CurricUNET SLO Module Training

The CurricUNET SLO Module uses our CurricUNET course information to assess Student Learning Outcomes. There are assessments at the section level, the course level, the program level, and the institutional level. **DO NOT LAUNCH ASSESSMENT PROPOSALS; LEAVE IN DRAFT!**

1. Add SLOs to every course: The first step is to enter the SLOs for each course. Since SLOs only existed on paper before and were separate from the course paperwork, they are not currently in the CurricUNET database. If you have modified or added a course in CurricUNET, you had to add the SLOs. Otherwise, you must complete a Course Revision and have it go through the CIC approval cycle.

2. Create Individual Instructor SLOs for a section: To start the assessment process, start with the Individual Instructor SLO proposal. This proposal assesses one SLO for a section (like one row on the paper form). You must complete a proposal for each SLO in the section. This proposal must remain in Draft status until all programs and ILOs that map to this course have been assessed, so there is no approval necessary until that time. Then, it will require approval of the Department Chair.

3. Create Aggregates of Instructor SLOs for each SLO: After all of the sections have been assessed for a review period, the results of each SLO is summarized using a Aggregate of Instructor SLOs proposal. This proposal summarizes selected section assessments for an SLO and allows course-level evaluation. This proposal must remain in Draft status until all programs and ILOs that map to this course have been assessed, so there is no approval necessary until that time. Then, it will require approval of the Department Chair.

4. Create Aggregate of All SLOs in a Course: Once all of the SLOs have been individually assessed for a course, create a Aggregate of SLOs in a Course proposal to summarize all of the SLOs and allow a single course assessment. This proposal must remain in Draft status until all programs and ILOs that map to this course have been assessed, so there is no approval necessary until that time. Then, it will require approval of the Department Chair.

5. Mapping SLOs to PLOs: Once the courses you need have SLOs, you must map the SLOs to either a Program or an ILO. Every course that is eligible for a program; whether for the major, an elective, or for GE requirements; is already listed in the programs. What you must do is select one SLO for every required or elective course that correlates with one of your Program SLOs to justify its requirement. This is done using the Mapping SLOs to PLOs proposal. This proposal only requires approval of the Department Chair.

6. Mapping SLOs to ILOs: If you have a course that is not required or an elective for a program (IGETC), you must map one of the SLOs to an ILO to justify it meets the educational outcomes of the College. This is done using the Mapping SLOs to ILOs proposal. This proposal only requires approval of the SLO Coordinator.

7. Aggregate of Mapped SLOs to a PLO: The first step of a Program assessment is to summarize the assessments of all mapped SLOs for required or elective courses for each PLO. Use the Aggregate of Mapped SLOs to a PLO proposal to assess the results for each PLO. This proposal must remain in Draft status until all ILOs that this program maps to have been assessed, so there is no approval necessary until that time. This proposal only requires approval of the Department Chair.

8. Aggregate of PLOs in a Program: Once all of the PLOs have been assessed, create an Aggregate of PLOs in a Program proposal to assess the overall Program. This proposal must remain in Draft status until all ILOs that this program maps to have been assessed, so there is no approval necessary until that time. This proposal only requires approval of the Department Chair.

9. Aggregate of Mapped SLOs to an Instutional Outcome: For an Accreditation Review, an Aggregate of Mapped SLOs to an Institutional Outcome proposal is created for each ILO. This proposal summarizes the SLOs that have been mapped to each ILO and allows an institutional-level assessment. This proposal is created by the SLO/ALO Coordinator and approved by the CIC Chair and the Senior Dean of Instruction.

10. Aggregate of Mapped PLOs to an Institutional Outcome: For an Accreditation Review, an Aggregate of Mapped PLOs to an Institutional Outcome proposal is created for each ILO and allows an institutional-level assessment. This proposal is created by the SLO/ALO Coordinator and approved by the CIC Chair and the Senior Dean of Instruction.

Adding SLOs to a Course
Course Revision Proposal - Outcomes

CIS 166A - Basic Web Page Development

Status: Active   View Proposal History

| Cover |
| Units/Hours |
| Requisites |
| Course Objectives |
| Degree/Transfer Applicability |
| Course Outcomes |
| Methods of Evaluation |
| Methods of Instruction |
| Out of Class Assignments |
| Course Lecture Content |
| Course Lab Content |
| Learning Resources (Texts) |

Course Outcomes

Last updated by Governet Support on 1/4/2017 at 9:54 AM

Outcome

Demonstrate use of document object model (DOM)

Assessment methods: Specific steps within an exam
Assessment Criteria: At least 80% of students will have a working Web page from the exam
Institutional Student Learning Outcomes

Critical thinking skills and abilities, including evaluating, analyzing, and applying information;
Awareness of themselves, their community, and the world around them, leading to personal responsibility, ethics, and civil engagement.

Create a Web page using a text editor

Assessment methods: Specific steps within an exam
Assessment Criteria: At least 90% of students will complete each step of exam
Institutional Student Learning Outcomes

This section does not contain any data.

Implement basic HTML objects

Assessment methods: Specific steps within an exam
Assessment Criteria: At least 70% of students will achieve a 70% or better on the exam
Institutional Student Learning Outcomes

This section does not contain any data.

Notes for new Course Student Learning Outcomes:

1. Outcomes must be a measurable activity (create, solve, write). Thinking and learning are not directly measurable activities.

2. Assessment Methods must be specific enough that anyone could do them.

3. Assessment Criteria must have a percentage of a measurable activity.

4. At least one SLO must be directly associable with a specific Program Outcome, or if the course is not required or an elective in any program, with a specific Institutional Outcome.

Contra Costa - All Fields Module Report

Main

Assessment Type: Individual Instructor SLO

Assessment Report Title
CIS-166A-4160 SLO1

Originator
Randy Watkins

Department
Computer & Related Electronics

Number of students assessed
14

Number of students successful
13

Number of students on roster
16

Subject
Computer Information Systems

Choose Active Course
CIS 166A - Basic Web Page Development

Choose Course Version
CIS 166A - Basic Web Page Development (07/28/2016 - Current)

Choose Course Outcome
Create a Web page using a text editor

Contributor

Co-Contributor
Watkins, Randy (rwatkins@contracosta.edu)

Assessment Methods

Assessment Tools

Assessment Tools
an exam, scored by rubric

☐

Other

Assessment Results

Summarize results of all classes assessed; discuss what needs and issues were revealed
The only student that did not complete the Web page had not completed the previous assignments. Two students did not take the exam.

What do these results tell you about how well students are mastering the skills for:

Category
CIS 166A - Basic Web Page Development

Outcome
Create a Web page using a text editor

Number of students assessed
14

Number of students successful
13

Next Steps

In the Classroom

Classroom Recommendations
Nothing; assessment indicates no improvement necessary

☐

Other

In the Department

Department Recommendations
Analyze course curriculum, so that the department can build a progression of skills as students advance through courses

☐

Other

Attach Files

Attached File

Codes/Dates

Originator
Randy Watkins

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Individual Instructor SLOs

An Individual Instructor SLO is an assessment of a single section (class) for a single SLO. You must do a separate assessment of each SLO of the course for each section. All the SLOs for this section will be summarized (aggregated) in the Aggregate of Instructor SLOs module. The results of all sections will be summarized with the Aggregate of Course SLOs module. **Do not Launch proposal.**

Step 1: CurricUNET starts with your "Courses" screen. Click on "Create Proposal"

Step 2: Under "Proposal Type", click on "Select a proposal type".

Step 3: Scroll down under "Modules" and select "Individual Instructor SLO".

Step 4: Click "Next".

Step 5: Click on the "Division" field and select the appropriate division.

Step 6: Click on the "Department" field and select the appropriate department.

Step 7: In the "Module Title" field, type **COURSE NAME** (SUBJECT and NUMBER), the **SECTION** being assessed, and **SLO#** of the SLO being assessed. Make sure the number matches the order of the SLOs in the CurricUNET Course screen.
Click "Next" when done.

Step 8: The screen will show a Proposal Summary. Make sure the COURSE NAME, SECTION, and SLO# are correct. You can click "Previous" to make changes.
When done, click "Create Proposal".

Step 9: In the "Individual Instructor SLO" screen, type in the "Number of students assessed". This is the number of students that completed the assessment. It may be less than the "Number of students on roster".

Step 10: For the "Number of students successful", type in the number of students that met the Assessment Criteria.

Step 11: In the "Number of students on roster" field, enter the number of students that were on the roster at the time of the assessment. If you do not have this information, use the census number.

Step 12: Now you need to select the actual SLO that these numbers apply to. Select the "Subject" from your module title.

Step 13: Choose the active course for this assessment.

Step 14: When choosing the active course VERSION, make sure you choose a course version with the correct dates so that you match the SLO criteria for that time period.

Step 15: Choose the Course Outcome that matches the SLO you have assessed for this course.

Step 16: For the "Contributor" field, make sure you check the "Show selected" box on the right side. This will only show your search results for the contributor. Type in the last name of person who assessed this class.

Step 17: All of the matching users with that last name will appear below the "Contributor" field. Check the box next to the proper user.

Step 18: Click "Save".

Step 19: Click on "Assessment Methods".

Step 20: Check the "Assessment Tool" used for this assessment. It does not have to be the same as the SLO Assessment Method. If the tool is not in the list, click "Other" and type in a short, descriptive name for the tool.

Step 21: Click on "Assessment Results".

Step 22: If you have not already clicked "Save" in the lower right corner, you will be asked to "Save" your changes.

Step 23: In the "Assessment Results" screen, enter any comments about the assessment, results, or students to go along with the results shown in "Percent of Students Successful". This is where an explanation would be entered if the Assessment Tool differs from the Assessment Method in the SLOs.

Step 24: Click on "Next Steps". You will be asked, again, to "Save".

Step 25: At the top of "Next Steps", under "In the Classroom", check any actions that could be done to improve the outcomes for this SLO. You can use "Other" for additional options.

Step 26: Under "In the Department", select the actions that could be done across all sections or within the Department to improve the course outcomes.

Step 27: Click "Save". You can also "Attach Files" as reference for the assessment. There is no need to click on "Codes/Dates".

Step 27.5: IMPORTANT: DO NOT Launch!
Individual Instructor SLO Assessments must be aggregated (summarized) for each section, for all sections, and for the Programs and ILOs before they can be launched.
Leave all SLO Assessments in Draft until Program Review.
Click on "Curriculum" and then "Assessments".

Step 28: When Program Review comes around, click "Launch" to send this assessment to the Department Chair for review.

Step 29: You will be asked to confirm you are ready to Launch. Click "OK".

Step 30: The next screen shows that the "Proposal Launched" and that it is pending review by the Department Chair. There is no need to click "Status". Click "Back to Modules".

Step 31: This will take you to your "Assessments" screen. Click the document icon on the right side to see "Reports" of the assessment.

Step 32: The only report available for assessments is the "All Fields" report.

Step 33: The "All Fields Module Report" is a summary of every field from the assessment.

Step 34: The second screen of the "All Fields Report".

Step 35: At the bottom of the "All Fields Report", if you attached any files, it will list the filenames.

Aggregate of Instructor SLOs - All Fields Report

Main
Assessment Type: Aggregate of Instructor SLOs
Assessment Report Title CIS-166B SLO1
Originator Randy Watkins
Date 1/15/2017
Note: The three 'Number of Students' fields below will auto populate after selecting the assessments included in this aggregate on the next tab.
Subject Computer Information Systems
Choose Active Course CIS 166B - Advanced Web Page Development
Choose Course Version CIS 166B - Advanced Web Page Development (07/28/2016 - Current)
Choose Course Outcome Create a cascading stylesheet.
Contributor
Co-Contributor Watkins, Randy (rwatkins@contracosta.edu)

Individual Instructor Assessments Included in this Aggregate
Individual Assessments Included in this Aggregate
[{@{HyperLink}@, @{EntityEdit}@, @{Module}@, @{43}@, @{CIS-166B-1234 SLO1}@}] Created: 01/15/2017 **Individual Instructor SLO** Originator: Randy Watkins

Last Assessment/Intervention
Date of last assessment: 2/2/2014
Interventions tried after last assessment: Broke the 18 week course into two 9 week courses: 166A, 166B

Assessment Methods

Assessment Results
Summarize results of all classes assessed; discuss what needs and issues were revealed Students are not completing all of the homework assignments. They do not have time during the week to work on projects, only weekends.
What do these results tell you about how well students are mastering the skills for:
Average Individual Instructor Outcome Rating
CIS-166B Advanced Web Page Development *Create a cascading stylesheet.* 　　　**Average of successful students: 75.00%**
Discussion Average : 75

Next Steps
In the Classroom
Classroom Recommendations
☑ Other
Describe Other Extend the class to 18 weeks with one meeting a week.
In the Department
Department Recommendations
☑ Other
Describe Other Changes made at the course level.
Timeline for Implementation: List the steps you will take to implement the next steps listed above with a timeline Change the course schedule for the next semester to 18 weeks with one meeting a week.
How do you believe this will impact departmental budget requests and other types of resources? Only extends the time to complete all classes.
Next Assessment 2 years

Attach Files
Attached File

Codes/Dates
Originator Randy Watkins

Aggregate of Instructor SLOs

Aggregate of Instructor SLOs summarize the Individual Instructor SLOs for each SLO in a course.
DO NOT LAUNCH; LEAVE IN DRAFT!

Step 1: Starting at "Assessments", you can see your previous Individual Instructor SLOs.
Click on "Create Proposal" to get started.
Step 2: Under "Proposal Type", select "Aggregate of Instructor SLOs" under "Modules".
Click on "Next".
Step 3: Under "Minimum Requirements", select the appropriate "Division" and "Department".
Under "Module Title", type in the Course Name (SUBJECT NUMBER) and the SLO# to aggregate.
Click on "Next".
Step 4: Under "Proposal Summary", verify the Module Title. Click "Previous" if you need to fix something.
Click "Create Proposal" when you are ready.f
Step 5: In the "Main" tab of the "Aggregate of Instructor SLOs" module, fill in the "Date".
The "Number of students" will fill-in automatically once you select the Individual Instructor SLO assessments.
Move down to "Subject".
Step 6: Select the "Subject", "Active Course", "Course Version", and the specific "Course Outcome" you are aggregating for this course.
Click on "Contributor".
Step 7: Since this is an aggregate, select each of the instructors involved in the Individual Instructor assessments.
Click "Save" when done.
Step 8: Click on the "Individual Instructor Assessments Included in this Aggregate" tab.
This will show you all of the Individual Instructor assessments for this course and SLO that have not already been aggregated.
Select each one. (*Notice the Originator name for each one to add to the "Main" tab.*) Click "Save" when done.
Step 9: Go back to the "Main" tab.
You will see that the totals for all "Number of students" fields have automatically filled in.
Click on the "Last Assessment/Intervention" tab.
Step 10: Enter the "Date of the last assessment" for this course.
Under "Interventions tried after last assessment:", enter any changes to the course, classroom, or department since then.
Click "Save".
Step 11: In the "Assessment Methods" tab, select all "Assessment Methods" that were appropriate for this SLO.
Click "Save".
Step 12: In the "Assessment Results" tab, fill-in "Summarize results of all classes assessed; discuss what needs and issues were revealed".
Check the valid "Average Individual Instructor Outcome Ratings".
Fill in the "Discussion Average". It is not automatically calculated, so it can be different than the ratings.
Click "Save".
Step 13: In the "Next Steps" tab, For "In the Classroom" and "In the Department", select the action(s) that should be taken.
If you need "Other", select it and fill in the "Describe Other" field.
Click "Save" and then scroll down to "Timeline" using the far right scroll bar.
Step 14: In the "Timeline for Implementation" field, list the steps needed to make your Classroom and Department changes.
Fill-in "How do you believe this will impact departmental budget requests and other types of resources?". This field helps justify budget augmentations and positions.
Select the "Next Assessment" and click "Save".
Step 15: Click on the "Reports" icon and select "All Fields" to view all of the fields for this module on one screen.
Step 16: Scroll threw the All Fields Report to verify all of the fields.
Close the tab to return to the Aggregate of Instructor SLOs module.
Step 17: Unless you have to "Attach Files", you can click on "Curriculum" and select "Assessment" to see this assessment in your list.
Step 18: Remember to leave all SLO assessments in Draft until the Program and Institutional outcomes have been completed.

Aggregate of all SLOs in a Course - All Fields Report

Main

AssessmentType: Aggregate of all SLOs in a Course

Assessment Report Title
CIS-166B All SLOs

Originator
Randy Watkins

Date
1/15/2017

Note: The three 'Number of Students' fields below will auto populate after selecting the assessments included in this aggregate on the next tab.

Subject
Computer Information Systems

Choose Active Course
CIS 166B - Advanced Web Page Development

Choose Course Version
CIS 166B - Advanced Web Page Development (07/28/2016 - Current)

Contributor

Co-Contributor
Watkins, Randy (rwatkins@contracosta.edu)

Aggregate SLO Assessments Included in this Course Aggregate

Individual SLO Aggregate Assessments

[{@{HyperLink}@, @{EntityEdit}@, @{Module}@, @{52}@, @{CIS-166B SLO1}@}]
Created: 01/15/2017

Aggregate of Instructor SLOs
Originator: Randy Watkins
[{@{HyperLink}@, @{EntityEdit}@, @{Module}@, @{54}@, @{CIS-166B SLO2}@}]
Created: 01/15/2017

Aggregate of Instructor SLOs
Originator: Randy Watkins
[{@{HyperLink}@, @{EntityEdit}@, @{Module}@, @{56}@, @{CIS-166B SLO3}@}]
Created: 01/15/2017

Aggregate of Instructor SLOs
Originator: Randy Watkins
[{@{HyperLink}@, @{EntityEdit}@, @{Module}@, @{61}@, @{CIS-166B SLO4}@}]
Created: 01/15/2017

Aggregate of Instructor SLOs
Originator: Randy Watkins

Last Assessment/Intervention

Date of last assessment:
2/2/2014

Interventions tried after last assessment:
Broke the course into two 9 week courses: CIS-166A, CIS-166B

Assessment Methods

Assessment Results

Summarize results of all classes assessed; discuss what needs and issues were revealed
Some of the students forgot the stylesheet as it is a separate document.

What do these results tell you about how well students are mastering the skills for:

CIS-166B Advanced Web Page Development

Average Individual Instructor Percentage of Successful Students Or Discussion Rating from Individual SLO Aggregate Assessment

Reference Module

Overall Discussion Average for this course as a whole:
86.00

Next Steps

In the Classroom

Classroom Recommendations
Nothing; assessment indicates no improvement necessary (6)

Other

In the Department

Department Recommendations
Nothing; assessments indicate no improvements necessary (4)

Other

Timeline for Implementation: List the steps you will take to implement the next steps listed above with a timeline
Next semester

How do you believe this will impact departmental budget requests and other types of resources?
None

Next Assessment
1 Year

Attach Files

Attached File

Codes/Dates

Originator
Randy Watkins

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Aggregate of SLOs in a Course

Step 1: From the main CurricUNET screen, go to "Curriculum", then "Assessments" to make sure you have all of your Aggregates of Instructor SLOs.
Click on "Create Proposal".
Step 2: Under "Proposal Type", select "Aggregate of all SLOs in a Course".
Click "Next".
Step 3: Under "Minimum Requirements", select the appropriate Division and Department.
In the "Module Title" field, type in the 'Course Name (SUBJECT NUMBER) All SLOs'.
Click "Next".
Step 4: Verify you have the correct Course Name.
If you need to make changes, click "Previous".
Otherwise, click "Create Proposal".
Step 5: In the "Main" tab of the "Aggregate of All SLOs in a Course" screen, fill-in the "Date".
The "Number of students" fields will fill-in automatically, so select the "Subject", "Active Course", and "Course Version".
Add all of the "Contributors" to the assessment and click "Save".
Step 6: In the "Aggregate SLO Assessments Included in this Course Aggregate" tab,
select all the valid "Individual SLO Aggregate Assessments".
Note: All of the originators of the assessments are shown in this screen.
Click "Save" when done.
Step 7: In the "Last Assessment/Intervention" tab,
enter the "Date of last assessment" and list "Interventions tried after last assessment".
Click "Save".
Step 8: The "Assessment Methods" tab only SHOWS the Assessment Methods. You cannot click them.
Go to "Assessment Results" tab.
Step 9: Under "Assessment Results", "Summarize results of all classes assessed: discuss what needs and issues were revealed".
Scroll down to "What do these results tell you about how well students are mastering the skills for:".
Step 10: This shows you the summaries of the Aggregate of Instructor SLOs and the Average Overall.
In the "Overall Discussion Average for this course as a whole:" field, type in an average for the course.
Click "Save".
Step 11: In the "Next Steps" tab, select or enter the steps for "In the Classroom" and "In the Department".
Scroll down.
Step 12: Fill-in "Timeline for Implementation: List the steps you will take to implement the next steps listed above with a timeline".
Fill-in "How do you believe this will impact departmental budget requests and other types of resources?".
Select the "Next Assessment" and click "Save".
Step 13: You can view the "All Fields" report under the Report icon next to "Status Draft".
When you are done with the All Fields report, close the window, and go to "Curriculum/Assessment" to view the assessments.
Step 14: You should see an All SLOs proposal in Draft.

Mapping SLOs to PLOs
Program Outcome Mapping Revision

Course Block Definitions

Program Outcomes

Mapping SLOs to PLOs

Courses are tied to Programs during program creation/revision, not course revision. Therefore, mapping the SLOs that support a program is done through the "Program" screen. A least one SLO for every course in a program must be mapped to a Program Learning Outcome.

Step 1: From the "Courses" screen, click on the "Curriculum" button and select "Program".
Step 2: In the "Programs" screen, check the programs that you have available. Notice that certificates do not say "certificate" but the number of units. In the "Proposal" screen, the programs will be listed in alphabetical order of Title then Degree Type. The certificates will be listed first. Click on "Create Proposal".
Step 3: In the "Create Proposal" screen, Under the "Proposal Type", click on "Select a proposal type".
Step 4: Under the "Proposal Type", select "Program Outcome Mapping Revision" from the "Program" group.
Step 5: Click on "Next".
Step 6: Under "Minimum Requirements", click on "Division*".
Step 7: Select the appropriate Division.
Step 8: Click on "Department".
Step 9: Select the appropriate Department.
Step 10: "Program Title" is a text field. It is easier to just click "Search".
Step 11: Just click "Search".
Step 12: Now select the appropriate degree. *Remember:* For programs of the same name, certificates will be listed first with the degrees listed in alphabetical order. (See Step 2)
Step 13: Click "Next".
Step 14: Check the "Proposal Summary". You will not know if have the correct degree until you click "Create Proposal".
Step 15: You are now in the Program screens, but you can only modify SLOs and PLOs. Click on "Course Block Definitions".
Step 16: Click on "Edit Program Courses".
Step 17: Click on one of the "Program Courses".
Step 18: Check "Include Course in SLO Map". This allows you to include the SLOs of this course in the Program assessment.
Step 19: Click "Update".
Step 20: Repeat Steps 17 - 19 for each Program Course. When done with all of the courses, click "Done".
Step 21: You will now see "True" next to "Include Couse in SLO Map:" for all of the courses. Click on "Program Outcomes".
Step 22: Click on one of the Program Outcomes.
Step 23: Check one of the SLOs in each of the courses that map to this Program Outcome. At least one SLO of each course must map to one of the PLOs.
Step 24: Also, check an ILO if it maps to this PLO. At least one PLO must map to an ILO for each program.
Step 25: When done with all of the SLOs and ILOs for this PLO, click "Update" to save these changes.
Step 26: You will now see a summary of all of the Course SLOs and ILOs mapped for this PLO. Repeat this process for each of the PLOs until each course maps at least one SLO to a PLO and one PLO maps to an ILO.
Step 27: When done with all of the PLOs necessary, click "Launch" to submit this proposal. Check your work before you Launch as you cannot make any changes once submitted.
Step 28: As a safety, the program asks "Are you sure that you want to perform this action". Click "OK".
Step 29: The "Proposal Launched" screen shows that the proposal launched and the approvals required for completion.
Step 30: If you click on "Approvals", you will see this proposal and any other proposals that you are involved with. You can click on them to see more information.

Mapping SLOs to ILOs
Course Outcome Mapping Revision

Course Block Definitions

Mapping SLOs to ILOs

For every course that is not a requirement or elective of a program (IGETC), at least one SLO must map to an Institutional outcome. This is done by the Mapping SLOs to ILOs proposal.

Step 1: When you first login to CurricUNET, it takes you to the "My Courses" screen.
Step 2: To create/change courses, programs, or assessments; click on the "Create Proposal" button.
Step 3: In the "Create Proposal" screen, click on the blank field below "Proposal Type" to get a list of proposal types.
Step 4: The first proposal type you need to use for SLO Assessment is the "Course Outcome Mapping Revision".
This proposal type is ONLY used for courses that are not part of a program. These courses need to map to an Institutional Learning Outcome (ILO).
Step 5: Once you have selected "Course Outcome Mapping Revision", click on "Next" to continue.
Step 6: Click on blank field below "Subject" to choose the subject of the course.
You can only see the subjects that you have permissions for.
Step 7: Select the appropriate subject. You can click and select again if you make a mistake. Click "Next" to go to the next field.
Step 8: For the "Course Title", it is easiest to just click "Search".
Step 9: Select the appropriate course.
Step 10: Click "Next" to continue.
Step 11: You are ready to create the proposal. To review the proposal, click "Previous" to go back to the previous screen.
Click "Create Proposal" to go to the "Course Outcome Mapping Revision" screen for that course.
Step 12: Click on "Course Outcomes" to change the Student Learning Outcomes.
Step 13: In the "Course Outcomes", although it shows "Add New Item", you can only modify the Institutional Student Learning Outcomes.
Click on the name of one of the SLOs with the blue background to map that SLO to an ILO.
Step 14: At the bottom of the screen, below "Institutional Student Learning Outcome", check the ILOs that this SLO supports.
Step 15: Click on "Update" to save these changes to the SLO/ILO mapping.
Step 16: Notice that the ILOs have been added at the bottom of the SLO. Repeat this process for any other SLOs.
Note: You only have to map one SLO to an ILO.
Step 17: Click on "Launch" to submit the proposal.
Step 18: Click on "OK" to confirm the proposal.
Note: You can no longer edit the proposal once submitted.
Step 19: The "Proposal Launched" screen shows you as the originator and that the proposal must be approved by the SLO Coordinator.
Click "Back to Courses" to see your course proposals.
Step 20: You will now see your proposal in your course list.