# Course-Level Outcomes

## **►Create & Map Course Outcomes**

Course-level outcomes should be mapped to both program level outcomes (PO) and Institutional level outcomes (ILO). PO must be added first into Taskstream before mapping can occur. ILO’s have already been added and can be selected from a drop-down menu.

Each course outcome must be mapped to at least one program outcome. In addition, all program outcomes must have at least one course outcome mapped to them.

**Software Navigation**

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| 1. | From **HOME** page scroll down to the course-level workspace (e.g. PSY 100 History of Psychology) | |
| 2. | Click **Course Outcomes Workspace** below course title | |
| 3. | In the workspace, click **Create & Map Course Outcomes** sub-heading | |
| 4. | Click **CHECK OUT** | |
| 5. | Click **CREATE NEW SET** or **SELECT EXISTING SET** | |
|  |  | |
|  | If **CREATE NEW SET** *(NOTE: Use this option if you have not previously created course outcomes)* | |
| 6. | Enter a generic name for the outcomes, e.g. “**[Your Course Name] Outcomes**” | |
| 7. | Do not check the box for designating alignment | |
| 8. | Click **CONTINUE** | |
| 9. | Click **Create New Outcome** | |
| 10. | Enter outcome name and add details, if needed | |
| 11. | Click**CONTINUE** | |
|  |  | |
|  | Then map to Program Outcomes: | |
| 12. | Click **Add mapping** | |
| 13. | Use dropdown to select **Outcome Sets in Other Organizational Areas** | |
| 14. | Use the dropdown to select the appropriate program (e.g. Your Department) | |
| 15. | Click **Go** | |
| 16. | Select Set of **Program Outcomes** | |
| 17. | Click **CONTINUE** | |
| 18. | | Click box next to one or more outcomes |
| 19. | | Click **CONTINUE** |
|  | |  |
|  | | Then map to Institutional Level Outcomes: |
| 20. | | Click **Map** next to the outcome created |
| 21. | | Click **CREATE NEW MAPPING** |
| 22. | | Use dropdown to select **Goal sets distributed to [Course]** |
| 23. | | Click **Go** |
| 24. | | Select radio button next to **Outcomes - Institutional level (ILO)** |
| 25. | | Click **CONTINUE** |
| 26. | | Click box next to one or more Institutional Level Outcomes |
| 27. | | Click **CONTINUE** |
|  | | Repeat steps 9 through 27 as needed |
| 28. | | Click **CHECK IN** |
|  | |  |
|  | | If **SELECT EXISTING SET** |
| 29. | | Select radio button next to desired Outcome Set |
| 30. | | Click **CONTINUE** |
| 31. | | Edit outcomes, mapping, or details, if needed |
| 32. | | Click **CHECK IN** |

## **►** **Course Outcomes Measure & Findings**

### ► **Measure**

Provide information and example of the measure used for each course outcome.

**Software Navigation**

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| 1. | From **HOME** page navigate to the course-level workspace (e.g. PSY 100 History of Psychology) |
| 2. | Click **Course Outcomes Workspace** below course title |
| 3. | Click **Measure** sub-heading under **Course Outcomes Measure & Findings** |
| 4. | Click **CHECK OUT** |
|  | First time only: |
| 5. | Click **CREATE NEW ASSESSMENT PLAN** |
|  | Then: |
| 6. | Click **Select Set** |
| 7. | Click **SELECT EXISTING SET** |
| 8. | Select radio button next to applicable **[Course] Outcomes Set** |
| 9. | Click **CONTINUE** |
| 10. | Click the Mapping box next to outcomes for which measures will be added (or **Include All** box at top) |
| 11. | Click **ACCEPT AND RETURN TO PLAN** |
| 12. | Click **Add New Measure** *(NOTE: IMPORT MEASURES if previously created)* |
| 13. | Enter **Measure Title**: Name of the assignment, exam, or activity that will be used to assess outcome |
| 14. | Select **Measure Type** from dropdown menu |
| 15. | Enter **Proficiency Standard**: Enter proficiency standard at the **student** and **class** level, for example,  *-* ***80% of students*** *will correctly name* ***7 out of the 10*** *types of architecture found in Whittier.*  *- By the end of the semester,* ***75% of students*** *will demonstrate* ***all six steps*** required for adult CPR. |
| 16. | Enter **Faculty Name & Section Number** for which outcome is being reported *(NOTE: Report each section separately.)* |
| 17. | Enter **Semester & Year** for which outcome is being reported |
| 18. | Click **Apply Changes** |
| 19. | Repeat this process for all measures, sections, and semesters |
| 20. | Click **Add/Edit Attachments and Links** |
| 21. | Enter **File Name** (e.g. Faculty Name - Assignment Description) |
| 22. | Click **Choose File** to select file from computer (or click My Previously Uploaded Files if applicable*)* |
| 23. | Click **ADD FILE** |
| 24. | Close Content Editor window when attachments are added |
| 25. | Click **CHECK IN** |

### ► **Findings**

Enter the results of your course outcome assessment in this area. Course-level data must be collected at least once per academic year.

**Software Navigation**

|  |  |
| --- | --- |
| 1. | From **HOME** page navigate to the course-level workspace (e.g. PSY 100 History of Psychology) |
| 2. | Click Course **Outcomes Workspace** below course title |
| 3. | Click **Findings** sub-heading under **Course Outcomes Measure & Findings** |
| 4. | Click **CHECK OUT** |
| 5. | Click **Add Findings** |
| 6. | Enter **Summary of Findings:** Include findings as well as reflections and recommendations, if applicable. |
| 7. | Enter **number of students proficient** (NOTE: Enter only a number in the box provided.) |
| 8. | Enter **number of students not proficient** (NOTE: Enter only a number in the box provided.) |
| 9. | Click radio button to indicate if class proficiency status has been met, exceeded, or not met |
| 10. | Click **Submit** |
| 11. | Repeat this process for all outcomes |
| 12. | Click **CHECK IN** |