



USER GUIDE FOR COURSE OUTCOMES

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Help Line: IT Help Desk Ext. 4357

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PART 1: Logging in to PIE / Outcomes

1. Open any web browser and navigate to <http://www.mtsac.edu/outcomes>
2. Click on the Record SLO Data button.
3. In the upper right hand corner, select Sign in
4. Enter your portalusername@mtsac.edu and portal password
5. At the top navigation bar, select the unit name.

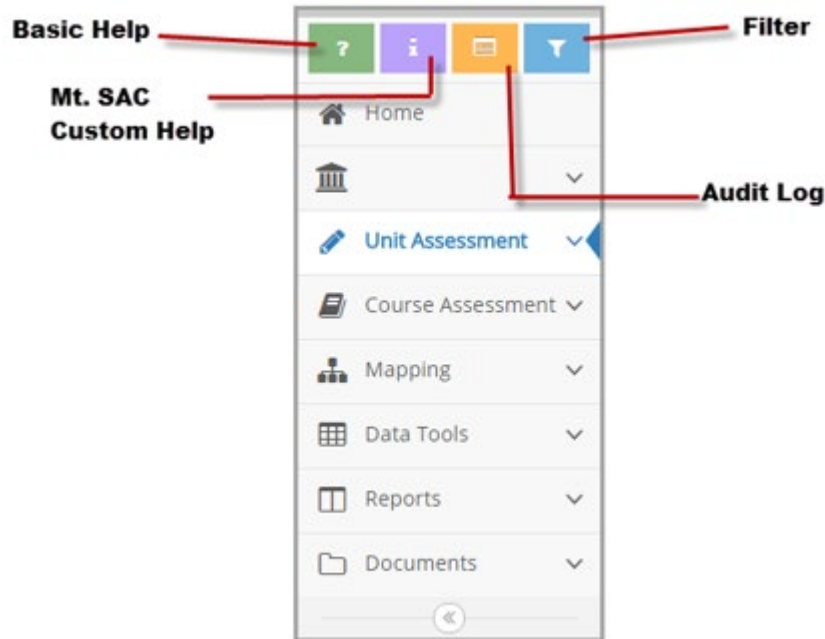


Record SLO data

The screenshot shows the Nuventive Improvement Platform Premier Edition interface. At the top, there is a dark header with the Nuventive Solutions logo on the left, the text "Nuventive Improvement Platform Premier Edition" in the center, and "Welcom" on the right. Below the header is a navigation bar with a hamburger menu icon on the left, a search bar containing "Education for Older Adults and Adults with Disabilities", a dropdown menu icon, and a teal button. Below the navigation bar is a "Home" section with four icons: a question mark, an information icon, a document icon, and a funnel icon. Below the "Home" section is a welcome message: "Welcome to TracDat. This system is used by Mt. SAC to record outcomes and assessment results. Additional information on Mt. SAC's Outcomes process is available at assistance, please contact the IT Help Desk at ext. 4357. For assistance with Outcomes, please contact Kim-Leiloni (aka Loni) Nguyen, Faculty Outcomes Coordinator, at". Below the welcome message is a "Unit Assessment Summary" table.

	Outcome Statement - SLO or AUO	Assessment Methods	Tasks	Summary of Data	Us
✓	EOA Newsletter Effectiveness	1	1	1	
▶	-	-	-	-	

A: Tool Bar Icons



Triangle: Click the Triangle to expand an item



Plus Sign: Click the Plus Sign to add a new entry



Wrench: Click the Wrench to add a feature

Basic Help – Navigation and tool assistance provided by vendor.

Mt. SAC Custom Help – Assistance and suggestions customized to Mt. SAC.

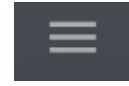
Audit Log – Details who made changes to a page, when the changes were made, and what text was changed.

Filter – Allows data to be filtered and hidden on a page. The icon is highlighted red when filters are active.

PART 2: Entering a Course Outcome

Course Outcomes describe what a student will be able to do, know, or think upon receiving instruction during a class. Begin each outcome with 'Students will be able to . . . ' Departments may use course measurable objectives as SLOs.

Select the 'hamburger menu' from the upper left hand corner



Click on Course Assessment, then Course Outcomes

Course Selection: From the drop down menu, select a course.

A. Course Outcome

The screenshot shows the Nuventive Solutions software interface. The top navigation bar includes the Nuventive Solutions logo, the text "Nuventive Improvement Platform Premier Edition", and a dropdown menu for "Education for Older Adults and Adults with Disabilities". A sidebar menu on the left contains the following items: Home, Unit Information, Unit Assessment, Course Assessment, Course Outcomes, Summary of Data, Mapping, Standard Reports, and Ad Hoc Reports. The "Course Assessment" and "Course Outcomes" items are highlighted with yellow circles. The main content area displays a table with the following data:

Assessment Methods	Tasks	Summary of Data
1	1	1
2	1	3
3	0	2
1	1	1



Triangle: Click the Triangle to expand existing Course Outcomes



Plus Sign: Click the Plus Sign to add a new course outcome

observed or tested)

t

* Course Outcome Name ?

* Course Outcome ?

Course Outcome Status ?

Assessment Cycles ?

Start Date (Optional) ?

End Date (Optional) ?

Course Outcome Name: Provide a 1 to 3 word description of the outcome

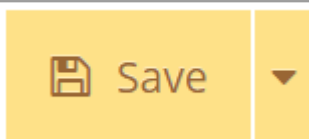
Course Outcome: Enter the entire outcome statement

Course Outcome Status: Select the status of this outcome

Assessment Cycles: Select the years this outcome will be assessed
Hold down the ctrl key to select multiple years

State Date (Optional): Enter the date this outcome was created

End Date (Optional): Enter the date this outcome was no longer active



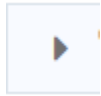
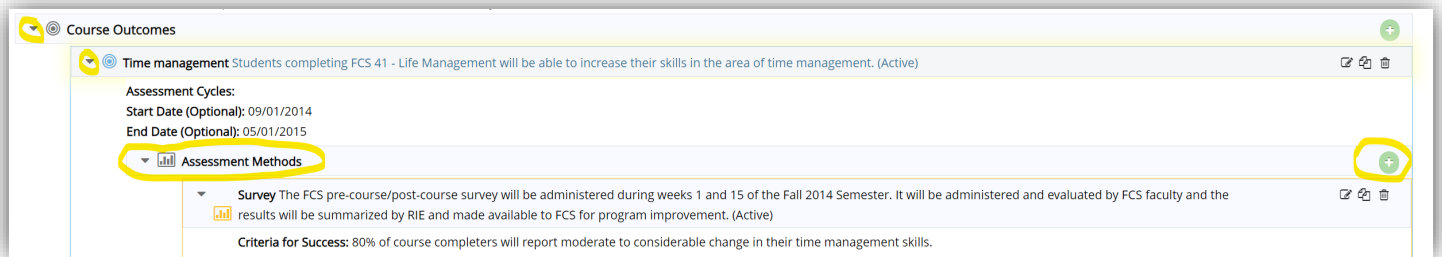
Click the yellow Save button

B: Course Outcome: Assessment Method

Select the 'hamburger menu' from the upper left hand corner



Click on Course Assessment, then Course Outcomes



Triangle:

Click the Triangle to expand the list of outcomes



Triangle:

Click the Triangle to expand the course outcome



Plus Sign:

Click the Plus Sign to add a new assessment method

nts completing FCS 41 - Life Management will be able to increase their skills in the area of time management.

Active ?

Assessment Method Category ?

* Assessment Method ?

Criteria for Success ?

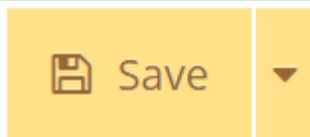
Schedule ?

Active: Check the box if this assessment is currently used to determine the results of an outcome

Assessment Method Category: Select the type of assessment tool

Criteria for Success: Enter the criteria for success

Schedule: Enter when the actual assessment occurs



Click the yellow Save button

C. Course Outcome: Assessment Method, Related Documents

The screenshot shows a web interface for 'Course Outcomes'. The main heading is 'Course Outcomes'. Below it, there is a section for 'Time management' with a description: 'Students completing FCS 41 - Life Management will be able to increase their skills in the area of time management. (Active)'. This section includes 'Assessment Cycles' with 'Start Date (Optional): 09/01/2014' and 'End Date (Optional): 05/01/2015'. Below this is the 'Assessment Methods' section, which is expanded to show a 'Survey' method. The survey description is: 'The FCS pre-course/post-course survey will be administered during weeks 1 and 15 of the Fall 2014 Semester. It will be administered and evaluated by FCS faculty and the results will be summarized by RIE and made available to FCS for program improvement. (Active)'. It also lists 'Criteria for Success', 'Schedule', and 'Date Added'. At the bottom of the survey details, there is a 'Related Documents' section with a wrench icon, and an 'Assignment' section. The wrench icon is circled in yellow. The 'Related Documents' section is also circled in yellow. The 'Assessment Methods' section is expanded, and the 'Survey' method is selected. The 'Time management' section is also expanded, and the 'Assessment Cycles' section is visible. The 'Course Outcomes' section is expanded, and the 'Time management' outcome is selected. The wrench icon is circled in yellow. The 'Related Documents' section is also circled in yellow. The 'Assignment' section is visible below the 'Related Documents' section. The 'Related Goals' section is visible at the bottom of the interface.



Triangle:

Click the Triangle to expand an outcome



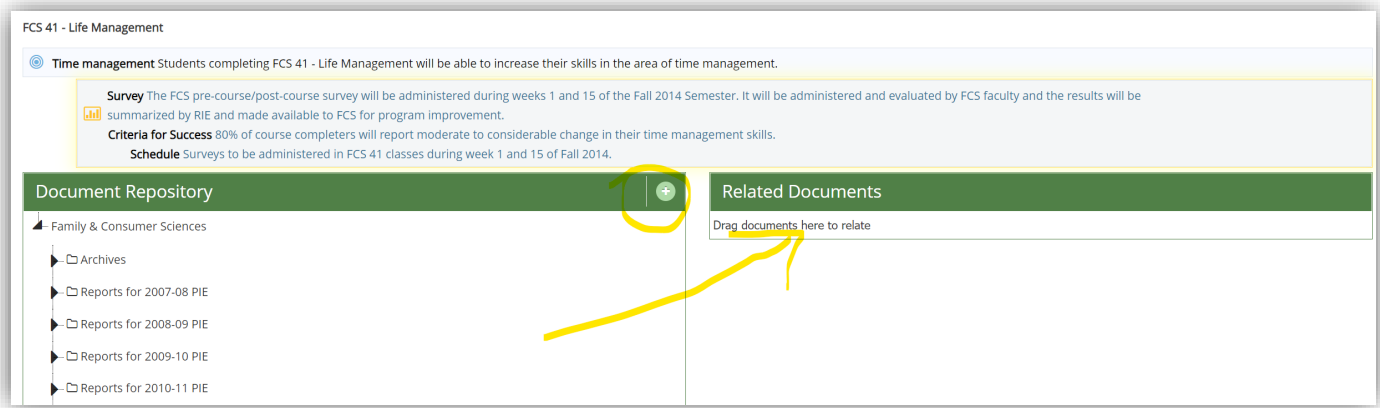
Triangle:

Click the Triangle to expand an assessment method



Wrench:

Click the wrench to add Related Documents

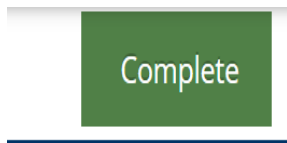


Plus Sign:

Click the Plus Sign to add a new document or link

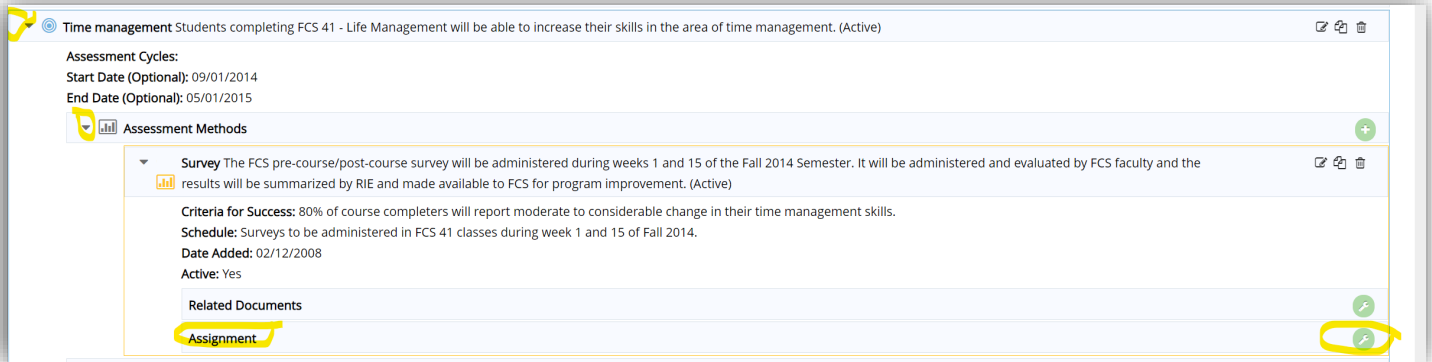
Drag Documents:

Click and drag an existing document to the Related Documents box to link the document to an assessment method



When done, click the Complete button in the upper right hand corner.

D: Course Outcome: Assessment Method, Assignment



The screenshot shows a software interface for course management. At the top, there is a header for "Time management" with a wrench icon and a description: "Students completing FCS 41 - Life Management will be able to increase their skills in the area of time management. (Active)". Below this, there are fields for "Assessment Cycles", "Start Date (Optional): 09/01/2014", and "End Date (Optional): 05/01/2015". A section titled "Assessment Methods" is expanded, showing a "Survey" entry. The survey details include: "The FCS pre-course/post-course survey will be administered during weeks 1 and 15 of the Fall 2014 Semester. It will be administered and evaluated by FCS faculty and the results will be summarized by RIE and made available to FCS for program improvement. (Active)". Below the survey details are fields for "Criteria for Success", "Schedule", "Date Added", and "Active". A "Related Documents" section is visible at the bottom, with the word "Assignment" highlighted in yellow. A yellow circle highlights a wrench icon in the bottom right corner of the interface.



Triangle:

Click the Triangle to expand an outcome



Triangle:

Click the Triangle to expand an assessment method



Wrench:

Click the wrench to access the Assignment feature

Time management Students completing FCS 41 - Life Management will be able to increase their skills in the area of time management.

Survey The FCS pre-course/post-course survey will be administered during weeks 1 and 15 of the Fall 2014 Semester. It will be administered and evaluated by FCS faculty and the results will be summarized by RIE and made available to FCS for program improvement.

Criteria for Success 80% of course completers will report moderate to considerable change in their time management skills.

Schedule Surveys to be administered in FCS 41 classes during week 1 and 15 of Fall 2014.

* Assign To

Due Date

Subject

Notes/Instructions

Repeats

Provide

Assign To: Select the name of the person to assign the assessment method

Due Date: Enter the date this assessment is due

Subject: Enter the subject for an email notification

Notes: Edit or enter the text for the body of the email notification

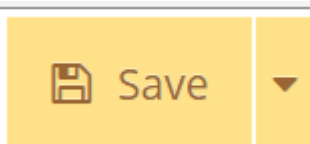
Repeats: Select how often the assessment data is due

Provide: Select the items the assignee must complete

Put Documents In: Select the folder the assignee will put the related documents in

Email Assignment to Assignee(s): Click this box to send the email notification

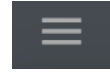
Send CC to Person Assigning: Click this box to send a copy of the email notification to yourself



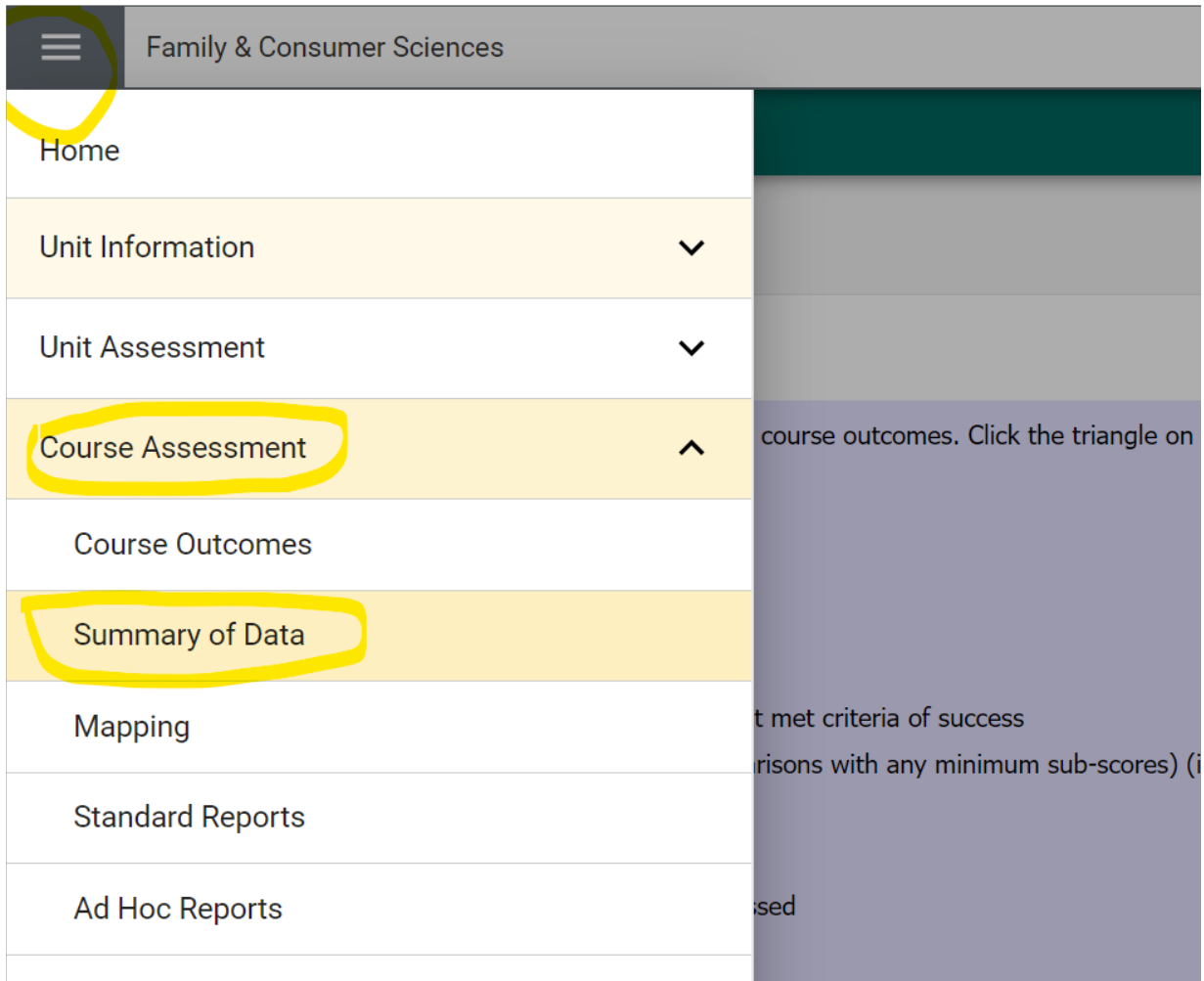
Click the yellow Save button

PART 3: Entering Course Outcome Data & Use of Results

Select the 'hamburger menu' from the upper left hand corner




Click on Course Assessment, then Summary of Data.





A. Course Outcome: Summary of Data



FCS 41 - Life Management

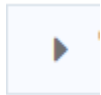
* Asterisk next to a Course in the dropdown indicates that the Course is not owned by .

 **Time management** Students completing FCS 41 - Life Management will be able to increase their skills in the area of time management.

 **Survey** The FCS pre-course/post-course survey will be administered during weeks 1 and 15 of the Fall 2014 Semester. It will be administered and evaluated by FCS faculty and the results will be summarized by RIE and made available to FCS for program improvement.

 2014-15 04/30/2015

Fall 2014: The pre and post survey was administered in all 9 full semester FCS 41 sections. The data was compiled and analyzed by the full time FCS faculty member.  



Triangle:

Click the Triangle to expand an outcome*



Plus Sign:

Click the Plus Sign to add a new summary of data

* If the Triangle does not expand an outcome, then no assessment method was entered. See pages 24 and 25.

Surveys to be administered in FCS 41 classes during week 1 and 15 of Fall 2014.

* Data Collection Date ?

* Summary of Data ?

* Summary of Data Period ?

* Summary of Data Type ?

Data Collection Date:

Enter the current date

Summary of Data:

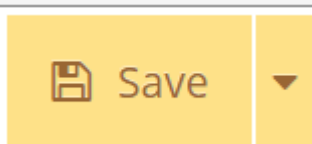
Enter the summary of data

Summary of Data Period:

Select the academic year the assessment data was collected in

Summary of Data Type:

Select if the Criterion was met or not

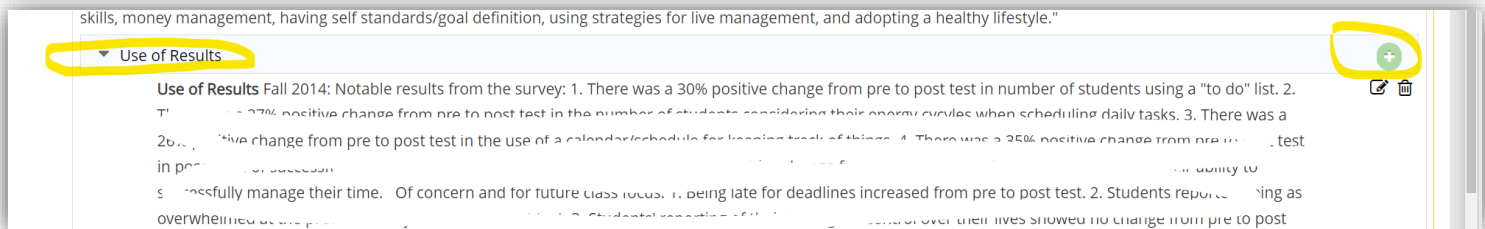


Click the yellow Save button

B. Course Outcome: Use of Results

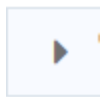
Select the 'hamburger menu' from the upper left hand corner .

Click on Course Assessment, then Summary of Data.



Triangle:

Click the Triangle to expand an outcome




Triangle:


Click the Triangle to expand an assessment method



Plus Sign:

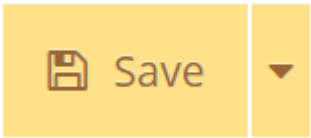
Click the Plus Sign to add a new use of results

* Use of Results Date 

* Use of Results 

Use of Results Date: Enter the current date

Use of Results: Enter the use of results

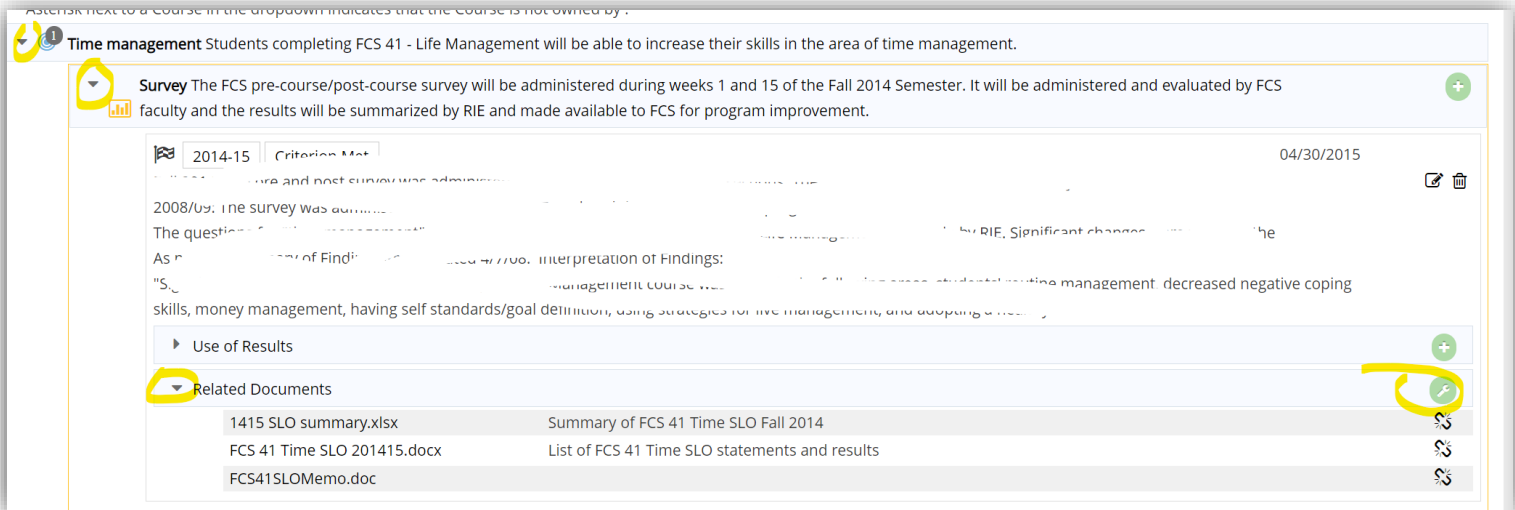


Click the yellow Save button

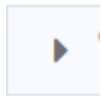
C. Course Outcome: Use of Results, Related Documents

Select the 'hamburger menu' from the upper left hand corner .

Click on Course Assessment, then Summary of Data.



The screenshot shows a course management system interface. At the top, there is a header for 'Time management' with a sub-header 'Students completing FCS 41 - Life Management will be able to increase their skills in the area of time management.' Below this, there is a 'Survey' section with a sub-header 'The FCS pre-course/post-course survey will be administered during weeks 1 and 15 of the Fall 2014 Semester. It will be administered and evaluated by FCS faculty and the results will be summarized by RIE and made available to FCS for program improvement.' The main content area shows a table of course outcomes. The first outcome is '2014-15 Criterion Met' with a date of '04/30/2015'. Below this, there is a section for 'Use of Results' and a section for 'Related Documents'. The 'Related Documents' section contains three entries: '1415 SLO summary.xlsx' (Summary of FCS 41 Time SLO Fall 2014), 'FCS 41 Time SLO 201415.docx' (List of FCS 41 Time SLO statements and results), and 'FCS41SLOMemo.doc'. A yellow circle highlights the 'Related Documents' section header, and a yellow arrow points to the wrench icon in the top right corner of the 'Related Documents' section.



Triangle:

Click the Triangle to expand an outcome



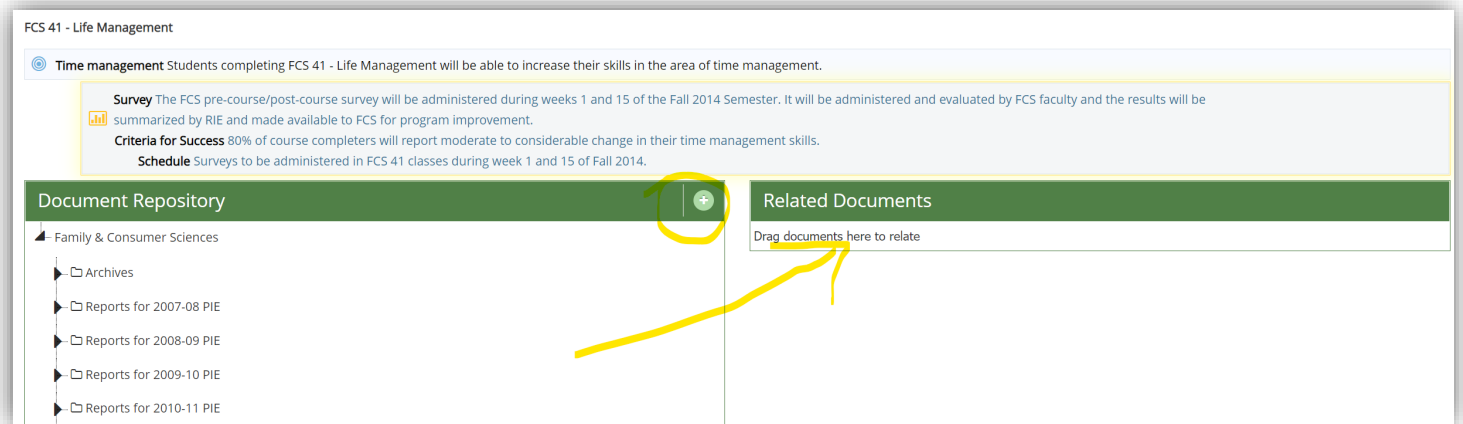
Triangle:

Click the Triangle to expand an assessment method



Wrench:

Click the wrench to add Related Documents

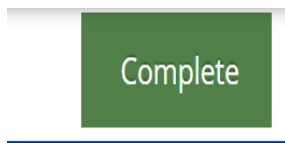


Plus Sign:

Click the Plus Sign to add a new document or link

Drag Documents:

Click and drag an existing document to the Related Documents box to link the document to an assessment method



When done, click the Complete button in the upper right hand corner.

PART 4: Mapping

The College's Institutional Level Outcomes (ILOs) are:

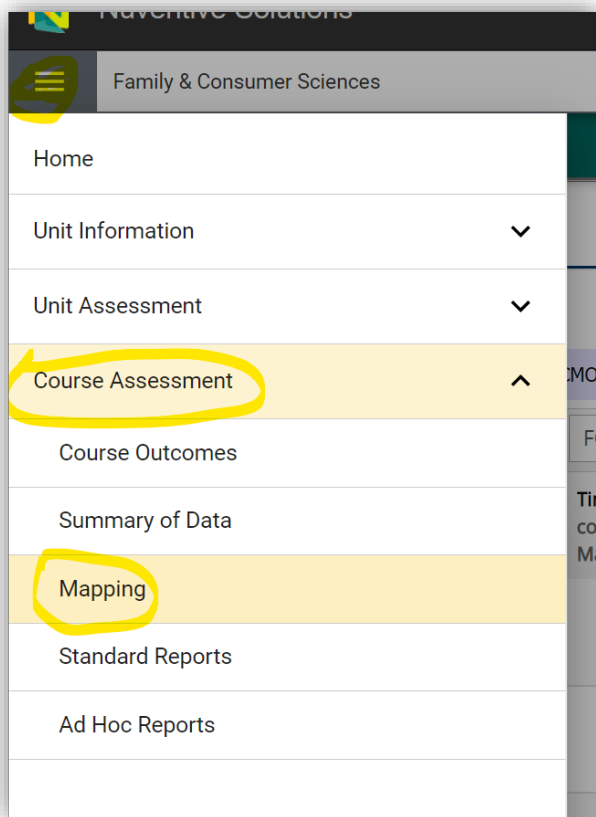
- **Communication**
 - Students effectively communicate with and respond to various audiences in written, spoken or signed, and artistic forms.
- **Critical Thinking**
 - Students apply creative, computational, and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas, and transform existing ideas into new forms.
- **Information & Technology Literacy**
 - Students use resources and technologies to locate, evaluate, synthesize, and communicate information in various formats.
- **Personal, Social, Civic, and Environmental Responsibility**
 - Students demonstrate awareness and respect for personal, social, and civic responsibilities.

A. Course Outcome to ILO

Select the 'hamburger menu' from the upper left hand corner



Click on Course Assessment, then click Mapping





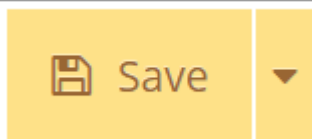
i On this screen, map the course measurable objectives (CMO) or course student learning outcomes (SLO) to the Institutional Level Outcomes (ILO).

ILO: Institutional Level Outcomes	FCS 41 - Life Management		
Goals	Time management Students completing FCS 41 - Life Management will be able to ***	Goal Setting (GEO) for CSU Area E Students completing FCS 41 - Life Management and who complete ***	Book Report (GEO) for CSU Area E Students completing FCS 41 - Life Management and who complete ***
ILO ILO # 1. Students effectively communicate with and respond to various audiences in written, spoken or signed, and artistic forms.	✓	✓	✓
ILO ILO # 2. Students apply creative, computational, and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas.	✓	✓	✓

ILO Selection: At the top of the grid, use the drop down box to select ILO: Institutional Level Outcomes

Course Selection: At the top of the grid, use the drop down box to select the courses so the outcomes display.

Mapping: Click in the box to make a checkmark for those course outcomes that link to the ILO.



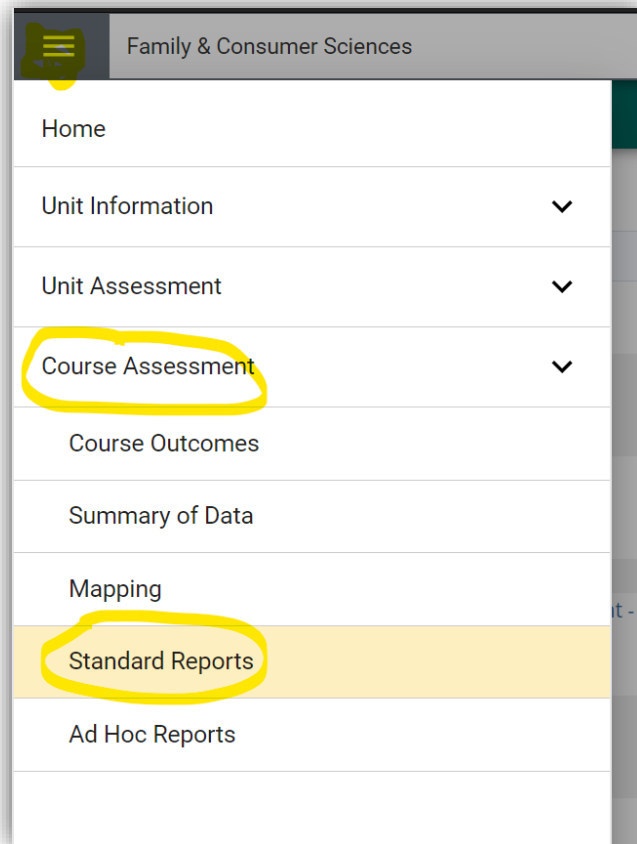
Click the yellow Save button

PART 5: Standard Reports

Select the 'hamburger menu' from the upper left hand corner



Click on Course Assessment, then click Standard Reports.



Unit Reports

1. Assessment Plan - Three Column

This report shows the Outcome Statement - SLO or AUO. The report

2. Assessment Plan - Narrative

This report shows the Outcome Statement - SLO or AUO and any relationships in a narrative layout. In addition, any

Assessment: Goals & Outcomes

This report shows the Outcome Statement - SLO or AUO. This may include reportable fields from the General

Documents List

This report list all documents (files)

Relationships and Assessment: Outcome Statement - SLO or AUO by ()

This report shows the and any Outcome Unit Assessment data for each Outcome Up. To just see the Mapping relation

Summary: Course Outcomes by

This report shows a quantitative summary

Select the blue name of the report to access and run the report.

Under Course Reports, 3.Course Assessment Plan – Four Column, is a good report to run to view all the course outcome information.

Layout

* Format PDF ▾

* Report Title 3. Course Assessment Plan - Four Column

Report Subtitle

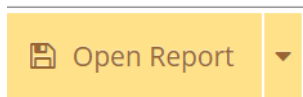
Report Logo Mt. SAC Logo* ▾

Filter

Courses Selected [All\(4\)](#)

Course Outcome Statuses

Select the desired report layout and filters



Click the yellow Open Report button to generate the requested report.