LIVETEXT™

Administrator Guide:
Assessment Insight System™

Administrator: Assessment Insight System

The Assessment Insight System™ (AIS) allows institutions and programs to:
- Define and use Standards/Outcomes
- Design pathways for program and student success
- Be thoughtful in planning and re-design efforts
- Document assessment findings and action plans
- Access data for analysis
- Showcase assessment plans, reports and findings to internal and external stakeholders
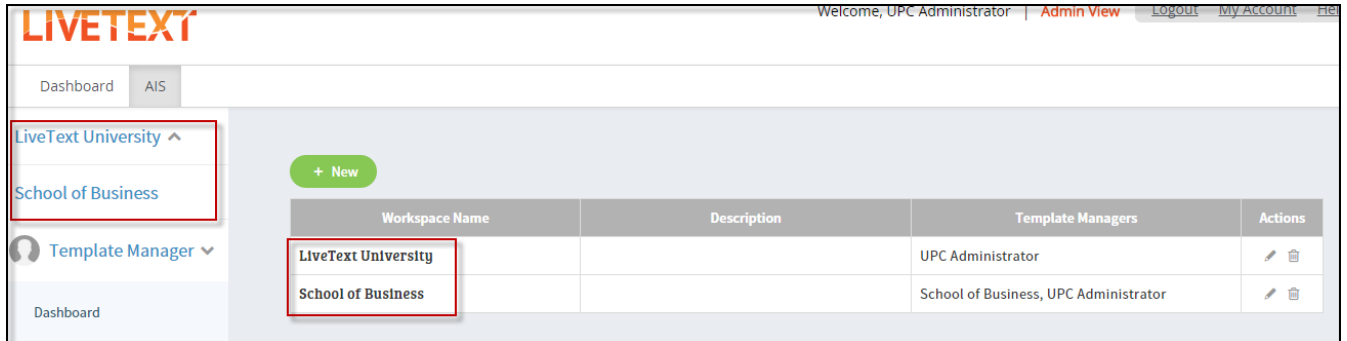
WORKSPACES

Workspaces allow multiple independent entities to exist within the one LiveText domain. This will permit units below the institutional level (colleges, departments, programs) to use AIS independently. Each one of these workspaces can have its own Template Manager and the access is granted by the AIS Administrator. This will aid units within the institution to gather data for their own program planning process. For example, a College of Education or College of Business can create their own workspace and have departments complete plans to support the unique needs of the college.

Creating New Workspaces

1. Log into the AIS Administrator account.
2. Click on the AIS Admin tab.
3. Click on **New**.
4. Enter the name of the new Workspace.
5. Search and add the LiveText account that is to be designated as the Template Manager for the Workspace.

Template Managers and AIS Administrators can exist is multiple Workspaces. Users will be able to move between the different Workspaces as they work within one LiveText account.

WORKSPACES FAQ

Why did we build this functionality?
The release of Workspaces includes an enhancement to allow for multiple independent workspaces to exist within the one LiveText domain. This permits units below the institutional level (colleges, departments, programs) to use AIS independently. Each one of these Workspaces can have its own Template Manager and the access will be granted by the new role, "AIS Administrator."
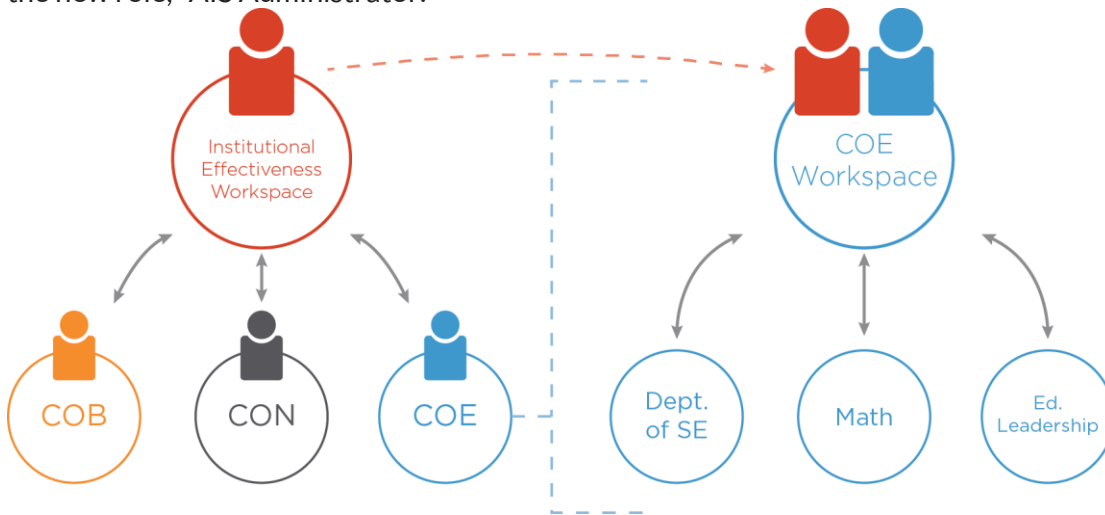
What scenarios does this accommodate?
The introduction of Workspaces facilitates units within the institution to utilize AIS for their own program planning processes. For example, a College of Education or College of Business can now adopt AIS and create their own Workspaces where departments can

complete plans to support their own unique college needs. Additionally, personnel and support staff can be given access to help with the template distribution and data collection.

What does this mean for existing implementations?
Every domain using AIS will have an overall admin account that can name and assign their independent Workspaces. This account access should be given to the institution when the adopting group sits on top of the institutional structure (i.e. Office of Institutional Effectiveness). Careful consideration must be given to this administrative account when working with adopters that are on the college, department, or program levels since this admin role is limited to creating Workspaces for independent entities in the institution. In a case where a university level admin is not part of the initial implementation, it would be recommended that the AIS Admin account management be handled by LiveText Implementation.

What decisions will need to be made for each institution?
With the release of AIS Workspaces, each admin will have to log into their domain and name their own unique workspaces for what is currently in production and plan for future activities. LiveText Implementation will prompt and provide guidance for this action.

What are the implications of workspaces?
A Template Manager has the ability to define, distribute, monitor, and report on activity within her Workspace only. She can exist in multiple workspaces with the same log in. Authors can also exist in one or more Workspaces. This means, the College of Education can be in the institutional effectiveness Workspace to participate in program review and also in the College of Education Workspace to provide his departmental reports.

Other notable released items

Rich Text
The Template Manager can now add a rich text field as part of the template. This provides the Author with the ability to change the font style, color, and size. Authors can also add bullet points, align the text (left, center, right), and insert hyperlinks for other resources. Please note, when rich text is used, it will be available in the PDF output (in a future release) but not in the Excel export.
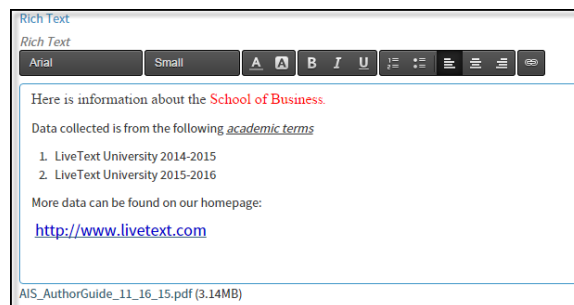
Attachments

The Template Manager can add attachments in both the plain text and rich text components. The attachments are accessible to the Author and Evaluator.

Label	Resource Section
Reminder Message	Rich Text
Attachment	Select File Maximum allowed file size is 1GB.
	AIS_AuthorGuide_11_16_15.pdf (3.14MB) 🗑

Save   Cancel

Author Notification

A notification icon will appear for the Author when a comment is added by the Evaluator. The icon will disappear once viewed by the Author.

Section Name	Last Editor	Section Status
Introduction	Fred Scott Nov 23, 2015 7:51 PM (CST)	Submitted
Curriculum Map	Fred Scott Oct 19, 2015 4:46 PM (CST)	Submitted
Assessment Map	Cassie Lux Nov 23, 2015 7:54 PM (CST)	Accepted
	Fred Scott Oct 19, 2015 4:46 PM (CST)	In Progress
Assessment List	Fred Scott Oct 1, 2015 10:25 AM (CST)	In Progress
Assessment List Findings	Linda Perez Oct 1, 2015 10:26 AM (CST)	Accepted
Untitled Section		Not Started

Institutional Plan - Education