



ACT Assessment Data Submission Guide

At the end of the offering of an ACT course, the instructor is expected to submit Critical Thinking assessment results in a spreadsheet to the Office of Institutional Effectiveness (OIE). If the SLOs of your ACT course and your gradebook spreadsheet are set up appropriately, this is quite easy.

This guide provides step by step instructions on preparing your data submission, and includes concrete examples along the way. It also includes a description of each supporting document you need to complete your submission.

The supporting documents are:

- ACTCourse_AssessmentData_Template.xlsx: a self-explanatory spreadsheet you may use as a *template* for submitting ACT assessment data to OIE.
- An example based on the ACT course CSCI 5333 Database Management Systems (DBMS) offered in Spring 2015.
 - 1) CSCI 5333 DBMS Spring 2015 Yue Syllabus.pdf: the actual syllabus of the course.
 - 2) CSCI5333_ACT_Annon_Sample_Grade.xlsx: the gradebook for CSCI 5333.2. All data are randomly generated, including student numbers, student names and grades.
 - 3) CSCI5333_ACTCourse_Sample_AnnonAssessmentData.xlsx: the ACT assessment data spreadsheet prepared from (2).

ACT Assessment Data Template

There are four groups of data in the ACT Assessment Data Template:

- 1) Course and instructor information
- 2) Student and artifact information
- 3) Assessment results on critical thinking elements
- 4) Assessment results on the select C (out of the four C's)

(1) Course and instructor information

This will be the same for all rows and can be achieved by simple copy and paste. For example, for the example course, it looks like:

	A	B	C	D	E	F	G
1	Faculty ID	Faculty Name	Course	Rubric	Course Number	Section Number	Student ID
2	9999999	Guy, some	DBMS	CSCI	5333	2	
3	9999999	Guy, some	DBMS	CSCI	5333	2	
4	9999999	Guy, some	DBMS	CSCI	5333	2	
5	9999999	Guy, some	DBMS	CSCI	5333	2	
6	9999999	Guy, some	DBMS	CSCI	5333	2	
7	9999999	Guy, some	DBMS	CSCI	5333	2	
8	9999999	Guy, some	DBMS	CSCI	5333	2	
9	9999999	Guy, some	DBMS	CSCI	5333	2	
10	9999999	Guy, some	DBMS	CSCI	5333	2	
11	9999999	Guy, some	DBMS	CSCI	5333	2	
12	9999999	Guy, some	DBMS	CSCI	5333	2	
13	9999999	Guy, some	DBMS	CSCI	5333	2	
14	9999999	Guy, some	DBMS	CSCI	5333	2	
15	9999999	Guy, some	DBMS	CSCI	5333	2	
16	9999999	Guy, some	DBMS	CSCI	5333	2	
17	9999999	Guy, some	DBMS	CSCI	5333	2	
18							

(2) Student and artifact information

Each row in the data assessment spreadsheet is the assessment result of one student using one assessment tool (artifact). If you are using more than one artifact in your course, please note that rows are entered in groups of artifacts.

If your gradebook is set up with student number and names, you may simply copy and paste.

Gradebook spreadsheet (CSCI5333_ACT_Anon_Sample_Grade.xlsx):

	A	B	C	D	E	F	G	H	I	J	K	L
1	CSCI 5333 DBMS Grade											
2	Spring 2015											
4	S#	SID	Student Name	H1	H2	H3	H4	H5	H6	And so on..		
5	1	7207450	KCFOHEVHEG	90	99			88	86			
6	2	1738951	CCKLTTOAFF	94	93			83	99			
7	3	3958349	RCVATXUBGZ	95	87	90	89	95	84			
8	4	6407426	BCNNDJIHD	82	92	91	83	94	92			
9	5	4207264	JCEHPRTQIG	96	83	85	93	100	98			
10	6	6398920	SCNMQUAUJD	83	86	87	86	90	94			
11	7	1107451	CCIQFSHZKX	87	83	82	83	90	85			
12	8	1200205	QCALMUMALL	95	80	93	82	100	97			
13	9	6100394	HCOALUMYMY	97	82	89	84	83	93			
14	10	4094121	TCIRJPMNG	80	90	89	84	83	86			
15	11	8163231	LCGLYSVZOU	98	90	96	83	97	90			
16	12	0500722	FCGHQEYBPP	97	91	83	95	87	85			
17	13	5729829	RCYDMCFRQZ	93	88	86	90	83	99			
18	14	9214512	JCVRSJEFRU	91	81	100	94	99	98			
19	15	1658678	FCHUDNBDSA	98	97	87	85	83	96			
20	16	9296805	WCSKIVDCTA	82	85	95	92	96	89			
21			Statistics	H1	H2	H3	H4	H5	H6	And so on..		

Assessment Data Spreadsheet (CSCI5333_ACTCourse_Sample_AnonAssessmentData.xlsx):

	A	B	C	D	E	F	G	H	I
1	Faculty ID	Faculty Name	Course	Rubric	Course Number	Section Number	Student ID	Student Name	Artifact
2	9999999	Guy, some	DBMS	CSCI	5333	2	7207450	KCFOHEVHEG	
3	9999999	Guy, some	DBMS	CSCI	5333	2	1738951	CCKLTTOAFF	
4	9999999	Guy, some	DBMS	CSCI	5333	2	3958349	RCVATXUBGZ	
5	9999999			CSCI	5333	2	6407426	BCNNNJJHD	
6	9999999			CSCI	5333	2	4207264	JCEHPRTQIG	
7	9999999			CSCI	5333	2	6398920	SCNMQUAUJD	
8	9999999	Guy, some	DBMS	CSCI	5333	2	1107451	CCIQFSHZKX	
9	9999999	Guy, some	DBMS	CSCI	5333	2	1200205	QCALMUMALL	
10	9999999	Guy, some	DBMS	CSCI	5333	2	6100394	HCOALUMYMY	
11	9999999	Guy, some	DBMS	CSCI	5333	2	4094121	TCIRJPMNG	
12	9999999	Guy, some	DBMS	CSCI	5333	2	8163231	LCGLYSVZOU	
13	9999999	Guy, some	DBMS	CSCI	5333	2	0500722	FCGHQEYBPP	
14	9999999	Guy, some	DBMS	CSCI	5333	2	5729829	RCYDMCFRQZ	
15	9999999	Guy, some	DBMS	CSCI	5333	2	9214512	JCVRSJFRU	
16	9999999	Guy, some	DBMS	CSCI	5333	2	1658678	FCHUDNBDSA	
17	9999999	Guy, some	DBMS	CSCI	5333	2	9296805	WCSKIVDCTA	

Paste (values only)

Always paste cell values without formatting.

In the example course, there are two assessment tools (artifacts): HW #2 and HW #6, thus you clone the data entered (16 rows) so far and enter HW#2 in the artefact field for the first 16 data rows and HW #6 for the next 16 data rows:

	A	B	C	D	E	F	G	H	I
1	Faculty ID	Faculty Name	Course	Rubric	Course Number	Section Number	Student ID	Student Name	Artifact
2	9999999	Guy, some	DBMS	CSCI	5333	2	7207450	KCFOHEVHEG	HW #2
3	9999999	Guy, some	DBMS	CSCI	5333	2	1738951	CCKLTTOAFF	HW #2
4	9999999	Guy, some	DBMS	CSCI	5333	2	3958349	RCVATXUBGZ	HW #2
5	9999999	Guy, some	DBMS	CSCI	5333	2	6407426	BCNNNJJIHD	HW #2
6	9999999	Guy, some	DBMS	CSCI	5333	2	4207264	JCEHPRTQIG	HW #2
7	9999999	Guy, some	DBMS	CSCI	5333	2	6398920	SCNMQUAUJD	HW #2
8	9999999	Guy, some	DBMS	CSCI	5333	2	1107451	CCIQFSHZKX	HW #2
9	9999999	Guy, some	DBMS	CSCI	5333	2	1200205	QCALMUMALL	HW #2
10	9999999	Guy, some	DBMS	CSCI	5333	2	6100394	HCOALUMYMY	HW #2
11	9999999	Guy, some	DBMS	CSCI	5333	2	4094121	TCIRJPMNG	HW #2
12	9999999	Guy, some	DBMS	CSCI	5333	2	8163231	LCGLYSVZOU	HW #2
13	9999999	Guy, some	DBMS	CSCI	5333	2	0500722	FCGHQEYBPP	HW #2
14	9999999	Guy, some	DBMS	CSCI	5333	2	5729829	RCYDMCFRQZ	HW #2
15	9999999	Guy, some	DBMS	CSCI	5333	2	9214512	JCVRSJEFRU	HW #2
16	9999999	Guy, some	DBMS	CSCI	5333	2	1658678	FCHUDNBDSA	HW #2
17	9999999	Guy, some	DBMS	CSCI	5333	2	9296805	WCSKIVDCTA	HW #2
18	9999999	Guy, some	DBMS	CSCI	5333	2	7207450	KCFOHEVHEG	HW #6
19	9999999	Guy, some	DBMS	CSCI	5333	2	1738951	CCKLTTOAFF	HW #6
20	9999999	Guy, some	DBMS	CSCI	5333	2	3958349	RCVATXUBGZ	HW #6
21	9999999	Guy, some	DBMS	CSCI	5333	2	6407426	BCNNNJJIHD	HW #6
22	9999999	Guy, some	DBMS	CSCI	5333	2	4207264	JCEHPRTQIG	HW #6

Make a clone
(copy and paste) of
all student rows

Note that you can download your class roster from PeopleSoft in Excel format, which include student numbers and names.

(3) Assessment results on critical thinking elements

First identify the ACT SLOs, their CT elements (out of the eight), and the artifacts used as the assessment tools. In the example course, the three SLOs and their corresponding element are:

- SLO #2: Concepts
- SLO #3: Interpretation and inferences
- SLO #4: Question at issues

The artifacts used to assess the SLOs are:

- HW #2: SLO #2 and SLO #3
- HW #6: SLO #4

Thus, you will need to enter the following columns in the Assessment Data spreadsheet for the artifacts:

- HW #2: (1) Concepts, and (2) Interpretations and inferences
- HW #6: (1) Question at issues

If your artifacts are score-based, you can use your gradebook to create assessment results. Otherwise, you will need more manual involvement to enter “U”, “A” and “E” as the assessment results for “Unacceptable”, “Acceptable” and “Excellent” respectively.

In the example course, it is grade-based using the same criteria for both artifacts:

Assessment Activity (Artifacts)	Assessment Outcome		
	Unacceptable	Acceptable	Excellent
AA #1: HW#2	[0%,85%)	[85%,95%)	[95%,100%]
AA #2: HW#6	[0%,85%)	[85%,95%)	[95%,100%]

For HW #2,

You can create a column such as “ACT AA1” in your grade book.

Gradebook spreadsheet (CSCI5333_ACT_Anon_Sample_Grade.xlsx):

M6 fx =IF(E6>=95, "E", IF(E6>=85, "A", "U"))

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	CSCI 5333 DBMS Grade												
2	Spring 2015												
3													
4	S#	SID	Student Name	H1	H2	H3	H4	H5	H6	And	so	on..	ACT AA1
5	1	7207450	KCFOHEVHEG	90	99	91	100	88	86				E
6	2	1738951	CCKLTTOAFF	94	93	99	89	83	99				A
7	3	3958349	RCVATXUBGZ	95	87	90	89	95	84				A
8	4	6407426	BCNNNJJIHD	82	92	91	83	94	92				A
9	5	4207264	JCEHPRTQIG	96	83	85	93	100	98				U
10	6	6398920	SCNMQUAUJD	83	86	87	86	90	94				A
11	7	1107451	CCIQFSHZKX	87	83	82	83	90	85				U
12	8	1200205	QCALMUMALL	95	80			100	97				U
13	9	6100394	HCOALUMYMY	97	82	89	84	83	93				U
14	10	4094121	TCIRJPMNG	80	90	89	84	83	86				A
15	11	8163231	LCGLYSVZOU	98	90	96	83	97	90				A
16	12	0500722	FCGHQEYBPP	97	91	83	95	87	85				A
17	13	5729829	RCYDMCFRQZ	93	88	86	90	83	99				A
18	14	9214512	JCVRSJEFRU	91	81	100	94	99	98				U
19	15	1658678	FCHUDNBDSA	98	97	87	85	83	96				E
20	16	9296805	WCSKIVDCTA	82	85	95	92	96	89				A
21	Statistics			H1	H2	H3	H4	H5	H6	And	so	on..	ACT AA1

Since the newly created artifact results use HW #2, you can easily create a formula to compute the results. For example, for student #1, the assessment result cell is M5, which uses the cell E5 (storing HW #2 for student #1). You may enter the following into M5:

=IF(E5>=95, "E", IF(E5>=85, "A", "U"))

Afterward, copy M5 down to M6 to M20 to create the remaining artefact results.

Copy the results to the Assessment Data spreadsheet.

Assessment Data Spreadsheet (CSCI5333_ACTCourse_Sample_AnonAssessmentData.xlsx):

ion ber	G Student ID	H Student Name	I Artifact	J Purpose	K Question at Issue	L Information	M Interpretation and Inference	N Concepts	O Assumptions
	7207450	KCFOHEVHEG	HW #2				E	E	
	1738951	CCKLTTOAFF	HW #2				A	A	
	3958349	RCVATXUBGZ	HW #2				A	A	
	6407426	BCNNNJJIHD	HW #2				A	A	
	4207264	JCEHPRTQIG	HW #2				U	U	
	6398920	SCNMQUAUJD	HW #2				A	A	
	1107451	CCIQFSHZKX	HW #2				U	U	
	1200205	QCALMUMALL	HW #2				U	U	
	6100394	HCOALUMYMY	HW #2				U	U	
	4094121	TCIRJPMNG	HW #2				A	A	
	8163231	LCGLYSVZOU	HW #2				A	A	
	0500722	FCGHQEYBPP	HW #2				A	A	
	5729829	RCYDMCFRQZ	HW #2				A	A	
	9214512	JCVRSJEFRU	HW #2				U	U	
	1658678	FCHUDNBDSA	HW #2				E	E	
	9296805	WCSKIVDCTA	HW #2				A	A	
	7207450	KCFOHEVHEG	HW #6						
	1738951	CCKLTTOAFF	HW #6						

Paste
(values only)

Notes that since the artifact is grade based, the same values are copied to both the columns for the CT elements Interpretation and Inference, and Concepts.

Repeat this for homework #6. Since HW #6 is in column I, the formula used for ACT AA2 should look like this:

=IF(I5>=95, "E", IF(I5>=85, "A", "U"))

Gradebook spreadsheet (CSCI5333_ACT_Anon_Sample_Grade.xlsx):

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	CSCI 5333 DBMS Grade														
2	Spring 2015														
3													Use H2		
4	S#	SID	Student Name	H1	H2	H3	H4	H5	H6	And	so	on..	ACT AA	ACT AA2	
5	1	7207450	KCFOHEVHEG	90	99	91	100	88	86				E	A	
6	2	1738951	CCKLTTOAFF	94	93	99	89	83	99				A	E	
7	3	3958349	RCVATXUBGZ	95	87	90	89	95	84				A	U	
8	4	6407426	BCNNNJJJHD	82	92	91	83	94	92				A	A	
9	5	4207264	JCEHPRTQIG	96	83	85	93	100	98				U	E	
0	6	6398920	SCNMQUAUJD	83	86	87	86	90	94				A	A	
1	7	1107451	CCIQFSHZKX	87	83	82	83	90	85				U	U	
2	8	1200205	QCALMUMALL	95	80	93	82	100	97				U	E	
3	9	6100394	HCOALUMYMY	97	82	89	84	83	93				U	A	
4	10	4094121	TCIRJPMNG	80	90	89	84	83	86				A	A	
5	11	8163231	LCGLYSVZOU	98	90	96	83	97	90				A	A	
6	12	0500722	FCGHQEYBPP	97	91	83	95	87	85				A	A	
7	13	5729829	RCYDMCFRQZ	93	88	86	90	83	99				A	E	
8	14	9214512	JCVRSJEFRU	91	81	100	94	99	98				U	E	
9	15	1658678	FCHUDNBDSA	98	97	87	85	83	96				E	E	
0	16	9296805	WCSKIVDCTA	82	85	95	92	96	89				A	A	
1	Statistics			H1	H2	H3	H4	H5	H6	And	so	on..	ACT AA	ACT AA2	

Assessment Data Spreadsheet (CSCI5333_ACTCourse_Sample_AnonAssessmentData.xlsx):

	F	G	H	I	J	K	L	M	N
Section	Student	Student Name	Artifact	Purpose	Question	Information	Interpretation	Concepts	Assessment
Number	ID				at Issue		and Inference		
2	9214512	JCVRSJEFRU	HW #2				U	U	
2	1658678	FCHUDNBDSA	HW #2				E	E	
2	9296805	WCSKIVDCTA	HW #2				A	A	
2	7207450	KCFOHEVHEG	HW #6		A				
2	1738951	CCKLTTOAFF	HW #6		E				
2	3958349	RCVATXUBGZ	HW #6		U				
2	6407426	BCNNNJJJHD	HW #6		A				
2	4207264	JCEHPRTQIG	HW #6		E				
2	6398920	SCNMQUAUJD	HW #6		A				
2	1107451	CCIQFSHZKX	HW #6		U				
2	1200205	QCALMUMALL	HW #6		E				
2	6100394	HCOALUMYMY	HW #6		A				
2	4094121	TCIRJPMNG	HW #6		A				
2	8163231	LCGLYSVZOU	HW #6		A				
2	0500722	FCGHQEYBPP	HW #6		A				
2	5729829	RCYDMCFRQZ	HW #6		E				
2	9214512	JCVRSJEFRU	HW #6		E				
2	1658678	FCHUDNBDSA	HW #6		E				
2	9296805	WCSKIVDCTA	HW #6		A				

(4) Assessment results on the select C (out of the four C's)

In this example, since it is grade-based, all you need to do is to copy the CT element results into the C results (connections in this case).

Assessment Data Spreadsheet (CSCI5333_ACTCourse_Sample_AnonAssessmentData.xlsx):

Student ID	Student Name	Artifact	Question at Issue	Information	Interpretation and Inference	Concepts	Curiosity	Connections	Creativity
7207450	KCFOHEVHEG	HW #2			E	E		E	
1738951	CCKLTTOAFF	HW #2			A	A		A	
3958349	RCVATXUBGZ	HW #2			A	A		A	
6407426	BCNNNJIHD	HW #2			A	A		A	
4207264	JCEHPRTQIG	HW #2			U	U		U	
6398920	SCNMQUAJD	HW #2			A	A		A	
1107451	CCIQFSHZKX	HW #2			U	U		U	
1200205	QCALMUMALL	HW #2			U	U	→	U	
6100394	HCOALUMYMY	HW #2			U	U	→	U	
4094121	TCIRJPMNG	HW #2			A	A		A	
8163231	LCGLYSVZOU	HW #2			A	A		A	
0500722	FCGHQEYBPP	HW #2			A	A		A	
5729829	RCYDMCFRQZ	HW #2			A	A		A	
9214512	JCVRSJEFRU	HW #2			U	U		U	
1658678	FCHUDNBDSA	HW #2			E	E		E	
9296805	WCSKIVDCTA	HW #2			A	A		A	
7207450	KCFOHEVHEG	HW #6	A					A	
1738951	CCKLTTOAFF	HW #6	E					E	
3958349	RCVATXUBGZ	HW #6	U					U	
6407426	BCNNNJIHD	HW #6	A					A	
4207264	JCEHPRTQIG	HW #6	E					E	

Check and correct any errors and then your Assessment Data spreadsheet is ready to submit!

Please submit your completed ACT Assessment Data submission to OIE:
 Cecelia Croft, Institutional Research Specialist
croft@uhcl.edu

Thanks for being a part of UHCL's QEP!