

## How to Enter Content into the Report

NOTE: Always make sure that you are entering data for the right year by checking the Reporting Cycle date ranges in the top left hand corner of the report.

1. BEFORE YOU ENTER ANY CONTENT, click on the *+Program* button to add your defined outcomes to the report.

NOTE: Student Learning Outcomes must first be defined in the *Program Details* page, prior to being linked/added to the reporting cycles.

All Fields	Outcomes	Status
	<b>+Program</b> Copy View PDF Show All	
1 Academic Program Coordinator		Incomplete
2 Description of Program		Incomplete
3 Outcome		Incomplete
3.1 Measure		Incomplete

2. Select each outcome, and click *Save*.

NOTE: All outcomes need to be included in each cycle, even if you are not collecting data for them, so select them all.

**Add a Program Outcome** [X]

- Inquiry**  
*Student uses multiple approaches to explore questions that contribute to a more in-depth understanding of theory and practice.*
- Personal Development**  
*Student demonstrates personal transformation toward the ability to determine own view of knowledge, unique identity, and relationships with others.*
- Practice**  
*Student applies personal and professional knowledge and perspectives (grounded in theory, inquiry, and practice) to professional work and effectively conceptualizes practice related*
- Theory**  
*Student demonstrates theoretical complexity related to understanding campus phenomena and is able to apply it to practice*
- Written Communication**  
*Student communicates clearly and effectively in written work.*

Close Save

- Click the *Edit* button for each field to enter information and data.

**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.

**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.

- The *Short Name* line is optional. The content of your report should be entered into the larger text editor box.
  - Copy and paste functions vary by computer and browser.
  - If you are copying information from a Word file or PDF, I have found that the easiest way to do so is using the shortcut commands; *Ctrl + C* for copy and *Ctrl + V* for paste.
- Once your information has been entered, you can click the *Complete* checkbox in the bottom right hand corner. This marks the filed as complete and turns it green.
- For outcomes or measures that are not being reported on in the given cycle, in that same *Edit* screen, you can mark a field as *Not applicable*.

NOTE: All outcomes must be listed and all measures must be defined in each reporting cycle. However, for those that are not being reported on, simply mark them as well as the subsequent data related fields as *Not applicable*.

**Measure**

Short Name (Optional - max 60 characters)

Paragraph serif 12pt

**B I U** [Alignment icons] [List icons] [Undo/Redo]

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Save Cancel

Complete  
 Not applicable  
 Include child fields