A Guide to Using FAU’s Assessment Reporting Database

The following slides provide a step-by-step guide to some of the new features of FAU’s Assessment Reporting Database. Each slide is numbered at the bottom right; some slides will refer you to other slides.

If you have any questions or suggestions for improving this guide, please contact:
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To enter the Assessment Reporting Database, visit http://iea.fau.edu and click on the link to the Assessment Database.
Enter your **Username** (which is usually the same as the start of your FAU email address)

Enter your **Password** (which you can modify after you enter the database)

Press **Submit**

If you do not know your Username and Password, click “**Forgot your login information?**” and you will be prompted to enter your email address. Your login information will be emailed to your email address.

You can change some of the options in the database by clicking on one of the menus in dark blue (see slide 5).

**My Reporting Units** is the default page that lists all units to which you have been assigned for assessment reporting.

You will also see a list of the “reporting units” for which you will submit assessment plans. Plans that require some action from you are highlighted in yellow until you have submitted them. Click on any highlighted unit to begin working on its assessment plan or report (see slides 7 and 8).

**Departmental-level reporting** refers to your department’s Faculty Research and Faculty Service plans.
The **Account** menu allows you to do the following:

**User Information.** You may change your Name, Address, Campus, Phone, Email, or Password. If you want to edit your Username, please contact the IEA Office (7-2665).

**Manage Roles** (if you have multiple roles). Most users of the database are Plan Reporters, but some are Plan Reviewers or Administrators. If you have multiple roles, you have a few options that will appear if you click on this link.

**Change Password.** You may change to any alphanumeric password of eight or fewer characters.

**View Other Units** permits you to view assessment plans from any of FAU’s academic or administrative/support units. Viewing other plans may provide you ideas for modifying and improving your own assessment plans (see slide 6).

**Logout** will end your session and return you to the Login page.

If you wish to **View Other Units**, you can choose the specific plans you would like to view by clicking on either **Academic Programs** or **Administrative Support Programs**, or you can view all of FAU’s assessment plans by clicking on the link to “**List Assessment Plans**”.

For example, clicking on the option to view “**Academic Programs**” opens up a series of choices under the Division menu. Clicking on an option in the Division menu will open up additional options in the Department menu.
After you have selected a plan (see slide 4), you have a few options.

View the **Assessment Plans** for your unit.

Upload the **Academic Learning Compact** for a baccalaureate program in either DOC or PDF format.

View and/or modify the **Mission & Goals** statements for your unit.

View and/or work on the Assessment Plans for your unit (see slide 8).

After you have selected a plan (see slide 4), you can work on plans that require action (highlighted in yellow) or view completed plans from previous years. You may **View/Modify Plan** (only plans highlighted in yellow are modifiable). Clicking on this link will open up the pages to view and/or edit parts of the plan.

**Submit plan for review** or **Submit report for review**. Clicking on this link will and clicking “OK” when prompted will send an email message to your plan’s reviewer.

After your plan is reviewed, you may receive an email indicating that you may need to revise the plan; you will also receive comments from your reviewer.