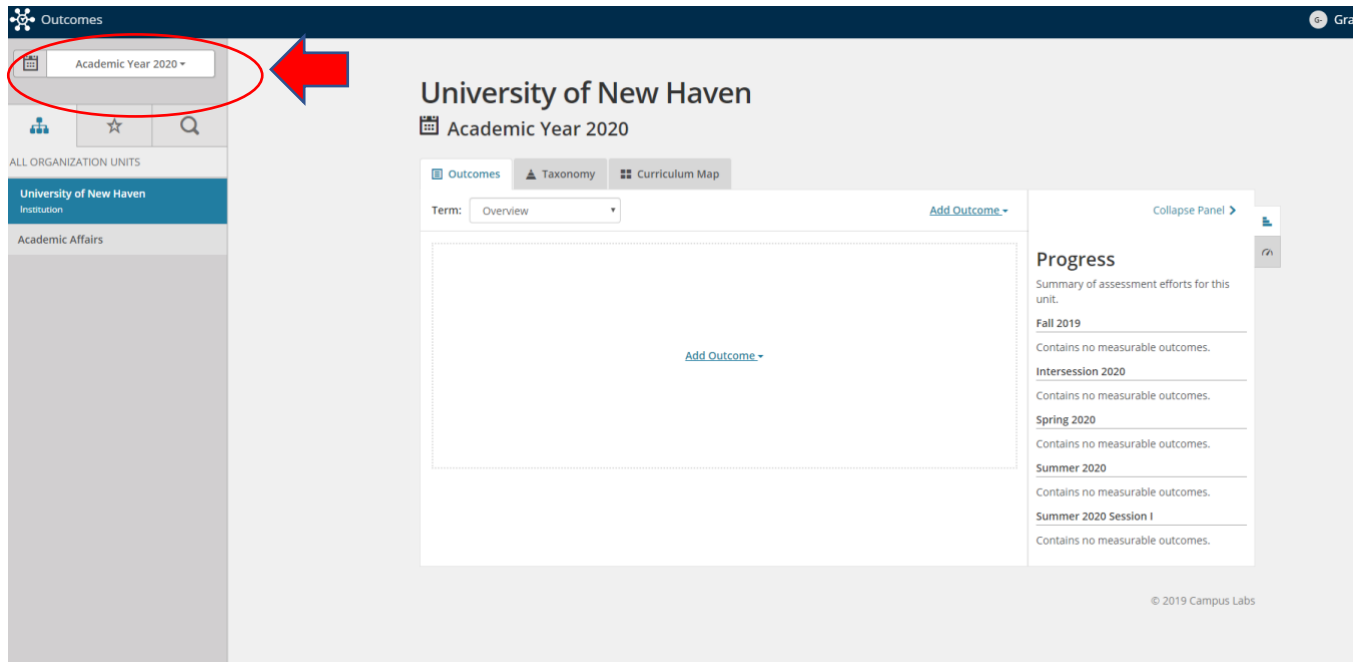
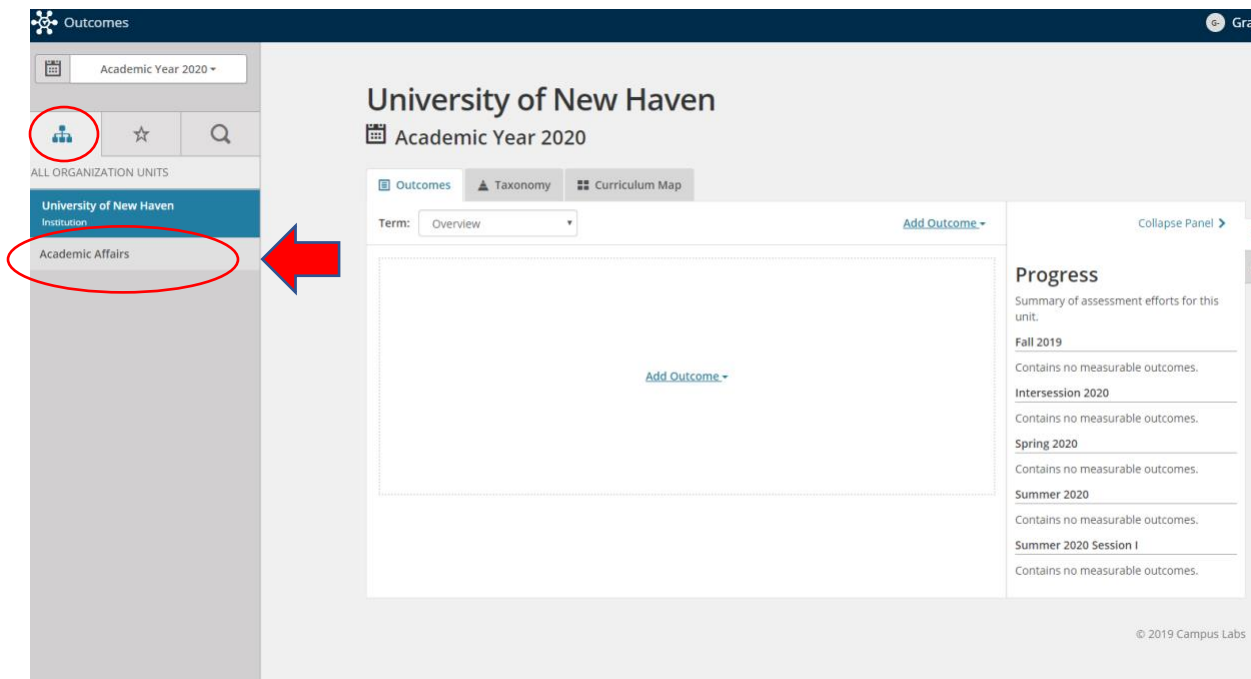


Adding/Creating Outcomes in Outcomes at the PROGRAM LEVEL

1. At the top left corner, be sure that the correct Academic year is selected. The correct Academic Year aligns with the year of the anticipated Spring semester (e.g., Fall 2019-Spring 2020 is recognized in the system as “Academic Year 2020”).



2. On the left side menu, select the “Academic Affairs” tab (second tab under “All Organization Units”) to provide you with a drop-down list of specific colleges and programs.



- Select the college that is appropriate for the program you are working with. Following the selection of the appropriate college, select the department you wish to create an outcome for. Each department is contained within its assigned college. For this example, we will navigate to the “College of Arts and Sciences” tab in order to create an outcome for the undergraduate program of “Major in English”. NOTE: Information is taken directly from Banner and changes are only made at the start of an academic year. If a program changes department or college, the change may night reflect in Outcomes.

The screenshot shows the 'Outcomes' system interface for 'Academic Year 2020'. The left sidebar lists 'ALL ORGANIZATION UNITS' under 'University of New Haven'. The 'Academic Affairs Department' is selected, and its sub-items are listed: 'Academic Affairs Department', 'College of Arts and Sciences' (circled in red with a red arrow pointing to it), 'College of Business', 'Lee College of CJ & Forensics', 'School of Health Sciences', 'Tagliatela Coll of Engineering', 'UNIV courses', 'UNDERGRADUATE PROGRAMS', 'Core Curriculum', 'COURSES WITHOUT SECTIONS', 'PRFS 1202', 'PRFS 4500', and 'Test Test'. The main content area is titled 'Academic Affairs Academic Year 2020' and shows a 'Term: Overview' dropdown and an 'Add Outcome' button. A 'Pending Connections' panel on the right lists terms: 'Fall 2019', 'Interession 2020', 'Spring 2020', 'Summer 2020', and 'Summer 2020 Session I', each with the message 'There are no requests.' The footer indicates '© 2019 Campus Labs'.

We will then select “English” for the department level.

The screenshot shows the 'Outcomes' system interface for 'Academic Year 2020' at the 'College of Arts and Sciences' level. The left sidebar lists 'ALL ORGANIZATION UNITS' under 'University of New Haven'. The 'College of Arts and Sciences Department' is selected, and its sub-items are listed: 'College of Arts and Sciences Department', 'Art and Design', 'Biology & Environmental Sci', 'Communication Film & Media', 'Education', 'English' (circled in red with a red arrow pointing to it), 'Global Studies', 'History', 'Mathematics', 'Modern Languages', 'Music', 'Philosophy', 'Physics', and 'Political Science'. The main content area is titled 'College of Arts and Sciences Academic Year 2020' and shows a 'Term: Overview' dropdown and an 'Add Outcome' button. A 'Pending Connections' panel on the right lists terms: 'Fall 2019', 'Interession 2020', 'Spring 2020', 'Summer 2020', and 'Summer 2020 Session I', each with the message 'There are no requests.' The footer indicates '© 2019 Campus Labs'.

- Within “English”, you can see levels such as “Undergraduate programs” and “courses with sections”. Since we are creating a PROGRAM LEVEL outcome, we will navigate to the “Undergraduate Programs” subheading and click on “Major in English.”

The screenshot shows the 'Outcomes' system interface for 'Academic Year 2020'. The left sidebar lists organization units, with 'English Department' selected. Under 'UNDERGRADUATE PROGRAMS', 'Major in English' is highlighted with a red circle and a red arrow pointing to it. The main content area shows the 'English' department page with tabs for 'Outcomes', 'Taxonomy', and 'Curriculum Map'. The 'Term' is set to 'Overview', and there is an 'Add Outcome' button. A 'Pending Connections' panel on the right shows no requests for various terms.

- In order to create an outcome at the PROGRAM LEVEL, select “Add Outcome”

The screenshot shows the 'Outcomes' system interface for 'Major in English' in 'Academic Year 2020'. The left sidebar shows 'Major in English Undergraduate Program' selected. The main content area displays the 'ENGLBA - LO1' outcome with a description: 'Write rhetorically effective documents that demonstrate awareness of various writing situations and conventions.' Below the description are icons for 'Remember, Apply', 'Nonfunctional Verb(s)', and 'Mastered'. A green box labeled 'Not Selected' is positioned above the 'Add Outcome' button, which is circled in red with a red arrow pointing to it. The 'Pending Connections' panel on the right shows no requests for various terms.

6. Click "Create Outcome" from the dropdown selection

The screenshot displays the 'Outcomes' interface for the 'Major in English' program in 'Academic Year 2020'. On the left, a navigation sidebar lists organizational units, with 'Major in English Undergraduate Program' selected. The main content area shows the 'ENGLBA - LO1' outcome with a description: 'Write rhetorically effective documents that demonstrate awareness of various writing situations and conventions.' Below this, there are icons for 'Remember, Apply', 'Nonfunctional Verb(s)', and 'Mastered'. A dropdown menu labeled 'Add Outcome' is open, showing options: 'Create Outcome' (circled in red), 'Copy Outcome', and 'Not selected' (with a red arrow pointing to 'Create Outcome'). To the right, a 'Pending Connections' panel lists various sessions (Fall 2019, Intercession 2020, Spring 2020, Summer 2020, Summer 2020 Session I) with the note 'There are no requests.' The footer indicates '© 2019 Campus Labs'.

7. When creating an outcome, a template will open and the sections labeled with an asterisk indicate required fields in order to create the outcome. Each time you create an outcome, we will always be required to provide a title and a statement.

The screenshot shows the 'Create Outcome' form within the 'Major in English' program for 'Academic Year 2020'. The form is titled 'Create Outcome' and includes the following fields: 'Identifier' (with a note: 'Enter an identifier to help order and sort your items (e.g., 1, II, etc).'), 'Title *' (circled in red), 'Statement *' (circled in red), and 'Desired Degree of learning' (a dropdown menu with a note: 'Select the desired degree of learning'). At the bottom right, there are 'Cancel' and 'Submit' buttons. The footer indicates '© 2019 Campus Labs'.

8. First, include the “Identifier”. The Identifier will be used as a convention to help you order and sort items. For “Identifier” use the follow algorithm: 4-letter department code with degree type, hyphen, followed by “LO” and “1” (which will change depending on which number outcomes you are working on). Most naming conventions will follow this format; for example, ENGLBA – LO1. Not all programs have their own 4-letter identifier (e.g., community psychology). When this is the case, more than 4 letters can be used (i.e., COMMPSYCHMA – LO1). For this example, we will fill the “identifier” field with ENGLBA – LO2 since LO1 was already created prior to this set of instructions.

The screenshot shows the 'Create Outcome' form for the 'Major in English' program in 'Academic Year 2020'. The 'Identifier' field is highlighted with a red circle and contains the text 'ENGLBA - LO2'. Below the identifier field, there is a 'Title *' field, a 'Statement *' field, and a 'Desired Degree of learning' dropdown menu. The 'Statement *' field is empty and has a red border. The 'Desired Degree of learning' dropdown menu is also empty. The form has 'Cancel' and 'Submit' buttons at the bottom right.

9. For now, we are using the same information in both “Identifier” and “Title” simplifying our system. A simple “copy and paste” function can be used.

The screenshot shows the 'Create Outcome' form for the 'Major in English' program in 'Academic Year 2020'. The 'Identifier' field is highlighted with a red circle and contains the text 'ENGLBA - LO2'. The 'Title *' field also contains the text 'ENGLBA - LO2'. Below the title field, there is a 'Statement *' field, a 'Desired Degree of learning' dropdown menu, and 'Cancel' and 'Submit' buttons at the bottom right.

10. Next, in the “Statement” field, you will enter the student learning outcome directly from your CCAP form. Since in this example we are creating the outcome for LO 2, we will locate the second learning outcome listed on the CCAP form for the program.

Appendix D: Program and Course Assessment Plan Templates

A. Program Objectives and Outcomes – English B.A.

1. Program Objectives (what a student is expected to have accomplished a few years following graduation)

a. Secure employment in a field in which research, writing, and critical analysis are required
b. Pursue graduate education
c. Use knowledge and skills gained in the program to publicly present ideas
d.
e.

2. Program Outcomes (what a student is expected to be able to know or do by graduation)

Outcome	Data Sources for Assessment	Performance Criteria	CC Competence (#) Beyond Minimal CC Requirement (UG only)
1. Students will be able to write rhetorically effective documents that demonstrate awareness of various writing situations and conventions.	Argumentative Essays	-80% meet or exceed expectations	
2. Students will produce research projects that demonstrate the use of appropriate technologies and research methods that delineate complex relationships among ideas.	Research papers	-80% meet or exceed expectations	

The screenshot shows the 'Create Outcome' form in the Outcomes system. The form is for 'Major in English' and 'Academic Year 2020'. It includes fields for Identifier (ENGLBA - LO2), Title (ENGLBA - LO2), and Statement. The Statement field contains the text: 'Students will produce research projects that demonstrate the use of appropriate technologies and research methods that delineate complex relationships among ideas.' The Statement field label and its content are circled in red. The form also has a 'Desired Degree of learning' dropdown menu and 'Cancel' and 'Submit' buttons.

11. Next, you will select the “Desired Degree of learning” for this program learning outcome. There are three possible options; Introduced, reinforced, or mastered. At the program-level, we are most often measuring student learning at program end; so, it is appropriate to select “mastery” here.

The screenshot shows the 'Create Outcome' form for 'Major in English' in 'Academic Year 2020'. The form includes fields for Identifier (ENGLBA - LO2), Title (ENGLBA - LO2), and Statement (Students will produce research projects that demonstrate the use of appropriate technologies and research methods that delineate complex relationships among ideas.). The 'Desired Degree of learning' dropdown menu is set to 'Mastered' and is circled in red. The 'Submit' button is visible at the bottom right of the form.

12. To finalize your changes, hit the “Submit” button (This is important or your work will not save into the system)

This screenshot is identical to the previous one, but with a red arrow pointing to the 'Submit' button, which is also circled in red. The 'Desired Degree of learning' dropdown menu is still set to 'Mastered'.

13. Check to see if the changes updated to the outcomes overview dashboard. You should be able to see the outcome that you had just created displayed in this overview.

The screenshot displays the 'Outcomes' dashboard for the 'Major in English' program in 'Academic Year 2020'. The interface includes a left sidebar with navigation options, a main content area with tabs for 'Outcomes', 'Taxonomy', and 'Curriculum Map', and a right sidebar for 'Pending Connections'.

Outcomes Overview:

- ENGLBA - LO1:** Write rhetorically effective documents that demonstrate awareness of various writing situations and conventions. (Not Selected)
- ENGLBA - LO2:** Students will produce research projects that demonstrate the use of appropriate technologies and research methods that delineate complex relationships... (Not Selected)

Pending Connections:

- Fall 2019:** There are no requests.
- Interession 2020:** There are no requests.
- Spring 2020:** There are no requests.
- Summer 2020:** There are no requests.
- Summer 2020 Session I:** There are no requests.

© 2019 Campus Labs