

CurricUNET Assessment Module TASK GUIDE (December 21, 2015 version)

Creating and Submitting CRN-Level SLO Assessment Reports

WARNING: ALL information entered into these reports will be publicly available (eExcept Disaggregated Student Data!) Also, the data you enter into this report will be part of larger course-level, Program, GELO, and ILO deep-read assessments. Please enter data in a way that will be understandable by anyone who reads it. Thank you!

1. Click the following link: <http://www.ccsf.edu/curricunet>
(Or from www.ccsf.edu, go to **My CCSF**. Scroll to the lower left and click on **CurricUNET**.)
2. From the left-hand navigation menu, choose the **CurricUNET Assessment User Manual**.
3. From the main page of the CurricUNET Assessment Handbook, click **Login**.
4. Login with your CCSF Office 365 username (example: jdoe@ccsf.edu) and the password you created when you first logged in. (See [Logging In](#) Task Guide for help logging in for the first time.)
5. Once you are at the main screen of the assessment module, look at the left-margin menu and under **Build/Edit** in the center, choose **Outcome Assessments**.
6. From the left-margin menu (top left), choose **Create New Assessment**.
7. In the center of the screen, from the **Assessment Type** menu, choose **CRN-level SLO Assessment**.
8. Click the **Create** button.
9. From the **Subject** menu, choose the prefix of the course you are entering data for. Example: GEOL (for GEOL 10). **NOTE: The only prefixes available to you are those from your department, which is based on permissions given you in the software (behind the scenes). If you do not see your subject prefix listed, contact curricunet@ccsf.edu.*
10. From the **Course** menu, choose the full course name. Example: GEOL 10 – Physical Geology.
11. From the **Version** menu, choose the active version of the class you’re assessing unless you know you’re assessing an earlier version.
12. From the **Outcome** menu, choose the SLO for which you are entering assessment data.
13. Click **Save**.
14. From the right-margin menu, click on **CRN**.
15. From the drop-down menu for **CRN** (Course Registration Number), choose a CRN. **NOTE: If you have multiple sections of the same course, you will need to complete separate reports for each section. Follow the steps below to complete your first report. Save it. Return to the Outcome Assessment page and start another report (step 6).*
16. In the **Year** field, enter the year for the semester. Use 4-digit year. Example: 2015. (When you tab out of this field or click elsewhere on the page, your student list will populate.)
17. Scroll to bottom and click **Save**. (Do this often!)
18. Enter all remaining required information on the form (help text will clarify).
 - To return to the outcome assessments level and see a list of your draft and active assessment reports or start a new one, from the upper left of the screen, under the CurricUNET logo, click **Outcomes Assessments** (see screenshot for step 5 above when you clicked Home from the same navigation menu, which now looks like: Home > Outcomes Assessments > Edit Outcome Assessment).
 - Click on the **pencil** (edit) icon on the a particular assessment in your list to return to edit it.
19. From within the edit report view click on the **REPORT** icon in the upper left of the screen (the icon to the right of the text “Outcome Assessment”) to see what your report will look like to the public when you submit it. (From the outcomes assessment view, the report icons are to the left of the report description.)
20. When ready to submit, click **Finish** on your CRN page. (Red text appears next to all required fields that are empty. You cannot finish until you complete all these fields.) Once you have successfully clicked Finish, the page will be locked (you can unlock it later if you wish to edit further), and a

checkmark will appear in the right-margin checklist. A SUBMIT button will appear in the left margin.

You can leave and return at any time to edit your report until the time you are ready to finalize it.

21. Click **Submit** to finalize your report.

For more detailed instructions, including screen shots, visit: <http://www.ccsf.edu/curricunet>, then find and follow links to the **Assessment** Module, which takes you to the online Handbook.

If your course or outcome or CRN doesn't show up, email curricunet@ccsf.edu.

Examples:

In the **Assessment & Analysis** section, describe:

- **What assessment methods did you use?** Example: End-of-semester project or exam.
- **What criteria did you use to assign an assessment level?** Example:
 - Meets SLO – Scored 70% or higher
 - Developing SLO – Scored between 40 and 70%
 - No evidence of SLO – Scored less than 40%
- For each student in your list, from the drop-down menu for **Assessment Level**, choose one of these assessment levels.
 - Meets SLO – Meets minimum or higher level of SLO
 - Developing SLO – Shows evidence of developing this SLO, but doesn't meet it yet.
 - No evidence of SLO – Shows no evidence of meeting this SLO (completed the assignment but failed to demonstrate any evidence)
 - Enrolled but not assessed (enrolled in class, but didn't complete the assessment)
 - No longer enrolled (dropped or withdrew)
- **What improvements, if any, did you make to your class since your last assessment?** List here any changes that you made between the last and current assessment of this SLO. Examples:
 - Never assessed this SLO before
 - Last assessment indicated satisfactory achievement. No changes made.
 - Based on last assessment results, I added additional online resources for use for exam preparation, including www.examplewebsite.edu (Example website title).
 - Based on last assessment results, I worked with the department to request funds for an open computer lab to help students work on their assignments outside of class.
- **Optional:** If you'd like, please **summarize your analysis/discussion** (Include discussion of how your current assessment data compare to earlier assessment data, and the impacts of any changes made since previous assessment; you can also include other data and website links here.)

In the **Next Steps** section, describe:

- **What future improvements, if applicable, do you plan to implement based on these assessment data?** If making changes, when will you make them, and how do you plan to tell if they are successful? Examples:
 - No changes warranted
 - Want to rethink the textbook and find one that covers these topics in a way that's more engaging and relevant to the students.
 - Create reading quizzes to encourage students to read ahead of class.
- Check the **Future Improvements require resources** box if your planned improvements will require additional resources that you would like your department chair to consider as part of the department's program review requested resources. Then describe the resources you will be requesting. Make this answer clear to your chair or anyone else that will read these.