



INSTRUCTIONS ON SUBMISSION OF REPORTS

The *Plan Report* and the *Results Report* should be submitted as paginated PDF documents that include the actual report and, in the case of the *Plan Report*, an appendix containing a copy of the actual measures that are used as means of assessment.

Reports should only include the information for one program. There may be departments that have multiple programs that share a core of required courses with some individual courses (example: Biology and the pre-medical professions). The APAO committee will work with units and faculty to streamline the assessment process.

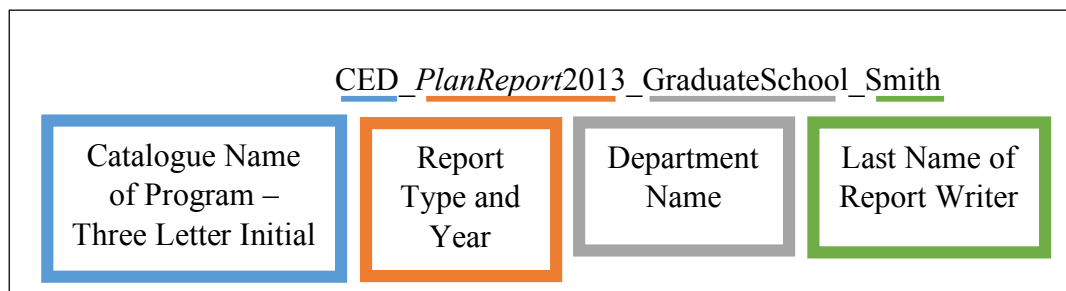
Label the document using the following convention:

CatalogNamePrefix_*PlanReport*Year_ProgramName_LastName

Or

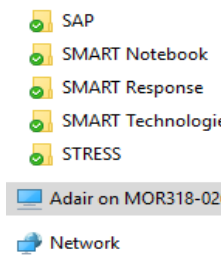
CatalogNamePrefix_*ResultsReport*Year_ProgramName_LastName

Example for Formatting the Report

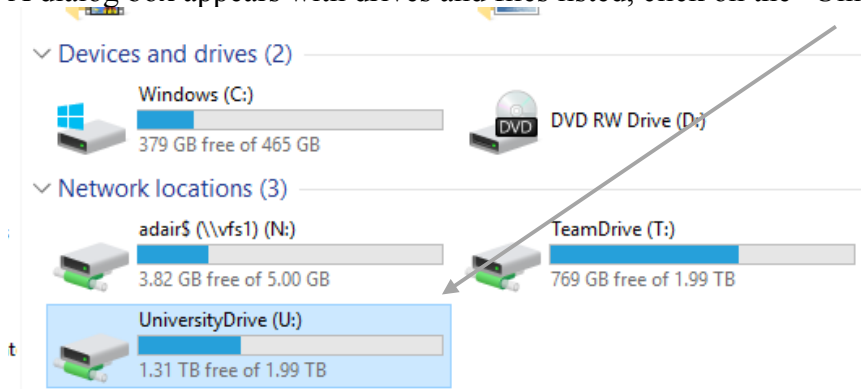


To Submit a report to the APAO Committee:

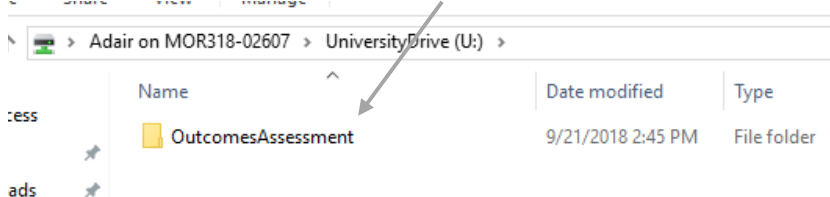
1. Save as ONE pdf with report first and assessment tools in appendices after the report
2. With the document open, click “Save as” and
3. Click on your computer address at the bottom of the list of files on the left of your screen:



4. A dialog box appears with drives and files listed, click on the “UniversityDrive”:



5. Click on OutcomesAssessment Folder:



6. Find the appropriate folder for your report, click on it to open and save there:

