

CCRI Annual Assessment Reporting Site

QUICK REFERENCE GUIDE

DEPARTMENT CHAIR/SURROGATE

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ANNUAL ACADEMIC PROGRAM REPORTING SYSTEM OVERVIEW

The Annual Academic Program Report (AAPR) Portal is CCRI's portal for developing and archiving assessment plans and reports in support of CCRI's continuous improvement efforts. **It is recommended to use the Google Chrome browser when accessing the portal.**

LOG IN

- Go to the AAPR site: <http://ccriaapr.stonewallsolutions.com/>
- Log in with your username and password to be directed to the CCRI AAPR Portal.
- Your username and a temporary password will be sent to your email when your profile is first created. You will be prompted to change your temporary password. Keep your username and password in a place you can remember!

FORGOT PASSWORD

- On the login screen, click Forgot Password? link.
- Enter the username in the field and click Submit. See screenshot below of the prompted page. A temporary password is sent to the associated email address that appears in the pop-up.
- Log in with username and temporary password.
- In the prompt, enter the temporary password, create a new password, and re-enter new password.
- If you aren't able to reset your password using the link on the home page, email Lauren (lanicoll@ccri.edu) for a reset.

AAPR PORTAL

- Upon entering the AAPR Portal, the SharePoint Home page has a brief explanation of the Annual Academic Program Report.
- A Surrogate is a user that has been assigned to a specific Department Chair. This person can start or edit reports on behalf of the assigned Department Chair. During the process, both the Department Chair and Surrogate will receive all alert notifications. The process described below is exactly the same for both the Department Chair and Surrogate roles.
- To enter the reporting portal, click the 'Department Chair Portal' or 'Surrogate Portal' button.

Community College of Rhode Island



Department Chair Portal

Welcome to the CCRI Annual Academic Program Report Portal

This page is the entrance to the portal in which Annual Academic Program Reports are generated and stored in support of CCRI's continuous improvement efforts. The process of navigating this site begins by entering the Portal button in the top right of the screen. The login credentials used determine the role you take in the portal. There are six main roles: (1) Department Chair, (2) Dean, (3) Quality Assurance, (4) Admin, (5) Viewer, and (6) Surrogate.

The **Department Chair** role is critical to completing the Annual Academic Program Report. The Department Chair is responsible for completing each of the four sections included in the report. As the Department Chair completes a section and submits it, an email is auto-generated and sent to the person fulfilling the Quality Assurance role.

This **Quality Assurance (QA)** role is not a content expert but a process expert in conducting Academic Program Reviews.

Once the QA person reviews a section, they either – (a) request a revision, or (b) approves the section. The system then auto-generates an email to either the Department Chair (if revision is needed) or the Dean of the Department Chair (if approved). The **Dean** reviews the section and requests either – (a) a revision or (b) grants an approval of the section. In either case, the system auto-generates an email to the Department Chair informing them of the need to go back into the report and – (a) revise or (b) continue to the next section.

This process is completed for each section of the report.

The **Surrogate** role is used when a Department Chair authorizes a person in the department or a Program Director to complete the Annual Academic Program Report.

- On the Program Evaluation Page, there are 3 options:
 - Add New Report – create a new program report
 - Reports Requiring Further Action – update an existing report
 - Search Reports – search completed reports

Program Evaluation Repository | Progressive Refinement Plan | Executive Dashboard | Back to Sharepoint | Department User (Department Chair) ▾

Add New Report

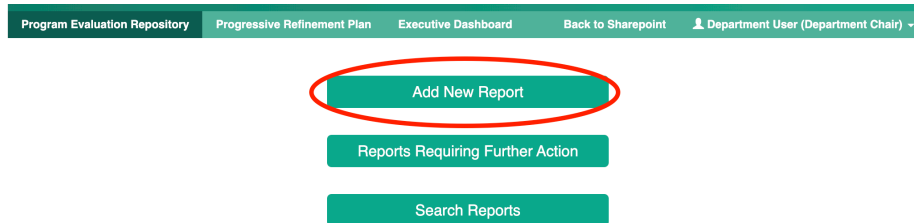
Reports Requiring Further Action

Search Reports

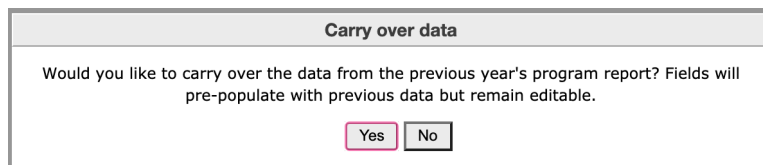
PROGRAM EVALUATION REPOSITORY

CREATE NEW REPORT

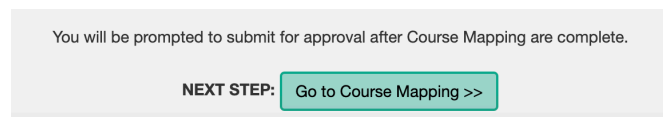
1. To create a new report, select the Add New Report button on the Program Evaluation Repository page.



2. In the top fields, select the Academic Year and Degree Granting Program.
 - a. If you have created a report for the same Degree Granting Program for a previous year, you will get a pop up asking if you wish to carryover the data from the previous report.
 - b. Select Yes on the pop up to populate the previous data.
 - c. Select No on the pop up to work from a blank report.



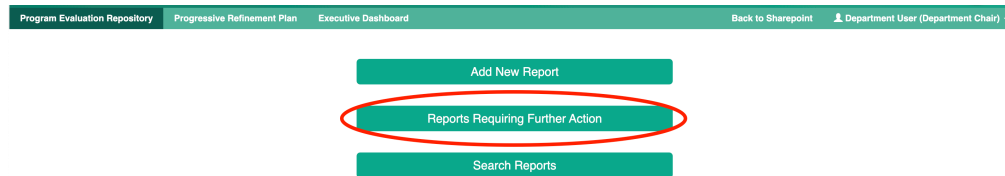
3. Select the Term of Most Recent and Term of Next Program Review or Accreditation from the dropdown.
4. Follow the directions and enter the information for each section on the Mission and Student Learning Outcomes Page.
5. Click 'Go to Course Mapping >>' button to move to the next page.



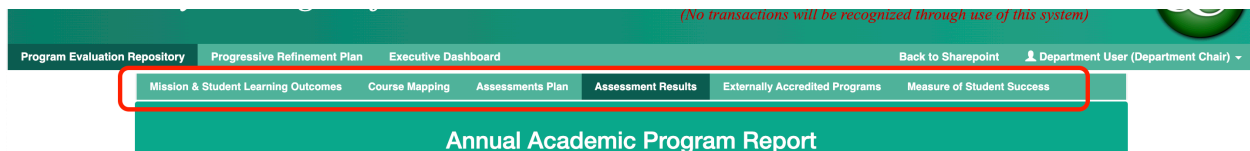
6. Fill out the information on the Course Mapping page.
7. To submit the first sections of the report, click the 'Submit for Review' button.
 - a. The QA User and Dean must approve the Mission & Student Learning Outcomes and Course Mapping sections before you can work on the remaining sections.

WORK ON EXISTING REPORT

1. Once the QA User/Dean approve the first 2 sections, or if you wish to continue working on an existing draft, select the Reports Requiring Further Action button on the Program Evaluation Repository page.



2. Under 'My Reports', find the report you wish to work on and click Edit from the Action column.
3. If you have not yet completed the Mission & Student Learning Outcomes and Course Mapping section, you will be required to complete and submit that section for review before working on any other sections. If those sections have been completed, submit and approved, you can click through the top navigation of the report to edit any of the other sections.
 - a. Note: Once submitted and approved, you can no longer edit the information in Mission & Student Learning Outcomes or Course Mapping sections.

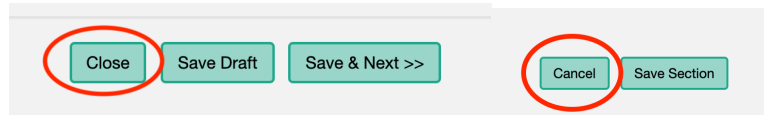


4. Complete the information in each section and click the 'Save Section' button at the bottom of each page.
5. Once all sections of the report have been completed, you will have the option to submit the entire report. To do this, click 'Submit for Approval' button on the Measures of Student Success page.

REPORT BUTTON OPTIONS

When working through the reports, you will see a number of different buttons. An explanation of each button's function is described below:

- **Close/Cancel:** This button will take you back to the Program Evaluation Repository page. A pop-up notification will give the option to continue without saving or close the pop up to allow you to select a save option.



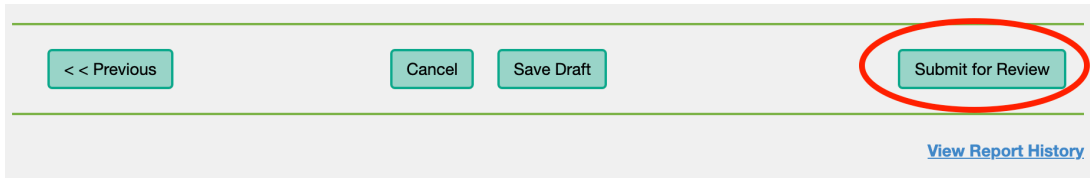
- **Save & Next >> or << Previous:** If a section has multiple pages, these buttons will save the work on the current page and bring you to the next page or previous page of the section.



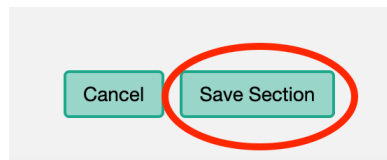
- **Save Draft:** In the Mission & Student Learning Outcomes and Course Mapping sections, you will have the option to Save Draft. This will save the work you have completed but will not submit to the QA User or Dean for review.



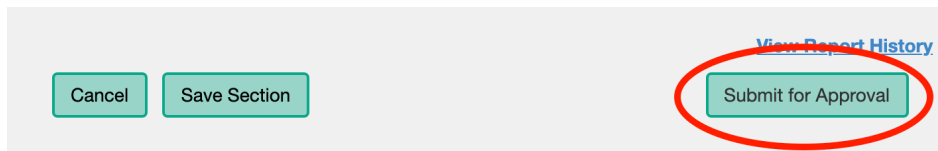
- **Submit for Review:** Once you have completed all the information in the Mission & Student Learning Outcomes and Course Mapping sections of the report, you can submit these sections for review to the QA User and Dean. You cannot continue to work on the report until these users have completed their review.
 - If the QA User or Dean selects the Revise option, you will be required to edit the sections (there will be comments associated with their review).
 - If the QA User and Dean both select the Approve option, the Mission & Student Learning Outcomes and Course Mapping sections will lock and become noneditable. You can still review the sections, but you can only work on the remaining sections of the report.



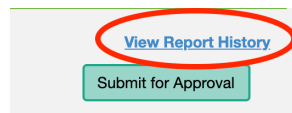
- **Save Section:** In the Assessments Plan, Assessments Results, Externally Accredited Programs, and Measures of Student Success sections, you will have the option to Save Section. This will save the work you have completed. The QA User and Dean can review your current work and add comments, but it has not been submitted for final review. You can continue to add and revise data to these sections.



- **Submit for Approval:** Once you have completed all sections of the report, you can submit the full report to the QA User and Dean for review. Once submitted, you can no longer work on the report unless the QA User or Dean selects the Revise option. If the QA User and Dean both select the Approve option, the report will finalize and no longer be editable.



- **View Report History:** The report history shows the status of the report as each user saves drafts, submits, reviews, revises, or approves on a single report. It also shows the section, date, user, and associated comments with each status change.



Report History				
Section	Created Date	Created By	Status	Comments
Assessment Results	07/24/2020	Department User	Draft By Surrogate/Department Chair	
Assessment Results	07/24/2020	Department User	Draft By Surrogate/Department Chair	
Assessments, Plan, and Schedule	07/24/2020	Department User	Draft By Surrogate/Department Chair	
Mission, SLO & Course Mapping	07/24/2020	Dean User	Approval Complete By Dean	
Mission, SLO & Course Mapping	07/24/2020	QA Associate User	Review Complete By QA	
Mission, SLO & Course Mapping	07/24/2020	Department User	Submitted By Surrogate/Department Chair	

Close

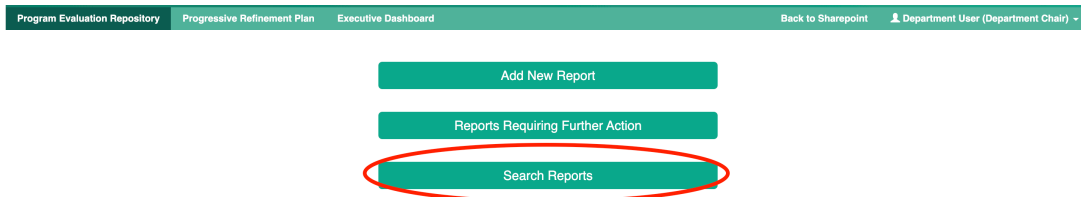
ALERTS

The Department Chair/Surrogate will receive a number of alerts during the process of completing a report. The email alert scenarios are listed below:

- Notification received when QA User/Dean have selected for you to revise any data in the Mission & Student Learning Outcomes and/or Course Mapping sections. Associated comments will be included in the email.
- Notification received when QA User/Dean have selected that the Mission & Student Learning Outcomes and Course Mapping sections are Approved. You will now be able to work on any remaining sections in the report.
- Notification received when QA User/Dean have selected for you to revise any data in the Assessment Plan, Assessment Results, Externally Accredited Programs, and/or Measures of Student Success sections. Associated comments will be included in the email.
- Notification received when QA User/Dean have approved the final submitted report.
- Notification received when user is required to update a Progressive Refinement Plan.
- Notification received when a user's password has been reset, using either Forgot Password link or when it has been manually reset by an Admin.

VIEW REPORTS PENDING APPROVAL OR COMPLETED REPORTS

1. To view a report that has been submitted for approval or a completed report, select Search Reports on the Program Evaluation Repository page.



2. Use the search criteria to filter your results by Dean, Degree Granting Program, or Academic Year.

All Reports

Dean : Degree Granting Program : Academic Year :

3. In the Action column:

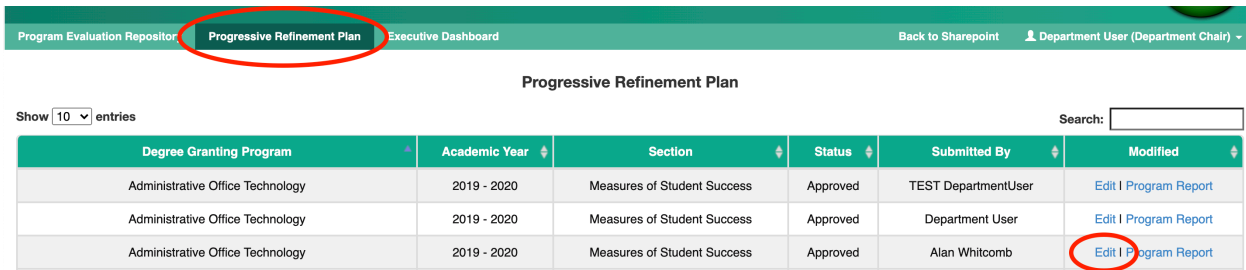
- a. Click 'View' to view the report in the top navigation format in which it was edited.
- b. Click 'Program Report' to view a PDF version of the report.

Action
View
View
View Program Report

PROGRESSIVE REFINEMENT PLAN

As you are creating your reports, you are required to create a Progressive Refinement Plan for the different Student Learning Outcomes. You are required to update the plans on a yearly basis to provide a status on the progress of each plan. To update the Progressive Refinement Plans, follow the below steps:

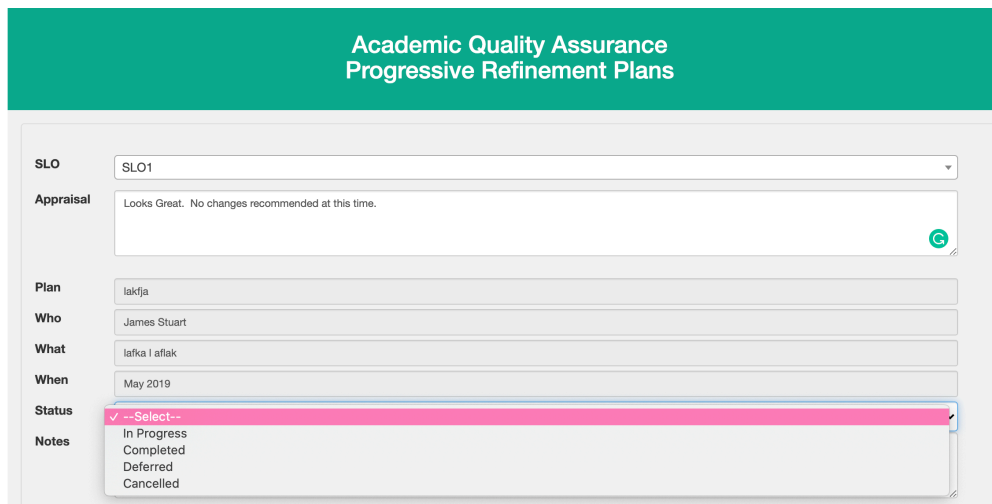
- Select the Progressive Refinement Plan tab.
- Use the search filter or page number navigation to find the report you wish to update.
- In the Modified column, click 'Edit'.



The screenshot shows the 'Progressive Refinement Plan' interface. At the top, there is a navigation bar with 'Progressive Refinement Plan' highlighted. Below this is a search bar and a table with the following columns: Degree Granting Program, Academic Year, Section, Status, Submitted By, and Modified. The table contains three rows of data. The 'Modified' column for the last row has a blue 'Edit | Program Report' link circled in red.

Degree Granting Program	Academic Year	Section	Status	Submitted By	Modified
Administrative Office Technology	2019 - 2020	Measures of Student Success	Approved	TEST DepartmentUser	Edit Program Report
Administrative Office Technology	2019 - 2020	Measures of Student Success	Approved	Department User	Edit Program Report
Administrative Office Technology	2019 - 2020	Measures of Student Success	Approved	Alan Whitcomb	Edit Program Report

- In the SLO dropdown, select the Student Learning Outcome you wish to review/update.
- In the Status column, select the progress status of the SLO.
- Add any notes regarding the status in the Notes section.



The screenshot shows the 'Academic Quality Assurance Progressive Refinement Plans' form. It includes fields for SLO, Appraisal, Plan, Who, What, When, Status, and Notes. The Status dropdown menu is open, showing options: --Select--, In Progress, Completed, Deferred, and Cancelled.

- Click Update to save the information. The notes will continue to save with each update.



The screenshot shows two buttons: 'Update' and 'Cancel'.

EXECUTIVE DASHBOARD

The Executive Dashboard displays a pie chart of the status of all Progressive Refinement Plans that you have created.

- Click the Executive Dashboard on the top navigation.
- Use the dropdown filters to sort by Dean, Degree Granting Program, and/or Academic Year, then click Generate Report.
- Select the color/section on the pie chart to view the details of each status. The details include the Student Learning Outcome, the Plan title, the Faculty Member assigned, the Due Date, any updated notes, the Dean, and the Academic Program.
- Click the 'Back' arrow on the report navigation bar to return to the pie chart.

Program Evaluation Repository Progressive Refinement Plan **Executive Dashboard** Back to Sharepoint Department User (

Annual Academic Program Report Executive Dashboard

Dean: All Degree Granting Program : All Academic Year : All

Generate Report

1 of 1 Find | Next

Progressive Refinement Plan Status

75.00 %
25.00 %

Completed
In Progress

Note: Click the different sections of the pie chart to view the details of each status.

1 of 1 Find | Next

Progressive Refinement Plan Summary

Status: Completed

Plan	Faculty Member	Due Date	Update Notes	Dean	Academic Program
SLO1	Title	who	August 2019	DepartmentUser	Fire Science/Emergency Medical Technician (EMT)

Note: Use the back arrow in the report tool bar to navigate back to the pie chart.