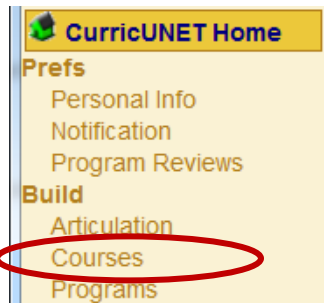


Instructions for Entry of Assessment Data in Courses

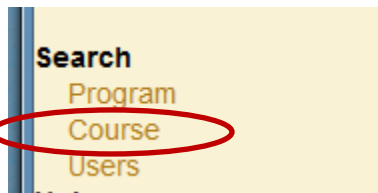
1. Log into CurricUNET
2. Locate the course for which assessment data is to be entered
 - a. **If the course is on your list of courses**, click on Courses under Build



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



- c. **If the course is not on your list of courses**, scroll to bottom left of home page and click on Course under Search




3. In the Course Search window
 - a. Select the status of the course for which the assessment data is to be entered
 - b. Select the department from the drop-down menu
 - c. You can enter the three-digit course number for a specific course, or just leave that box empty and all courses in that department will be listed in the search results

The screenshot shows the 'Course Search' form. It has a header 'Course Search' in a brown bar. Below it, there are several fields and buttons. The 'Status' field is circled in red. The 'Department & Course Number' field is also circled in red. The 'Discipline' and 'Division' fields are dropdown menus. The 'Course Title' field is a text box. There is an 'OK' button at the bottom right. A red arrow points from the 'OK' button to the text 'Click on OK' in the next step.

- d. Click on OK

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

Course Search Results			
Actions	Department	Course Number	Title
	Athletics	049	Golf Team: Women Course Revision (Major) Last Board Approval 12/15/2010 Renewal By 12/15/2015

5. In the Course Construction Main Menu window
- Verify that your name is in the outcomes proxy user box

Course Construction Main Menu	
Course	ATH 049
Course Title	Golf Team: Women
Co-Contributor(s)	George, Nicki (edit) Layland, Bucky (edit) Add a Co-Contributor
<input type="checkbox"/> District GE	
Outcomes Proxy Users	Bucky Layland

Course Checklist	
Main	
<input checked="" type="checkbox"/>	Cover
<input checked="" type="checkbox"/>	Description
<input checked="" type="checkbox"/>	Comparable Courses
<input checked="" type="checkbox"/>	Goals
<input checked="" type="checkbox"/>	Objectives
<input checked="" type="checkbox"/>	Outcomes
<input checked="" type="checkbox"/>	Outline
<input checked="" type="checkbox"/>	Assignments

- Click on the word **Outcomes** on the Course Checklist
6. Click on the Eval/Mod button for the outcome that assessment data is to be entered

Course Outcome ID:8157

Course Outcome: The student will appropriately apply the rules and demonstrate the skills and fundamental strategies of the sport, its etiquette, and sportsmanship, during competition and during practices.

Assessment: The student will be evaluated using a department-devised rubric. 70% of students will achieve level 3 status on the rubric.

Course Outcome Addresses the following Program Learning Outcome(s):

- Physical Education**
Program completers will have the skills and knowledge needed to transfer to university level programs with a comprehensive foundation in physical education.
- Physical Education**
Program completers will identify the psychological aspects and dynamics of individual and team sports

Programs linked to this course's outcome:
Program: Physical Education Coaching
Outcome: Upon completion of this program students will utilize appropriate instructional methods for teaching fundamental individual and team sport skills and strategies.

Course Outcome Addresses the Following Institutional Learning Outcome(s):

EvalMod

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)

The screenshot shows a form with a yellow sidebar on the left containing the following labels: **Assessment Tools**, **Assessment Findings**, **Outcomes Analysis**, and **Plans to Improve Student Success**. The main area on the right has a dropdown menu for 'Assessment Tools' with options: Scantron Test, Examinations, Licensing Examination, and Interview. Below this are three large text input areas, each with a question mark icon and a small 'abc' icon in the bottom right corner. At the bottom right of the form is a 'Submit' button. Red arrows point from the instructions to each of these elements: the dropdown menu, the four input areas, and the Submit button.

- c. Click on 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 CLO Assessment Analysis Report to Faculty Clerical Services and request that the data be entered into CurricUNET for them.