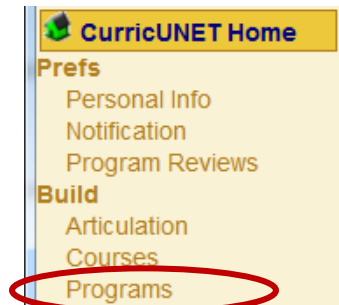
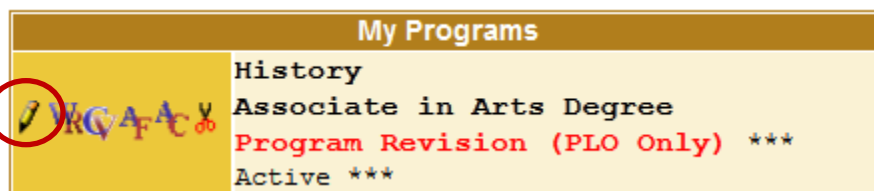


## Instructions for Program Learning Outcomes Assessment Data Entry

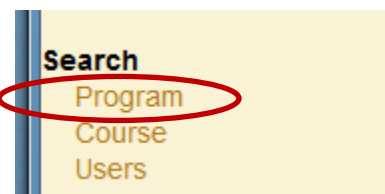
1. Log into CurricUNET
2. Locate the program for which assessment data is to be entered
  - a. **If the program is on your list of programs**, click on Programs under Build



- b. Click on the pencil icon and **then skip to Step 5 of these instructions**



- c. **If the program is not on your list of programs**, scroll to bottom left of home page and click on Program under Search




3. In the Program Search window
  - a. Select the status of the program for which the assessment data is to be entered
  - b. Select the department from the drop-down menu
  - c. You can enter the program title for a specific program, or just leave that space blank and all programs in that department will be listed in the search results

The screenshot shows the 'Program Search' form. It has a header 'Program Search' and several fields: 'Status' (radio buttons for All, Historical, Pending, Launched, Cancelled, Approved, Active, Deactivated), 'Division' (drop-down menu), 'Department' (drop-down menu), 'Award Type' (drop-down menu), and 'Program Title' (text input). The 'Status' field is circled in red. An arrow points from the 'OK' button to the text 'Click on OK' in the next step.

- d. Click on OK

4. Locate the program on the list and click on the pencil icon

Program Search Results		
Actions	Program	Status
	History Associate in Arts Degree	Active

5. In the Program Construction Main Menu window

- a. Click on the words **Program Learning Outcomes** on the Program Checklist

- b.

Program Construction Main Menu	
Program Title	History
Co-Contributor(s)	Hawley, Lynn ( <a href="#">edit</a> ) <a href="#">Add a Co-Contributor</a>
Outcomes Proxy Users	There are no Outcome Proxy Users

Program Checklist	
Main	
<input checked="" type="checkbox"/> Program Learning Outcomes	
<input checked="" type="checkbox"/> Course Blocks	
<input type="checkbox"/> Admin Codes	

6. Click on the Eval/Mod button for the outcome that assessment data is to be entered

**Program Outcome ID: 1207.**

**Program Outcome:** The Major in History is designed to develop a strong base of knowledge and skills that will serve as a foundation for historical understanding, further study and/or application to a future career. Assessment: A written primary source analysis that shows basic understanding of a document and places it in its correct historical context.

**Eval/Mod**

7. The assessment data entry box will open
  - a. Select the Assessment Tool(s) from the drop-down menu (to select more than one tool, use Control+ Click on a PC or Option +Control on a Mac) ↓

b. Enter the data for Assessment Findings →

Outcomes Analysis →

Plans to Improve Student Success →

c. Click on Submit →

Assessment Tools	Scantron Test Examinations Licensing Examination Interview	?
Assessment Findings		?
Outcomes Analysis		?
Plans to Improve Student Success		?
		Submit

8. The data will be displayed under Previous Reviews

Previous Reviews	
Assessment Tools	Rubric
Assessment Findings	Data collected indicates that over 70% of students achieved this outcome.
Outcomes Analysis	Of the 40 students assessed, 30 achieved the status of level 3 on the rubric. The remaining 10 students achieved level 2. Those students who did not reach level 3 the majority indicated they were not aware of the requirements to reach the higher level.
Plans to Improve Student Success	Faculty plan to incorporate the SLOs in the course syllabus as well as distributing the rubric to students to increase their awareness of the expectations for the outcome.
SLO Reviewed by:	Richard Ressa
SLO Reviewed Date:	Aug 9, 2012 at 10:36 AM
Next Review Date:	08/09/2013

9. Faculty members also have the option to submit the completed PLO Assessment Analysis Report to Faculty Clerical Services and request that the data be entered into CurricUNET for them.