



## Outcomes Assessment Management Solutions Performance and Requirements Analysis

This document is designed to help you identify if the Outcomes Assessment Management solution your organization is reviewing meets current and/or future requirements. Use the rating system to evaluate each key feature on a scale of **1-5** with **5** representing a superior implementation and **1** being unacceptable.

Advanced Technology	<i>Key Features Availability</i>	
	Product 1	Product 2
Is the application available in your choice of a perpetual license (hosted securely at the institution) or a subscription (hosted securely for the institution)?	1 2 3 4 5	1 2 3 4 5
Is there an option to move between hosting models (perpetual license or subscription) if needs change?	1 2 3 4 5	1 2 3 4 5
Is the institution authorized to continue to use the application, access and store data and run reports even if the annual maintenance contract on their perpetual license is not current?	1 2 3 4 5	1 2 3 4 5
Does the application require a dedicated server if hosted at the institution?	1 2 3 4 5	1 2 3 4 5
Does the application support Microsoft Windows and Apple Macintosh client OS systems?	1 2 3 4 5	1 2 3 4 5
Does the application support common browsers such as Mozilla Firefox, Microsoft IE and Safari?	1 2 3 4 5	1 2 3 4 5
Are there multiple data storage formats available, such as files, zip files, and URLs?	1 2 3 4 5	1 2 3 4 5
Does the application limit how much data can be stored or linked to observations, outcomes, assessment methods and courses?	1 2 3 4 5	1 2 3 4 5
Can data be linked to observations, assessment methods and courses?	1 2 3 4 5	1 2 3 4 5
Does the application allow the institution to decide when available updates will be provided to end users?	1 2 3 4 5	1 2 3 4 5
Is the application built with the latest technology?	1 2 3 4 5	1 2 3 4 5
Does the system for managing data meet security requirements for your organization?	1 2 3 4 5	1 2 3 4 5
Has the application been developed based on feedback from educators worldwide?	1 2 3 4 5	1 2 3 4 5

	<i>Key Features Availability</i>	
<b>Advanced Technology</b>	<b>Product 1</b>	<b>Product 2</b>
Has the application been used in production environments at large universities and multi-campus community college systems?	1 2 3 4 5	1 2 3 4 5
Is Single Sign On available for major portals?	1 2 3 4 5	1 2 3 4 5
Are there integrations with major systems of record?	1 2 3 4 5	1 2 3 4 5
How many years has the application been available? How many years at the enterprise level or campus-wide?	1 2 3 4 5	1 2 3 4 5

	<i>Key Features Availability</i>	
<b>Functionality – Institution/System Level</b>	<b>Product 1</b>	<b>Product 2</b>
Is the application designed for use in academic as well as non-academic areas of the institution?	1 2 3 4 5	1 2 3 4 5
Does the application do more than simply automate a manual paper-based process?	1 2 3 4 5	1 2 3 4 5
Can the application be used for Outcomes Assessment, Strategic Planning and Accreditation?	1 2 3 4 5	1 2 3 4 5
Is the application highly configurable by the institution?	1 2 3 4 5	1 2 3 4 5
Can the institution’s nomenclature for assessment be incorporated into the application and can each functioning unit also define their own nomenclature?	1 2 3 4 5	1 2 3 4 5
Are custom fields supported and can they be defined and placed in any order on selected pages at any time?	1 2 3 4 5	1 2 3 4 5
Does the application support an unlimited number of reporting and assessment units at the institution?	1 2 3 4 5	1 2 3 4 5
Can the application be customized to include branding elements such as your organization’s logo or crest?	1 2 3 4 5	1 2 3 4 5
Can data be imported from spreadsheets, databases, electronic portfolio systems, and student management systems?	1 2 3 4 5	1 2 3 4 5
Does the application support role based access to data?	1 2 3 4 5	1 2 3 4 5
Are there summary pages which show status at all levels based on role?	1 2 3 4 5	1 2 3 4 5
Do summary pages show use of data in addition to outcomes and measures?	1 2 3 4 5	1 2 3 4 5
Does the application support assignment of tasks to any personnel with an email address regardless of whether they are a user of the application?	1 2 3 4 5	1 2 3 4 5

	<i>Key Features Availability</i>	
<b>Functionality – Institution/System Level</b>	<b>Product 1</b>	<b>Product 2</b>
Is there a built-in, flexible, web-based Data Collection tool?	1 2 3 4 5	1 2 3 4 5
Does the application include a built-in, flexible, web-based Questionnaire or Survey tool?	1 2 3 4 5	1 2 3 4 5
Is there a full fledged file manager with folder access by role and level?	1 2 3 4 5	1 2 3 4 5
Can you see all observations / results related to a data set in the file manager?	1 2 3 4 5	1 2 3 4 5
Does the application support recurring assessments to demonstrate longitudinal progress and continuous improvement?	1 2 3 4 5	1 2 3 4 5

	<i>Key Features Availability</i>	
<b>Functionality – Reporting Unit Level (School/College/Division)</b>	<b>Product 1</b>	<b>Product 2</b>
Can summary observations be made at the reporting unit level which includes links to observations / results made by related assessment units?	1 2 3 4 5	1 2 3 4 5
Is the application labeling customizable for each reporting unit? (e.g. Business, Education, Student Affairs, General Education, Strategic Planning, College of Arts and Sciences, etc)	1 2 3 4 5	1 2 3 4 5
Can reporting units create folders containing data which is only accessible by their assessment units?	1 2 3 4 5	1 2 3 4 5
Can reports be hidden if they are not needed at a reporting unit level?	1 2 3 4 5	1 2 3 4 5
Do reporting units each have a unique summary page which shows the status of assessment at the assessment unit level?	1 2 3 4 5	1 2 3 4 5
Can a calendar of outstanding assessment events be viewed at the reporting unit level?	1 2 3 4 5	1 2 3 4 5
Is it possible to link reporting unit goals to institutional goals and external accrediting unit goals?	1 2 3 4 5	1 2 3 4 5

	<i>Key Features Availability</i>	
<b>Functionality – Assessment Unit Level (Dept/Program/Committee)</b>	<b>Product 1</b>	<b>Product 2</b>
Can labeling be customized for specific assessment units? (e.g. Psychology, Career Services, etc)	1 2 3 4 5	1 2 3 4 5
Is the application able to support labeling types for groups of assessment units? (e.g. Academic, Non-Academic, Committee, AQIP, QEP, etc)	1 2 3 4 5	1 2 3 4 5
Do assessment units each have a unique summary page which shows the status of student learning outcomes for each course or outcomes for each activity?	1 2 3 4 5	1 2 3 4 5

<b>Functionality – Assessment Unit Level (Dept/Program/Committee)</b>	<i>Key Features Availability</i>	
	<b>Product 1</b>	<b>Product 2</b>
For each assessment unit is there a unique summary page which shows the status of their assessment plan?	1 2 3 4 5	1 2 3 4 5
Are assessment units able to have unique folders for data that is only accessible within the assessment unit?	1 2 3 4 5	1 2 3 4 5
Can assessment unit users assign tasks to personnel within the unit who are not users?	1 2 3 4 5	1 2 3 4 5
Can users request data, observations, actions or follow-up via an assignment mechanism which allows response via email from others whether they are users or not?	1 2 3 4 5	1 2 3 4 5
Does application allow for course or activity level outcomes measurement?	1 2 3 4 5	1 2 3 4 5
Are authorized users able to link course or activity level outcomes to assessment unit outcomes as well as to goals at system, institution, reporting unit and assessment unit levels?	1 2 3 4 5	1 2 3 4 5
Can courses or activities be related to outcomes at the assessment unit level?	1 2 3 4 5	1 2 3 4 5
Are assessment units able to define any number and type of outcomes?	1 2 3 4 5	1 2 3 4 5
Is it possible for assessment units to choose any number and type of assessment methods for each outcome?	1 2 3 4 5	1 2 3 4 5

<b>Configurable Reporting</b>	<i>Key Features Availability</i>	
	<b>Product 1</b>	<b>Product 2</b>
Are standard configurable reports available?	1 2 3 4 5	1 2 3 4 5
Can selected reports be hidden from reporting and/or assessment units that don't need them?	1 2 3 4 5	1 2 3 4 5
Can standard reports be run in html or PDF formats?	1 2 3 4 5	1 2 3 4 5
Can curriculum mapping and Ad hoc reports be run in HTML, PDF or Excel formats?	1 2 3 4 5	1 2 3 4 5
Do reports contain links to supporting data?	1 2 3 4 5	1 2 3 4 5
Can reports be saved with links to supporting data (as a static HTML document)?	1 2 3 4 5	1 2 3 4 5

Services and User Groups	Key Features Availability	
	Product 1	Product 2
Do all new implementations include on-site professional services and consultation?	1 2 3 4 5	1 2 3 4 5
Is a situational analysis undertaken at implementation to help each institution maximize value from the application?	1 2 3 4 5	1 2 3 4 5
Are fee-based on-site and teleconference services available by request?	1 2 3 4 5	1 2 3 4 5
Are strategic services offered in addition to implementation and training services?	1 2 3 4 5	1 2 3 4 5
Is Support available via toll free telephone and email?	1 2 3 4 5	1 2 3 4 5
Does the company have an active and engaged Customer Advisory Council where feedback is provided directly to the operating units in the company?	1 2 3 4 5	1 2 3 4 5
Is there an active User Group?	1 2 3 4 5	1 2 3 4 5
Is there an Annual Users Conference?	1 2 3 4 5	1 2 3 4 5

We will be happy to work with you and help interpret the results of this product analysis. If you have questions or comments about this document, please call us at +1 412-847-0280.



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