

# Assessments User Guide

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## Introduction

The Assessment module allows end users to provide and analyze feedback on course and program effectiveness, student success, course and program success, and student services. This module also allows the user to determine assessment types, set dates of previous and next assessments, staff participation levels, and the methods of assessment.

Assessment proposals will usually include the **All Fields** report. Typically, this report is useful for gaining a quick overview of the assessment proposal, as well as being able to check specific details at a glance.

**!** NOTE: Assessments are customizable, and assessment names and types vary from institution to institution. Your institution may have somewhat different assessment names and types than what is shown in the examples here, but the basic concepts are the same.

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## Terminology

### SLO

Student Learning Outcome. This term applies to the learning outcomes in a course.

### PLO

Program Learning Outcome. This term applies to the learning outcomes in a program.

### ILO

Institutional Learning Outcome. This term applies to the learning outcomes of an institution as a whole.

### OLO

Organizational Level Outcome. These outcomes are directly tied to institutional hierarchy, so these might be related to Division, Department, Program (School of Engineering or School of Nursing for example, not to be confused with PLOs), or non-instructional units.

### GELO

General Education Level Outcome. These outcomes are specific to general education.


### Aggregate

Aggregates are combinations of individual assessments - either single assessments or other aggregates.

## Conventions in This Tutorial


All references to any specific college (logos, contact information, etc.) have been removed from screenshots and provided with a generic replacement.

Actions to be taken in this tutorial include either actions by keyboard or actions by pointing device. Where possible these actions are shown as follows:

 *Keyboard Action*

 *Pointing Device Action*

Information of particular importance is shown as:

 NOTE: Additional information of note.

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## More About Assessments

### Who Can Access Assessments

The assessment feature uses origination rights, so any user who has origination rights for a department will be able to create an assessment proposal for that department.

Admins can create assessment proposals for all departments.

In a single institution installation, a user will be able to **see**, but not **edit** assessment proposals originated by other users in their institution.

In a district (i.e., multiple institution installation), a user will be able to see any proposals originated by other users in all institutions they have been given user rights to in a district installation, by using the **Curriculum** dropdown menu.

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### What Aspects of Course and Program Proposals Affect Assessments

Outcomes of all types can be pulled into assessments. Outcome mapping affects whether or not we can do certain types of assessments.

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### What Aspects of the Assessment Feature Affect META

Assessments do not directly affect META other than situations in which assessments could be the driving force behind revision proposals. META does not pull data directly from assessment proposals. Assessments always pull from courses, programs, and other assessments.

# Types of Assessments

## Individual Instructor SLO Assessment

This assessment is for each instructor of a course to assess the sections they taught for each of the outcomes. This requires a separate proposal for each outcome.

## Departmental Aggregate of Individual Instructor SLO Assessment

This assessment is for aggregating all of the assessments that individual instructors have done for a given course Student Learning Outcome.

## Aggregate of All SLOs in a Course

The purpose of this assessment is to pull all of the departmental SLO assessments for SLOs in a given course in order to evaluate the course outcomes as a whole.

## Aggregate of All SLOs Mapped to an ILO

*This requires ILO/SLO mapping on course forms.* This assessment allows a school to assess whether the courses are supporting their institutional outcomes effectively.

## Aggregate of All SLOs Mapped to an Individual PLO

*This requires PLO/SLO mappings on course forms.* This assessment allows a department to determine how well the courses in a program are supporting the program's desired outcome.

## Aggregate of All PLOs in a Program

This assessment allows a department to evaluate a program as a whole in terms of aggregation of all SLOs -> PLOs for all PLOs in the program.

## Aggregate of All PLOs Mapped to an ILO

*This requires ILO/PLO mapping on program forms.* This assessment allows a school to assess whether the programs are actually supporting their institutional outcomes effectively.

## Non-Instructional Unit Outcome

These assessments can apply to Academic Departments, Student Services, or Admin Units, and are usually annual assessments.

- Academic Department - assessments could include any non-instructional outcomes a department may have (for instance, a psychology department might offer student counseling), or they could assess research being done in a department.
- Student Services - outcomes for these assessments could include the library, financial aid office, campus security, etc.
- Admin Units - these could include Building and Grounds Maintenance, Economic Workforce Development, Center for Science Excellence, etc.

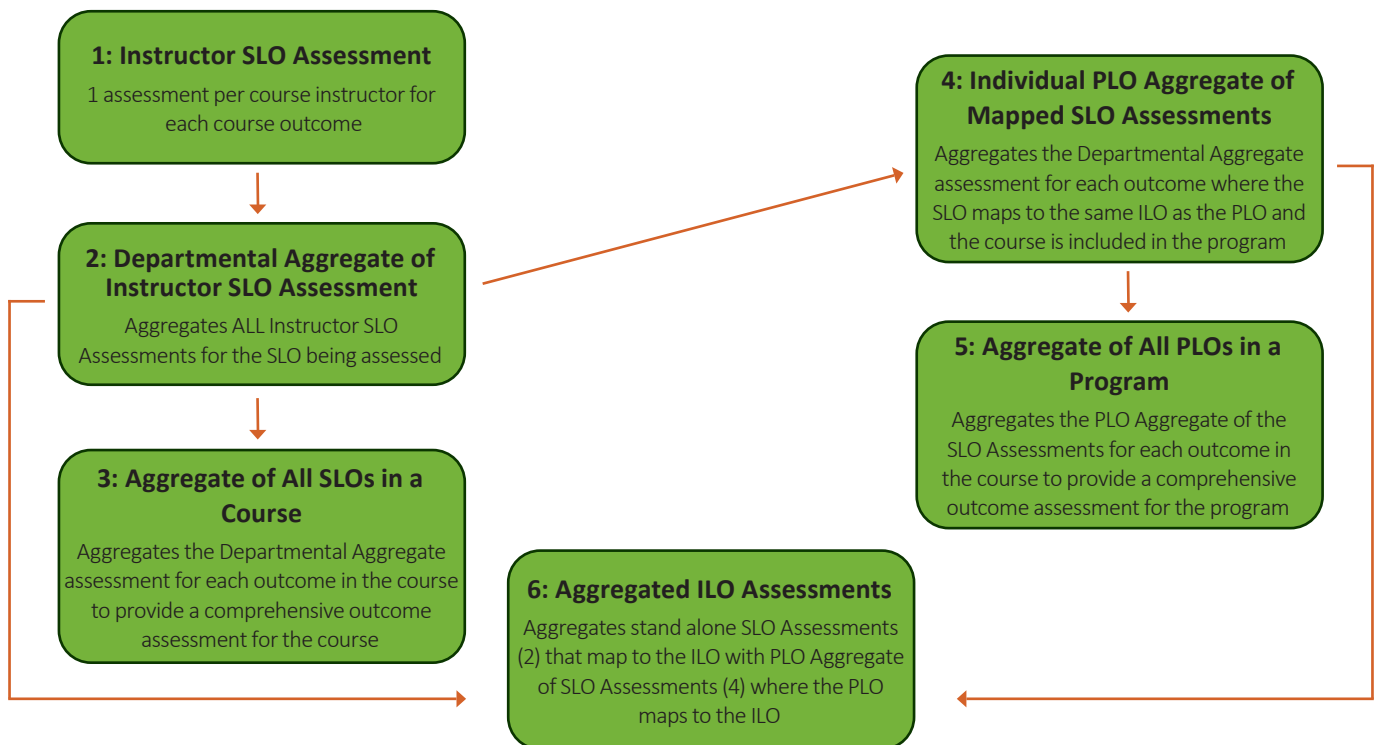
## Types of Assessments - continued

### SLO, PLO, and ILO Mappings

Described below are two methods to implement the SLO, PLO, and ILO mappings. (NOTE: since assessments are highly customizable, many institutions have somewhat different mapping configurations. Example 1 is a more common configuration, while Example 2 is a less common but possible configuration.)

#### Example 1:

- SLOs map to PLOs on the Program Outcome tab.
- PLOs map to ILOs on the Program Outcome tab.
- SLOs map to ILOs on the Course Outcome tab, but only if the course is a “stand alone” course (meaning that it is not part of any program). There is a checkbox on the Main tab of the course that is labeled “This is a stand alone course.” If the box is not checked, the ILO map on the Course Outcome tab should be hidden to prevent ILO mapping.



## Types of Assessments - continued

### SLO, PLO, and ILO Mappings - continued

1. Individual Instructor Assessment of an Individual SLO
2. Aggregated Assessment of an Individual SLO:
  - a. Pulls in assessments from item 1 that are all assessing the same SLO.
3. Aggregated Assessment of All SLOs in a Course:
  - a. Pulls in aggregated assessments from item 2 for all SLOs in the selected course.
4. Individual PLO Aggregate of Mapped SLO Assessments:
  - a. Pulls in aggregated assessments from item 2 that:
    - i. Are part of a course that is included in the program, and:
    - ii. Where the SLO in the aggregate assessment is mapped to the PLO that is being assessed
5. Aggregated Assessment of All PLOs in a Program:
  - a. Pulls in aggregated assessments from item 4 for all PLOs in a program.
6. Aggregated ILO Assessment:
  - a. Pulls in assessments from item 4 for all PLOs that map to the ILO.
  - b. Pulls in assessments from item 2 that are part of a stand alone course where the SLO is mapped to the ILO.

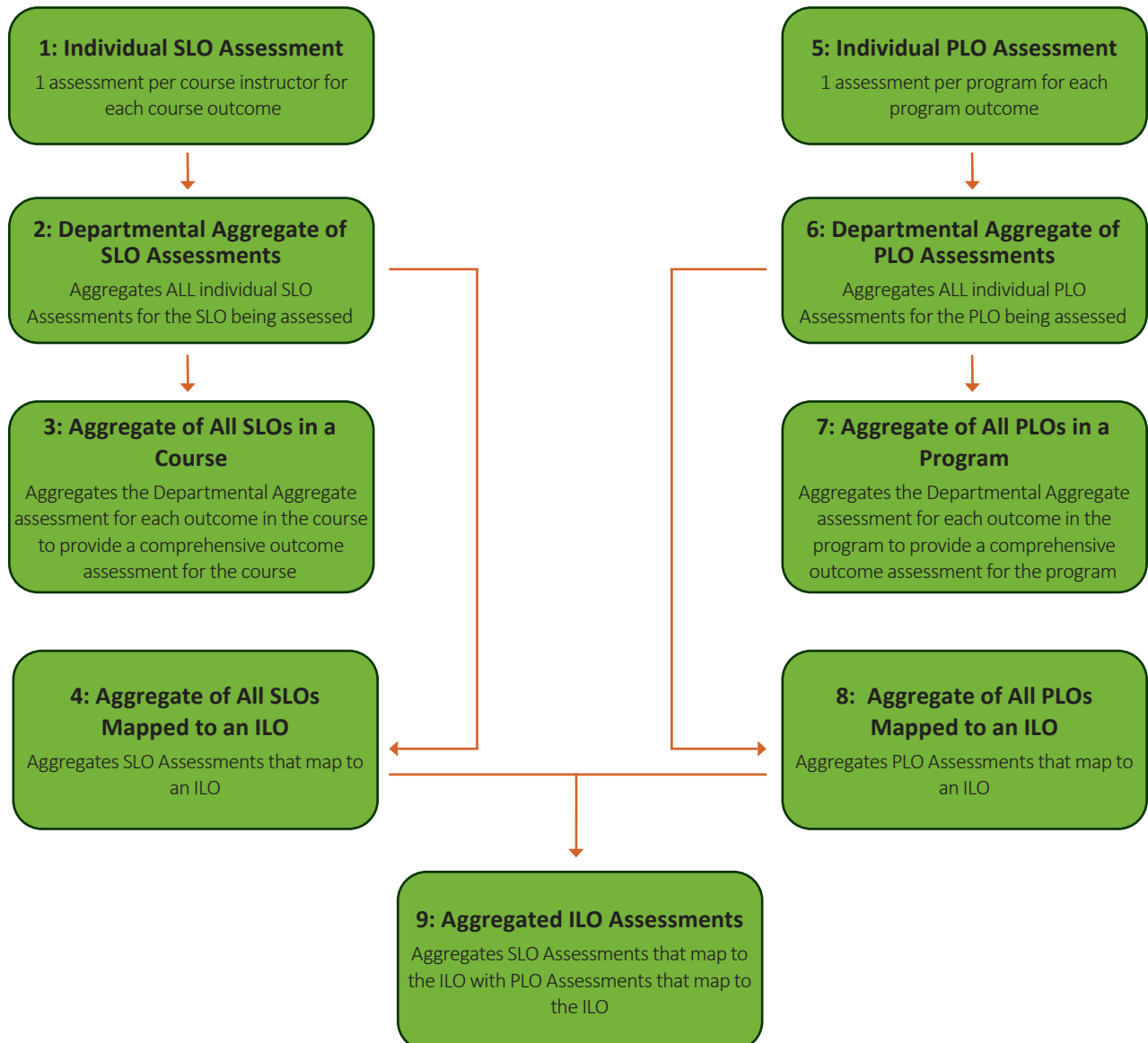
*See next page for Example 2.*

## Types of Assessments - continued

### SLO, PLO, and ILO Mappings - continued

Example 2:

- SLOs map to ILOs on the Course Outcome tab.
- PLOs map to ILOs on the Program Outcome tab.
- SLOs **do not** map to PLOs.





## Types of Assessments - continued

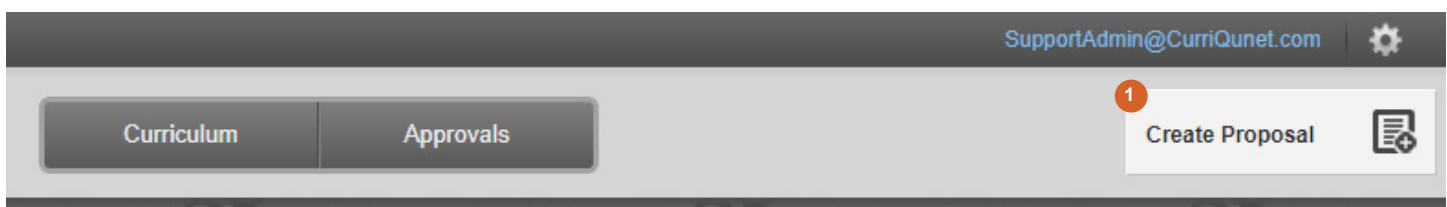
### CRN Assessment

CRN assessments are a way for instructors to gather and view data on overall student progress toward a specific Student Learning Outcome in a course during a particular semester. CRN assessments also include areas for instructors to discuss their assessment methods and criteria, compare current student data from the course with past data (if it exists), reflect on the effectiveness of a course, and discuss what (if any) improvements need to be made and/or will be made to the course in future semesters.

See pp. 13-14 for more information on how to correctly fill out a CRN assessment in order to populate student data.

## Creating Assessments

Creating an assessment proposal (individual or aggregate) follows the same process as any other proposal.



➡ To create a new assessment, click 'Create Proposal' (1).

### Create Proposal

This page allows you to initiate a draft proposal.

Once completed, the proposal can be submitted (or launched) for review. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

A screenshot of the 'Create Proposal' form. On the left, there are three steps: '1. Select Proposal Type' (highlighted in blue), '2. Complete Proposal Requirements', and '3. Review and Submit'. The main form area is titled 'Proposal Type' and contains a dropdown menu labeled 'Select a proposal type'. Below the dropdown is a search bar with a red circle '2' next to it. Underneath the search bar, there are three categories: 'Packages' (with 'Standard New Package'), 'Assessments' (with 'AS Assessment - Individual Course Outcome' highlighted in blue and a red circle '1' next to it, and 'CT Assessment - Individual Course Outcome'), and 'Catalogs' (with 'Catalog-Modify'). At the bottom right, there are three buttons: 'Previous', 'Next' (with a red circle '3' next to it), and 'Create Proposal'.

➡ Select an assessment proposal type from the Proposal Type dropdown menu (1). You can also type keywords in the textbox (2) to narrow your search options. After you have selected a proposal type, click 'Next' (3).

## Creating Assessments - continued

1. Select Proposal Type

2. Complete Proposal Requirements

3. Review and Submit

### Proposal Requirements

#### AS Assessment - Individual Course Outcome

Fill out all of the fields below.

Division\*

Arts and Sciences

Department\*

Arts and Sciences


Module Title\*

Test

Previous

Next

Create Proposal

 Complete all fields to create the proposal and click 'Next.' Items marked with an asterisk (\*) are required. If you need to select a different proposal type or go to the previous step at any time, click 'Previous.' **Do not use your browser's back button.**

1. Select Proposal Type

2. Complete Proposal Requirements

3. Review and Submit

### Proposal Summary

Please review the proposal details below. If you need to make changes, click on any of the previous steps to modify the proposal.

AS Assessment - Individual Course Outcome

Module Title: Test

If this is correct, press Create Proposal.

Previous

Next

Create Proposal

 Confirm that the proposal information is correct, then click 'Create Proposal.'

## Creating Assessments - continued

### AS Assessment - Individual Course Outcome: Test

Status: Draft Remaining Launch Requirements: 0 1 Launch 2 Delete Draft

Main	1/1	<b>Main</b>
Assessment Methods		Last updated by CurriQunet SupportAdmin on 10/26/2021 at 3:13 PM
Assessment Results		<b>Assessment Type: Course Outcome Assessment</b>
Action Plan		Assessment Information
Attach Files Best Practices		Assessment Report Title Example: (ENGL 1100 2018-2019)
Codes/Dates		Assessment Report Title * <input type="text" value="Test"/>
		Originator * <input type="text" value="SupportAdmin, CurriQunet"/>
		Department <input type="text" value="Arts and Sciences"/>
		Select the Academic Year that the Assessment will occur.
		Academic Year <input type="text"/>
		ACF and/or Adjunct Faculty <input type="text"/>
		<i>Note: Choose the current version of the Course unless it has been modified and the version you assessed is no longer active.</i>
		Subject <input type="text"/>
		Choose Active Course <input type="text"/>
		Choose Course Version <input type="text"/>
		Choose Course Outcome <input type="text"/>
		Choose Gen Ed Outcome <input type="text"/>

 Complete the proposal, selecting each dark gray tab on the left to navigate between sections of the proposal.

When the proposal is complete, click 'Launch' (1) to move the proposal into the approval process (this button will not be available until all launch requirements have been completed).

To delete the proposal before launching, click 'Delete Draft' (2).

## Creating Assessments - continued

### Items of Note for Assessments

If you are assessing a previous Academic Year's course, you will need to assess the previous version of the course if it has since been updated.

### Items of Note for Aggregate Assessments

- An aggregate assessment is a grouping of assessments. These participating assessments may be single assessments, or aggregate assessments themselves. This means you may have aggregates of aggregates.
- Results of the individual assessments are aggregated into the overall average.
- In a Departmental Aggregate of Individual Instructor SLO assessment, you must choose an outcome. Only assessments of that outcome will be available for inclusion. If you chose the current version of a course and assessments have been run on the previous version of the course, nothing will show in the individual assessments to include in an aggregate.
- Even in the case of a course being modified, and all SLOs remaining the same as in the previous version, the SLOs are considered distinct from the previous version. For example, if a course is modified, we can designate the original course as "Course A" and the revised course as "Course B". Even if an outcome - let's say "Outcome 1" - is identical in both versions, the outcome in each version of the course is considered distinct from the other. Outcome 1 of an individual instructor assessment of Course A will not be available if the aggregate chooses Course B > Outcome 1.
- In order for an SLO assessment to be included in a PLO assessment, they must be mapped to a program outcome (use the **Program Outcomes** tab).
- To show in the list, check the **Include Course in SLO** map option when adding the course to a course block.
- For an Aggregate of PLOs to ILO assessment, choose **Institutional Outcome**. This will pull in any program outcomes assigned to that outcome. This will be an aggregate of all assessments of PLOs that are mapped to the ILO selected on the form.

### CRN Assessments: How-To

To create a CRN assessment, choose a CRN assessment type from the Proposal Type dropdown and go through the same process as you would for any other proposal.

1. Select Proposal Type

2. Complete Proposal Requirements

3. Review and Submit

Proposal Type

Select a proposal type

Assessments

- Academic and Student Service Area SSO or SLO Assessment
- Admin Unit Outcome Assessment
- Certificate or Major PSLO Assessment
- Counseling SLO or SSO Assessment
- CRN-level SLO Assessment**

# Creating Assessments - continued

## CRN Assessments: How-To - continued

Once you are in the proposal, you will need to fill out relevant information for the assessment. Configurations vary slightly by institution, but in general, instructors must choose themselves as the originator of the proposal, and choose a subject, course, version of the course, the outcome being assessed for that course, course registration number, semester, and year. (See below for examples.)

If the correct information is not selected (for example, an instructor is paired with a course they did not teach or assess), some dropdowns (such as "Year") and the list of students will not populate with any values to select, and the instructor will be unable to complete the proposal.

### Main

Last updated by CurriQunet SupportAdmin on 10/26/2021 at 11:00 AM  
[Questions? Find answers in curriQunet User Manual.](#)

Originator \*  
H Calvin

Subject \* (BIO) Biology

Course \* BIO 11 - Science of Living Organisms \*

Version \* BIO 11 - Science of Living Organisms (03/07/2019 - Current)

Outcome \* Apply the theory of evolution to explain the morphology and adaptive strategies of organisr

### CRN Information

Last updated by CurriQunet SupportAdmin on 10/26/2021 at 10:09 AM  
[Questions? Find answers in curriQunet User Manual.](#)

CRN \* 30266 Spring

Year \* 2020

If the correct information is selected, a list of students that attended the selected course during the selected semester and year will populate. Options vary slightly by institution, but in general, students can be marked on the assessment as "meeting SLO", "approaching/developing SLO", "no evidence of SLO", "not assessed", or "no longer enrolled."

Please select an assessment level for each student below. If no students are listed, no student data has been loaded with you as instructor for the selected CRN and year.

### CRN Student Data

<input checked="" type="checkbox"/> A █████, Melissa - W7██████
Assessment Level * Meets SLO
<input checked="" type="checkbox"/> B █████, Jenna - W10██████
Assessment Level * Developing SLO

## Creating Assessments - continued

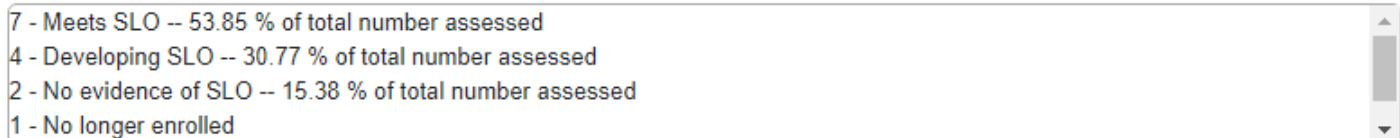
### CRN Assessments: How-To - continued

As soon as one or more students in the course are marked with one of these options, an aggregate query text will populate with data showing the number of students in each category and the percentage of students in each category where the SLO was assessed.

See below for an example. First the number of students in each category is shown (in this example, 7 students were marked as having met the SLO), then the percentage of total students assessed in each category (in this example, 53.85% of students who were assessed were marked as having met the SLO). The same goes for “Developing SLO” and “No evidence of SLO.”

While there is a number of students noted next to “No longer enrolled” (in this example, just 1 student), there is no percentage included because students who are no longer enrolled have not been assessed. This is also the case for “Not assessed” (not shown in the example below).

#### Assessment Aggregate



7	- Meets SLO -- 53.85 % of total number assessed
4	- Developing SLO -- 30.77 % of total number assessed
2	- No evidence of SLO -- 15.38 % of total number assessed
1	- No longer enrolled