

## **HOW TO PREPARE & SUBMIT AIER REPORTS THROUGH DIGITAL MEASURES Step-by-Step Instructions**

**To access the Digital Measures log-in, please go to the Faculty Resources tab in UConnect.**

Once logged in, click on the *Manage Data* tab located at the left-hand side bar.

Select the respective program from the “Manage Data for Programs” drop down menu and press  
“Continue”. This will take you to the Manage Program Assessment Main Menu.

### **To Complete Section I of AIER Report Only:**

#### First Section: Program/Unit ID

Information is already populated. Just ensure that the information is correct. If the report is for an  
academic program, do not select Unit Type. Unit is designated for the Administrative/  
Educational Support units.

#### Second Section: Program/Unit Details

Click “Add a New Item” to begin new report. The “Year of Assessment Cycle” is **2012**.

The copy/paste function can be used to import information (i.e., mission and last year’s results).

Once complete, click on “Save and Return” to move on to the next section.

#### Third Section: Outcomes

“Year of Assessment Cycle” should be 2012.

Number the outcomes to facilitate identification of outcomes later on in the process.

(For example: 1. Student will be able to...; 2. Students will demonstrate...)

If entering more than one outcome, click on “Save and Add Another” to get a new screen. The  
information for each outcome should be entered independently (one screen per outcome).

Strategic Plan Imperatives are already populated and can be selected by clicking on the drop-down menu.

Once all outcomes are entered, click on “Save and Return” to move on to the next section.

#### Fourth Section: Implementation/Analysis of Results

“Year of Assessment Cycle” should be 2012.

From the drop-down menu, select the “Outcome” that will be assessed this cycle. You may assess more

than one outcome per cycle. For each outcome, the box entitled “Initiative for this outcome” must be completed. This information will include: the name of assessment instrument, type of measure, description of assessment activity, and criteria.

The function “*Store file*” allows uploading of documentation (sample of instrument, minutes, etc.).

NOTE: Section I of the AIER report is complete at this point. Follow steps 1 to 5 listed below to generate a Word document of the report and submit to [integrate@tamiu.edu](mailto:integrate@tamiu.edu) for review.

### **To Complete the Final Report:**

If you are ready to report results and complete the entire report, begin at Section 4.

Towards the bottom of the frame, you will see the report year (**2012**). Click on the Edit icon (pencil) to open the report. This function will allow you to complete the report.

The section to be completed is entitled *Analysis of Results*.

After completion, click on the “Save and Return” tab at the bottom of the frame.

Move on to the last section – *Section 5: Action Plan*.

Again click on the Edit icon (pencil) to open the **2012** document.

Once completed, click on the “Save and Return” tab at the bottom of the frame.

Once all sections have been completed, compile a full report by clicking on the **Run Custom Report** tab on the left hand side bar.

Follow each step from 1 to 5.

1. Select Annual Institutional Effectiveness Review.
  2. Start date should be January 1, **2012** and End date should be December 31, **2012**.
  3. Select program from menu.
  4. Leave as Word (default).
  5. Leave as Letter (default).
- Click on Build Report.

A Word document will be generated. Please save the document to your computer and submit a copy as an e-mail attachment to [integrate@tamiu.edu](mailto:integrate@tamiu.edu).

If additional assistance is required, please contact Veronica Martinez at 2323 or [veronica@tamiu.edu](mailto:veronica@tamiu.edu).