

KU Assessment System Online (ASO) User Manual for the KU Core Review Process

Questions about KU Core policy and the recertification process
can be directed to the UCCC at kucore@ku.edu

Questions about ASO access, usage, or troubleshooting
can be directed to Dr. Joshua Potter at joshuadpotter@ku.edu

Please have your course forms submitted by September 15, 2017.

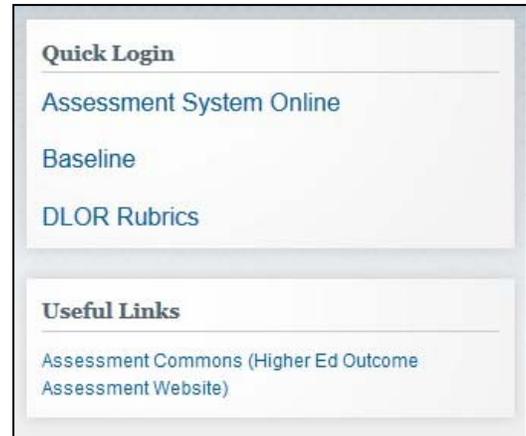
Thank you for your efforts on behalf of your students and colleagues!

<i>General Education Goal 1</i> BUILD CORE SKILLS OF CRITICAL THINKING AND QUANTITATIVE LITERACY	
<i>General Education Goal 2</i> STRENGTHEN WRITTEN AND ORAL COMMUNICATION	
<i>General Education Goal 3</i> DEVELOP A BACKGROUND OF KNOWLEDGE ACROSS FUNDAMENTAL AREAS OF STUDY	
<i>Advanced Education Goal 4</i> RESPECT HUMAN DIVERSITY AND EXPAND CULTURAL UNDERSTANDING AND GLOBAL AWARENESS	
<i>Advanced Education Goal 5</i> PRACTICE SOCIAL RESPONSIBILITY AND DEMONSTRATE ETHICAL BEHAVIOR	
<i>Advanced Education Goal 6</i> GAIN THE ABILITY TO INTEGRATE KNOWLEDGE AND THINK CREATIVELY	

Login

To access the KU Assessment System Online (ASO), first visit the University's webpage for the study of student learning: <http://assessment.ku.edu>

In addition to many helpful resources and examples of assessment, you will see a "Quick Login" box at the upper right. Click on "Assessment System Online" to enter the ASO interface. In order to sign in, you will need to enter your KU Online ID and Password.



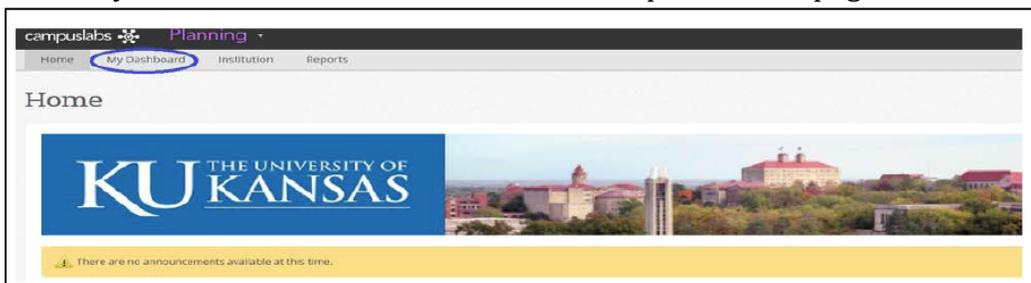
Dashboard

ASO provides a dashboard to help organize all modules related to Core, degree-level, and program assessment. To access the dashboard, follow these steps:

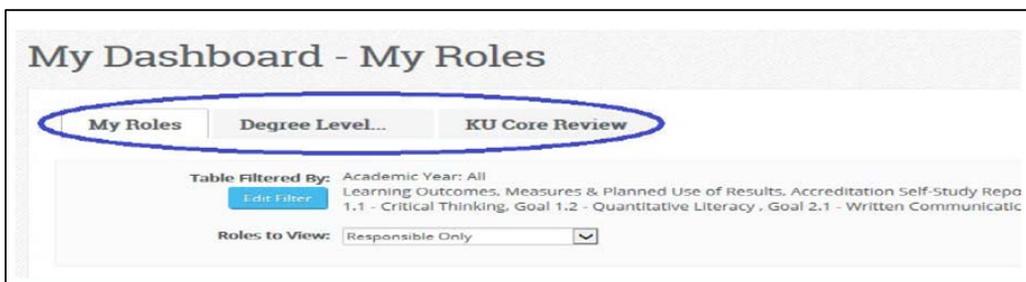
1. Click "Planning" on the left side of the landing page.



2. Click "My Dashboard" on the menu bar at the top of the webpage.



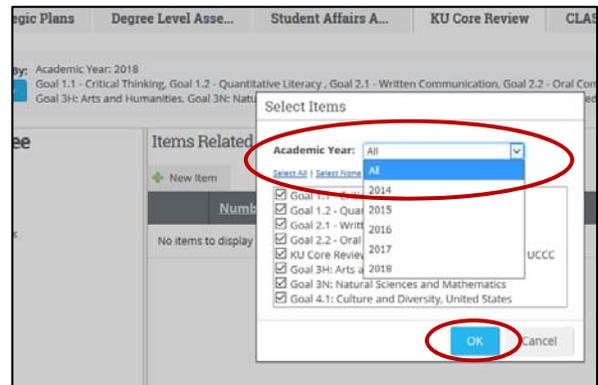
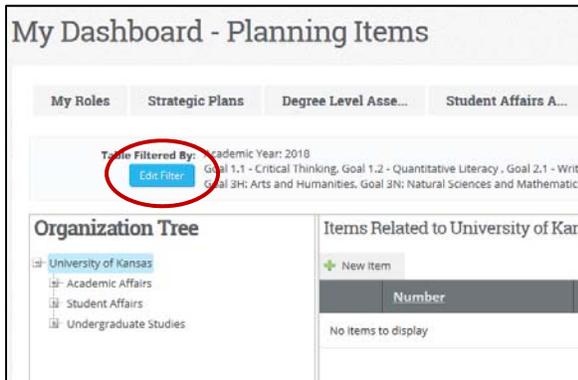
3. You will be directed to the dashboard which will contain tabs for assessment processes in which you have been assigned roles. To begin your Core Review report, click on the "KU Core Review" tab.



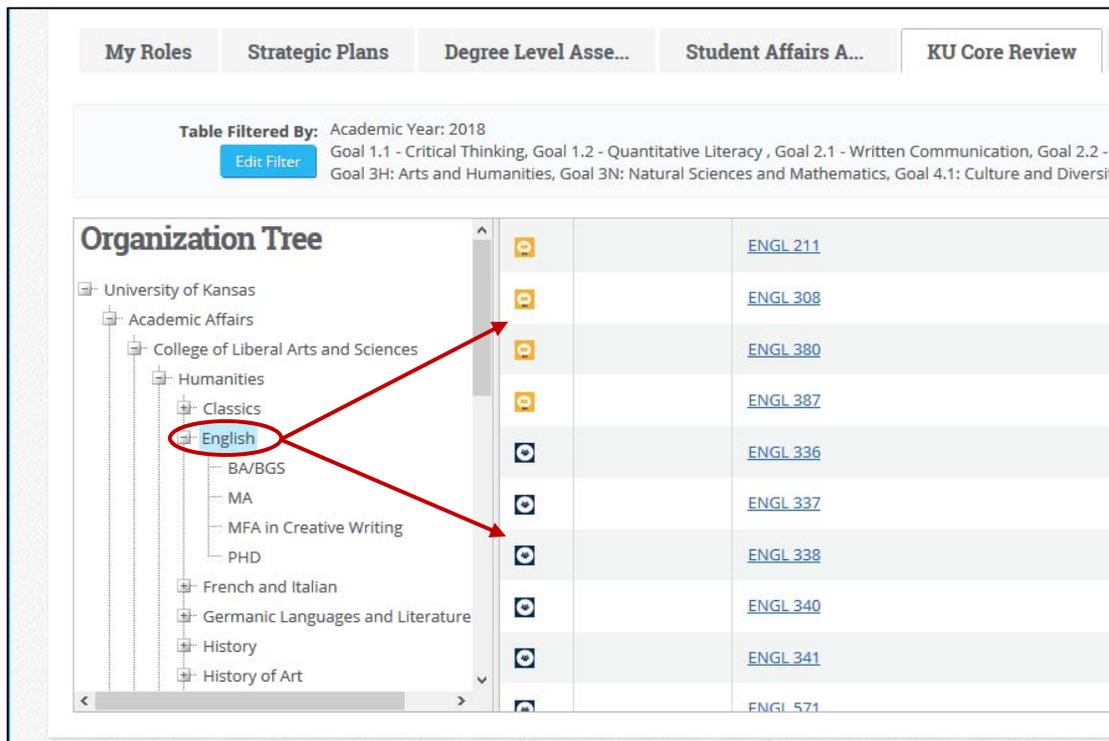
Accessing Your Department's Forms

KU's assessment staff has already created your department's Core Review forms; but you will need to navigate a few options to locate these forms. Follow these steps.

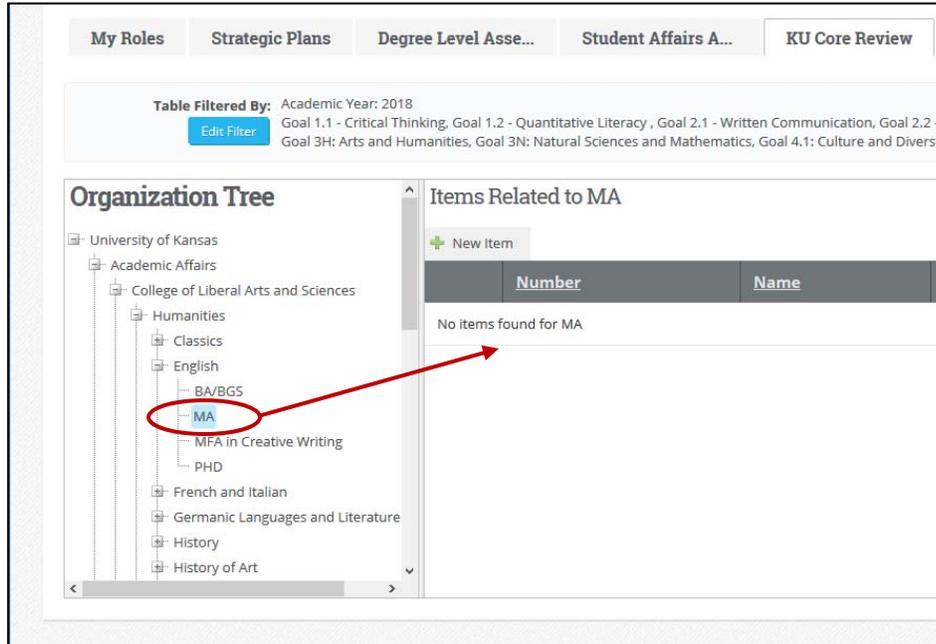
1. Select the filter settings that bring your forms into view. Click on the blue "Edit Filter" button, on the "Academic Year" dropdown menu select "All" and then click on the blue "OK" button at the bottom of the popup screen.



2. On the Organization Tree at the left, navigate to your department's place in the University's organizational hierarchy. KU Core forms are stored in each department's named row; you can click on the name of the department itself (rather than its degree rows) to bring up the full roster of forms.



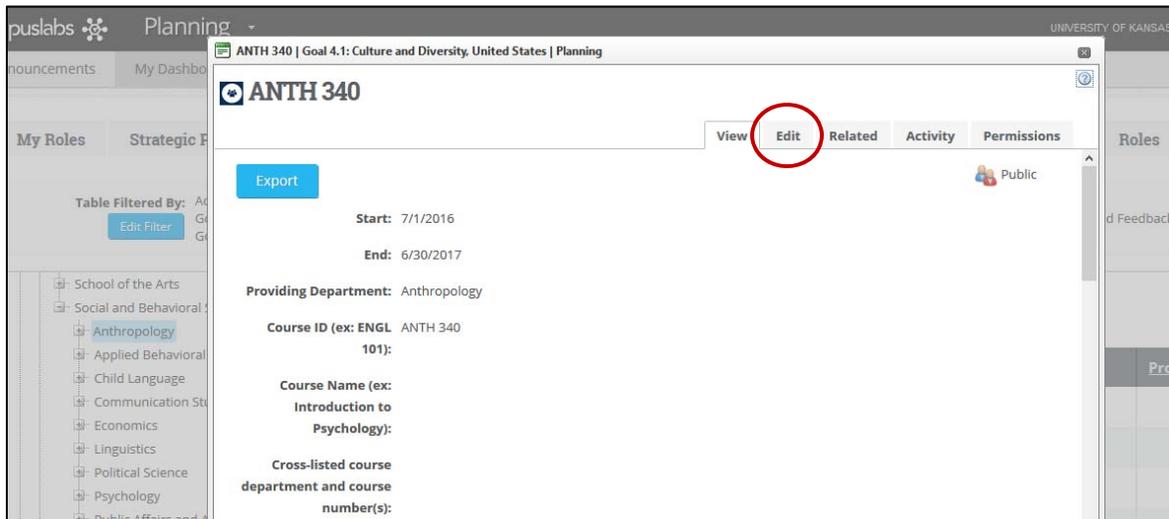
But note that accidentally clicking on the degree title fails to reveal any Core forms.



Submitting Your Department's Form(s)

For 2017, there is one form in your department's window for each individual Goal 3N or Goal 4.1 course your department teaches in the Core. In the first column of the window is an icon indicating whether the course corresponds to Goal 3N (gold icon) or Goal 4.1 (blue icon) and in the "Name" column in the window is the course's university ID number.

Each of these ID numbers is a hyperlink that you can click on to bring up the form itself. On the form, there is a tab in the upper left corner called "Edit." When you click on this tab, you will be able to begin filling out the form.



The forms for Goals 3N and 4.1 are slightly different, but the process of completing the forms is identical. **Note: you can save your work and come back later to continue working**; you can also copy and paste your long-form responses from a local file on your computer, such as a Microsoft Word document.

Both forms begin with a set of close-ended responses about the course and the report's author. **Note:** you do not need to adjust the "start" and "end" academic year dates. If any fields are not relevant for your course, write "NA" in the field.

ANTH 320 | Goal 4.1: Culture and Diversity, United States | Planning

ANTH 320

Export View Edit Related Activity Permissions

Start: 7/1/2016 Choose Academic Year Dates

End: 6/30/2017

Providing Department: Anthropology Clear

Course ID (ex: ENGL 101): ANTH 320

Course Name (ex: Introduction to Psychology):

Cross-listed course department and course number(s):

Honors section? If yes, Course Number:

Name of Contact(s):

Contact email address for follow-up:

Save Save & Close Delete Close

After this, there are two questions that ask about when the course was taught since 2013; please select all relevant semesters from the dropdown menu. If the course has not been taught since 2013 at all, there is a check box to indicate this.

Indicate terms when course has been offered since adoption of Core in 2013:

If this course has not been offered since the adoption of the Core in Fall 2013, please check this box.:

Fall 2013

Spring 2014

Summer 2014

Fall 2014

Spring 2015

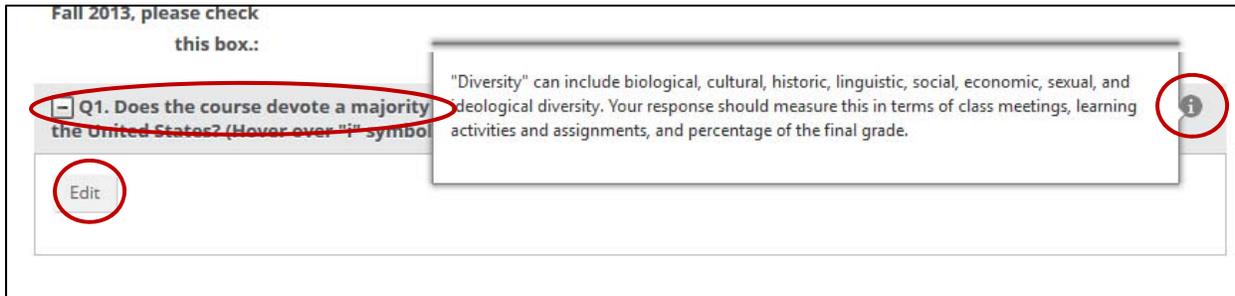
Summer 2015

Fall 2015

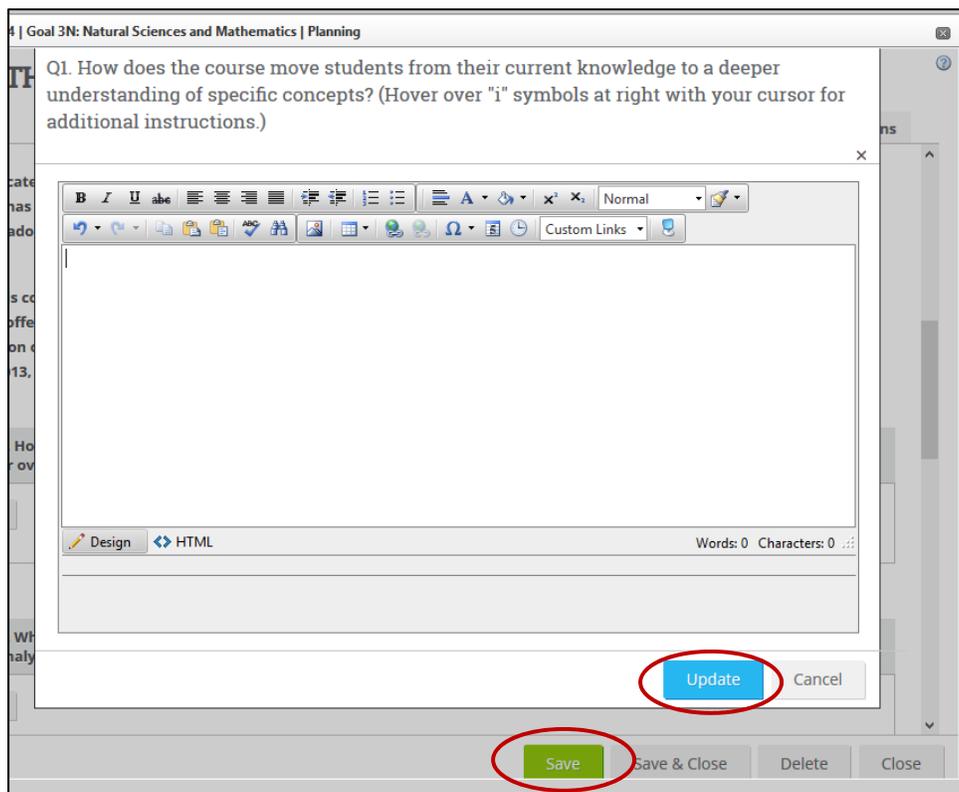
Spring 2016

Summer 2016

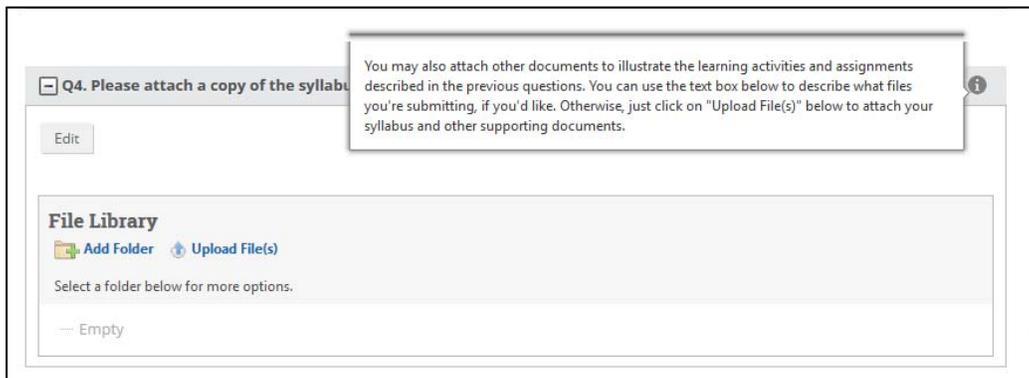
Thereafter, each form has a series of questions that each include (a) the question prompt, (b) an icon for additional information that is revealed when you hover over the icon with your cursor, and (c) an “Edit” button that opens a text editor allowing you to insert your response to the question. These three parts are highlight in the image below.



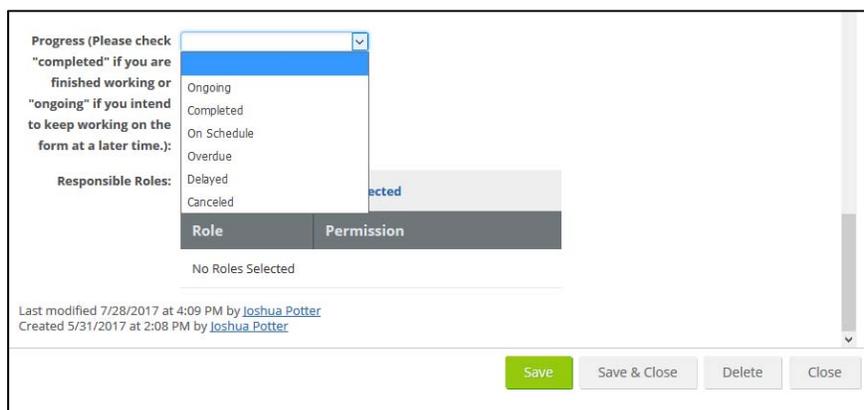
After you have finished answering a given question, click the blue “Update” button to close the pop-up box and return you to the main form screen. You might also periodically “Save” your progress with the green button as you work. **Clicking “Update” will not automatically save your progress.**



The final question in each form allows you to upload external files, including a syllabus. Click on “Upload File(s)” to navigate to the local file directory on your own computer. If you like, you may also click the “Edit” button on this question to include a brief description of the files you’re uploading (this can be particularly helpful for UCCC reviewers in the event that you are uploading several files for your report).



The final step is to mark your “progress” on the form as being either “Ongoing” or “Completed” (you can safely ignore the other options on this dropdown menu). If you intend to come back to keep working, mark “Ongoing.” If you are finished working on the form, please mark “Completed.” This will help the UCCC keep track of progress across many dozens of units submitting forms this year. **As always, click “Save & Close” when you are finished.**



Remember: you don’t have to complete your form in one sitting; be sure to click “Save & Close” if you want to come back to the form later on. When you sign back into ASO again, follow the steps above by clicking on your dashboard, KU Core Review, the filter year, your department, the name of the course, and the “Edit” tab.

Thank you so very much for your efforts on behalf of your students and colleagues. The UCCC appreciates your time in helping us work toward the best possible general education curriculum for the undergraduates of KU.

Additional Resources

The KU Core website was recently redesigned and includes expansive details on all aspects of the Core, including recertification.

<http://kucore.ku.edu>

The review process includes the assessment of student learning. Working with the Center for Teaching Excellence (CTE), KU has curated a webpage of assessment-related resources and examples specific to the Core.

Process overview: <http://assessment.ku.edu/ku-core-review-instruction>

Resources & examples: <http://assessment.ku.edu/ku-core-review-examples>

Individual and department-level consultation services on the study of student learning are available through the CTE by contacting Dr. Joshua Potter at joshuadpotter@ku.edu or 785-864-4112.