

ACCUTRACK PROGRAM ASSESSMENT SCREEN

When you click on Program Assessment from the Main Menu, you will see the following options:

- **Program Assessment:** Use to enter notes and answer a questionnaire about sessions with students.
- **GPA Definitions:** Use to set up the session questionnaire that is presented to tutors to answer questions about their sessions with students.

The following sections have more information on the above screens.

PROGRAM ASSESSMENT

Purpose: To enter or view assessment indicators that will be used in generating program assessment reports.

Access: From **System Administration**, click on **Program Assessment > Program Assessment**.

AccuSQL - Build 20.0.0

Close

Program Assessment

Lab: Tutoring Center

Category: Course Tutoring

Activity: - Human Anat and Phys

Type: ☒ Entry grade ☐ Final grade

Grade: []

Save

Show Entered Grades

Available Students

Name
Alvarez, Laura
Armstrong, Nick
Basoz, Cetin
Foster, David
Jancic, Diego
Nasser, Mon
Pace, Hamilton Gayle
Torsy, Kilah J

Selected Students

Name

> < >> <<

☒ Only show students without grades

☒ Show registered students only

Italic - Student is not registered

Use the Program Assessment module to evaluate your program's success. **AccuSQL/AccuTrack** makes the evaluation by comparing grades before and after using your tutoring program. "Grades"

used in this evaluation can be obtained from different sources:

1. Actual testing of students
2. Using an existing test score from instructors or from standard tests.
3. Asking students a question such as "What grade do you expect to receive in this course."

Here is how it works:

1. Enter the grades of the students before they start using the center (e.g. at the beginning of the semester). We will refer to these grades as entry grades.
2. Enter the grades of the students after using the center (e.g. at the end of the semester). We will refer to these grades as final grades.
3. Run the assessment report from the Reports screen to examine the assessment results.

ENTERING THE GRADES

Here is how to use this screen for entering grades:

1. Select the Category and then the class from the "Activity" drop-down menu.
AccuSQL/AccuTrack will show you the students registered in the selected class. If you like, you can see all students by clearing the "Show registered users only" box.
2. Next, select whether you are inputting the entry grade or the final grade. **AccuSQL/AccuTrack** will display students whose grades have not been entered in the selection list boxes.
3. Select all the students who received the same grade by moving their names to the "Selected" list box. For example, select all the students who received "B" entry grade and move their names to the Selected list box. Grouping them in this manner makes the process for entering grades manually go much faster.
4. Select the grade from the Grade drop-down box.
5. Click on "Save" to record the grades.

AccuSQL - Build 20.0.0

Close

Program Assessment

Lab: Tutoring Center

Category: Course Tutoring

Activity: - Human Anat and Phys

Type: ☒ Entry grade ☐ Final grade

Grade: D+

Save

Show Entered Grades

Available Students

Name
Basoz, Cetin
Nasser, Mon
Pace, Hamilton Gayle
Torsy, Kilah J

Selected Students

Name

AccuSQL

4 entries are updated.

OK

☒ Only show students without grades

☒ Show registered students only

Italic - Student is not registered

Repeat the above procedure for entering both grades (entry and final) for all the students.

Check the “only show students without grades” box if you only want to see names of students whose grades have not been entered. Uncheck the Show registered students only box if you want to see all students whether or not they are registered for the selected class.

Additionally, If you have the grades in electronic format, you can import them using the **AccuSQL/AccuTrack Import Wizard**.

To correct a grade, clear the “Only show students without grades” box, select the student and re-enter the grade. The new grade will replace the older one.

VIEWING ENTERED GRADES

To view entered grades for a class, first select the class then click on the “Show Entered Grades” button.

Show Entered Grades

AccuSQL/AccuTrack will display the entered grades:

[illegible]

The screen shows the dates when the grades were entered, and the change from entry grade to the final grade (green up arrow if grade went up, red down arrow if grade went down and gray circle if grade was unchanged).

Once you have entered all the grades in the system, you can run the Program Assessment reports.

Instead of entering the grades manually, you can also import them using the “Grades Table” import.

GPA DEFINITIONS

Purpose: Change the student's GPA definitions for program assessment grades.

Access: From **System Administration**, click on **Program Assessment > GPA Definitions**.

AccuSQL - Build 20.0.0

X

Close

GPA Definitions

GPA Grade	GPA	Description	GPA Group	GPA Major
A+	4.0	100	ABC	A
A-	3.7	90-94	ABC	A
B+	3.4	87-89	ABC	B
B	3.0	83-86	ABC	B
B-	2.7	80-82	ABC	B
C+	2.3	77-79	ABC	C
C	2.0	73-76	ABC	C
C-	1.7	70-72	ABC	C
D+	1.3	67-69	DFWI	D
D	1.0	63-66	DFWI	D
D-	0.7	60-62	DFWI	D
F	0.0	0-59	DFWI	F
I	0.0	Incomplete	DFWI	I
W	0.0	Withdraw	DFWI	W
A	3.9	95-99	ABC	A

GPA Grade

A+

GPA

4.0

Description

100

GPA group

ABC

GPA major

A

Add

Delete

Edit

The GPA Definitions are prefilled for you and should typically be left alone since they are used programmatically to generate different reports and report pivot tables.

Since all options are set up in the Program Assessment screen itself, Program Assessment does not contain Setup options.

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