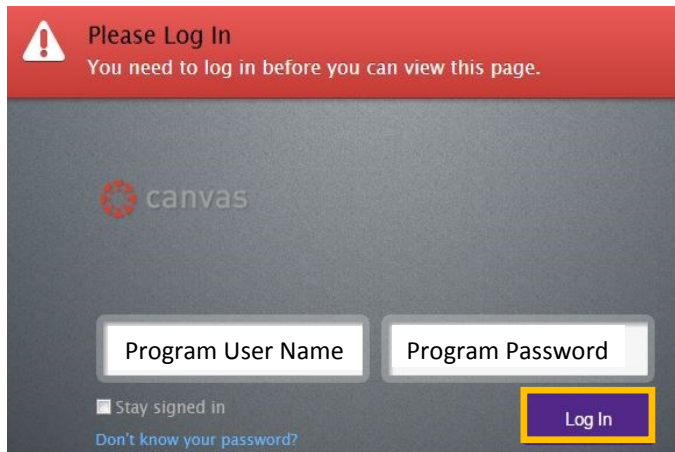This document will provide step-by-step instructions for submitting an assessment report in Canvas. Reports must be completed as documents (Word, PDF) before they are submitted.

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.
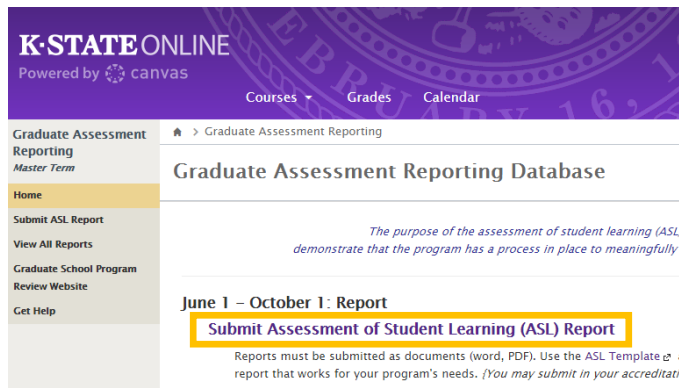
Submit a Report

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**

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.

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/