

Entering Your PEARL Plan
Step-By-Step Guide
Office of Undergraduate Studies
Updated 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](#)

Logged In As Pr

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

Name: Program Leader
Phone: 123-456-7890
Email: email@email.email
Last login: 9/2/2009 11:07 AM

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

Resources for Planning Research

[View Best Practices University Wide](#)
[View Research Instruments & Evaluation Forms\(Supplementals\)](#)
[View My Supplementals](#)
[CSU samples \(Login: demo\)](#)
[Assessment Glossary](#)

[Classification of PEARL plans](#)
[View Categorization by Frequency](#)
[More Resources](#)
[UNL University-wide assessment](#)
[PEARL Guidebook 2009](#)

College: Penn Colle
 Department: Penn dep

Edit

	October 2, 2009	November 20, 2009	January 15, 2010	September 17, 2010	October 29, 2010	December 17, 2010	December 31, 2010
Sample 3 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 put your PEARL plan together. 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 and other resources can be found by clicking on “Additional Resources”.

Near the bottom of the screen, you will see a series of boxes, one of which is highlighted in yellow. This tells you your plan’s PEARL “phase.” In the above example, the program is on the “Programs input plan” phase.

3. Entering your PEARL plan

- A. Above the name of your program and left of the timeline, there is a small button that reads, “Edit.” Click on this button.

You should now see something similar to the following:

PEARL Assessment Reporting System
University of Nebraska-Lincoln

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PROGRAM IMPROVEMENT RESEARCH PLAN

College: **Penn College**
Department/Unit: **Penn department**
Program: **Sample 3**
Reporting Period: **Oct 2009 - Dec 2010**
Plan Status: **Programs input plan**
Current Date/Time: **September 2, 2009**
Contact Person: **Program Manager**
Contact Phone: **402-123-4567**

Finalize Changes and Lock this Step

Finalize Changes and Lock this Step - Do NOT click here until you are completely finished entering your feedback.

Programs input plan

Please fill out the plan components below. Some of your outcomes may be similar to outcomes used in the previous year if you wish. If they are similar, please state this. Program leaders will advance the plan when they have finished entering their plan information and uploading file attachments as needed.

This plan currently has 0 Assessment Activities.

This plan has 0/1 required Student Learning Assessment Activities.

Add New Assessment Activity

General Plan Information **Edit**

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.

Through its three primary missions of teaching, research, and service, UNL is the state's primary intellectual center providing leadership throughout the state through quality education and the generation of new knowledge. UNL's graduates and its faculty and staff are major contributors to the economic and cultural development of the state. UNL attracts a high percentage of the most academically talented Nebraskans, and the graduates of the University form a significant portion of the business, cultural, and professional resources of the State. The quality of primary, secondary, and other post-secondary educational programs in the state depends in part on the resources of UNL for curricular development, teacher training, professional advancement, and enrichment activities involving the University's faculty, museums, galleries, libraries, and other facilities. UNL provides for the people of the state unique opportunities to fulfill their highest ambitions and aspirations, thereby helping the state retain its most talented youth, attract talented young people from elsewhere, and address the

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. Adding department and program mission

The first step is to add your department and program mission to the PEARL "cover page".


- B. Click on the button that reads, "Edit" next to the text "General Plan Information" (see figure above).

- C. The “Save changes” button will save your work as you update the cover page (see below). The “Cancel” button will NOT save your work. You are not able to change the mission of the university or the colleges as these statements have been entered automatically.

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University of Nebraska-Lincoln

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Logged

GENERAL PLAN INFORMATION (Cover Sheet)
Sample 3

Edit the data listed below.
 Remember to "Save Changes" when you are done. And even when not! Save every 15 minutes or so to avoid lost work.

University of Nebraska-Lincoln Mission Statement

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The University of Nebraska-Lincoln has been recognized by the Legislature as the primary research and doctoral degree granting institution in the state for fields outside the health professions. Through its service and outreach efforts the University extends its educational responsibilities directly to the people of Nebraska on a state-wide basis.

University of Nebraska-Lincoln Core Values

**University of Nebraska-Lincoln Core Values
 (As stated in Chancellor Perlman's State of the University Address, 2005)**

- We value the uncompromising pursuit of excellence,
- We value a diversity of ideas and people,
- We value a learning environment that prepares students for success and leadership in their lives and their careers,
- We value research and creative activity that informs teaching, fosters discovery, and contributes to economic prosperity and quality of life in Nebraska,
- We value engagement with academic, business, and civic communities throughout Nebraska and the world,
- We value an institutional climate that challenges every member of the university to advance these core values and that celebrates their success.

Penn College's Mission

[Help?](#)

- D. Scroll down until you see the blanks for the department mission and program mission. You may type the mission directly in these boxes, or copy and paste from a text file (these boxes will read HTML code).
- E. You may also enter information into the other boxes provided if it is appropriate for your program (not all programs / departments have items to post in these additional boxes).
- F. If you are happy with the changes you have made, click on “Save changes” (available at the top and bottom of the cover page) (if not, click “cancel”). You will return to the program plan page and your changes to the cover page will be visible.

5. Adding assessment activities (outcomes) to your PEARL plan


Next you will add assessment activities (or outcomes) to your plan. Programs are asked to have at least 3 outcomes; more outcomes may be included as needed.

- A. On the program plan page click on the button in the yellow box that reads, “Add New Assessment Activity” (see figure below).

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University of Nebraska-Lincoln

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Logged In As Program

PROGRAM IMPROVEMENT RESEARCH PLAN

College: **Penn College**

Department/Unit: **Penn department**

Program: **Sample 3**

Reporting Period: **Oct 2009 - Dec 2010**

Plan Status: **Programs input plan**

Current Date/Time: **September 2, 2009 3:38 PM**

Contact Person: **Program Manager**

Contact Phone: **402-123-4567**

Programs input plan

Please fill out the plan components below. Some of your outcomes may be similar to outcomes used in the previous year if you wish. If they are similar, please state this. Program leaders will advance the plan when they have finished entering their plan information and uploading file attachments as needed.

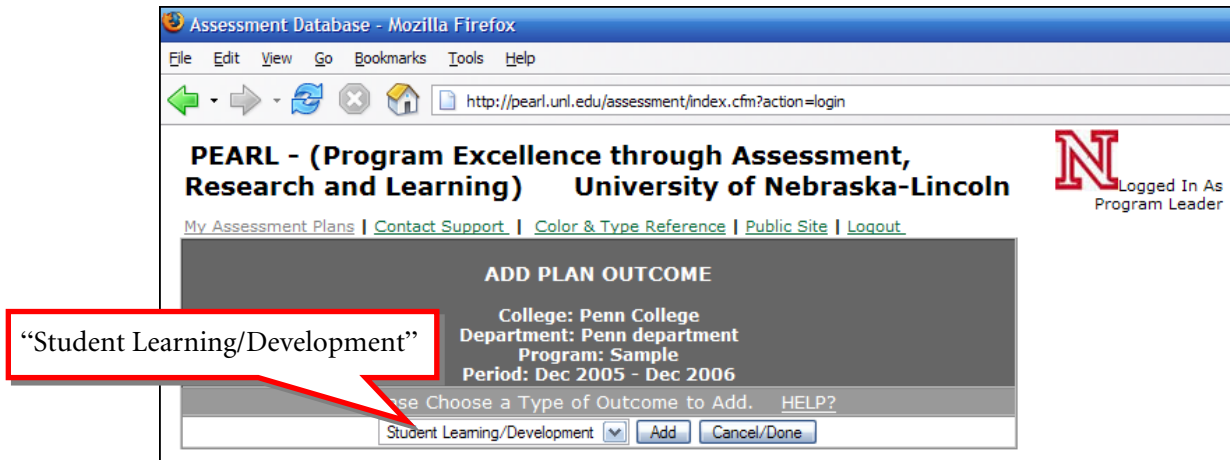
This plan currently has 0 Assessment Activities.

This plan has 0/1 required Student Learning Assessment Activities.

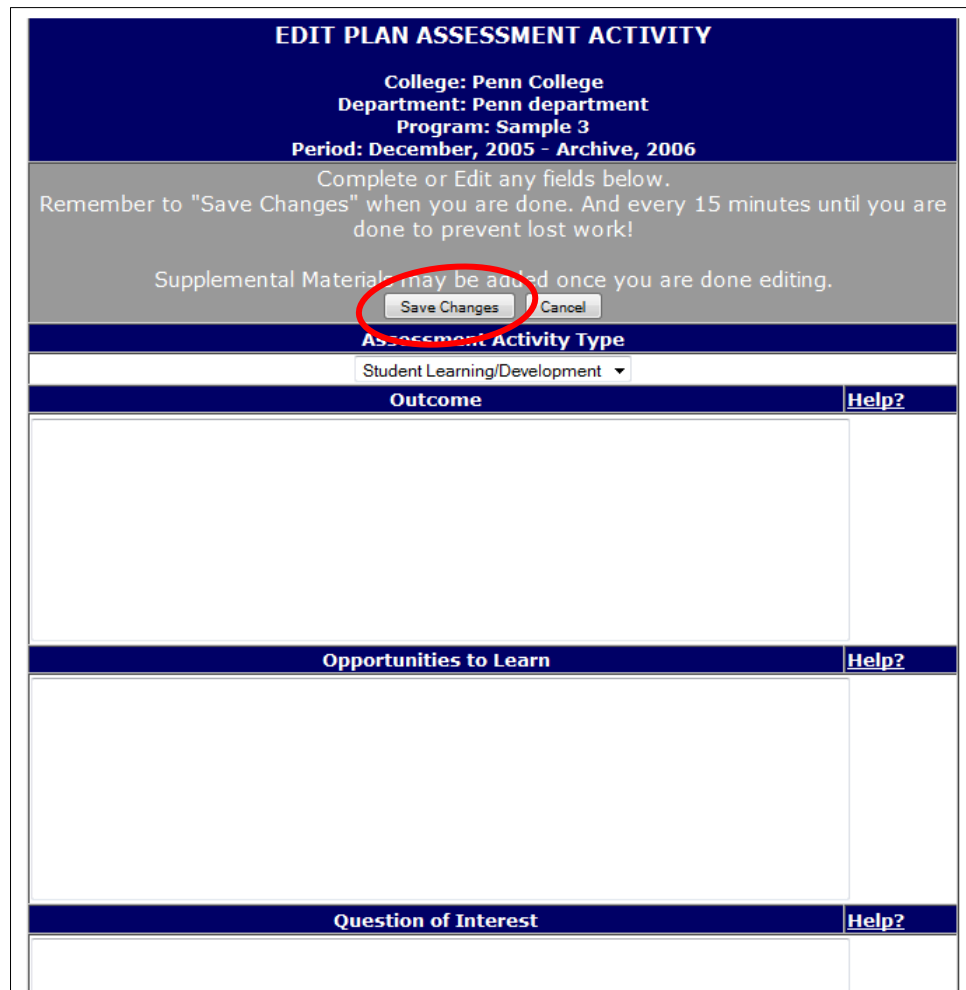
General Plan Information

University of Nebraska-Lincoln Mission Statement	University of Nebraska-Lincoln Mission Statement (Excerpt from UNL Fact Book 2004-2005)
	<p>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.</p> <p>Through its three primary missions of teaching, research, and service, UNL is the state's primary intellectual center providing leadership throughout the state through quality education and the generation of new</p>

- B. You will need to select the ‘type’ of activity you would like to add. At this time, PEARL is working only with student learning outcomes, so you should note that this type is already selected, and click “add.”



- C. As before, “Save changes” will save your work on this page. “Cancel” will take you back to the program plan page *without* saving. You may type or copy and paste your plan components into the appropriate boxes (these boxes accept HTML code).



- D. Once you are satisfied, click “save changes.” You will return to the assessment plan page. Repeat step 11(a - d) until you have added all of your outcomes.

6. Adding supplemental materials (i.e., ‘attachments’)

Once you have created an activity, you might want to attach a document or file to it. The purpose of attaching a supplemental document is to share assessment instruments, data summaries, or other information relevant to your assessment work with the Peer Reviewers and other Program Leaders. *These supplemental materials will be shared with other programs through the resource section, so do not include any identifiable student information.* If possible, please convert your supplemental documents to PDF files before attaching them to your assessment activity.

On the PEARL plan page, you will see your cover page and below that, your PEARL outcome(s), which will look something like this:

Assessment Activity 1 Last modified on: 09/02/09 Delete	
Student Learning/Development	
Description & Methodology Edit	
Outcome Outcome...	
Opportunities to Learn Opportunities...	
Question of Interest Question of interest...	
Assessment Method(s) Assessment method...	
Results & Planning	
Summary of Assessment Evidence / Results	
Use of Assessment Evidence / Results	
Supplemental Materials Add Supplemental View Supplementals University Wide	
Attach any documents or tables that would support the information shared above (e.g., copies of surveys, tables of results, action plans for following up on results, etc.).	

- A. To add a supplemental material to assessment activity 1, click on the button that reads, “Add Supplemental.”

(Instructions for attaching supplemental materials continue on page 8)

B. Your choices are to either “upload” a document or to post a link to an existing website.

To upload a document:

- a) Select the type of supplemental material from the dropdown list in the top section.
This will identify the material so others can find it (e.g., scoring rubric, survey, etc.).
- b) Next type in a name for the instrument (e.g., Penn Department Scoring Rubric).
- c) Click on “Browse” and identify the file on your computer to upload.
- d) Click “Upload!”

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University of Nebraska-Lincoln

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New Supplemental: [HELP?](#)

Please choose a type. Look closely; try to find one that matches. If there is no matching type you may add a new type by clicking the link below the box.

Enter a unique name. No two of your supplementals may have the same name.

Click the 'browse' button to locate the file on YOUR harddrive. This file will be uploaded to

Type: Select Instrument Type Below [Add type not listed in dropdown menu](#)
 Confidential - Department Use Only

Name:

File to upload:

To add a link:

- a) Select the type of supplemental material from the dropdown list.
- b) Type in a name for the link.
- c) Type in the website (URL) for the link (the link must start with http://).
- d) Click on “Add Link!”

Alternatively, you can add a link to an existing website if your materials are posted there.

Type: Select Instrument Type Below [Add type not listed in dropdown menu](#)
 Confidential - Department Use Only

Name:

HREF (IE):

Associate Existing Supplemental:
Please choose one of your existing supplementals.

Supplemental: PEARL Guidebook 2009 [View My Supplementals](#)


****Note that the button marked, “Confidential” does not always work correctly and should be ignored. As a general rule of thumb, do NOT post any supplemental material that contains identifiable student information including social security numbers or student ID numbers.**

7. Completing the process

- A. When you are completely done entering outcomes and attaching supplemental materials, click “Finalize changes and lock this step.”
- B. You will receive a warning. Click “OK”.
- C. Your plan will be advanced to step 2 and is now ready to receive feedback from the Peer Reviewers.

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University of Nebraska-Lincoln

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Logged In As Progr

PROGRAM IMPROVEMENT RESEARCH PLAN

College: **Penn College**

Department/Unit: **Penn department**

Program: **Sample 3**

Reporting Period: **Oct 2009 - Dec 2010**

Plan Status: **Programs input plan**

Current Date/Time: **September 2, 2009 4:16 PM**

Contact Person: **Program Manager**

Contact Phone: **402-123-4567**

“Finalize Changes and Lock this Step”

Programs input plan

Please fill out the plan components below. Some of your outcomes may be similar to outcomes used in the previous year if you wish. If they are similar, please state this. Program leaders will advance the plan when they have finished entering their plan information and uploading file attachments as needed.

This plan currently has 1 Assessment Activity.

Move To: [Assessment Activity 1](#)

This plan has 1/1 required Student Learning outcomes.

General Plan Information

University of Nebraska-Lincoln Mission Statement	<p>University of Nebraska-Lincoln Mission Statement (Excerpt from UNL Fact Book 2004-2005)</p> <p>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.</p> <p>Through its three primary missions of teaching, research, and service, UNL is the state's primary intellectual center providing leadership throughout the state through quality education and the generation of new knowledge. UNL's graduates and its faculty and staff are major contributors to the economic and cultural development of the state. UNL attracts a high percentage of the most academically talented Nebraskans, and the graduates of the University form a significant portion of the business, cultural, and professional resources of the State. The quality of primary, secondary, and other</p>
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