



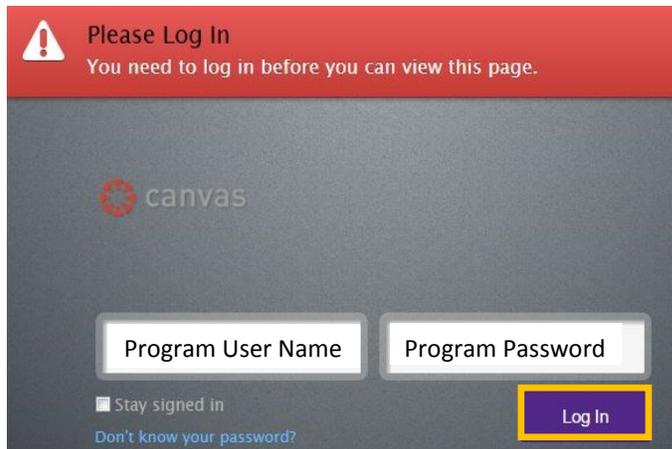
This document will provide step-by-step instructions for submitting an assessment report in Canvas. Reports must be completed as documents (Word, PDF) before they are submitted.

## 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](http://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

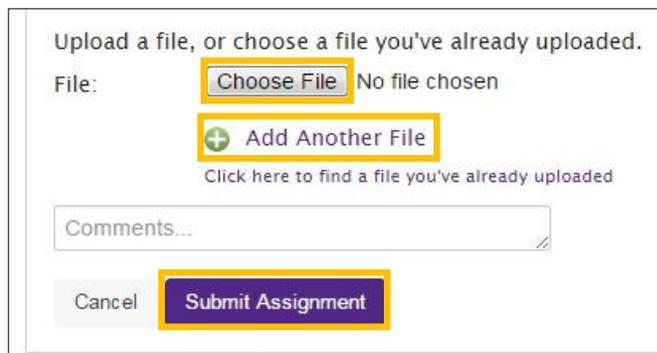
Submit your report as a document (Word, PDF). Templates and sample reports in Word format can be found at [www.ksu.edu/assessment/reporting](http://www.ksu.edu/assessment/reporting).

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.





## Submit University Data

University data is used for external reporting requirements, and to provide resources and examples to programs.

1. From the home screen, click the **University Data Reporting Form**.
2. Log in using your program user name and password.
3. Verify pre-populated information and add any information that is missing to each of the following sections: program information, university learning outcomes, and program improvements.
4. Click **Save & Review** to save your submission.

**Submit Assessment of Student Learning (ASL) Report**

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

**Complete the University Data Reporting Form**

Completing the form provides the Office of Assessment the essential information for the Board of Commission.

Program Username

Program Password

**Login**

**I. Written Communication**

Students will demonstrate the ability to communicate clearly and effectively.

Enter the program SLO and associated measure that best align with this

SLO

Measure

Which of the following describe the measure(s) used for this outcome?

Rubric Score  **Save and Review**

External standardized test  Group project

## 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**.
2. Select the current reporting year.
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.

**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

2013 ASL Report Submission

**2014 ASL Report Submission**

**Add a Comment:**

Teachers and submitter will be notified of all comments.

