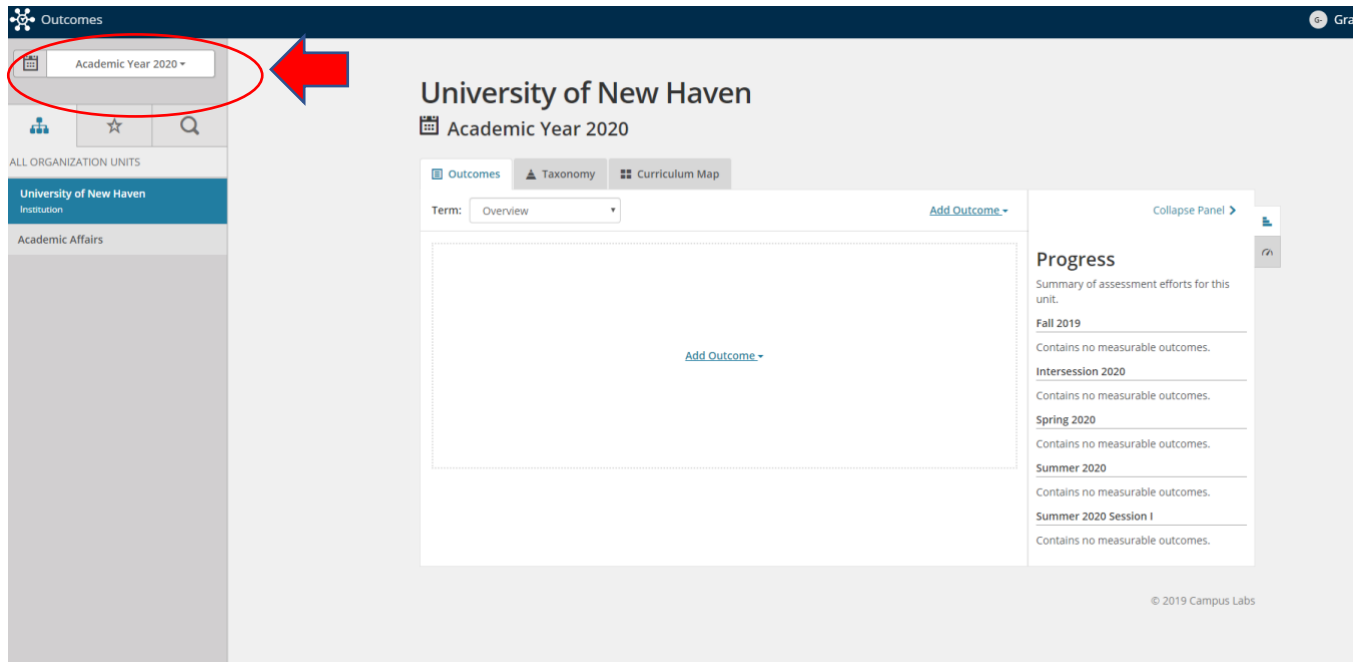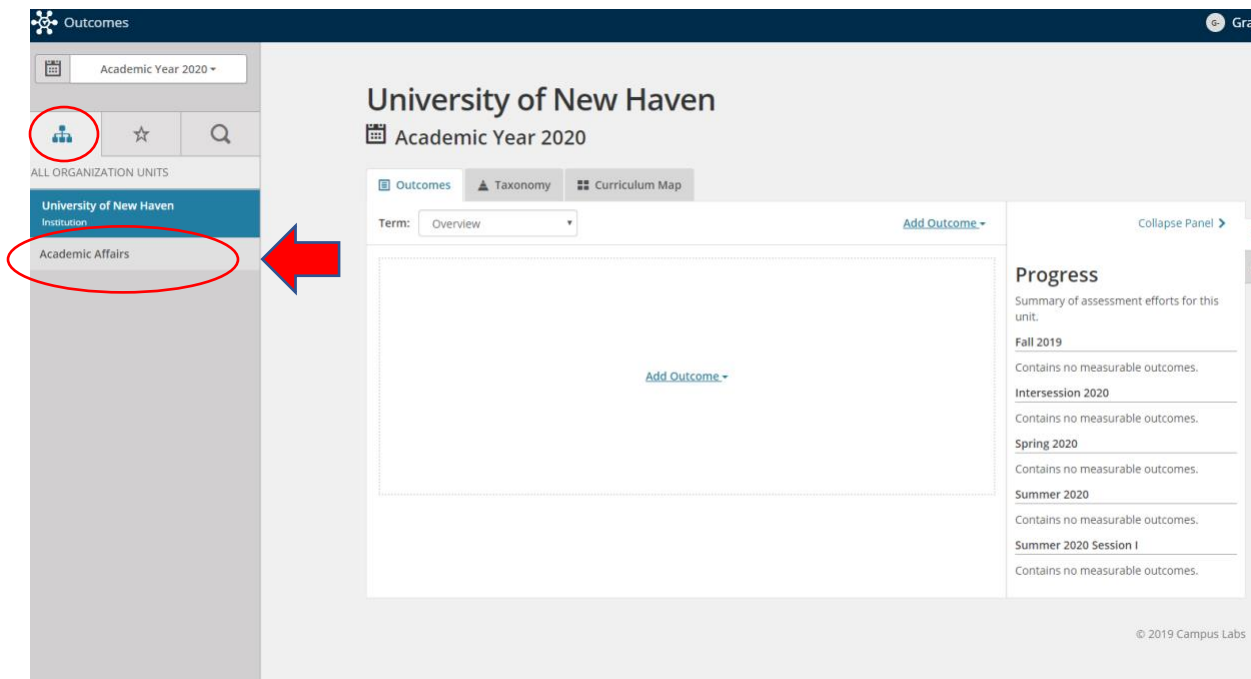**Adding/Creating Outcomes in Outcomes at the PROGRAM LEVEL**

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.

3. 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.

We will then select "English" for the department level.

4. 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."

5. In order to create an outcome at the PROGRAM LEVEL, select "Add Outcome"

6. Click "Create Outcome" from the dropdown selection

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.

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.

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.

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	

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.

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

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.