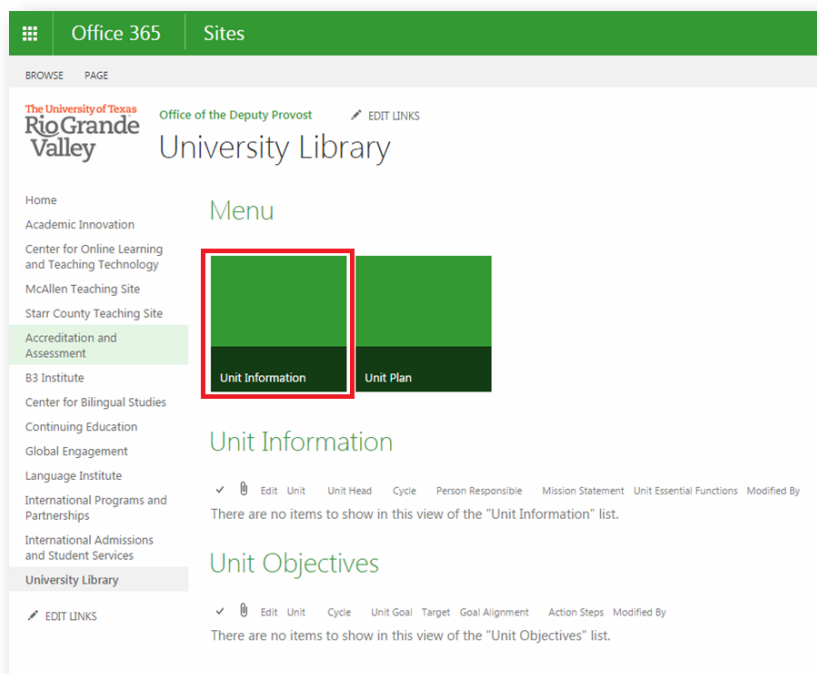


To begin creating assessment plan on SharePoint:

1) Click assigned Division Unit on the access notification email.

Open [University Library.aspx](#)

2) On the SharePoint screen, click on “Unit Information” and fill out the form.



- **Unit** – Click the drop down arrow to select your Unit.
- **Unit Head** – Use the “Book” icon to find the Head of your Unit.
- **Cycle** – Click the drop down arrow to select the Fiscal Year for the assessment.
- **Person Responsible** – Use the “Book” icon to find the person accountable for the assessment plan.

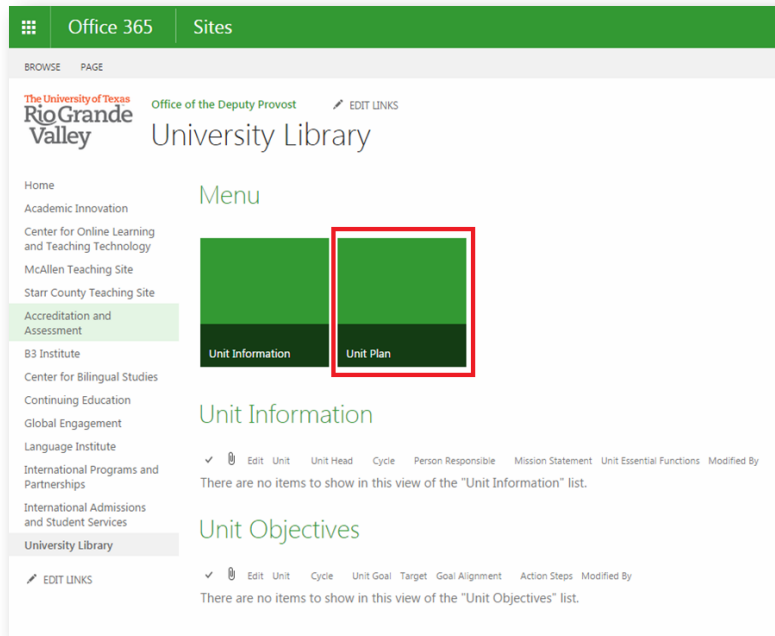
- **Mission Statement** –Write the mission statement of your Unit (You may write it in a word document and cut & paste on the space provided).
- **Unit Essential Function** – Statements describing the functions of the Unit (You may write it in a word document and cut & paste on the space provided).
- **You are able to attach a Word or PDF file if you would like to provide a more detailed plan for your records.**
- **Save and submit.**

The screenshot shows a web-based form titled "Unit Information - New Item". At the top, there is a toolbar with icons for Save, Close, Paste, Copy, and Cut. Below the toolbar, the form is set against a green header with the "UT Rio Grande Valley Office of Accreditation and Assessment" logo. The form fields are as follows:

- Unit:** A dropdown menu currently showing "University Library".
- Unit Head:** A text input field containing "Annabel Trevino".
- Cycle:** A dropdown menu currently showing "2015-2016".
- Person Responsible:** A text input field containing "Ezequiel Melgoza".
- Mission Statement:** A large empty text area.
- Unit Essential Functions:** A large empty text area.

At the bottom of the form, there is a button labeled "Click here to attach a file" and a "Save and Submit" button.

3) Click on “Unit Plan” and fill out the form.



- **Unit** – Click the drop down arrow to select your Unit.
- **Cycle** – Click the drop down arrow to select the Fiscal Year for the assessment.
- **Unit Objective** – Write what your Unit is trying achieve (You may simply write it in a word document and cut & paste on the space provided).
- **Target** – Using quantitative or qualitative measures, explain how you met the objectives you are trying to achieve (You may write it in a word document and cut & paste on the space provided).
- **Goal Alignment** – The goals need to be aligned with the institutional goals (You may write it in a word document and cut & paste on the space provided).
- **Action Steps** – Explain what steps you are taking to achieve the objectives (You may write it in a word document and cut & paste on the space provided).
- **You are able to attach a Word or PDF file if you would like to provide a more detailed plan for your records.**
- **Save and submit.**
- **Follow the same steps to enter additional objectives.**

Unit Objectives - University Library

EDIT

Save Close Paste Copy Cut Delete Item

Commit Clipboard Actions Views

Current View: Edit Item

UT Rio Grande Valley
Office of Accreditation and Assessment

Unit: University Library

Cycle: 2015-2016

Unit Objective: Library patrons will report experiencing a high level of satisfaction with the learning commons environments in the university library.

Target: Approximately 75% of students will rate their overall satisfaction with the library's learning commons environments as "good" or "excellent" on the customer satisfaction survey.

Goal Alignment:

- Student Success
- Expanded educational opportunities
- Medical education
- Research on issues of importance to the region

Action Steps

[Click here to attach a file](#)

Save and Submit

4) You can check your submitted information on Division Unit page. You may also Edit or Update using the "Edit Button." Please remember Save and Submit.