Assessment Plan Composer
Quick Start Guide

Created by the Office of Institutional Research, Assessment, and Analytics

Logging In

To log into Assessment Plan composer, you will need a set of specific log-in credentials provided to you through OIRAA. Your Assessment Advisory Committee Representative for your College or School may also provide this information from OIRAA to you directly. This system is not related to the U of SC system and will not accept your sign-in information associated with the university.

Selecting the Correct Group and Cycle

Next, you will need to find the search box in the top left-hand corner of the page that lists the group, cycle, and assessment dates. Click on the correct group and cycle, and then click go.

Selecting Your Degree Program

Once you have selected the correct group and cycle, the page should load that has the degree program reports you have been granted access to. You will only see the reports that you have editing or read-only privileges for. Navigate to the program you wish to edit and click on the pencil icon ✎ to the far right.

If you do not see a pencil, you will see one of the following icons below:

Green plus sign (plan not activated)	✚
Envelope (plan/report already submitted)	✉
Gray Square with an arrow (previous plan accepted; proceed to entering results and use of results)	→
Red "x" (plan/report has revisions requested)	✗
Black "x" (report was unacceptable and will need to be redone in next cycle)	✗
Green check mark (report was accepted)	✓
Pencil with a red cross through it (you do not have edit privileges for this plan/report)	🚫

Navigating the Plan Manager

Once clicking into the plan/report to edit, you will be directed to the "home page" of the report, which is called the Plan Manager. This page provides basic directions for completing the plan and report. Additionally, each step has a hyperlink, which if clicked, will take you to that page to edit. Alternatively, you can select the component you want to edit from the left sidebar on the page.

Editing Components of the Assessment Plan

After selecting a component to edit, a new page will open that provides a short description and recommendations for that component. To edit, click into the text box and either type or paste your text into the box. Click "save" when you are finished to save your work.

Pages that have multiple components will not show the text box on the first page. To edit a specific component, click on the "pencil" icon next to the component you wish to change. This will open a pop-up window with a text box and instructions/guidelines for the component.

To edit, click into the text box and either type or paste the text. Click "save" when finished to save your work. If you would like to move on to the next component on the page, click the button next to "save" which will have a description of the following component (in this case, it is the "Enter/Edit Methods"). If you wish to close out of it and return to the previous screen, simply click "close".

Some pages may ask if you want to rearrange the order of components, such as the Goals and Learning Outcomes page. To change the order, click on the text that says, "Change Order of Learning Outcomes".

A pop up will open that lists all your learning outcomes. Use the black up and down arrows on the right side of the page to reposition the learning outcomes. When you are done, click "Update Order".
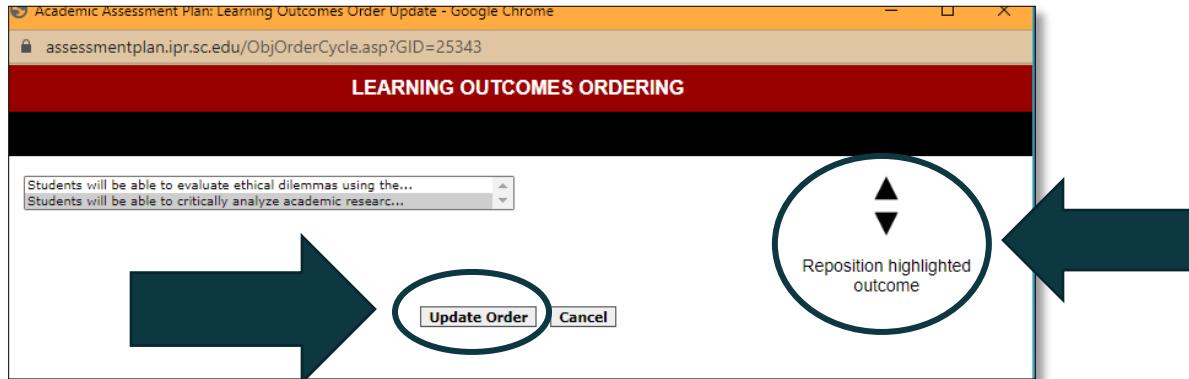
While navigating through the plan, you may notice yellow triangle symbols with exclamation marks in the center. This symbol indicates that the component needs attention before the software will allow you to submit.
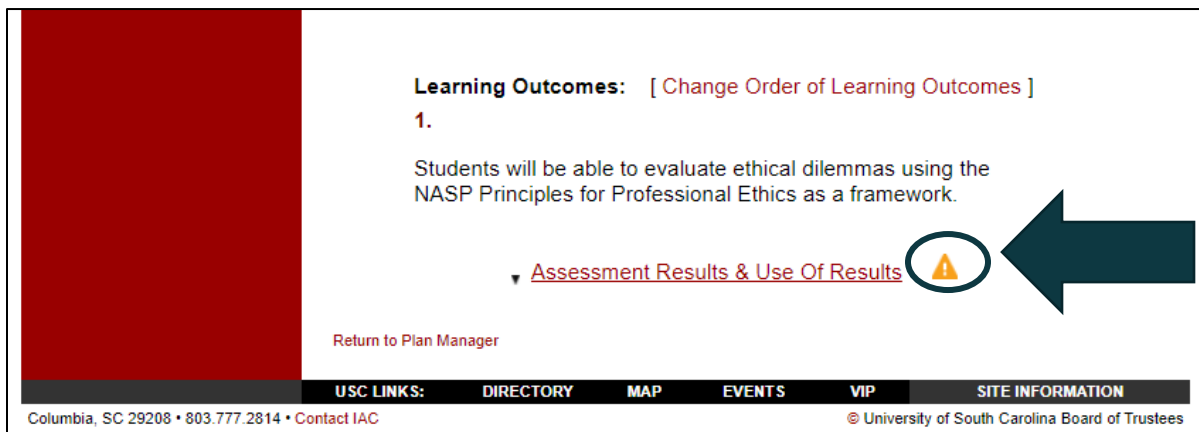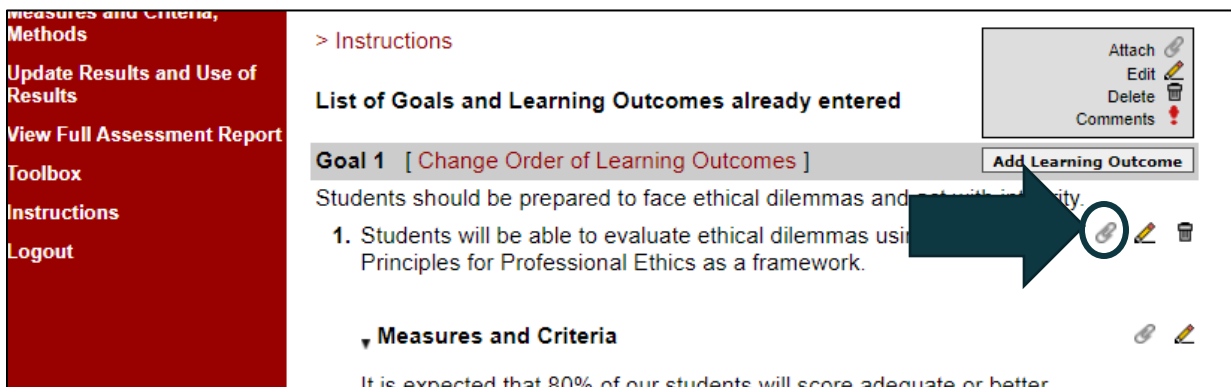

You might also notice a paper clip icon. This indicates that you may attach a file if you desire. This can be especially helpful if you want to attach a curriculum matrix, rubric, assignment description, or data. To attach a file, click on the paper clip icon.

A pop-up window will ask you to give your file a name, and then it will have a "Choose File" button for you to select the file to be uploaded. Once you have selected the file, click "Upload File".

Submitting the Report

After you have completed all components, click under Step 4 to "View Full Assessment Report". This will show you what your report submission looks like. If you are satisfied, exit out of the preview, and click on the "Submit Report" button. Once you have submitted the report, you cannot make any further edits without requesting access from OIRAA.