

Technical Skills Attainment (TSA)

PeopleSoft Faculty Training Procedure

Entering TSA Student Data

Introduction:

When a program's TSA Phase 2 plan is approved by the WTCS, a TSA rubric will be created in PeopleSoft for documentation. When students are admitted to a program with an approved TSA Phase 2, they will be populated to the TSA program list in PeopleSoft.

Each student may have one of three statuses:

- **Not Assessed** - Students initially appear and remain as "Not Assessed" until all rubric criteria are assessed as Met or Not Met.
- **Met** – When all criteria are assessed as "Met," the "TSA Overall Status" will automatically change to "Met."
- **Not Met** – When even one criterion is assessed as "Not Met, the "TSA Overall Status" will automatically change to "Not Met."

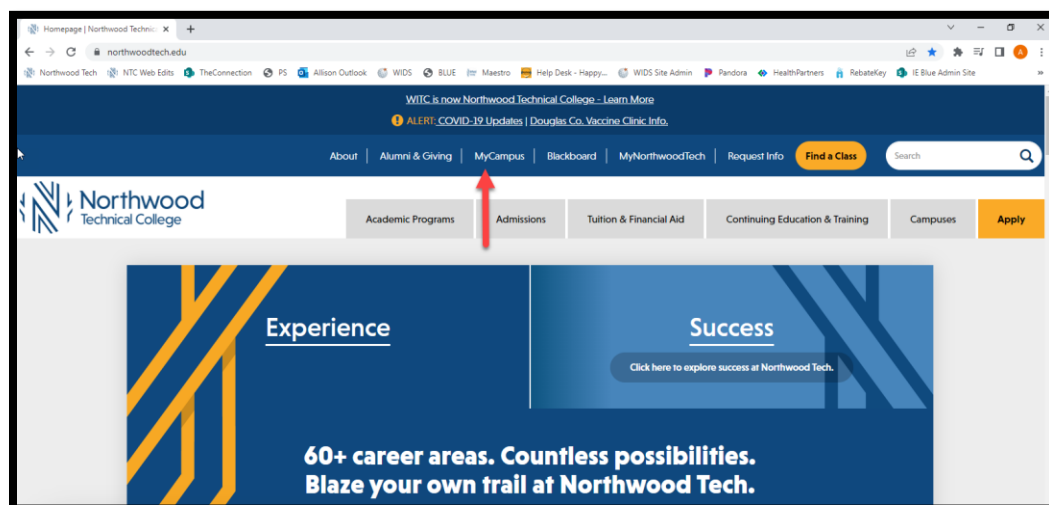
Met/Not Met data may be entered all at one time by one instructor or at various times by multiple instructors. Use the TSA Program Outcome Matrix as a guide for entering student data.

Note: Rubrics will also need to be completed for all embedded programs with approved TSA Phase 2 as students complete them. (Multiple program plans are currently being updated in student records in PS.)

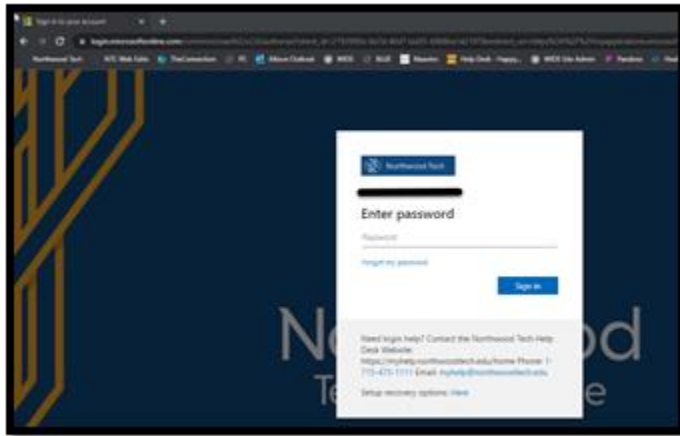
*Reference the email sent to you by the Curriculum Office specifying the courses in your program that you taught this semester that assess TSA program outcomes. Then pull up and print out or have available electronically those class rosters in front of you.

Data Entry in PeopleSoft:

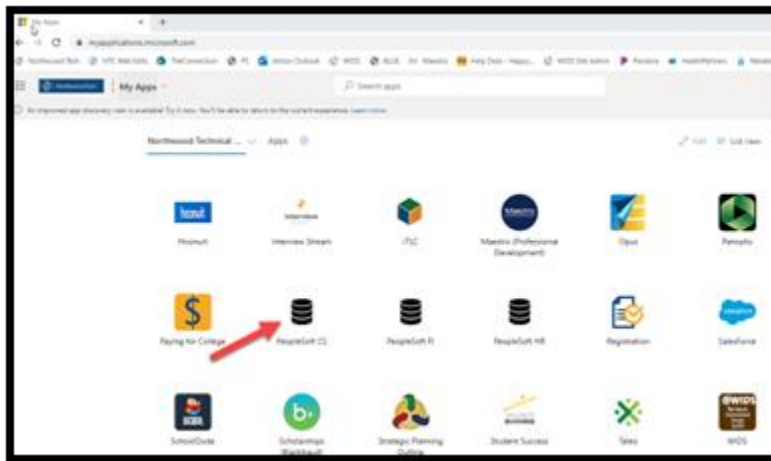
- Go to the Northwood Tech home webpage and click on "MyCampus"



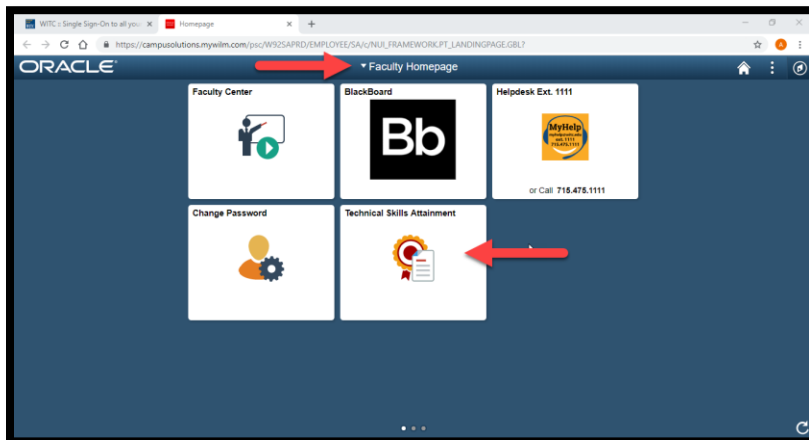
- Enter your Employee ID and network password to login to the single sign-on:



- Click on the **“PeopleSoft CS”** tile



- Once in PeopleSoft, make sure you are in your **“Faculty Homepage”** from the top dropdown menu.
- Click the **“Technical Skill Attainment”** tile



Data Entry “TSA Student Detail” Tab:

- Clicking on the TSA tile will bring you into the PeopleSoft TSA Bolt-on
- Select on the “**TSA Student Detail**” tab on the left-hand side menu
- Search for each student by entering their student ID number in the “Empl ID” form field
- Enter TSA data for all students on your class roster
 - ***NOTE:** If a student is in your class, but not enrolled in your program, they will not show up in PeopleSoft and you do not need to assess them

WITC TSA

TSA Student Detail

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution begins with

Empl ID begins with

Academic Plan begins with

Assessment Number begins with

Last Name begins with

First Name begins with

☐ Include History ☒ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

- If a student is enrolled in **multiple programs or a program that has embedded credentials**, it will show a list of all their plans. Click on the appropriate program academic plan.
 - **NOTE:** If your program has any embedded credentials that are also approved for TSA reporting, **instructors will need to go into each embedded program and enter met/not met data.**

WITC TSA

TSA Student Detail

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution begins with

Empl ID begins with 15689049

Academic Plan begins with

Assessment Number begins with

Last Name begins with

First Name begins with

☐ Include History ☒ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

Academic Institution	Empl ID	Last Name	First Name	Academic Plan	Assessment Number
WITCG	15689049	Schiebel	Erica	101011	00000010
WITCG	15689049	Schiebel	Erica	311011	00000020

- The student's TSA rubric will look like the screenshot below

Student Detail

Empl ID 13097733 Claremboux, Shauneah J Campus ASH
 Academic Plan 101066 Administrative Professional Admit Term 1182

TSA Overall Status ☒ Not Assessed ☐ Met ☐ Not Met Assessment Date History Report Save
 Last Update Date/Time 01/19/18 11:25:59AM Last Updated By 14906215 [Return to Plan Search](#)

Assessment

Assessment Version Date 06/01/2014 ☐ Select All - Met
 Pass Criteria Student must achieve a rating of MET on all criteria for each program outcome to pass TSA overall.

Program Outcomes & Criteria

Demonstrate effective workplace communications

you format documents correctly	<input checked="" type="radio"/> Not Assessed <input type="radio"/> Met <input type="radio"/> Not Met
you edit and proofread documents	<input checked="" type="radio"/> Not Assessed <input type="radio"/> Met <input type="radio"/> Not Met
you demonstrate attention to details	<input checked="" type="radio"/> Not Assessed <input type="radio"/> Met <input type="radio"/> Not Met
you create accurate business communications	<input checked="" type="radio"/> Not Assessed <input type="radio"/> Met <input type="radio"/> Not Met
you write effectively (clearly, concisely and professionally)	<input checked="" type="radio"/> Not Assessed <input type="radio"/> Met <input type="radio"/> Not Met

Programs that Assess All Program Outcomes in One Course:

1. If your program assesses in only one course – you can click “Select All – Met” button. This will automatically change the TSA Overall Status to “Met”
 - a. You may also individually click each radio button for Met/Not Met if preferred
2. Then change the assessment date to the date the final assessment was completed. (Clicking “Select All – Met” automatically populates today’s date)
3. Click Save
4. Click “TSA Student Detail” tab to return, and search for next student
5. **OR:** If your program has an embedded credential, please scroll to the bottom and click the “Next in List” button to enter TSA data for that students next program plan as well, if applicable

WITC TSA

Student Detail

Empl ID 15689049 Schiebel, Erica Campus RL
 Academic Plan 101011 Accounting Admit Term 1166

TSA Overall Status ☐ Not Assessed ☒ Met ☐ Not Met Assessment Date 05/25/18 History Report Save
 Last Update Date/Time 05/25/18 9:38:08AM Last Updated By 15590059 [Return to Plan Search](#)

Assessment

Assessment Version Date 06/30/2014 ☐ Select All - Met
 Pass Criteria Student must achieve a rating of MET on all criteria for each program outcome to pass TSA overall.

Program Outcomes & Criteria

Process financial transactions throughout the accounting cycle - Payroll Systems and Accounting

you journalize in accordance with current accounting standards	<input type="radio"/> Not Assessed <input checked="" type="radio"/> Met <input type="radio"/> Not Met	05/25/18 9:38:05AM 15590059
you post to the ledger(s)	<input type="radio"/> Not Assessed <input checked="" type="radio"/> Met <input type="radio"/> Not Met	05/25/18 9:38:05AM 15590059
you prepare adjusting entries	<input type="radio"/> Not Assessed <input checked="" type="radio"/> Met <input type="radio"/> Not Met	05/25/18 9:38:05AM 15590059
you complete closing procedures	<input type="radio"/> Not Assessed <input checked="" type="radio"/> Met <input type="radio"/> Not Met	05/25/18 9:38:05AM 15590059

Programs that Assess in Multiple Courses:

1. If your program assesses in multiple courses – please individually click the Met/Not Met radio button for each criterion per program outcome as they complete each applicable course
 - a. NOTE: The overall TSA status will not change from Not Assessed to Met or Not Met until every single criterion is changed from Not Assessed
2. Then change the assessment date to the date the final assessment was completed
 - a. **NOTE: Make sure that the Assessment Date field is updated the final time an instructor enters assessment data**
3. Click Save
4. Click “TSA Student Detail” tab to return, and search for next student
5. **OR:** If your program has an embedded credential, please scroll to the bottom, and click the “Next in List” button to enter TSA data for that students next program plan as well, if applicable

Faculty Homepage | WITC TSA

TSA Populate Process
TSA Student History
TSA Plan Search
TSA Assessment Setup
TSA Student Detail
TSA Student Search

Student Detail

Empl ID 15689049 Schiabel, Erica
Academic Plan 101011 Account
Campus RL
Admit Term 1166

TSA Overall Status ☐ Not Assessed ☒ Met ☐ Not Met
Assessment Date 05/25/2018
Last Update Date/Time 05/25/18 9:38:08AM Last Updated By 15590059
History Report Save

Assessment

Assessment Version Date 06/30/2014
Pass Criteria Student must achieve a rating of MET on all criteria for each program outcome
Select All - Met
pass TSA overall

Program Outcomes & Criteria

Process financial transactions throughout the accounting cycle

you journalize in accordance with current accounting standards	<input checked="" type="radio"/> Met <input type="radio"/> Not Met	05/25/18 9:38:05AM 15590059
you post to the ledger(s)	<input type="radio"/> Not Assessed <input checked="" type="radio"/> Met <input type="radio"/> Not Met	05/25/18 9:38:05AM 15590059
you prepare adjusting entries	<input type="radio"/> Not Assessed <input checked="" type="radio"/> Met <input type="radio"/> Not Met	05/25/18 9:38:05AM 15590059
you complete closing procedures	<input type="radio"/> Not Assessed <input checked="" type="radio"/> Met <input type="radio"/> Not Met	05/25/18 9:38:05AM 15590059

Data Entry by “TSA Plan Search” Tab

- Click on the TSA Plan Search tab

Faculty Homepage | WITC TSA

TSA Plan Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution begins with WITC
Academic Plan begins with
Description begins with
Campus begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

- Search for your specific program by Academic Plan number (enter it with no hyphens or spaces), or type the name of your program in the “Description” field and click search.

TSA Plan Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Academic Institution begins with

Academic Plan begins with

Description begins with

Campus begins with

☐ Case Sensitive

[Basic Search](#)

Search Results

View All First 1-4 of 4 Last

Academic Institution	Assessment Number	Academic Plan	Description	Campus
WITCG	000000001	101066	Administrative Professional	ASH
WITCG	000000001	101066	Administrative Professional	NR
WITCG	000000001	101066	Administrative Professional	RL
WITCG	000000001	101066	Administrative Professional	SUP

- Click on your program with the corresponding campus location.
- This will open a list of **all** students **currently enrolled and active in the program**.
 - Enter data **only** for students who have **completed program outcome assessments**.
- If your program is offered at more than one campus, click “Next in List” to get to other campus lists.

Plan Search

Assessment Number 000000001 Academic Plan 101066 Administrative Professional WITCG ASH

Student Detail [Find](#) First 1-4 of 4 Last

Claremboux,Shauneah J	13097733	Admit Term	1182	Detail	Last Updated	<input checked="" type="radio"/> Not Assessed <input type="radio"/> Met <input type="radio"/> Not Met
Klaver,Heather J	12294892	Admit Term	1162	Detail	Last Updated 01/19/2018	<input checked="" type="radio"/> Not Assessed <input type="radio"/> Met <input type="radio"/> Not Met
LaChappelle,Theresa Louise	02750503	Admit Term	1166	Detail	Last Updated 01/19/2018	<input checked="" type="radio"/> Not Assessed <input type="radio"/> Met <input type="radio"/> Not Met
Olby,Berthea R.	13252303	Admit Term	1146	Detail	Last Updated 01/19/2018	<input checked="" type="radio"/> Not Assessed <input type="radio"/> Met <input type="radio"/> Not Met

- Click the blue “Detail” link to open a student TSA rubric to enter the met/not met data.

Plan Search

Assessment Number 000000001 Academic Plan 101066 Administrative Professional WITCG ASH

Student Detail [Find](#) First 1-4 of 4 Last

Claremboux,Shauneah J	13097733	Admit Term	1182	Detail	Last Updated	<input checked="" type="radio"/> Not Assessed <input type="radio"/> Met <input type="radio"/> Not Met
Klaver,Heather J	12294892	Admit Term	1162	Detail	Last Updated 01/19/2018	<input checked="" type="radio"/> Not Assessed <input type="radio"/> Met <input type="radio"/> Not Met
LaChappelle,Theresa Louise	02750503	Admit Term	1166	Detail	Last Updated 01/19/2018	<input checked="" type="radio"/> Not Assessed <input type="radio"/> Met <input type="radio"/> Not Met
Olby,Berthea R.	13252303	Admit Term	1146	Detail	Last Updated 01/19/2018	<input checked="" type="radio"/> Not Assessed <input type="radio"/> Met <input type="radio"/> Not Met

- Enter the Met/Not Met Data
- Click “Return to Plan Search” to return to list of program students.
- Click “Detail” for another student to complete the next rubric.

Plan Search

Assessment Number 000000001 Academic Plan 101066 Administrative Professional WITCG ASH Save

Student Detail Find 1-4 of 4 Last

Student Name	Empl ID	Admit Term	Last Updated	Not Assessed	Met	Not Met
Claremboux,Shauneah J	13097733	1182	04/06/2018	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Klaver,Heather J	12294892	1162	01/19/2018	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
LaChappelle,Theresa Louise	02750503	1166	01/19/2018	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Olby,Berthea R.	13252303	1146	01/19/2018	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save Return to Search Previous in List Next in List Notify

Reports

- You have the option to generate a student’s TSA report. This can be used to add in a student portfolio.
- To generate this report, navigate into their student detail and click the “Report” button.

Favorites Main Menu > Wisconsin Technical College > Technical Skills Attainment > TSA Plan Search > TSA Student Detail

Student Detail Add to Favorites

Empl ID 13097733 Claremboux,Shauneah J Campus ASH

Academic Plan 101066 Administrative Professional Admit Term 1182

TSA Overall Status ☐ Not Assessed ☒ Met ☐ Not Met Assessment Date 04/06/2018 History Report Save

Last Update Date/Time 04/06/18 1:37:21PM Last Updated By 03225978 Return to Plan Search

Assessment

Assessment Version Date 06/01/2014 ☐ Select All - Met

Pass Criteria Student must achieve a rating of MET on all criteria for each program outcome to pass TSA overall.

Program Outcomes & Criteria

Demonstrate effective workplace communications

you format documents correctly	<input type="radio"/> Not Assessed <input checked="" type="radio"/> Met <input type="radio"/> Not Met	04/06/18 1:37:19PM 03225978
you edit and proofread documents	<input type="radio"/> Not Assessed <input checked="" type="radio"/> Met <input type="radio"/> Not Met	04/06/18 1:37:19PM 03225978

- The report will generate and open as a PDF in a new tab in your internet browser

Wisconsin Indianhead Technical College
505 Pine Ridge Drive, WI 54871

TSA
Summary

Shauneah Claremboux

[REDACTED]

[REDACTED]

ID: 13097733
Program: Administrative
Professional
Date: 04/06/2018
Page : 1


001 Demonstrate effective workplace communications








Criteria		
001	you format documents correctly	Met
002	you edit and proofread documents	Met
003	you demonstrate attention to details	Met
004	you create accurate business communications	Met
005	you write effectively (clearly, concisely and professionally)	Met
006	you speak effectively (clearly, concisely and professionally)	Met
007	you listen effectively (clearly, concisely and professionally)	Met

- You can then either click the save or print button that is located at the bottom of the screen.

003 Perform routine administrative procedures

Criteria		
001	you process documents and correspondence	Met
002	you demonstrate professional telecommunication techniques	Met
003	you manage filing systems in accordance with standards (i.e. ARMA)	Met
004	you maintain electronic records & security	Met
005	you record minutes	Met
006	you use calendaring and scheduling tools	Met
007	you prioritize routine tasks	Met







1 / 1




- If you want to email this document, you need to save it locally (ie. To your desktop) and then attach the file to an email.

For any questions or concerns please contact your Associate Dean or:

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