Outcomes Manager – Version 2.7
(Under Revision)

The purpose of the Outcomes Data Manager is to record assessment data for college instructional units. Data entered is stored in the "outcomes.mdb" database. Instructional units analyze assessment data r`elated to program and course outcomes, then develop unit action plans to address areas needing improvement. The purpose of this document is to describe the basic components and operation of the WW Outcomes Manager system. The following topics are included:

Instructional Assessment Data Submission - General Overview

Assessment of student learning both at the program and course level is an integral part of instructional planning. At the beginning of the planning cycle, assessment data is submitted and reviewed by faculty who then decide what areas need improvement. Interventions are designed and implemented to address these areas.   At the end of the intervention period, assessment is undertaken again to evaluate the effectiveness of the intervention. The planning cycle ends when, based on this evaluation, changes are made and actions taken that result in improved student learning. WW Outcomes Manager provides a convenient way to submit assessment data and make it available for use in the planning cycle.

Before proceeding, some background information should prove helpful.

1. WW Outcomes Manager assumes that annual assessment of student learning is based on outcomes mastery, whether program or course level. At the appropriate time[1], an assessment is conducted and the number of students who master the outcome is determined using a specified assessment method. The percent mastery of the outcome is calculated using the

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[1] For program and course outcomes, the "appropriate time" is typically at the end of the course or program.

formula:

$$Percent\,Mastered = \frac{Number\,Mastered}{Number\,Assessed} * 100\%$$

To document the assessment process, WW Outcomes Manager records the number of students assessed, the number of students who master the outcome, the percent of students who master the outcome, and the assessment method.

2. WW Outcomes Manager allows submission of program outcome assessment data in a variety ways including:

   a. Program Level - Data can be submitted directly for each program outcome.

   b. Course Level - Data can be submitted by course and then aggregated by program outcome.

   c. Section Level[2] - Data can be submitted by class section, aggregated first by course, and then by program outcome.

   Program outcome data can be displayed as a trend report over the last five years or in a detailed report by individual year.

3. WW Outcomes Manager allows submission of course outcome assessment data in a variety of ways:

   a. Course level – Data can be submitted directly for each course outcome.

   b. Section level – Data can be submitted by class section and then aggregated by course outcome.

   c. Instructor level – Data can be submitted by instructor at the section level.

   Course outcomes can be displayed as a trend report over the last five years or in a detailed report by individual year or by instructor.

4. Certain aspects of WW Outcomes Manager can be controlled at the system level. These are noted below the phrase "system option". Programming changes are required.

5. To print a displayed report, right-click with the cursor anywhere in the report, select the "Print" option and then follow the instructions.

Program Outcome Assessment

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[2] A "section" is an individual class.

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Program outcome assessment is used in unit action planning. With WW Outcomes Manager, the user can submit, display, and manage assessment data. These capabilities are described below.

Adding Program Outcome Assessment Data - Program Level

Before submitting program outcome assessment data, a set-up procedure must be completed. This includes setting up programs and their associated program outcomes. See WW Institution Manager Documentation for more information. To add a new set of program outcomes:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select as source "Program Outcomes".

Step 3.   Select "Year" with which data is associated.

Step 4.   Select the "Program".

Step 5.   Select "Show Program Detail".

Step 6.   Click the "Add" task.

Step 7.   Repeat for additional programs.

Step 8.   Log out when all work is completed.

Important Note: (1) Adding program outcomes requires a minimum security level as determined by a system option. (2) A system option exists that will automatically add course level assessment sets if "Courses Where Outcome Assessed" is populated in the "Program Outcome" record. See the WW Institution Manager for more information. (3) A system option controls whether the default "Target Percent Mastered" and "Assessment Method" are used or if they are copied from the previous year.

Submitting Program Outcome Assessment Data - Program Level

To submit program outcome assessment data at the program level:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select as source "Program Outcomes".

Step 3.   Select "Year" with which data is associated.

Step 4.   Select the "Program".

Step 5.   Select "Show Program Detail".

Step 6.   Click the "Submit" task.

Step 7.   For each program outcome, enter

    a.   "Number of Students Assessed"

    b.   "Number of Students Mastering Outcome"

    c.   "Target Percent Mastered" – See note 2 below.

    d.   "Assessment Method"" – See note 2 below.

Step 8.   Click "Submit Program Outcome Assessment Data"

Step 9.   Log out when all work is completed.

Important Note: (1) A data entry field that is grayed out indicates data entry is expected at a different level, course or class section. (2) The same system option that controls adding and deleting outcomes also controls whether "Target Percent Mastered" and "Assessment Method" can be changed while submitting at the "Show Program Level".

Adding Program Outcome Assessment Data - Course Level

Since program outcome data is typically submitted in one or more courses, it can be more convenient to submit data on a course by course basis. Before this can be done, courses must be associated with program outcomes by populating the field "Courses Where Outcome Assessed" in the "Program Outcome" record. See the WW Institution Manager for more. To add courses for course level submission, follow these steps:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select as source "Program Outcomes".

Step 3.   Select "Year" with which data is associated.

Step 4.   Select the instructional program.

Step 5.   Select "Show Course Detail"

Step 6.   Click the "Add" task.

Step 7.   Select a program outcome.

Step 8.   Select one or more courses to be added.

Step 9.   Click "Select All That Apply" when done.

Step 10.   Repeat for additional program outcomes and courses.

Step 11.   Log out when all work is completed.

Important Note: Adding program outcomes requires a minimum security level as determined by a system option.

Submitting Program Outcome Assessment Data - Course Level

To submit program outcome assessment data at the course level:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select as source "Program Outcomes".

Step 3.   Select "Year" with which data is associated.

Step 4.   Select the instructional program.

Step 5.   Select "Show Course Detail".

Step 6.   Click the "Submit" task.

Step 7.   Select a course.

Step 8.   For each program outcome, enter

      a.   "Number of Students Assessed"

      b.   "Number of Students Mastering Outcome"

Step 9.   Click "Submit Program Outcome Assessment Data"

Step 10.   Repeat as needed.

Step 11.   Log out when all work is completed.

Adding Program Outcome Assessment Data - Section Level

Without doubt, managing data at the class section level requires the most planning, but it offers several worthwhile advantages:

1. In those disciplines where it is impractical to submit data from all class sections, a representative sample of sections (e.g. 30% of total course enrollment) can be selected.

2. Faculty submit assessment data for their respective sections, eliminating the need for someone to manually collect the data, aggregate it, and submit it by course or program level.

3. In the set-up, class sections can be selected by MOI (mode of instruction) so that the overall sample represents a good cross-section of course delivery methods.

4. Using Access queries and reports, section data can be disaggregated by MOI, semester, time-of-day, etc. and used to perform more refined analysis of the outcome data.

In a fully developed, class section-based system, faculty enter assessment data for their particular class sections. Section data is automatically aggregated upward to the course and program levels. The final program outcome report is immediately ready to view. By distributing the workload, the overall data submission process is less onerous for any one individual who might be assigned the task of manually collecting and managing assessment data.

Before adding class section, courses must be associated with program outcomes by populating the field "Courses Where Outcome Assessed" in the "Program Outcome" record. The courses to which class sections are to be added must be added to the appropriate program outcomes. See the section "Adding Program Outcome Assessment Data - Course Level" above. See the WW Institution Manager for more. In addition, the class section information must be added to the database. The database manager is responsible for this last step. To add class sections, follow these steps:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select source "Program Outcomes".

Step 3.   Select "Year" with which data is associated.

Step 4.   Select "Program".

Step 5.   Select "Show Section Detail"

Step 6.   Click the "Add" task.

Step 7.   Click the checkbox for each program outcome and course association to which section associations will be created.

Step 8.   Click "Select All That Apply"

Step 9.   From the left panel, select sections to be added. Click ">>" to move the selections to the right panel.

Step 10.   Click "Add These Sections"

Step 11.   Repeat as needed.

Step 12.   Log out when all work is completed.

Important Note: When added, class sections are differentiated by instructor. This means that the user may select all class sections to be added knowing that they will be added only to the respective instructor's course.

Submitting Program Outcome Assessment Data - Section Level

To submit program outcome assessment data at the section level:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select as source "Program Outcomes".

Step 3.   Select "Year" with which data is associated.

Step 4.   Select a "Program".

Step 5.   Select "Show Selection Detail".

Step 6.   Click "Submit" task.

Step 7.   Select a course.

Step 8.   For each program outcome, enter

   a.   "Number of Students Assessed"

   b.   "Number of Students Mastering Outcome"

Step 9.   Click "Submit Program Outcome Assessment Data"

Step 10.   Repeat as needed.

Step 11.   Log out when all work is completed.

Important Note: When a program level data set is deleted, all associated course and section assessment data is also deleted.

Submitting Program Outcome Assessment Data – Mixed Levels

Submitting outcome data can be mixed between program, course, and section levels. When submitting at the program level, program outcomes associated with courses are grayed out indicating that data must be entered at the course level. Likewise, when submitting at the course level, program outcomes associated with class sections are grayed out indicating that data must be entered at the class section level.

Deleting Program Outcome Assessment Data – Program Level

To delete program outcome assessment data at the program level:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select as source "Program Outcomes".

Step 3.   Select "Year" with which data is associated.

Step 4.   Select a "Program".

Step 5.   Select "Show Program Detail".

Step 6.   Click the "Delete" task.

Step 7.   Confirm the set of program outcome assessment data to be deleted.

Step 8.   Click "Delete Program Level Assessment Data Set"

Step 9.   Repeat as needed.

Step 10.   Log out when all work is completed.

Important Note: When a program level assessment data set is deleted, all associated course and class section data is also deleted.

Deleting Program Outcome Assessment Data – Course Level

To delete program outcome assessment data at the section level:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select as source "Program Outcomes".

Step 3.   Select "Year" with which data is associated.

Step 4.   Select a "Program".

Step 5.   Select "Show Course Detail".

Step 6.   Click the "Delete" task.

Step 7.   Check the checkbox of the courses and course outcomes from which the courses will be deleted.

Step 8.   Click "Delete Course Level Program Outcomes".

Step 9.   Confirm the courses and program outcome data to be deleted.

Step 10.   Click "Delete Course Level Program Outcome Assessment Data"

Step 11.   Repeat as needed.

Step 12.   Log out when all work is completed.

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Important Note: When a course level data is deleted, all associated section assessment data is also deleted.

Deleting Program Outcome Assessment Data – Section Level

To delete program outcome assessment data at the section level:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select as source "Program Outcomes".

Step 3.   Select "Year" with which data is associated.

Step 4.   Select a "Program".

Step 5.   Select "Show Section Detail".

Step 6.   Click the "Delete" task.

Step 7.   Select the course and program outcome from which sections will be deleted.

Step 8.   Click "Delete Course Level Program Outcomes".

Step 9.   From the left panel, select sections to be deleted. Click ">>" to move the selections to the right panel.

Step 10.   Click "Delete These Sections"

Step 11.   Repeat as needed.

Step 12.   Log out when all work is completed.

Viewing Program Outcome Assessment Data

Program outcomes can be viewed at any time by clicking the "View" task. Two viewing formats are possible. The first viewing format is a trend report that displays program outcome assessment data by year for the past five years. The second viewing format is a detailed program outcome assessment report for a given year. The view options are further explained below.

Viewing Program Outcome Assessment Data – Five Year (Trend) Report

To view this trend report, follow these steps:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select as source "Program Outcomes".

Step 3.   Select "Last Five Years" as the "Year".

Step 4. Select "Program".

Step 5. The *Program Outcomes Five Year Report* will display.

Step 6. Repeat as needed.

Step 7. Log out when all work is completed.

Important Note: The Five Year Report is only available at the program level.

Viewing Program Outcome Assessment Data - Annual Report

To view an annual report, follow these steps:

Step 1. Launch WW Outcomes Manager and log in.

Step 2. Select as source "Program Outcomes".

Step 3. Select "Year".

Step 4. Select "Program".

Step 5. Select as appropriate "Level".

Step 6. The annual report will display.

Step 7. Repeat as needed.

Step 8. Log out when all work is completed.

Important Note: (1) The Annual Report is available at program, course, and section level. (2) At the course and section levels, courses are grouped for viewing according to instructional planning unit. (3) Two versions of the Annual Report are available. The first version, the "Summary Report", displays assessment data at the program outcome level only. The second version, the "Full Report", displays assessment data including class section detail and associated assessment information. A link at the bottom of the report allows the user to toggle between versions.

Course Outcomes Assessment

Like program outcome assessment, course outcome assessment can serve a useful purpose in program planning and improvement. Course outcomes are given in the master template of the course, which can be managed using the WW Syllabus Manger. Program level outcome assessment is used to determine which program outcomes need improvement. Intervention to effect improvement in program outcomes is generally employed at the course level where student learning actually takes place. In good curriculum design, one or more courses contribute to learning for each program outcome. A program to course crosswalk or *Curriculum Plan* is a useful way to display this association. Designing a *Curriculum*

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Plan is a two-step process. First, the designer makes an association between program outcomes and the courses where they are taught and/or assessed. See the section "Instructional Program Outcomes" in the WW Institution Manager. Second, the designer links course outcomes to the program outcomes. See the section "Course Outcome Links to Program Outcomes" in the WW Institution Manager. Once all these preliminary steps are finished, the WW Outcomes Manager provides a way to submit course outcome assessment data, display it in the form of reports, and make it available for planning.

Course outcome assessment data managing capabilities of WW Outcomes Manager are described below.

A system option is available that allows managing course outcome assessment data by course and section <u>or</u> course, instructor and section. Since there are operational differences between them, the options are described separately below.

Option 1 - Managing Assessment Data by Course and Section

Adding a Set of Course Outcomes

Course outcomes are not added one at a time but as a complete set as given in the master template for the course. Adding course outcomes requires a minimum security level as determined by a system option. To add course outcomes, follow these steps:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select source "Course Outcomes".

Step 3.   Select the assessment year.

Step 4.   To narrow course choices, select a program.

Step 5.   Click the "Add" task.

Step 6.   Click the option "Add course outcomes".

Step 7.   Check all course checkboxes for which course outcomes will be added.

Step 8.   Click "Add Course Outcomes" when done.

Important note: In some situations, colleges may want to manage assessment data only from courses where program outcomes are assessed. A system option is available to select this method of operation.

Adding Class Sections to Courses Where Course Outcome Assessment Data is Submitted

In some situations, it may be desirable to manage course outcomes assessment data at the class section level. Class section information for the assessment year must be added to the outcomes

database by the database manager for this option to be invoked. Adding class sections requires a minimum security level as determined by a system option. To add class sections to a course, follow these steps:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select as source "Course Outcomes".

Step 3.   Select "Year" with which data is associated.

Step 4.   To narrow course choices, select a program.

Step 5.   Click the "Add" task.

Step 6.   Click "Add class sections to a course outcome".

Step 7.   Click to select a course.

Step 8.   Check the checkbox of the course outcomes to which the class sections will be added.

Step 9.   Click "Select Course Outcomes"

Step 10.   Select the class sections in the left panel and click ">>" to move to right panel.

Step 11.   After all class sections are selected and moved, click "Add These Sections".

Step 12.   Repeat steps 5 to 11 to add other course sections.

Step 13.   Log out when all work is completed.

Submitting Course Outcome Assessment Data

To submit course outcome assessment data, follow these steps:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select as source "Course Outcomes".

Step 3.   Select assessment year.

Step 4.   To narrow course choices, select a program.

Step 5.   Click "Submit" task.

Step 6.   Enter for each course outcome and class section as appropriate:
      a. Number of students assessed
      b. Number of students who mastered the outcome

        c. Target percent mastered (database manager level only)

        d. Assessment method

Step 7.   When finished, click "Submit Course Outcome Assessment Data".

Step 8.   Repeat steps 4 to 7 for all courses desired.

Step 9.   Log out when all work is completed.

Deleting a Set of Course Outcomes

Course outcomes are not deleted one at a time but as a complete. Deleting course outcomes requires a minimum security level as determined by a system option.   To delete a course outcome set, follow these steps:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select source "Course Outcomes".

Step 3.   Select the assessment year.

Step 4.   To narrow course choices, select a program.

Step 5.   Click the "Delete" task.

Step 6.   Click the option "Delete course outcomes".

Step 7.   Click the course for which the course outcome set is to be deleted.

Step 8.   Review the choice and click "Delete Course Outcome Assessment Data" to complete deletion.

Step 9.   Repeat steps 4-7 to delete additional course outcome data sets.

Step 10.   Log out when all work is completed.

Deleting Class Sections from Courses

Deleting class sections requires a minimum security level as determined by a system option. To delete class sections from a course, follow these steps:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select as source "Course Outcomes".

Step 3.   Select "Year" with which data is associated.

Step 4.   To narrow course choices, select a program.

Step 5.   Click the "Delete" task.

Step 6.   Click "Delete class sections to a course outcome".

Step 7.   Click to select a course.

Step 8.   Check the checkbox of the course outcomes from which the class sections will
be deleted.

Step 9.   Click "Select Course Outcomes"

Step 10.   Select the class sections to be deleted in the left panel and click ">>" to move to
right panel.

Step 11.   After all class sections are selected and moved, click "Delete These Sections".

Step 12.   Repeat steps 5 to 11 to delete other course sections.

Step 13.   Log out when all work is completed.

Viewing Course Outcomes

Course outcomes can be viewed at any time by clicking the "View" task. Two viewing formats
are possible. The first viewing format is a trend report that displays course outcome assessment
data by year for the past five years. The second viewing format is a detailed course outcome
assessment report for a given year. The view options are further explained below.

Viewing Course Outcome Assessment Data – Five Year (Trend) Report

To view a course outcome assessment trend:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select source "Course Outcomes".

Step 3.   Select as year the "Last Five Years".

Step 4.   To narrow course choices, select a program.

Step 5.   Click the course link to display the trend report for the course.

Step 6.   Optionally click a year to display a detailed course outcome assessment report
for that year.

Step 7.   Click the "View" task to view trends for other courses.

Step 8.   Log out when all work is completed.

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Important note: An "NA" appearing for a year indicates assessment data is "Not Available" for that year.   A dash "-" indicates that some assessment data is available for that year.

Viewing Course Outcome Assessment Data – Annual Report

To view a detailed annual course outcome assessment report:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select source "Course Outcomes".

Step 3.   Select a year.

Step 4.   To narrow course choices, select a program.

Step 5.   Click the course link to display the annual report for the course.

Step 6.   Click the "View" task to view annual reports for other courses.

Step 7.   Log out when all work is completed.

Important note: Two versions of the detailed annual report are available. The first version, the "Summary Report", displays assessment data at the course outcome level only. The second version, the "Full Report", displays assessment data with section detail and the associated assessment method. . A link at the bottom of the report allows the user to toggle between versions.

Option 2 - Managing Assessment Data by Course, Instructor, and Section

Adding a Set of Course Outcomes

With the course/instructor option in effect, course assessment data is organized and manage by instructor. It is therefore important that class section information with instructors designated exist in the outcomes database <u>before</u> using WW Outcomes Manager for a given year. As with the course/sections option, course outcomes are not added one at a time, but as a complete set as given in the master template for the course. Adding course outcomes requires a minimum security level as determined by a system option.   Assuming taught and assessed course links to program outcomes have been made as described above, follow these steps:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select source "Course Outcomes".

Step 3.   Select the assessment year.

Step 4.   To narrow course choices, select a program.

Step 5.   Click the "Add" task.

Step 6.   Click the option "Add course outcomes".

Step 7.   Check all course checkboxes for which course outcomes will be added.

Step 8.   Click "Add Course Outcomes" when done.

Important note: Course outcome assessment sets are added <u>only</u> in courses for which class sections with designated instructors exist.

Adding Class Sections to Courses Where Course Outcome Assessment Data is Submitted

In some situations, it may be desirable to submit course outcomes assessment data at the class section level. Class section information for the assessment year must be added to the outcomes database by the database manager for this option to be invoked. Adding class sections requires a minimum security level as determined by a system option.   To add class sections to a course, follow these steps:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select as source "Course Outcomes".

Step 3.   Select "Year" with which data is associated.

Step 4.   To narrow course choices, select a program.

Step 5.   Click the "Add" task.

Step 6.   Click "Add class sections to a course outcome".

Step 7.   Click to select a course.

Step 8.   Click the course to which the class sections will be added.

Step 9.   Check the checkbox of the course outcomes to which the class sections will be added.

Step 10.   Click "Select Course Outcomes"

Step 11.   Select the class sections in the left panel and click ">>" to move to right panel.

Step 12.   After all class sections are selected and moved, click "Add These Sections".

Step 13.   Repeat steps 5 to 12 to add other course sections.

Step 14.   Log out when all work is completed.

Important note: The "Add" task is only available to certain security levels and can be changed as a system option. When added, class sections are differentiated by instructor. This means that the user may select all class sections to be added knowing that they will be added only to the respective instructor.

Submitting Course Outcome Assessment Data

To submit course outcome assessment data, follow these steps:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select as source "Course Outcomes".

Step 3.   Select assessment year.

Step 4.   To narrow course choices, select a program.

Step 5.   Click "Submit" task.

Step 6.   Enter for each course outcome and class section as appropriate:
                a. Number of students assessed
                b. Number of students who mastered the outcome
                c. Target percent mastered (database manager level only)
                d. Assessment method or assessment/results (system option)
                e. Problems/actions (system option)
                f. Budget plans (system option)
                g. Budget category (system option)

Step 7.   When finished, click "Submit Course Outcome Assessment Data".

Step 8.   Repeat steps 4 to 7 for all courses desired.

Step 9.   Log out when all work is completed.

Important note: Instructors can submit assessment data for their respective classes only. The database manager can submit assessment data for any class or instructor.

Deleting a Set of Course Outcomes

Course outcomes are not deleted one at a time but as a complete. Deleting course outcomes requires a minimum security level as determined by a system option.   To delete a course outcome set, follow these steps:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select source "Course Outcomes".

Step 3.   Select the assessment year.

Step 4.   To narrow course choices, select a program.

Step 5.   Click the "Delete" task.

Step 6.   Click the option "Delete course outcomes".

Step 7.   Click the course for which the course outcome set is to be deleted.

Step 8.   Check the checkbox of the instructor(s) from which the course outcomes will be deleted.

Step 9.   Review the choice and click "Delete Course Outcome Assessment Data" to complete deletion.

Step 10.   Repeat steps 5-9 to delete additional course outcome data sets.

Step 11.   Log out when all work is completed.

Deleting Class Sections from Courses

Deleting class sections requires a minimum security level as determined by a system option.   To delete class sections from a course, follow these steps:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select as source "Course Outcomes".

Step 3.   Select "Year" with which data is associated.

Step 4.   To narrow course choices, select a program.

Step 5.   Click the "Delete" task.

Step 6.   Click "Delete class sections to a course outcome".

Step 7.   Click to select a course.

Step 8.   Check the checkbox of the instructor and course outcomes from which the class sections will be deleted.

Step 9.   Click "Select Course Outcomes"

Step 10.   Select the class sections to be deleted in the left panel and click ">>" to move to right panel.

Step 11.   After all class sections are selected and moved, click "Delete These Sections".

Step 12.   Repeat steps 5 to 11 to delete other course sections.

Step 13.   Log out when all work is completed.

Viewing Course Outcomes

Course outcomes can be viewed at any time by clicking the "View" task. Two viewing formats are possible. The first viewing format is a trend report that displays course outcome assessment data by year for the past five years. The second viewing format is a detailed course outcome assessment report for a given year. The view options are further explained below.

Viewing a Course Outcome Assessment Trends

To view a course outcome assessment trend:

Step 1.   Launch WW Outcomes Manager and log in.

Step 2.   Select source "Course Outcomes".

Step 3.   Select as year the "Last Five Years".

Step 4.   To narrow course choices, select a program.

Step 5.   Click the course link to display the trend report for the course.

Step 6.   Optionally click a year to display a detailed course outcome assessment report for that year.

Step 7.   Click the "View" task to view trends for other courses.

Step 8.   Log out when all work is completed.

Important note: An "NA" appearing for a year indicates assessment data is "Not Available" for that year.   A dash "-" indicates that some assessment data is available for that year. Two versions of the trend report are available. The first version, the "Summary Report", displays assessment data at the course outcome level only. The second version, the "Full Report", displays assessment data by instructor including class section detail and the associated assessment information. A link at the bottom of the report allows the user to toggle between versions.

Viewing a Detailed Annual Course Outcome Assessment Report

To view a detailed annual course outcome assessment report:

Step 1. Launch WW Outcomes Manager and log in.

Step 2. Select source "Course Outcomes".

Step 3. Select a year.

Step 4. To narrow course choices, select a program.

Step 5. Click the course link to display the annual report for the course.

Step 6. Click the "View" task to view annual reports for other courses.

Step 7. Log out when all work is completed.

Important note: Two versions of the detailed annual report are available. The first version, the "Summary Report", displays assessment data at the course outcome level only. The second version, the "Full Report", displays assessment data by instructor with section detail and the associated assessment information. A link at the bottom of the report allows the user to toggle between versions.