AMS Quick Start Guide

Logging In and Selecting a Program

- Log in at https://opair.psu.edu/assessment/ams/ using your Penn State Access ID and password
- Select the program (e.g., Program – Accounting (BS) - Harrisburg) you will be working with from the drop-down menu that appears when you hover over the white bar at the top of the page.

Reviewing/Editing PLOs

- From the left-hand menu navigate to Assessment >> Plan.
- Existing PLOs can be edited using the pencil icon to the right of the PLO. New PLOs can be added using the green plus sign at the top right of the section.
- OPAIR does not recommend deleting PLOs from the AMS without first consulting your assessment liaison. Deleting PLOs will also delete information (e.g., assessment results) previously tied to those PLOs.

Designating PLOs to Assess

- From the left-hand menu navigate to Assessment >> Plan.
- Edit the appropriate PLO (select the pencil icon) and in the "Planned Assessment Cycle(s)" field, enter the academic year for the assessment.

Entering Assessment Methods

- From the left-hand menu navigate to Assessment >> Plan.
- Click the triangle to the left of the PLO to access additional options.
- Click the green plus sign to the right of "Assessment Methods" and enter the requested information.

Entering Results

- From the left-hand menu navigate to Assessment >> Results.
- Click the triangle to the left of the PLO to access additional options.
- Click the green plus sign to the right of the assessment method.
- You may also want to enter an action plan.

Submitting

- Submissions should include findings from the previous year* and at least one PLO designated for assessment in the coming year.
- From the left-hand menu navigate to Assessment >> Submission.
- Click the teal-colored plus sign at the top right to start a new submission.
- Select the appropriate year (the academic year that has just ended).
- Provide the required information.
- Your submission is not complete until you select “Yes” for the field “My assessment materials are ready to be reviewed”.

*Programs that have not historically had an assessment plan (i.e., new programs) and other programs with special circumstances may not always have results to report.