

How to Copy Information from the Previous Cycle to the Current Cycle

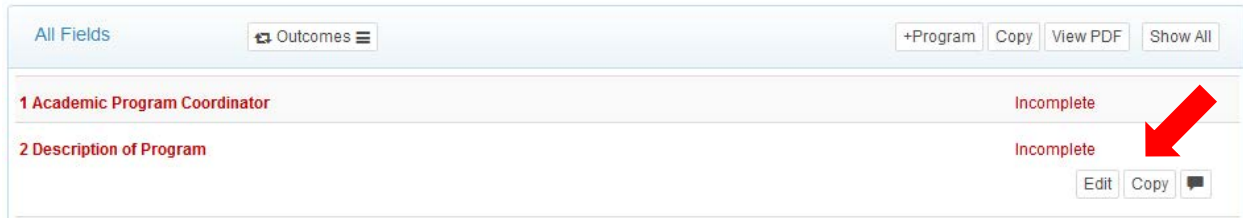
NOTE: Information can be copied forward but not backward in the system.

There are two ways to copy information forward: a *single-field copy* forward and a *multiple-field copy* forward.

Single Field Copy Forward

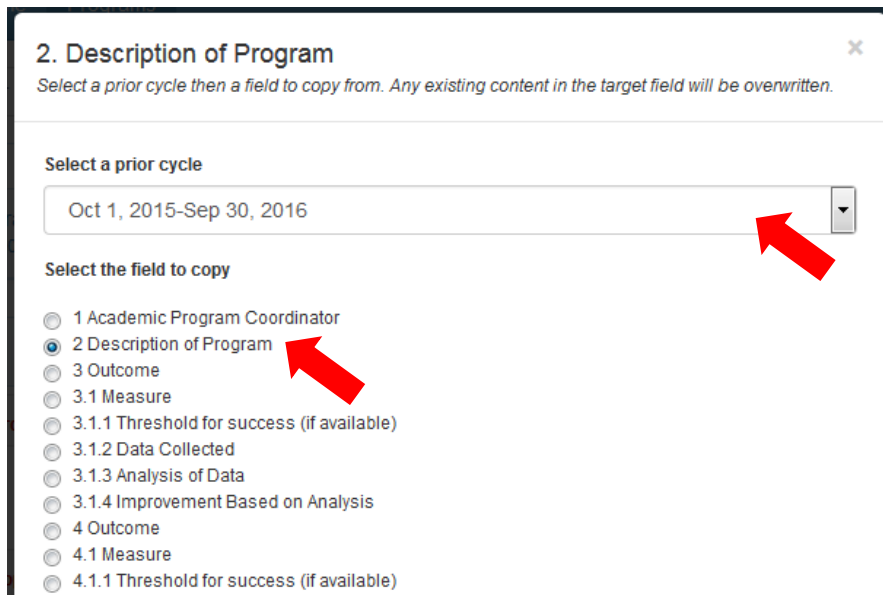
If you would like to copy the content from a single field forward from a previous cycle:

1. Make sure you are starting in the cycle you wish to copy information INTO.
2. Click the *Copy* button located next to the *Edit* button for the given field.



The screenshot shows a table with two rows. The first row is '1 Academic Program Coordinator' with a status of 'Incomplete'. The second row is '2 Description of Program' with a status of 'Incomplete'. Below the second row, there are three buttons: 'Edit', 'Copy', and a comment icon. A red arrow points to the 'Copy' button.

3. You will be prompted to *Select* which prior cycle you would like to pull from, as well as which field.
NOTE: You will need to know what field number from the previous cycle you are pulling from.



The dialog box is titled '2. Description of Program' and contains the following elements:

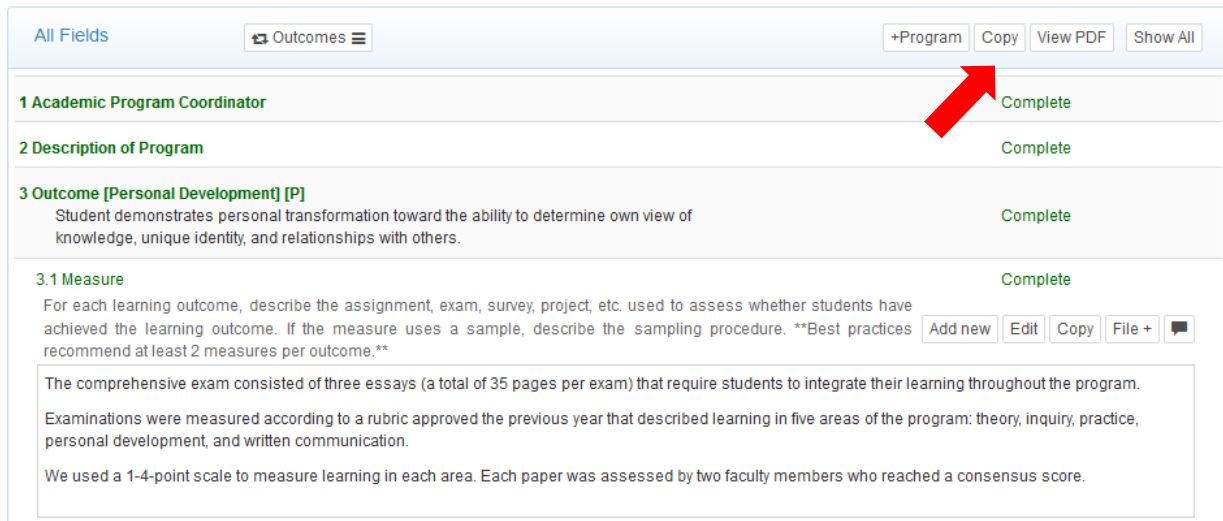
- A close button (X) in the top right corner.
- A subtitle: 'Select a prior cycle then a field to copy from. Any existing content in the target field will be overwritten.'
- A section titled 'Select a prior cycle' with a dropdown menu showing 'Oct 1, 2015-Sep 30, 2016'. A red arrow points to the dropdown arrow.
- A section titled 'Select the field to copy' with a list of radio buttons:
 - 1 Academic Program Coordinator
 - 2 Description of Program (with a red arrow pointing to it)
 - 3 Outcome
 - 3.1 Measure
 - 3.1.1 Threshold for success (if available)
 - 3.1.2 Data Collected
 - 3.1.3 Analysis of Data
 - 3.1.4 Improvement Based on Analysis
 - 4 Outcome
 - 4.1 Measure
 - 4.1.1 Threshold for success (if available)

4. You can choose whether to go ahead and mark that field as complete once copied, with the toggle at the bottom left corner.
5. Click *Submit*

Multiple Field Copy Forward

If you would like to copy the content from multiple fields forward from a previous cycle:

1. Make sure you are starting in the cycle you wish to copy information INTO.
2. Click the *Copy* button located at the top of the report, next to the *+Program* button.

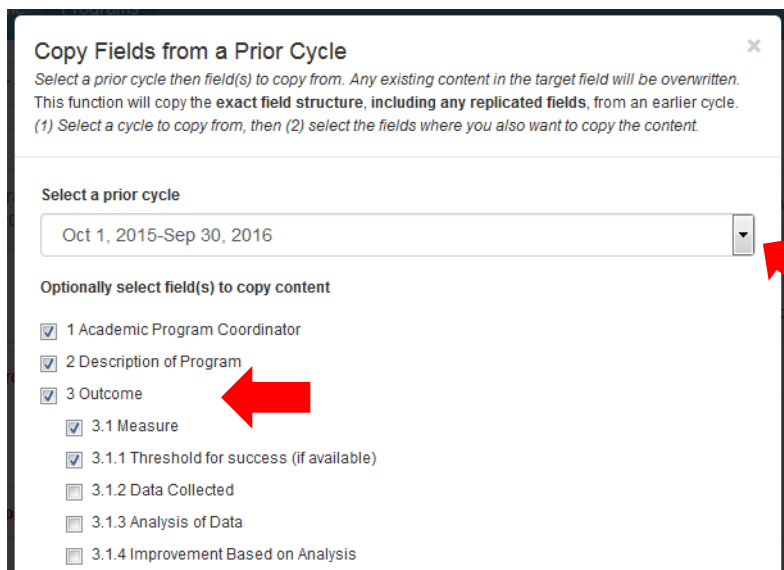


The screenshot shows a report interface with a header bar containing 'All Fields', 'Outcomes', '+Program', 'Copy', 'View PDF', and 'Show All'. Below the header, there are several sections, each with a 'Complete' status on the right. A red arrow points to the 'Copy' button in the header. The sections are:

- 1 Academic Program Coordinator Complete
- 2 Description of Program Complete
- 3 Outcome [Personal Development] [P] Complete
 - Student demonstrates personal transformation toward the ability to determine own view of knowledge, unique identity, and relationships with others. Complete
- 3.1 Measure Complete
 - For each learning outcome, describe the assignment, exam, survey, project, etc. used to assess whether students have achieved the learning outcome. If the measure uses a sample, describe the sampling procedure. **Best practices recommend at least 2 measures per outcome.**
 - Add new Edit Copy File +
 - The comprehensive exam consisted of three essays (a total of 35 pages per exam) that require students to integrate their learning throughout the program.
 - Examinations were measured according to a rubric approved the previous year that described learning in five areas of the program: theory, inquiry, practice, personal development, and written communication.
 - We used a 1-4-point scale to measure learning in each area. Each paper was assessed by two faculty members who reached a consensus score.

3. You will be prompted to *Select* which prior cycle you would like to pull from, as well as which fields. You can select multiple fields to copy forward.

NOTE: You will need to know what field number from the previous cycle you are pulling from.



The screenshot shows a dialog box titled 'Copy Fields from a Prior Cycle'. It contains the following text:

Select a prior cycle then field(s) to copy from. Any existing content in the target field will be overwritten. This function will copy the exact field structure, including any replicated fields, from an earlier cycle. (1) Select a cycle to copy from, then (2) select the fields where you also want to copy the content.

Select a prior cycle

Oct 1, 2015-Sep 30, 2016

Optionally select field(s) to copy content

- 1 Academic Program Coordinator
- 2 Description of Program
- 3 Outcome
 - 3.1 Measure
 - 3.1.1 Threshold for success (if available)
 - 3.1.2 Data Collected
 - 3.1.3 Analysis of Data
 - 3.1.4 Improvement Based on Analysis

4. You can choose whether to go ahead and mark all of the fields as complete once copied, with the toggle at the bottom left corner.

5. Click *Submit*