

CurricUNET Assessment Module TASK GUIDE (December 8, 2016 version)

Creating and Submitting Certificate or Major PSLO Assessment Reports

WARNING: ALL information entered into these reports will be publicly available. 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 module**.
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 **Certificate or Major PSLO Assessment**. (NOTE: This type is also used for official disciplines entered into Curriculum Module.)
8. Click the **Create** button.
9. From the **Department** menu, choose the prefix of the department that houses the program you are entering data for. Example: Earth Sciences
10. From the **Program** menu, choose the full program name. Example: Geology Major.
**If your program doesn't show up, email curricunet@ccsf.edu.*
11. Click **Save**.
12. From the right-margin menu, click on **Outcome Terms**.
13. Here you will add all the semesters over which you'd like to generate an SLO aggregate report (ALL CRN-level reports submitted for course SLOs that map to any of this major or certificate's PSLOs during the terms chosen). From the **Semester** drop-down menu, choose a semester and enter **Year (4-digit)**. (Spring 2015 is the earliest semester for such data.). To add multiple semesters, click **Add**.
14. Click **Finish**, and 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.
15. Click on the aggregated data **REPORT** icon in the upper left of the screen (the first icon to the right of the text "Outcome Assessment") to see the aggregate report. NOTE: This report shows how well all students in your major or certificate courses meet a particular SLO, NOT how the individual students who get your certificate or degree do. To get data on specific students, supplement these data with data from ARGOS on program completers or from capstone courses or exit exams or other assessments.
16. Review this report before continuing, and use it for your further analysis. **If report is empty, PSLO mappings to Course SLOs are missing. See SLO Coordinators for help.*
17. From the right-margin menu, click on **Analysis**.
18. Enter all required information on the form (*help text will clarify*).
19. Click **Finish**. (Red text appears next to all required fields that are empty.) Once all required fields have entries, after you click 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.
20. Click **Finish**, and 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.

21. From the right-margin menu, click on **Next Steps** and follow the same steps: enter data, **Save, Finish**, and a checkmark will appear in the right-margin checklist.
22. From the right-margin menu, click on **Share Your Highlights** and follow the same steps: enter data, **Save, Finish**, 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 anytime to edit your report until the time you are ready to finalize it.
 - *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 a particular assessment in your list to return to edit it.*
23. 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.)*
24. 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.

Want some examples?

In the **Analysis** section, describe:

- **What improvements, if any, did you make to this course since the last assessment?** List here any changes that were made between the last and current assessment of this SLO. Examples:
 1. Never assessed this PSLO before
 2. Last assessment indicated satisfactory achievement. No changes made.
 3. Based on last assessment results, we added additional online resources for use for placement exam, including www.examplewebsite.edu (Example website title).
 4. Based on last assessment results, we worked with the department to request funds for additional lab equipment to help students master their titration techniques.
- **Summarize your analysis and 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 here either directly as a summary or as a web link to externally available data.)

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

- **What future improvements, if applicable, do you plan to implement based on the assessment data?** If making changes, when will you make them, and how do you plan to tell if they are successful? Examples:
 1. No changes warranted
 2. Want to reach out earlier in the program and invite students to be part of a cohort or learning community.
 3. Instructors of sequenced courses will give guest lectures in earlier sequence classes to discuss upcoming challenges, preparation, and relevance.
- 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.

In the **Share Your Highlights** section, add any additional information you would like to be available in this report but that you haven’t already mentioned.