Faculty Directions for Data Reporting Templates

The Data Reporting Templates facilitate data collection and reporting for programs resulting in data charts and graphs for your annual reports. Each template has been created based on your program’s assessment plan and signature assignment rubrics. If you spot any errors or have any questions, please contact the Assessment Office immediately.

Directions

1. Each signature assignment has a different “tab” or worksheet in your program’s Excel file (e.g., “ETEC 523 E-Portfolio”).
   - Each course being offered has been pre-loaded with student names.
   - The tabs for courses not being offered are still visible, but have no student information and have been locked. They are shaded in DARK GREY with white text.

2. **IF APPLICABLE**: Please indicate the pathway or specialization for each student using the drop-down menu option in the brown column, as illustrated in the accompanying image.
   - **Note**: Once a student’s pathway has been selected, you may copy and paste a given pathway name for other students that are also assigned this pathway (as opposed to individually selecting the pathway for each student separately).

3. To input data for a course:
   - Select the tab for the course for which you have data. You may need to scroll across the tabs at the bottom to find the right tab.
   - Note that the 4th column identifies the section number of the course. If a course has multiple sections, each section is separated by a blank row on the worksheet.
   - Faculty are asked to complete only the ORANGE area of the worksheet, which reflects actual student scores.

4. Input the 0-4 score (the first orange column).

5. If you have criteria-level scores, input each of the criteria scores; the “total points earned” will automatically calculate (if relevant).

6. When you have entered your data, return the template to your program coordinator. Program coordinators are responsible for submitting all the data templates to the Assessment Office by the end of the semester.

What if…

- A student who is in the course is not on the roster?
  Names are added after census, so this should be rare. Add the student name and ID # to the data template.

- A student on the roster has since dropped the class or taken an incomplete?
  Simply leave the scores for that student blank. Enter nothing.

- The data sheet looks like it does not reflect your signature assignment rubric criteria, or a sheet is locked but you are offering the course this semester?
  Contact the Assessment Office (ced-assessment@csulb.edu) immediately and we will fix it for you.

**COMPLETED DATA SHEETS and EXEMPLARS SHOULD BE RETURNED TO THE ASSESSMENT OFFICE (ced-assessment@csulb.edu).**

Updated 10-21-2013
The Unit Assessment System
Data Collection Process and Roles

**Process**

**Beginning of Semester**
Assessment Office sends Data Templates to Department, which forwards to Program Coordinators.

**Ongoing Throughout Semester**
Program Coordinators work with course faculty to collect signature assignment data and place it in template.

**End of Semester**
Program coordinators submit their data/data templates and any new exemplars to the Assessment Office.

Assessment Office inputs, finalizes, cleans, organizes data templates. Chairs follow-up with coordinators as needed.

Assessment Office begins analyzing data and aggregating for prior AY.

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**Roles**

**Program Coordinators**
- Oversee use of approved rubrics in all classes.
- Double check data to be sure that 0-4 scores are entered and match rubric.
- Communicate with Assessment Office immediately if rubrics change or if any issues arrive when using the data template.
- Send program signature assignment data to the Assessment Office by end of semester.

**Departments**
- Work with coordinators as needed to provide support for data collection. Varies by department.
- Coordinate with the Assessment Office to resolve any problems or questions as needed.

**Assessment Office**
- Prepare data collection templates, including pre-filling student name and ID numbers when possible.
- Respond to program coordinator and department questions.
- Adapt data templates as needed.
- Provide reports of program data for annual reporting process.

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Thank you!

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