

Step by Step Instructions for 2021-2022 IE Process

1. Locate your 2020-2021 report on the IARE website (https://www.tntech.edu/iare/effectiveness/academic_reports_table.php)
2. Log into Campus Labs (<https://tntech.campuslabs.com/home>) and select Planning.
3. On the left toolbar, select the Plans button. The plan for your program will appear on the left. If you are responsible for multiple programs, the navigation on the left can be used to select a specific program.
- 4. Definition of Unit template**
 - a. Select the Definition of Unit Item.
 - b. Confirm that the following fields are correct/match the information in the 2020-2021 report document:
 - i. Department/Unit Contact
 - ii. Mission
 - c. Place your initials in the Sign Off field and click Done. The Sign Off field indicates to our office that the template has been checked.
- 5. Goal/Objective/Outcome template**
 - a. Select a Goal/Objective/Outcome template.
 - b. Confirm that the following fields are correct/match the information in the 2020-2021 report document:
 - i. Title
 - ii. Define Goal
 - iii. Intended Outcomes / Objective
 - c. Place your initials in the Sign Off field and click Done.
 - d. Continue this process until all Program Goals and Student Learning Outcomes are checked.
 - e. In the event that a new Goal/Objective/Outcome template is needed, select the + Plan Item button at the top right to create a template.
- 6. Assessment Methods template**
 - a. Select an Assessment Methods template.
 - b. Confirm that the following fields are correct/match the information in the 2020-2021 report document:
 - i. Goal/ Outcome/ Objective
 - ii. Frequency of Assessment
 - iii. Assessment Methods
 - c. Place your initials in the Sign Off field and click Done.
 - d. Continue this process until all Assessment Methods are checked.
 - e. In the event that a new Assessment Methods template is needed, select the + Plan Item button at the top right to create a template.