Gen-Ed-AA Reporting System Instructions

Log into myEFSC using your B# and Titan Web password. Contact the IT Support Desk at 321-433-7600 or mailto:ITSupport@easternflorida.edu if you have trouble logging in.

Under “EFSC Employee Applications” select “Faculty – Gen Ed- AA Reporting System” in the dropdown menu. Then select the “Launch” button.

From the main screen, click on the “Report Assessment” button next to the course you are reporting on. **Be sure to report all course sections listed on the main screen.**
On the next screen,

1. From the dropdown menu, select the Core Ability that you assessed in this course section. With the new expanded assessment process, you may assess any Core Ability in your course. You are not required to use a common assessment tool for your discipline.
2. From the list of assessment methods, select the assessment method that best describes how your students demonstrate the selected Core Ability. If you do not see an assessment method listed that best describes the assessment method that you used, select “Other” and write in the type of assessment method that you used.
3. Write in an explanation of the assessment method used in the text box provided on the right side of the listed assessment methods. This explanation could be a description or instructions for the assessment method you selected.
4. Once you have completed the steps above, click on the “Continue” button at the bottom of the screen.

Note: The percentage of students meeting or not meeting our standards for the Core Ability will not be used in association with any individual. This is for use in assessing AA Program outcomes only

On the last screen, you will see a list of the student’s names for each student in this course section. Each student has a check mark next to their name in the “Met Core Ability” field.

1. If the student has met the Core Ability, leave the check mark in the “Met Core Ability” box next to their name.
2. If the student did not meet the Core Ability, remove the “check mark” from the box next to the student’s name in the “Met Core Ability” field.
3. If the student did not take the assessment, check the box next to the student’s name in the “Did not take” field.
4. The number of students completed, met, and the % students will automatically calculate in the boxes provided.
5. If you did not use the Core Abilities Indicators, please explain how you determined if the student met the Core Ability. This explanation could be benchmarks from a rubric, test scores, or another method you used to assess the Core Ability.
6. Optional: In the text box, please include suggestions that you can offer to improve student learning associated with this Core Ability.
7. Click the “Submit” button when you are done.