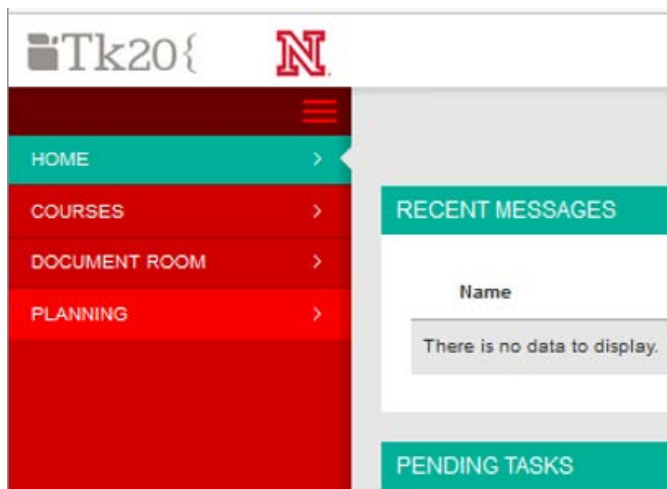


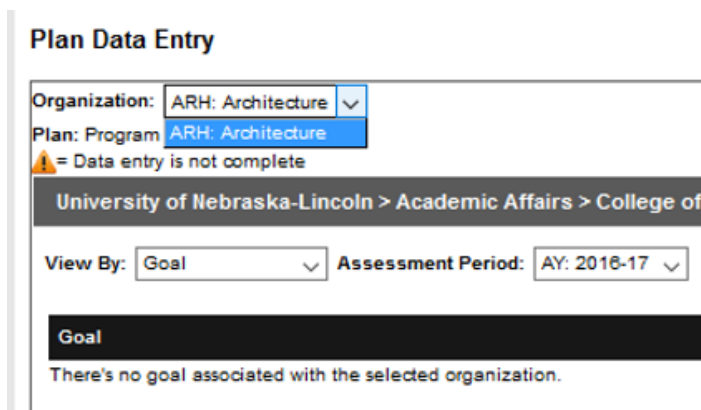
Biennial Program Report Guidelines

Getting Started

1. [Sign into Tk20](#). Your username will be the same as your My.UNL username (or Blackboard login) and your password will be your NU ID number. After your first successful login you will be prompted to change your password.
2. Click on **Planning** located on the side menu.



3. Choose the **Organization** for which you want to enter data from the dropdown menu.



4. Select **Program Review** from the View By menu.

Plan Data Entry

Organization: ARH: Architecture ▾

Plan: Program Review, Version 1

⚠ = Data entry is not complete

University of Nebraska-Lincoln > Academic Affairs > College of A

View By: Goal ▾ Assessment Period: AY: 2016-17 ▾

Goal
Outcome
Objective
Program Review

There's no Program Review the selected organization.

5. Click on **Biennial Program Report**.

Plan Data Entry

Organization: ARH: Architecture ▾

Plan: Program Review, Version 1

⚠ = Data entry is not complete

University of Nebraska-Lincoln > Academic Affairs > College of A

View By: Program Review ▾ Assessment Period: AY: 2016-17 ▾

Program Review

[Biennial Program Report](#)

Measures Sub-tab

1. Enter the answers to the 3 questions listed under the **Measures** Sub-tab.

Biennial Program Report
Assessment Plan: Program Review

Measures Results

Measures

1. Summarize how your unit/department assesses the undergraduate major/program, including a description of the participation of faculty and other instructional staff members in the assessment process.
Assessment Process Summary: [Rich Text Formatting](#)

2. List the outcomes that were assessed for the major/program.
Major and Program Outcomes: [Rich Text Formatting](#)

3. Describe the method/s that the unit/department used to assess each outcome, including what assessment data were collected and how they were analyzed.
Methods: [Rich Text Formatting](#)

2. Attach any data or reports that would support your answers. (Optional)

Attachments:

Select File(s)

Drag and drop files here

3. Select **Yes** if data collection is complete.

Data Collection Status	
Is data collection complete?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Results Sub-tab

1. Scroll up to the top of the page and click on the **Results** tab.

Biennial Program Report

Assessment Plan: Program Review

Measures **Results**

Results

2. Enter the answer to question #4 listed under the Results Sub-tab.

Results

-	
4. List key findings and summarize how the unit/department used the information gained from the undergraduate major/program assessment to improve students' learning.	
Summary of Information Gained:	

3. Attach any data or material that would support your answer. (Optional)

Please submit any supplemental materials (if applicable) as attachments with your report.

Supplemental Materials

Select File(s)

Drag and drop files here

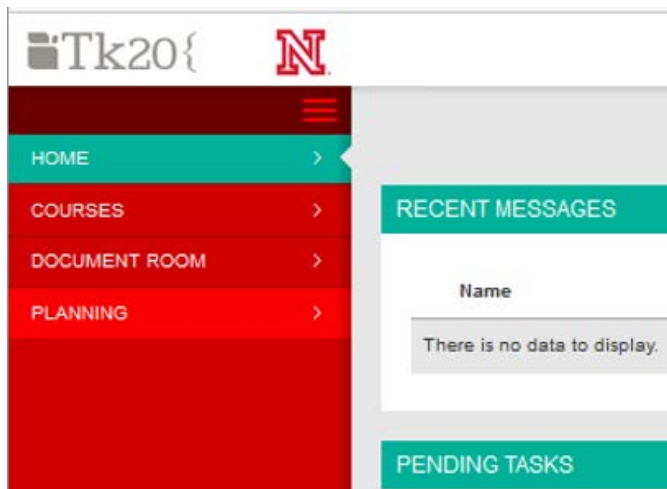
4. Select **Yes** if data collection is complete and click **Save**.

Data Collection Status	
Is data collection complete?	<input checked="" type="radio"/> Yes <input type="radio"/> No

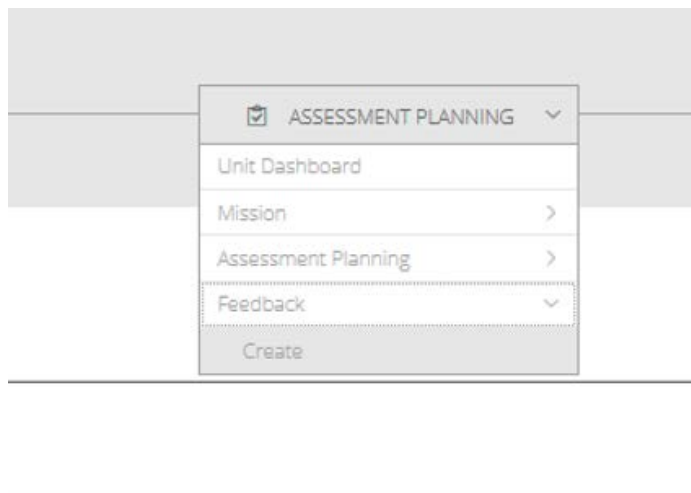
[Cancel](#)

Submitting Feedback

1. [Sign into Tk20](#). Your username will be the same as your My.UNL username (or Blackboard login) and your password will be your NU ID number. After your first successful login you will be prompted to change your password.
2. Click on **Planning** located on the side menu.



3. Click on **Assessment Planning** at the top of the screen and then go to **Feedback – Create**.



4. Choose the **Organization** for which you want to enter feedback from the dropdown menu.

Plan Data Entry

Organization: ARH: Architecture ▾
Plan: Program ARH: Architecture
⚠ = Data entry is not complete

University of Nebraska-Lincoln > Academic Affairs > College of

View By: Goal ▾ Assessment Period: AY: 2016-17 ▾

Goal

There's no goal associated with the selected organization.

5. Select **Program Review** from the View By menu.

Plan Data Entry

Organization: ARH: Architecture ▾
Plan: Program Review, Version 1
⚠ = Data entry is not complete

University of Nebraska-Lincoln > Academic Affairs > College of Ar

View By: Goal ▾ Assessment Period: AY: 2016-17 ▾

Goal

There's no Program Review the selected organization.

- Click on **Biennial Program Report**.

Plan Data Entry

Organization: ARH: Architecture ▾

Plan: Program Review, Version 1

⚠ = Data entry is not complete

University of Nebraska-Lincoln > Academic Affairs > College of A

View By: Program Review ▾ Assessment Period: AY: 2016-17 ▾

Program Review

[Biennial Program Report](#)

- Complete the **Biennial Report Feedback Form** on the right side of the screen.

Biennial Report Feedback Form				
Section 1: Summarize how your unit/department assesses the undergraduate major/program, including a description of the participation of faculty and other instructional staff in the assessment process.				
Criterion	Performance Rating			Score
	Yes, addressed clearly	Yes, but needs clarification	No, not addressed clearly	
Is there a summary of how the major/program will be assessed? NA <input type="checkbox"/>	<input checked="" type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1	3 Add any additional feedback here.
Is there a description of how faculty will participate in the assessment process? NA <input type="checkbox"/>	<input type="radio"/> 3	<input checked="" type="radio"/> 2	<input type="radio"/> 1	2
			Rubic Score:	5
			Rubic Mean:	2.5

8. Click **Save** if you wish to save your work and come back later to complete.
9. Click **Submit** if you are finished with your feedback. *Please note that if you click submit you cannot make any additional changes.

Total	
Total Score	<input type="text" value="5"/>
Total Mean	<input type="text" value="2.5"/>

[Advanced Options >>](#)

Select a different form:

Feedback Form Title

If you have any problems or questions during this process please contact Nicolette Brenton at 402-472-4030 or brenton@unl.edu.