

CurricUNET Assessment Module TASK GUIDE

(September 25, 2015 version)

Creating and Submitting Service AUO, SSO, or SLO 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** 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 the appropriate assessment type: *Admin Unit Outcome, Academic and Student Service Area SSO or SLO, Counseling SLO or SSO*
8. Click the **Create** button.
9. From the drop-down menus, choose your unit and outcome.
**If your unit is missing or your outcomes are missing (they come from your assessment website), contact curricunet@ccsf.edu for assistance.*
10. Click **Save**.
11. From the right-margin menu, click on **Assessment & Analysis**.
12. Enter all required information on the form (*help text will clarify*).
13. Click **Save** and ensure you have answers for all required questions.
14. 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.
15. 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.
16. 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 the a particular assessment in your list to return to edit it.
17. 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.*)
18. 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 **Assessment & Analysis** section, describe:

- **What assessment methods did you use?** Examples: Survey, Interviews, Focus groups, Banner data review.
- **What criteria did you use to determine if the outcome was met?** Examples: survey results indicated 80% or more of respondents were satisfied; banner data showed 90% of counseling slots were unfilled; response time in management software averaged no more than 2 days.
- **What improvements, if any, did you make since your last assessment?** List here any changes that you made between the last and current assessment of this outcome. Examples:
 1. Based on last assessment results, we added additional counseling hours at Downtown Campus in evenings.
 2. Based on last assessment results, we combined two steps in our response process to save processing time.
 3. Based on last assessment results, we added additional online resources, including www.examplewebsite.edu (Example website title).
 4. Based on last assessment results, we worked with our division to request funds for an additional software to help faculty and staff better track their professional development.
- **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 these 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. New survey questions to gather data on how students are accessing records online.
 3. Research ways to use ARGOS reporting to better share information with our vendors.
- Check the **Future Improvements require resources** box if your planned improvements will require additional resources that you would like your unit dean/chair/manager to consider as part of the unit'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.