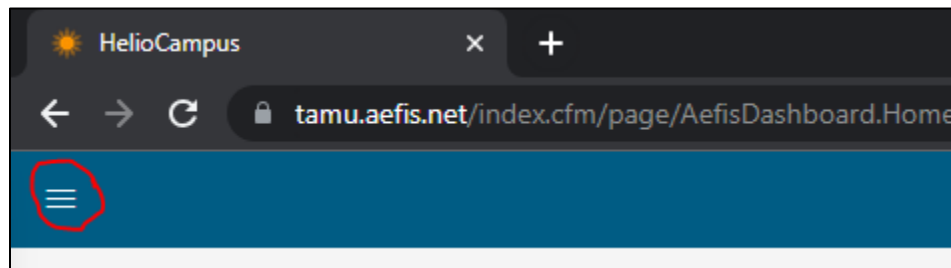# Data Collection Detail Audit

The **Data Collection Detail Audit** allows Assessment Liaisons (Academic and Support) to see a static version of the program assessment form. This means Liaisons can see the *current* contents of the assessment form for which the report is generated.

INSTRUCTIONS

1. Log in to HelioCampus (formerly AEFIS) using your NetID and password: https://tamu.aefis.net.

2. Close the Action Items list and click on the "hamburger" menu icon in the top left corner of the screen in the blue bar.

3. Toward the bottom of the list under Analytics, select *Report Library.*

4. Scroll down to the bottom of the page to locate the Data Collection Reports section. Select *Data Collection Detail Audit.*

5. In the *Data Collection Schedule* menu there is a long list of past and present assessment cycles. If you wish to see the contents of *ACTIVE* assessment forms (i.e., mid-cycle), you will always select one of the following:

   - **Academic Programs:** *Academic Program Assessment* OR *Distance Education Program Effectiveness* (depending on which data collection form you are interested in)
   - **Support Units:** *Support Unit Assessment (w/ Liaison)*

6. Under *Academic Year*, select the assessment cycle of the form(s) you wish to see.

7. Under *College*, select your college, school, or division. <u>PLEASE NOTE</u>: For academic units, only select the "-OLD" version of your college/school if you are attempting to generate an assessment form from AY2021-22 or earlier.

8. Under *Department*, select one or more departments. A black check mark will appear to the

right of a department when it is selected in the list. You can also choose to select/deselect all.

9. Under *Program*, select the program(s) or unit(s) for which you wish to run the report.

10. The *Form Section* parameter includes a list of all headings and subheadings within an assessment form.

    a. To see the contents of a form **WITHOUT** feedback included, select all items in the list *EXCEPT* those that indicate <u>Internal Feedback</u> (Liaison) or <u>OIEE Feedback</u>.

    b. To see the contents of a form **WITH** feedback included (from Liaison and OIEE), simply select all fields in the dropdown.

11. The *Form Item* parameter includes a list of all individual items within an assessment form, filtered down from what was selected in *Form Section*. **Just as with the *Form Section* parameter, select all items in the list except any that indicate feedback fields.** Clicking "Select All" should achieve this.

12. For *Outcome*, you do not need to make a selection here unless you wish to see only the contents of the form for a specific outcome (i.e., measures, target, findings, etc. related to a specific outcome). If nothing is selected, the report will generate information under all outcomes.

13. **IMPORTANT:** De-select the *Completed Forms Only* checkbox if you are attempting to generate an in-progress form.

14. Click *Run Report.*

    ! ***Please note that you can customize your selections under* Form Section *and* Form Item*.** *These instructions are just providing an example of how to generate ALL form contents (except feedback).*

UNDERSTANDING THE REPORT

If multiple programs/units were selected, contents of one form are listed fully before that of another is listed. **We recommend only generating reports for one program/unit at a time to avoid long loading times.** The College/Division, Department, and Program names will be displayed at the top of the generated content.

The dark gray boxes in the report table are the Form Sections (i.e., headings and subheadings within an assessment form), and the light gray boxes indicate the individual Form Items. All information in the white areas is information entered by Program Coordinators.

Notice that linked Supporting Documents are clickable and will open in a new window when clicked.

EXPORTING THE REPORT

Above the generated report, click the Export button. We recommend **Excel, CSV, and PDF** formats.

If you wish to Print the report, we recommend exporting to **PDF** first. Otherwise, some of the information may be cut off of the final document due to margin limitations.