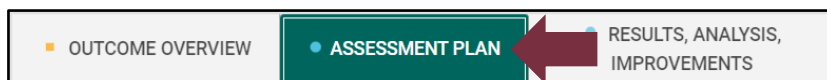
1. Once you have selected a reporting unit from the drop-down menu at the top of the page, click the navigation menu  located in the upper left corner of the screen and select **Outcomes Assessment: Plans and Results**:


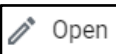




The Outcomes Assessment: Plans and Results page shows a list of all Student Learning Outcomes and Program Outcomes under the selected unit, including their Name, Statement, Status, and the Active Cycle(s).

2. Double click anywhere on the card, or click the **Options** icon  on the far-right side of the Outcome's name and select .


3. Select the Assessment Plan tab in the top ribbon.

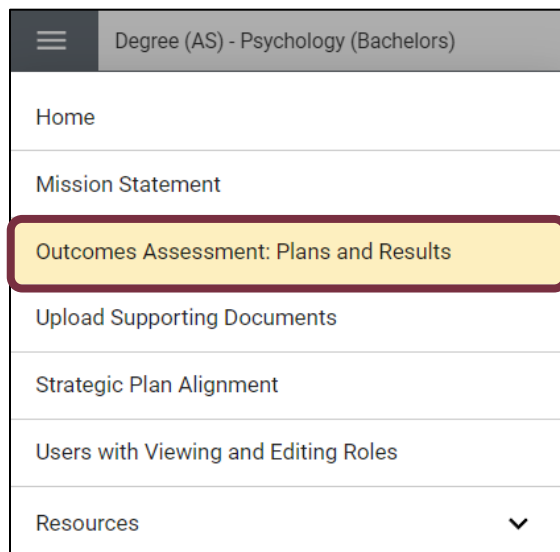


4. Open the Assessment Plan you want to update by double clicking anywhere on the card, or click the **Options** icon  on the far-right side of the card and select .
5. To 'retire' an existing assessment methodology, uncheck the **Active** box.
6. To make edits to the Assessment Plan or Numeric Target, simply add the details to the existing narrative. You should never delete or overwrite existing content. If you are increasing or lowering the previous Numeric Target, record the new Numeric Target and note the applicable timeframe (for example, "Beginning with 2023-24 reporting cycle, the goal is..."). If you are changing key aspects of the Assessment Plan for the next reporting cycle, you should create a new Assessment Plan form and mark the existing as inactive.
7. To save the updates to the assessment methodology, click  in the upper right corner. To go back to the listing of all Outcomes for the selected program, click .



 [Return to Questions List](#)

How do I add a new Results, Analysis, and Improvements form?

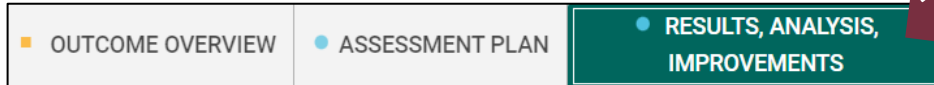
1. Once you have selected a reporting unit from the drop-down menu at the top of the page, click the navigation menu  located in the upper left corner of the screen and select **Outcomes Assessment: Plans and Results**:




The Outcomes Assessment: Plans and Results page shows a list of all Student Learning Outcomes and Program Outcomes under the selected unit, including their Name, Statement, Status, and the Active Cycle(s).

2. Double click anywhere on the card, or click the **Options** icon  on the far-right side of the Outcome's name and select .

3. Select the Results, Analysis, Improvements tab from the top ribbon.



4. Click the green plus icon  at the end of the Assessment Plan ribbon.
5. Enter information into the appropriate fields (completed example and brief overview of each field below).


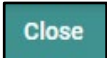
Example for Student Learning Outcomes (SLOs):

Results Statement Date ⓘ *
07/07/2023
Reporting Cycle ⓘ *
2022 - 2023 v
Location/Modality ⓘ *
TLH F2F v
Students Assessed ⓘ
342
Students Meeting Numeric Target ⓘ
280
Conclusion ⓘ *
Criteria Met v
Results Statement ⓘ *
280 out of 342 (81.9%) students majoring in Psychology and enrolled in the Research Methods in Psychology (PSY3213C) course in Fall 2019 and Spring 2020 correctly answered at least 12 out of 15 final exam questions testing this SLO. The standard for success set for the 'Application and Interpretation of Statistical Tests' SLO to have at least 75% of students achieve acceptable level of mastery has been met.
How Did Last Year's Improvement Action(s) Impact These Results? ⓘ
Compared to last year's results (78.2%), this year, a greater proportion of Psychology majors achieved mastery on this SLO. We hypothesize that the increase was due to improving the instructional materials for, and pedagogical approaches to, teaching how to choose the appropriate statistical test for different research questions. This topic was the most problematic to students last year as was evidenced by comparatively lower number of correct answers to the two exam questions that were focused on this topic. This year, more students correctly answered these two exam items.
Analysis of Results ⓘ *
We also noticed that there were a couple test items whose difficulty levels were very low. Over 92% of majors responded correctly to questions #17 and #25 (choosing correct definition for a t-test and for a correlation test). The item difficulty analysis confirmed that these two exam questions were too easy for our students. We think this is likely because they both measure lower levels of learning in the Bloom's taxonomy (knowledge and understanding) and because the main lecture part of the course and the lab part of the course that cover t-test and correlation analyses are of high instructional quality.
Description of New and/or Different Improvement Action(s) To Be Implemented This Year ⓘ *
We will implement the following enhancements: First, even though the SLO threshold (75% of students) has been consistently achieved for the last four academic years, academic program faculty and curriculum committee decided against increasing it to a higher threshold. Instead, we decided to redesign the 'easy' exam questions to test higher levels of learning. Specifically, exam items #17 and #25 will be modified to test middle levels of Bloom's taxonomy (application and analysis). We plan to deploy the redesigned exam during the upcoming academic year. To better prepare our students for a higher level of learning, we changed one in-class activity and modified one homework assignment. Now, in addition to teaching students what a t-test and a correlation test are, we want them to be able to apply this knowledge to analyze and interpret results of these two statistical tests.

Example for Program Outcomes (POs):

Results Statement Date ⓘ *	08/07/2023
Reporting Cycle ⓘ *	2022-2023 ▾
Location/Modality ⓘ *	TLH F2F ▾
# Students Assessed ⓘ	153
# Students Meeting Numeric Target ⓘ	72
Conclusion ⓘ *	Criteria Met ▾
Results Statement ⓘ *	By the end of the academic year 2022-23 (Fall, Spring, Summer), 72 out of 153 Florida College System (FCS) transfer students from the most recent Criminology program cohort (Summer/Fall 2021) graduated from FSU. Thus, the 2-year graduation rate of the 2021 transfer students cohort is 47.1%. This is higher than last year's graduation rate of 46.0% (81 out of 176 students). The goal to increase graduation rate of this population of students to at least 47.0% was achieved. Screenshot of the data table retrieved from IR's Graduation/Retention model is below.
How Did Last Year's Improvement Action(s) Impact These Results? ⓘ	We believe that the slight increase in the transfer students graduation rate is due to changes we instituted before the last academic year, specifically, advising student to take at least one more course per term when feasible and offering one more required 4000-level course in the summer. This resulted in more 2021 cohort students taking summer courses and registering for more credit hours per term than transfer students from the 2020 cohort. In the 2021 cohort, 56% of students took at least one summer course, while in the 2020 cohort, 48% did the same. Also, in the 2021 cohort, the average Fall/Spring credit load was 12.24 credit hours, while in the 2020 cohort, it was 11.88.
Analysis of Results ⓘ *	We hypothesize that the increase in the graduation rate was modest due to different reasons. One factor that negatively affects transfer students graduation rate is students leaving the program and the university altogether. Anecdotally we know that many of our transfer students who left the program were part-time and/or already had jobs and families. Some of them indicated in the 'Non-Returner' survey that it was difficult to stay engaged with academics and feel connected with faculty and other students.
Description of New and/or Different Improvement Action(s) To Be Implemented This Year ⓘ *	In order to continue growing the number of FCS transfer students who graduate from our program within two years, we will implement the following enhancements: First, the Dean's Office will plan and organize a 'get together'-type event for our transfer students. They also set aside some funds to support this event. We will invite faculty, staff, students and their families to a potluck in an informal setting like a park. This event will be held in the Spring semester, right after midterms. We chose this time because transfer students who leave the program most often do so after the Spring term. Hopefully, this experience will create a greater sense of belonging for our transfer students and will give our faculty and staff an opportunity to strengthen student engagement with academics through establishing personal connections with students. Second, we want to build on the initial success of increasing summer course offerings and average credit hours taken per term. Required CCJ3011 Criminology is already offered during the summer, but there are only two sections of this class, both of which fill up quickly every time. We have requested another teaching faculty line in the budget request to address this and related instructional needs. Copy of the request and associated rationale is attached. In case the line is not funded, we will explore options of having this class taught by TAs and/or as an online class with a larger enrollment cap.

- Enter the **Results Statement Date** for your Results Statement. It will default to the current day of access, but you can choose a different calendar date if necessary.
- In the **Reporting Cycle** field, select the academic year for which you are reporting results. In most cases, it will be the academic year that just ended.
- For **Location/Modality**, select which FSU campus your educational program is a part of. If you are reporting for multiple locations, you should enter separate Results Section entries for each of them (do not report data for multiple locations in one form).
- In the **# of Students Assessed** field, provide the headcount of students who were included in assessment.
- In the **# of Students Meeting Numeric Target** field, provide the headcount of students who were included in assessment and met the pre-determined numeric target for mastery of the Outcome.

- If reported results meet or exceed the Numeric Target you set for this Outcome, please select “Criteria Met” in the **Conclusion** drop-down menu. If not, select “Criteria Not Met”. The “Inconclusive” option is reserved for situations when there is insufficient information/data to draw conclusions. The “Criteria Partially Met” is for when the Numeric Target has multiple goals or benchmarks, only some of which were met.
 - Enter the **Results Statement** by specifying quantitative information regarding the levels at which the Outcome was achieved (e.g., headcounts, percentages, tallies, dates/semesters, dollar amounts, etc.) as well as a comparison to last reporting cycle’(s’) results (ensure the description conforms to the guidelines in the [IE Assessment Handbook for Educational Programs](#)).
 - Provide a response for ‘**How Did Last Year’s Improvement Action(s) Impact These Results**’ by explicitly stating whether the changes indicated last reporting cycle were indeed implemented as planned and whether they had the intended positive effect.
 - Enter the **Analysis of Results** by examining the reason(s) why the Outcome was attained at this particular level and reporting on any data trends (ensure the description conforms to the guidelines in the [IE Assessment Handbook for Educational Programs](#)).
 - Enter your **Description of New and/or Different Improvement Action(s) To Be Implemented This Year** to address any issues described in the Analysis of Results. This field may include small-scale enhancements or significant changes in your unit’s operations to improve the Outcome (ensure the description conforms to the guidelines in the [IE Assessment Handbook for Educational Programs](#)).
6. To save the report, click  in the upper right corner.
7. Click  to go back to the listing of all Program Outcomes for the selected unit.

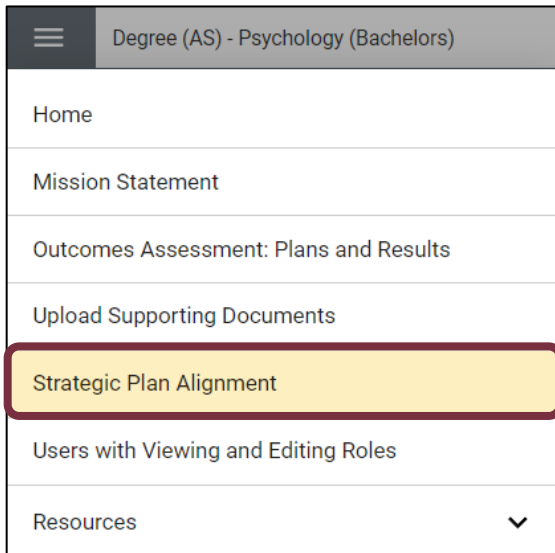


[Return to Questions List](#)

How do I align my Program Outcomes with the University’s Strategic Plan Goals and Initiatives?

Program Outcomes must be connected to the institutional goals as they are outlined in the FSU Strategic Plan. In addition, the Goals and Initiatives of the FSU Strategic Plan and units’ Program Outcomes should be in alignment with budgetary decisions and resource allocation.

1. Once you have selected a reporting unit from the drop-down menu at the top of the page, expand the navigation menu  located in the upper left corner of the screen and select **Strategic Plan Alignment**:



The Strategic Plan Alignment page contains a table listing all Strategic Plan Goals & Initiatives as rows and all the Unit's Program Outcomes as columns.



2. Select the boxes where each Program Outcome directly or indirectly supports the Strategic Plan Goals and Initiatives.

NOTE:


- ✓ Each PO should have 1-3 selections.
- ✓ Only active (i.e., not archived) Program Outcomes need to be aligned.
- ✓ New Program Outcomes only need to be aligned to the Initiatives in the 2023-2027 Strategic Plan Goals and Initiatives list (use drop-down menu in top left corner of page to swap between the prior and current Strategic Plan).

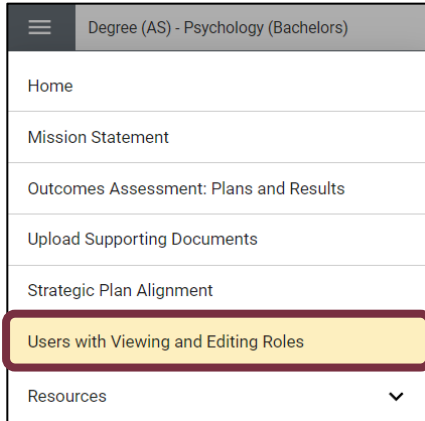
3. To save the alignment, click  in the top right corner.



[Return to Questions List](#)

How do I view the list of Users who have access to a Unit?

- Once you have selected a reporting unit from the drop-down menu at the top of the page, expand the navigation menu  located in the upper left corner of the screen, then select **Users with Viewing and Editing Roles**:




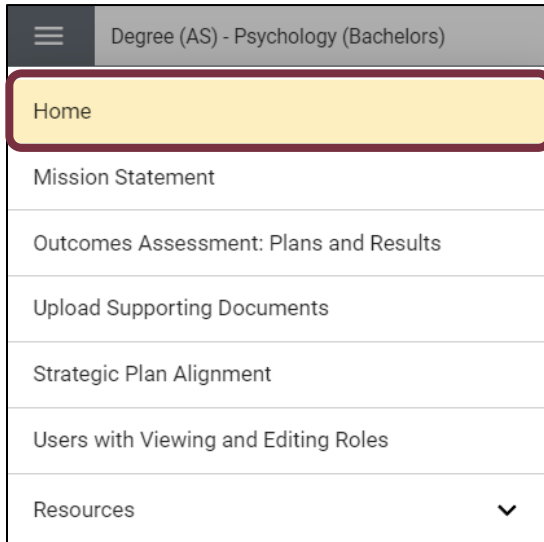
The Unit Users and Access Type table provides the name, FSUID, and access type for all users with access to the reporting unit. Unit Admins can view and edit content, while Read Only users can only view the content. Power Users have access to all university units.

Unit Users and Access Type			
Access Type All		Total # of Users 12	
<small>Information updated nightly at 12:00 a.m.</small>			
First Name	Last Name	FSUID	Access Type
Amy	Polick	asp02d@fsu.edu	Unit Admin
Banyon	Pelham	BPELHAM@FSU.EDU	Unit Admin
Caitlyn	Jessee	cnj16b@fsu.edu	Super User
Corey	Marcheck	cmarcheck@nuventive.com	Power User
Diana	Simpson	dgs22c@fsu.edu	Unit Admin
Galiya	Tabulda	GAT06@FSU.EDU	Super User
Javi	Cuevas	jjc20@fsu.edu	Super User
Joseph	Krupka	jkrupka@pc.fsu.edu	Unit Admin
May	Bolden	mbolden@fsu.edu	Super User
Rick	Burnette	rburnette@fsu.edu	Power User
Robert	Bradley	rbradley@fsu.edu	Power User
Ruth	Storm	rseflock@fsu.edu	Power User

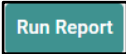
 [Return to Questions List](#)

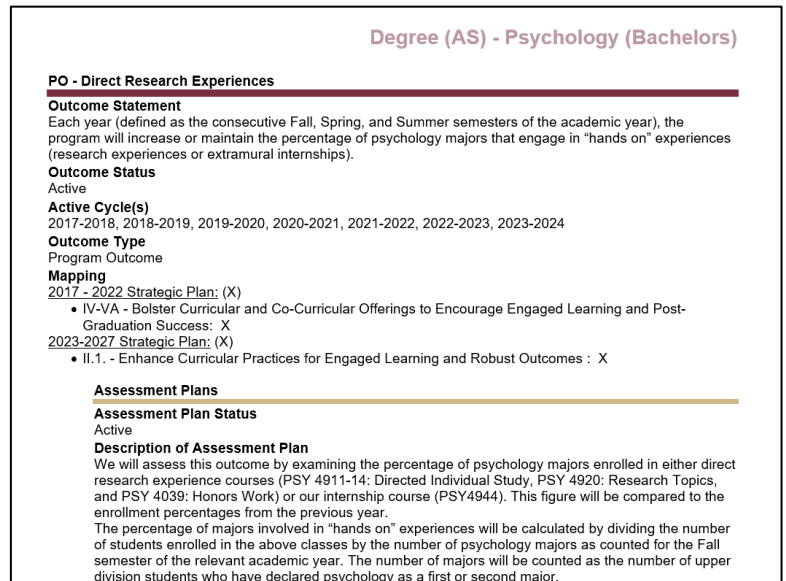
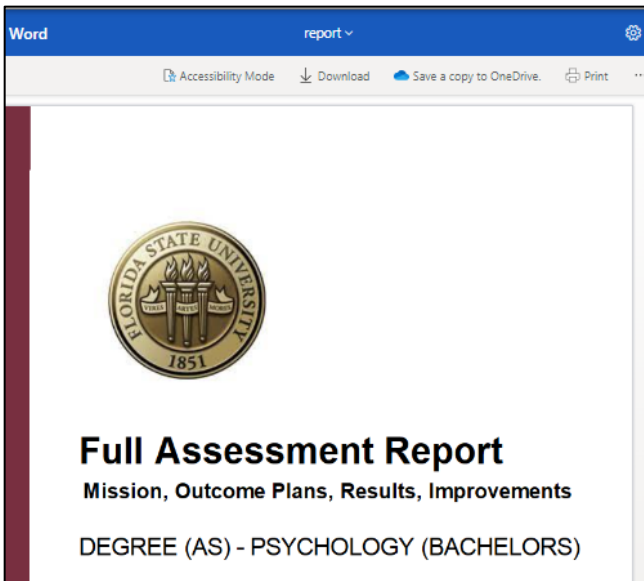
How do I download and save my unit's IE Assessment reports?

1. Once you have selected a reporting unit from the drop-down menu at the top of the page, expand the navigation menu  located in the upper left corner of the screen and select **Home**:

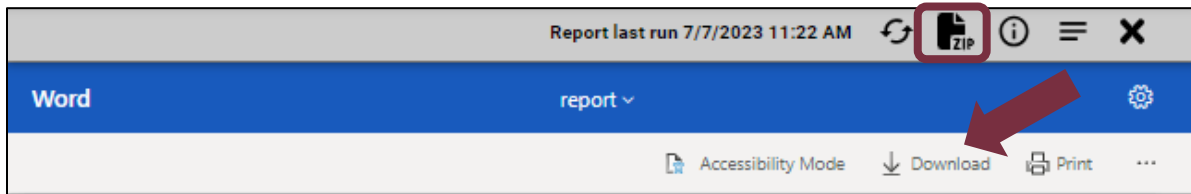


On the Home page, and all other pages in the IE Portal, you can view and export the assessment reports for the unit you have selected by accessing the Full Assessment Report in the Resources Panel on the right side of the page.

2. In the right-hand side of the screen, click on **Full Assessment Report**.
3. Once selected, you can customize your unit's report by changing any of the available filter options or use the default settings.
4. To view the report, click on  in the upper right corner of the side-panel.



5. To extract the report, the simplest method is to click on **Download** in the upper right corner of the side-panel. Note: to download both the report and any supporting documentation, click on the **Zip** icon above download.

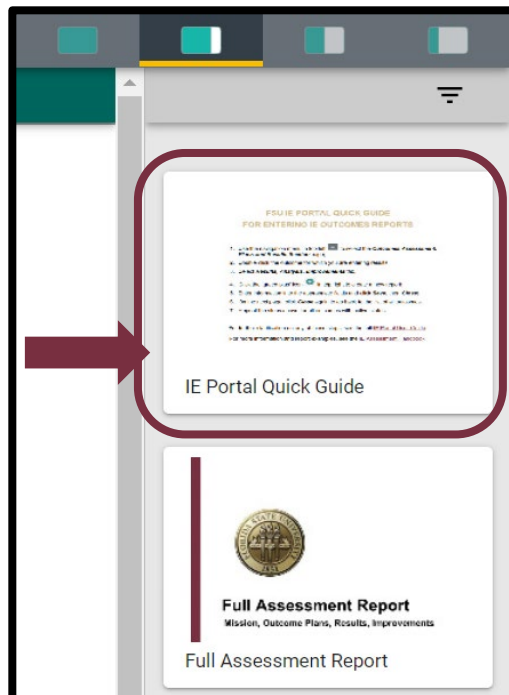


[Return to Questions List](#)

How do I quickly navigate the IE Portal?

On the right-hand side of all pages in the IE Portal, across the top are icons for the different side-panel viewing options, including the default minimized panel, split screen, focus, and hiding the panel. The right-side panel contains two key documents, one of which is the IE Portal Quick Guide. This one-page guide succinctly describes the main tasks of entering the assessment report in the system.

1. Locate the panel on the right-hand side of any page in the platform.
2. Click on the document titled **IE Portal Quick Guide**.
3. Once you select the document, the view will automatically adjust to split screen with the guide and the content on the page you were already accessing.
4. Follow the guide to quickly navigate the IE Portal.

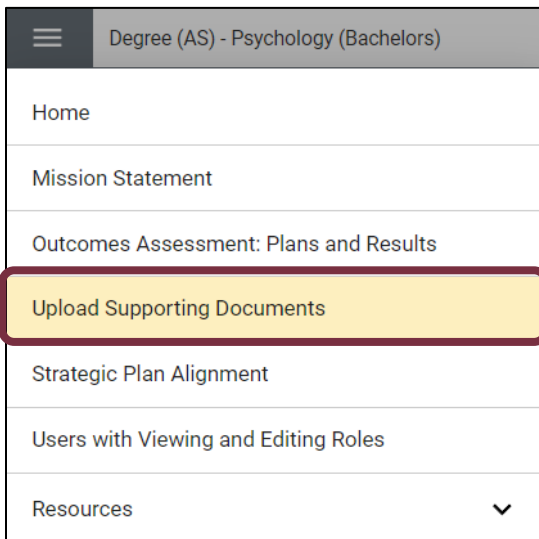


[Return to Questions List](#)


How do I upload and align supporting documentation for my Outcomes?

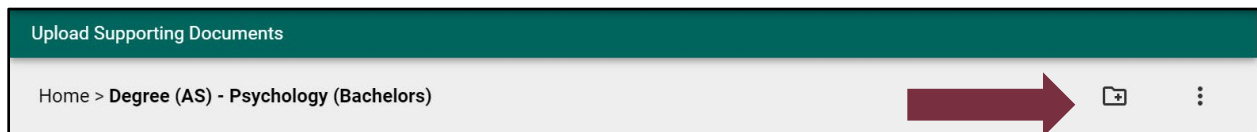
As supporting documentation provides evidence of continuous improvement efforts and is required by accrediting bodies, each unit is strongly encouraged to include these files when available. In the Plans Section, these documents may pertain to the assessment methodology, such as copies of the assessment instrument (survey questions, evaluative rubric, etc.) and data tables and graphs related to setting the goal/benchmark. In the Results Section, relevant supporting documentation may include data tables and visuals/graphics showing the results, minutes/notes from the unit's meeting(s) where results were analyzed and discussed, or department memos announcing changes to support improvements.

1. Once you have selected a reporting unit from the drop-down menu at the top of the page, expand the navigation menu  located in the upper left corner of the screen and select **Upload Supporting Documents**:



The Upload Supporting Documents page contains a document repository for the selected reporting unit where you can upload and organize supporting documentation that you want to link in the reports on the Outcomes Assessment: Plans and Results page.


2. To add a folder, select the  icon in the upper right corner of the page. It is good practice to organize documentation by reporting period.




Add Folder to Degree (AS) - Psychology (Bachelors)

Name *
2023-2024

** denotes a required field.*


CANCEL X SAVE 

3. Select a folder to open and click on the  icon in the upper right corner of the page.

Upload Supporting Documents

Home > Degree (AS) - Psychology (Bachelors) > 2023-2024

4. Click on 'Choose Files' and locate the document(s) you want to upload and click the **SAVE**  icon.


Add Document(s) to 2023-2024


Choose Files IE Assessm... Status.png


Name *
IE Assessment Submission and Technical Review Status.png

Description


** denotes a required field.*

CANCEL X SAVE 

5. Use the Navigation Menu  located in the upper left corner of the screen and select the **Outcomes Assessment: Plans and Results** page.
6. Double click to select a specific Outcome and navigate to its Assessment Plan or Results, Analysis, Improvements tab where you want to relate a document.
7. Either double click on an existing, or create a new report, and locate the **Link Documents** section.

8. Click on the green plus icon  at the end of the section header.
9. In the 'Document Repository', locate the document(s) using the folders and select the checkbox to left of the item(s).



10. Click on  in the upper right corner of the document repository pop-up to relate and save the supporting documentation.



[Return to Questions List](#)

If you experience any difficulties with this process, please reach out to ipa@fsu.edu with request for assistance.