The purpose of UAS is to collect and measure assessment data for select courses.
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Accessing the Unit Assessment System Application

The Unit Assessment System application requires you to log into the system. Only authorized users are allowed to use portions of the system. Your username and password are the same as the ones you use to log onto your computer.

In order to exit the application, select the sign out link at the top right of the screen.
Browser Compatibility

UAS is designed to work with the latest versions of the following browsers:

- Chrome (Mac, Windows, iOS, and Android)
- Safari (Mac and iOS only)
- Firefox (Mac, Windows)
- Internet Explorer (Version 9 or later)
- Opera (Mac, Windows)

**Internet Explorer 9**

Internet Explorer 9 is currently supported with limitations. Please be aware that there may be slight rendering issues as this browser does not support the latest web standards.

**Internet Explorer 8**

Internet Explorer 8 is not supported. Internet Explorer 9 is available on Windows XP, Windows Vista, and Windows 7. If you are on Windows 7 or Windows 8, it is strongly advised that you upgrade to Internet Explorer 10, or use an alternative browser that supports modern web standards.
Navigating the Application

Upon successful login, you will be presented with the contents of the Navigational Tabs. Available tabs for Faculty are “Home”, “Classes”, and “Settings”.

Clicking on the tab for “Home will bring you to the main screen upon Login as shown below.

![Image of Navigational Tabs]
The Classes Tab

When clicking on the tab for “Classes”, the first screen will present you with your class enrollments. You will see the available data for the highlighted class and the current term. The corresponding information will list the UHCL School, Current Semester, Open and Closing Dates, Assessment Deadline, Class, Course Title, Instructor and the number of students enrolled.

Clicking on the “Change Button” will bring up a dropdown box for you to select a different semester as shown below.
Selecting a different class will display the information for that class as well, and also the list of students enrolled and current status.
The Class Tab – Technology Form

Some classes will have a place to submit a Technology Inventory Form. Clicking on “Submit” will bring up the form to fill out.
Class Tab – Enrollment Details

Clicking on the name of a student in the “Students Enrollment List” will open the Enrollment Details for that particular student. This tab is not accessible until you have selected a student’s name from the enrollment list.

Below the Enrollment details is a list of standards upon which to evaluate the student.

Clicking on a Standard Disposition will bring up a dialogue box to open a document describing each Disposition Standard.
After selecting a student name from the class enrollment list, you will be able to view their assignment details, scores, dates and comments.
On the Assignment Details window, you will see two interactive buttons: File Manager and Evaluate. The Student Deadline and the Assessment Deadline status will be shown in green.
The Class Tab – File Manager

Clicking on the “File Manager Button will bring up the following screen:

From this screen you can download the related documents for the specific assignment. You can click the file manager button to download all, or use the action buttons located left of the individual files.
The Class Tab – Evaluate Button

Each class will have an evaluation status.

Clicking on the Evaluate button of an Assessed assignment will bring up the details of that assessment:

Assessments can be changed up until the deadline in case the student improves on their status. You would click the dropdown box to view the various states and click “Submit” to change the evaluation.

A “Not Assessed” evaluation will show as pending until an assessment is made.
The Settings Tab

My Class List

Fall 2013

HMRS 5131.01

MGMT 5002.03

Assignment Settings

Assignment: Employee & Labor Relations Project

School: School of Business

Assignment: Employee & Labor Relations Project

Assignment Deadline: 12/14/2013

Assignment: Health & Safety Project

School: School of Business

Assignment: Health & Safety Project

Assignment Deadline: 12/14/2013