

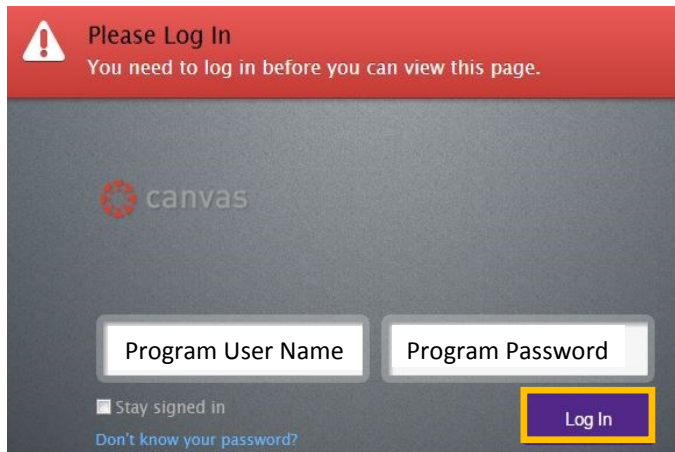
This document will provide step-by-step instructions for submitting an assessment report in Canvas. Reports must be completed as documents (Word, PDF) before they are submitted.

Log In

Login using the **link to the system** and the **program user name and password** sent to you via email.

The link can also be found at www.ksu.edu/assessment/reporting.

If you are not taken to a login screen after clicking the link to access the reporting system, try opening it in another browser or logging out of Canvas.



Please Log In
You need to log in before you can view this page.

Program User Name Program Password

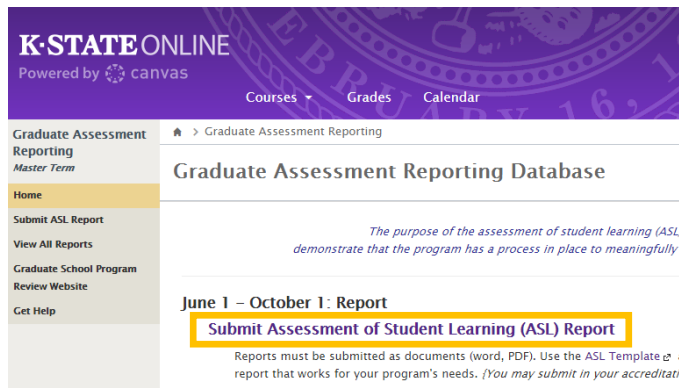
☐ Stay signed in Don't know your password?

Log In

Submit a Report

Submit your report as a document (Word, PDF). Templates and sample reports in Word format can be found at www.ksu.edu/assessment/reporting.

1. From the home screen in the assessment reporting system, click **Submit Assessment of Student Learning (ASL) Report**



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Graduate Assessment Reporting Master Term

Home

Submit ASL Report

View All Reports

Graduate School Program

Review Website

Get Help

Graduate Assessment Reporting Database

The purpose of the assessment of student learning (ASL) demonstrate that the program has a process in place to meaningfully.

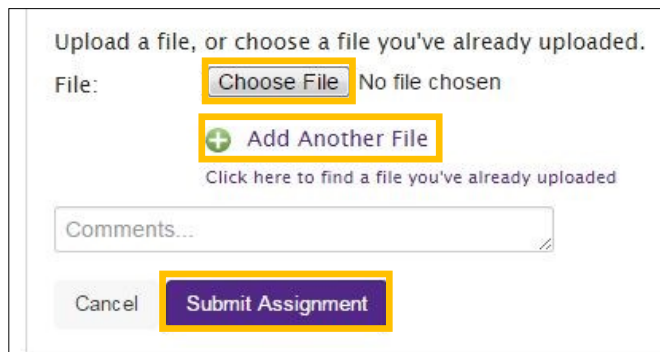
June 1 – October 1: Report

Submit Assessment of Student Learning (ASL) Report

Reports must be submitted as documents (word, PDF). Use the ASL Template or report that works for your program's needs. (You may submit in your accreditation)

2. Choose your report and submit the assignment. Additional documents can be uploaded using the add another file button.

Re-submitting will overwrite any previously submitted reports. When re-submitting, re-upload all documents.



Upload a file, or choose a file you've already uploaded.

File: No file chosen

Click here to find a file you've already uploaded

Comments...

Cancel **Submit Assignment**



View & Respond to Feedback

You will be notified when your report has been reviewed.

1. From the home screen, click **Review and Respond to ASL Feedback**.

Review and Respond to ASL Feedback

Go to the ASL Report List and click on the current reporting year. Feedback can be found on the to feedback using the Comment box. If you need to upload revised or additional documents as

2. Select the current reporting year.

2013 ASL Report Submission

2014 ASL Report Submission

3. Feedback will be on the right-hand side of the page as text and also in an uploaded PDF document. To respond to feedback, type a message in the box and click save. You can also use the attach file button to upload additional documents.

Add a Comment:

Teachers and submitter will be notified of all comments.

Media Comment

Attach File

Save

Additional Resources

Video walkthroughs, reporting deadlines, example rubrics, and additional information:

- www.k-state.edu/assessment/reporting/grad.html

Graduate program review timelines and review cycle:

- www.k-state.edu/grad/faculty/program-review/

