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 WITC home webpage and click on “MyCampus”
• Then enter your Employee ID and network password to login into the single sign-on:

• Next click on the “PeopleSoft CS” tile
• Then once in PeopleSoft, make sure you are in your “Faculty Homepage” from the top dropdown menu.
• Then click the “Technical Skill Attainment” tile

![Image of Faculty Homepage with Technical Skills Attainment tile highlighted]

• Clicking on the TSA tile will bring you into the PeopleSoft TSA Bolt-on and your screen should look like this. Click on the “TSA Student Detail” tab on the left-hand side menu

![Image of TSA Student Detail page]
Data Entry “TSA Student Detail” Tab:

- Enter TSA data for all students on your class roster.
- Search for each student by entering specific search criteria in the search form fields.
- Enter the student ID number in the “Empl ID” form field.

If a student is enrolled in multiple programs, it will show a list of their plans. Click on the appropriate program academic plan.
• The student’s TSA rubric will look similar to this:
For students who have **MET ALL** criteria:

1. Click “Select All – Met” button. This will automatically change the TSA Overall Status to “Met”.
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.

- Note how the screen now shows Met/Not Met Data for the students with a completed rubric.

For students who have **NOT MET ALL** criteria:

If even one criterion is “Not Met,”

1. You can either individually click “Met”, “Not Met”, or leave some as “Non Assessed” for each criteria **OR** click “Select All – Met” and then go back and click “Not Met” for specific unmet criteria.
   a. Either way will automatically change the TSA Overall Status to “Not Met.”
2. Then change the Assessment Date to the date the assessment took place.
3. Click Save.
4. Click “TSA Student Detail” tab to return, and search for next student.
Data Entry by “TSA Plan Search” Tab

- Click on the TSA Plan Search tab

- 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.
• Click on your program with the corresponding campus location.
• This will open a list of all students currently enrolled and active in the program.
  o 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.

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

• 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.
Embedded Programs

- Student data will be populated in PeopleSoft TSA panels for embedded programs within the parent program. This is a change in business process to add students to all embedded programs in a parent program at the time of enrollment.

- When you conduct a student search, the parent and all embedded plans should appear.
  - A student’s admit term date and the TSA approval date of the embedded credentials determines which rubrics will appear on a student’s profile.

- Instructors will need to go into each embedded program and enter met/not met data.
Reports

- To run a student’s report, navigate into their student detail and click the “Report” button.

- The report will generate and open as a PDF in a new tab in your internet browser.
• You can then either click the save or print button that is located at the bottom of the screen.

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

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

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

Brenda Kretzschmar  
Curriculum & Assessment Manager  
Brenda.Kretzschmar@witc.edu  
Ext. 2207  
Shell Lake

Allison Rucinski  
Academic Affairs Assistant  
Allison.Rucinski@witc.edu  
Ext. 2130  
Shell Lake

Christy Roshell  
Curriculum Coordinator  
Christy.Roshell@witc.edu  
Ext. 5419  
Rice Lake