

Instructions for searching Meta, and generating your own assessment report

These instructions are specifically written for searching assessment, but the basics work for searching any aspect of your curriculum as well. For college level reports, it makes sense for the assessment coordinators to use Excel because of the need for sorting. But if you prefer Word or pdf, you can get your departmental reports that way too.

1. Log into Meta from the portal, or <http://peralta.curricunet.com>
2. Click on the Curriculum button on the top of the page (next to Approvals if you have that button), use the dropdown to click on Assessment
3. Now you'll see "Assessments" in orange type. Right now it is showing your own assessments, and any others that named you as a co-contributor.
4. To the right of **Assessments**, **uncheck** the My Proposals box. This will allow you to search for your whole department.
5. Next to the My Proposals box you'll see a series of dropdowns
 - a. College: **choose Laney**
 - b. Organization: **choose your department** (you may have to click the arrow on the left to see all the options), if you are part of a cluster you can **choose all in your cluster**
 - c. Proposal Type: don't choose anything, **leave all unchecked** so it will search for all proposal types, note that most departments only have Level 1 data at this time
 - d. Status: choose "**Active**" for all data approved by Assessment Coordinators, "**In Review**" to see what has been launched but not yet approved, and "**Draft**" to see what has been started but not launched (launched means complete and ready for the approval process)
 - e. Sort Options: choose whatever you want, but we recommend sorting by **Department** (if you are part of a cluster this will separate out your departments) and by **Status**
 - f. Click the **Search** button (no need to enter a keyword unless you want to narrow your search)
 - g. Export: **choose the type of file you want** (options include different versions of Excel and Word, plus pdf), **or simply scroll through the list** (there may be multiple pages)
 - h. Remember that **the report will give you titles of the assessment proposals**. If faculty correctly titled the proposals – according to the naming convention in the webpage training materials – you should be able to tell which course and SLO was assessed, and the semester of the assessment. Just in case, here's a link to the Meta data entry training materials: <https://laney.edu/assessment/training-materials/>

Now what?

- If you followed the instructions above, while in Meta you can click on any of the assessments you see, and use the detailed information to help you answer the other questions in Comprehensive Program Review (CPR) or Annual Program Review (APR)
- Don't forget that if you are in CPR this year, you are required to attach an Assessment Plan. Find the planning doc here: <https://laney.edu/assessment/assessment-planning-document/>
- If you are in APR then you are very welcome to complete a plan ahead of time, so that when CPR rolls around you are prepared