

Entering Feedback on a PEARL Plan
Step-By-Step Guide
Prepared for PEARL by Kelly Dick and Jeremy Penn
Office of Undergraduate Studies
Fall 2009

1. Go to <http://pearl.unl.edu>

2. Log in

If you have already been “added” to the PEARL system, login using your blackboard username and password on the *left* side of the screen

Assessment Database Login - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://pearl.unl.edu/assessment/login.cfm?refreshOnce=1&msg=

NPEARL - (Program Excellence through Assessment,
Research and Learning)

University of Nebraska-Lincoln

[Pearl Introduction](#)

Enter your UserName and Password, then click “LOGIN” to log in to the Assessment Reporting Database, and work on your assessment plans.

Blackboard Login

UserName:

Password:

LOGIN

Pearl Administrator Login

UserName:

Password:

LOGIN

[Help?](#)

Note: It is best to use Internet Explorer version 4.0 or higher or Netscape version 6.0 or higher to view these web pages. The database will function properly with other browsers, but some pages will not look as we intended. In addition, javascript MUST be enabled to perform any actions on the plan, but not to view the plans.

If you have logged in correctly, you will see something like the figure below:

PEARL Assessment Reporting System
University of Nebraska-Lincoln

My Assessment Plans | [Contact Support](#) | [Color & Type Reference](#) | [Public Site](#) | [Logout](#)

User information... [Edit User Info](#)

Name: Program Reviewer
Phone:
Email: sample@email.com
Last login: 9/4/2009 12:36 PM

Color	Type
Blue	Student Learning/Development
Green	Student Affairs other
Light Green	Administrative Support
Red	Additional Template
Dark Red	Assessment activity

Assessment Plan Workflow

The status of each of your plans is listed below. Your current plan status is highlighted in yellow. Please click on the button marked "edit" or on the hyperlinked text to work on that plan.

The database saves information when you click on the "save changes" button for each form. Be sure to "save changes" at least once every 30 minutes to prevent the loss of information. The "save changes" button will save your report into the database but will NOT submit your report for review.

To submit your assessment plan for review, click on the "finalize changes and lock this step" button at the top of your assessment plan. This will advance your assessment plan to the next step and will notify system administrators that your assessment plan has been entered into the system.

Resources for Planning Research

[View Best Practices University Wide](#) | [Classification of PEARL plans](#)
[View Research Instruments & Evaluation Forms\(Supplementals\)](#) | [View Categorization by Frequency](#)
[View My Supplementals](#) | [More Resources](#)
[CSU samples \(Login: demo\)](#) | [UNI University-wide assessment book 2009](#)
[Assessment Glossary](#)

College: Penn College
 Department: Penn department

Sample Program	October 2, 2009	November 20, 2009	January 15, 2010	September 17, 2010	October 29, 2010	December 17, 2010	December 31, 2010
2009 - 2010	Programs input plan	Peer reviewers provide feedback on plan	Update on progress and response to feedback	Programs report results	Peer reviewers provide feedback on results	Programs respond to feedback on results	Report shared with dean and chair

The *resources section* includes tools and links that will help you as you provide feedback on your assigned program assessment plans, and later, results. These include, “Best Practices University Wide”, which identifies exemplars from other programs, “Research Instruments and Evaluation Forms”, which lists rubrics, surveys, and other assessment instruments shared by other programs, and the PEARL Guidebook. The current Assessment Rubric for peer review can be found by clicking on “Additional Resources”.

Near the bottom of the screen you will see the plans ready for your team’s review and their timelines (a series of boxes, one of which will be highlighted in yellow). The highlighted box indicates each program’s PEARL “phase.” In the above example, *Sample Program 2009* is on the “Peer reviewers provide feedback on plan” phase.

3. Click on the highlighted box to proceed.

You should now see something similar to the following:

PEARL Assessment Reporting System
University of Nebraska-Lincoln

My Assessment Plans | [Contact Support](#) | [Color & Type Reference](#) | [Public Site](#) | [Logout](#)

Logged In As Program Review

PROGRAM IMPROVEMENT RESEARCH PLAN

College: **Penn College**
Department/Unit: **Penn department**
Program: **Sample Program 2009**
Reporting Period: **Oct 2009 - Dec 2010**
Previous Plan: **Yes. [See it](#)**
Plan Status: **Peer reviewers provide feedback on plan**
Current Date/Time: **September 8, 2009**
Contact Person: **Jeremy Penn**
Contact Phone: **402-472-1905**

Peer reviewers provide feedback on plan
Peer reviewers read and provide feedback to program plans. Peer reviewers will advance the plan to the next stage when they have completed reviewing the plans.

This plan currently has 2 Assessment Activities.
Move To: [Assessment Activity 1](#) [Assessment Activity 2](#)

This plan has 0 [best practices](#).

General Plan Information

University of Nebraska-Lincoln Mission	University of Nebraska-Lincoln Mission Statement (Excerpt from UNL Fact Book 2004-2005) The University of Nebraska-Lincoln, chartered by the Legislature in 1869, is that part of the University of Nebraska system which serves as both the land-grant and the comprehensive public University for the State of Nebraska.
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The yellow box gives you some instructions on what should be done during this phase. Do NOT click on “Finalize Changes and Lock this Step” until you are completely finished with this PEARL phase! (If you do, you will need to contact a PEARL steering committee member to fix the problem.)

4. Entering Feedback

- A. Scroll down and read through the cover page (“General Plan Information” including mission statements and values) and the program’s assessment activities. You will be providing feedback on each of these areas. (Note: The program leaders do not enter the university and college mission statements. These are entered automatically.)

PEARL Assessment Reporting System
University of Nebraska-Lincoln

My Assessment Plans | [Contact Support](#) | [Color & Type Reference](#) | [Public Site](#) | [Logout](#) Logged In As Program Review

Program Mission	We offer three degree programs that serve the people of the state.
Program Values (optional)	
Contact Reference:	Contact Kelly Dick: 472-1453
Committee Comments and Program Responses on Cover Page (above) and Overall Plan	
<input type="button" value="Add Comment"/>	
No comments exist.	

Assessment Activity 1		Last modified on: 06/17/09	<input type="button" value="PREVIOUS"/>
Student Learning/Development			
Description & Methodology			
Outcome			
By their senior year, natural resource majors will be able to write effectively and to communicate research results and opinions in a manner appropriate to an audience. On both a national and local level, potential employers have identified the poor preparation in writing of the entry-level pool of graduates. In a labor force full of mediocre writers, someone who writes well is bound to stand out and succeed. Our graduates also go on to graduate school in which effective written communication is critical to their long term success. This outcome contributes to a quality academic experience for students and their ability to disseminate information about their work related to Earth, water, atmospheric and biological resources. This outcome is consistent with UNL's core value related to developing a learning environment that prepares students for success and leadership in their lives and their careers.			
Opportunities to Learn			
Students have the following opportunities to learn this outcome.			
Coursework:			
ENG 150			
ENG 151			
NRS 210			
NRS 250			
NRS 300			
NRS 410			
Internships:			
...			
Question of Interest			
[Question of interest here]			
Assessment Method(s)			
[Assessment method(s) here]			
Committee Comments and Program Responses			
<input type="button" value="Add Comment"/>			
No comments exist.			
Results & Planning			

"Add Comment"

B. There is an "Add Comment" button in each area of the plan. Click on the button to open a text box that looks like this:

Click on "Save Changes" when you are done entering your feedback.

ADD COMMENT
<input type="button" value="Save Changes"/> <input type="button" value="Cancel/Done"/>
Enter Your Comment Below: <div style="border: 1px solid gray; padding: 5px; min-height: 100px;"> <p>This assessment activity looks great! Here are a few suggestions for ways this assessment activity might be improved...</p> </div>

C. Using the rubric to maintain consistency, begin drafting your team's feedback. If you want to keep a copy of your feedback on your own computer, you can draft your comments in a separate document then copy and paste the text into this text box (or you can type directly into the box).

- D. When you are satisfied with your feedback, click on “Save Changes” to upload the comment to PEARL (otherwise click “Cancel/Done”). Your comment will appear in orange like this:

Assessment Activity 1		Last modified on: 03/23/09
Student Learning/Development		
Description & Methodology		
Outcome		
By their senior year, natural resource majors will be able to write effectively and to communicate research results and opinions in a manner appropriate to an audience. This outcome addresses a skill that many potential employers care about and will need in the future. On both a national and local level, potential employers have identified the poor preparation in writing of the entry-level pool of graduates. In a labor force full of mediocre writers, someone who writes well is bound to stand out and succeed. Our graduates also go on to graduate school in which effective written communication is critical to their long term success. This outcome contributes to a quality academic experience for students and their ability to disseminate information about their work related to Earth, water, atmospheric and biological resources. This outcome is consistent with UNL's core value related to developing a learning environment that prepares students for success and leadership in their lives and their careers.		
Opportunities to Learn		
Students have the following opportunities to learn this outcome. Coursework: ENG 150 ENG 151 NRS 210 NRS 250 NRS 300 NRS 410 Internships: ...		
Question of Interest		
[Question of interest here]		
Assessment Method(s)		
[Assessment method(s) here]		
Committee Comments and Program Responses		Add Comment
Comment 1592	This assessment activity looks great! Here are a few suggestions for ways this assessment activity might be improved...	
3/23/2009 3:05 PM Program Reviewer		
sample@email.com		
Edit	Delete	
Results & Planning		
Summary of Assessment Evidence / Results		
Use of Assessment Evidence / Results		

Note: *At this point* your feedback cannot be viewed by the program leader. You can continue to post drafts of feedback to the software (using the “edit” or “delete” button shown above) without worrying whether the program leader can see this incomplete feedback. Some review teams have used this feature as a way to have online conversations about an assessment activity – each reviewer posts a draft of feedback, and then one of the reviewers summarizes the feedback across the team and provides a final written comment which is then shared with the program leader.

5. Completing the process

- A. Once your team is ready to share its feedback, return to the top of the screen and click on “Finalize Changes and Lock this step.”
- B. You will receive a warning. Click “OK”.
- C. The plan will advance on the timeline to the next phase.