

AMS Annual Reporting App

Every LLU academic program files a yearly report on what students learn, how well they learned it, and what the program will improve. AMS is getting a new, simpler home: the same annual report, now in an app built on the Microsoft 365 tools the university already has.

133 programs on the roster ~**125** active programs reporting **780** learning outcomes **7** report sections

0 new servers or licenses

What a program sees

A director, chair or dean signs in and sees only their own programs. The report is split into seven short sections, one screen each. Last year's answers are already filled in, so most of the work is reviewing and updating.

1	Program Review Questions Program start, review type, most recent external review	Submitted
2	Accreditation Status Accreditor, cycle and next visit, pre-filled from section 1	Submitted
3	Assessment Plan Curriculum map, assessment matrix, flow chart	Draft
4	Learning Outcomes The program's PLOs, kept up to date year to year	Ongoing
5	Outcomes Analysis Findings, whether success criteria were met, results report	Draft
6	Annual Action Plan Improvement goals carried forward until they are done	Not started
7	Program Alignment with LLU Values A short narrative	Not started
Example of one program's progress partway through the 2025-2026 cycle. A section can't be submitted until its required fields are filled, and the app names what is missing.		

What the project includes

The app

Home, the report wizard, and an admin board where the assessment office sees every program's status on one screen, opens any report, and reopens a submitted section with a reason.

The program data

The roster of programs with schools, departments, accreditors and review tiers, plus every program's learning outcomes, all stored in SharePoint lists.

Your AMS history comes along

Prior answers and uploaded files were carried over from the previous AMS, so programs start from last year's report. Files placed by hand are labeled for the program to check.

Access from university records

Directors, chairs and deans are matched to their programs from faculty records and Microsoft groups. When a director changes, access follows.

Links to other systems

Program outcomes export to Canvas, so course outcomes match what programs report. A later feed to the data warehouse is already specified.

AI-ready summaries

One button packages a program's full report, including what is still unfinished, for an AI tool to draft a reviewer-style summary.

Why it helps

Less work for programs

Pre-filled answers, one section at a time, and a clear list of what is left.

Less chasing for the assessment office

Every program's status in one place instead of email and spreadsheets.

Nothing new to buy or host

It runs on Power Apps and SharePoint, which LLU already licenses.

History is kept

Years of AMS answers and files moved over with the programs.

The right people see the right programs

Directors see their program, chairs their department, deans their school.

Outcomes entered once

The same outcomes serve the annual report, Canvas, and later the warehouse.

Careful changes

Every data change is previewed before it runs, and every app change is saved in version history and can be undone.

Easy to hand over

Decisions, changes and open items are written down as the work goes, so someone new can pick it up.

Where it stands

NOW · OCTOBER 2026 Built and running All seven sections and the admin board work on live data for the 2025-2026 cycle, with AMS history loaded.	NOVEMBER 15, 2026 University-wide release The app opens to every program at once, with access granted through a university group.	AFTER RELEASE Connections Outcomes go to Canvas, and the feed to the data warehouse is built from the requirements already written.
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