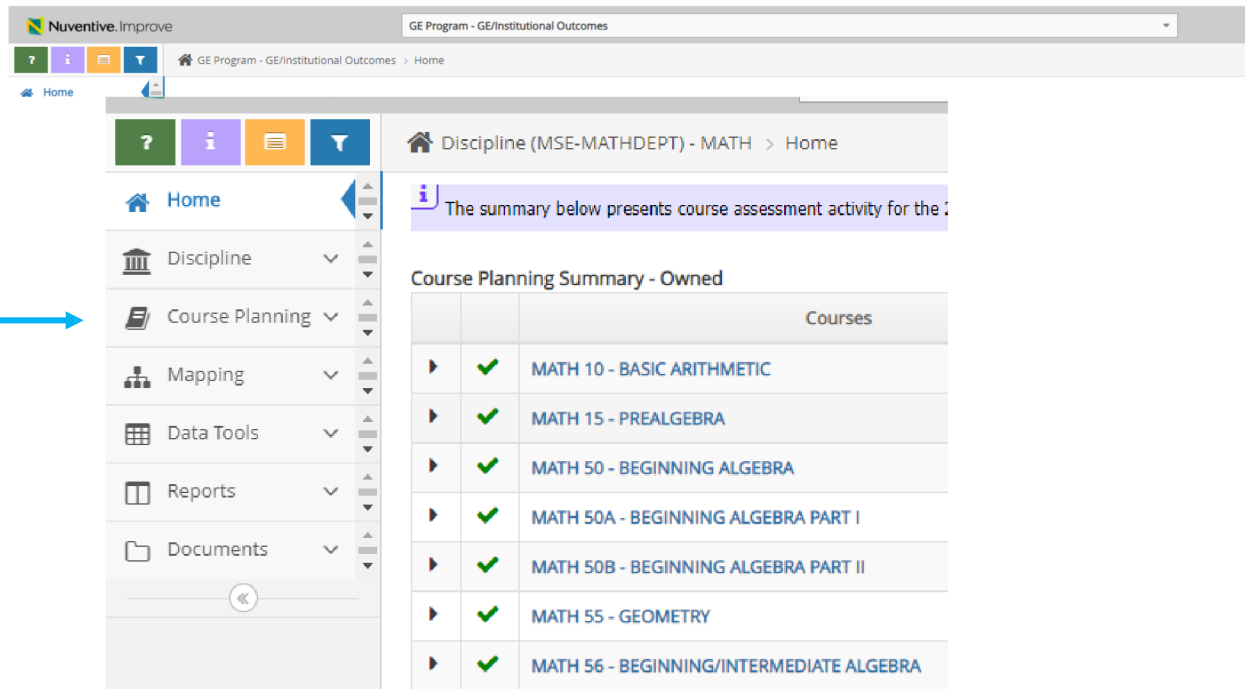


How to Enter Course SLO Assessment Results

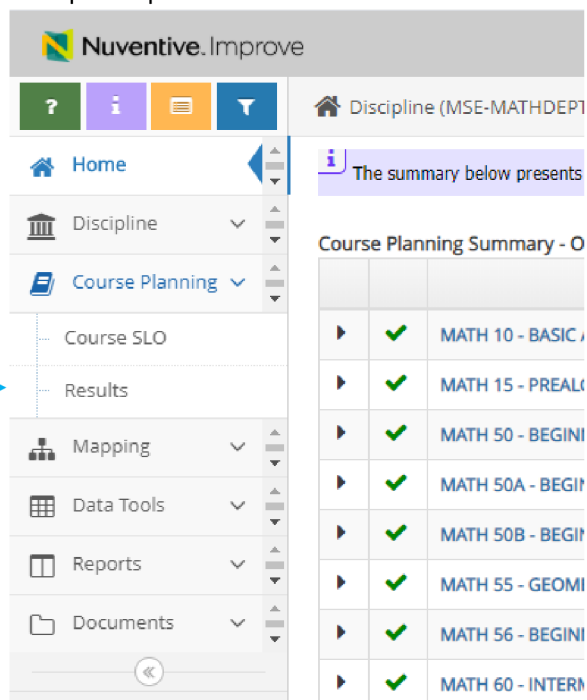
1. Access Nuventive (TracDat) from the Palomar Single sign-in page.
2. Check this area first to make sure you have selected the correct Discipline for Course SLOs. Program SLOs are found in the program units.
3. Find "Course Planning" on the left side of the screen. Click on it.



The screenshot shows the Nuventive.Improve web application. The top navigation bar includes the logo and a dropdown menu for 'GE Program - GE/Institutional Outcomes'. The left sidebar contains a menu with items: Home, Discipline, Course Planning (highlighted with a blue arrow), Mapping, Data Tools, Reports, and Documents. The main content area displays the 'Course Planning Summary - Owned' for the 'Discipline (MSE-MATHDEPT) - MATH'.

		Courses
▶	✓	MATH 10 - BASIC ARITHMETIC
▶	✓	MATH 15 - PREALGEBRA
▶	✓	MATH 50 - BEGINNING ALGEBRA
▶	✓	MATH 50A - BEGINNING ALGEBRA PART I
▶	✓	MATH 50B - BEGINNING ALGEBRA PART II
▶	✓	MATH 55 - GEOMETRY
▶	✓	MATH 56 - BEGINNING/INTERMEDIATE ALGEBRA

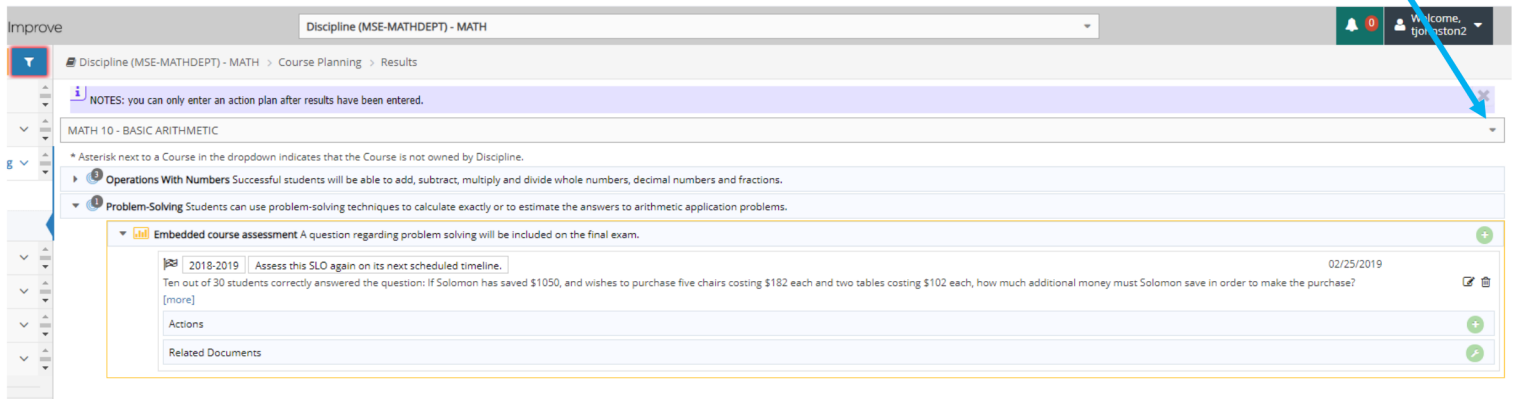
4. This opens up a sub-menu. Click on "Results".



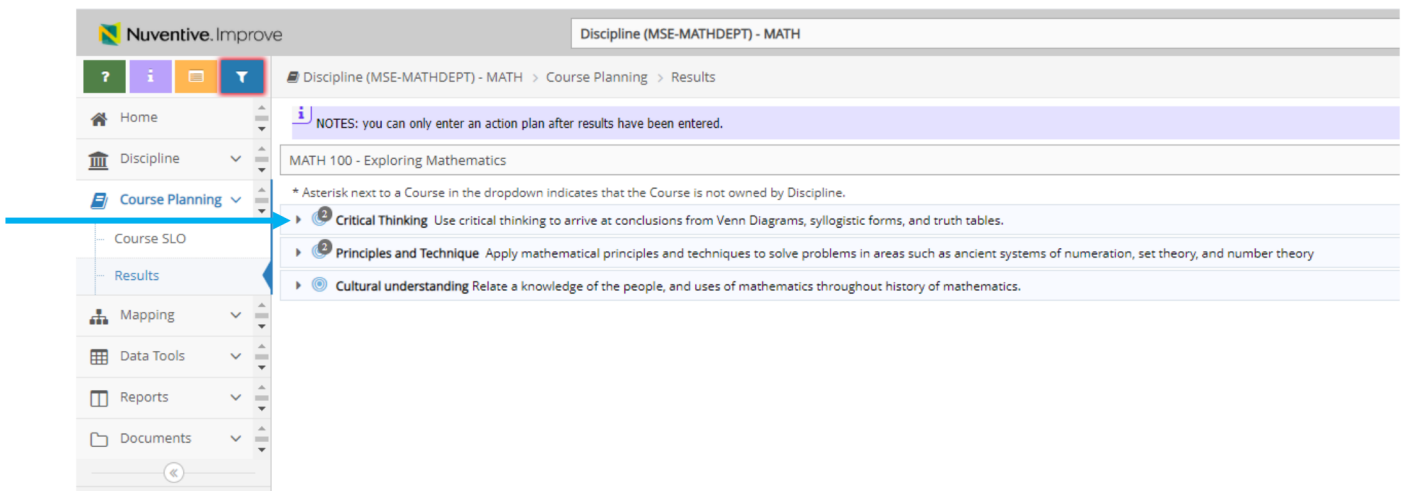
The screenshot shows the Nuventive.Improve web application with the 'Course Planning' menu item expanded in the left sidebar. The 'Results' option is highlighted with a blue arrow. The main content area displays the 'Course Planning Summary - O' for the 'Discipline (MSE-MATHDEPT) - MATH'.

▶	✓	MATH 10 - BASIC
▶	✓	MATH 15 - PREAL
▶	✓	MATH 50 - BEGINI
▶	✓	MATH 50A - BEGIN
▶	✓	MATH 50B - BEGIN
▶	✓	MATH 55 - GEOMI
▶	✓	MATH 56 - BEGINI
▶	✓	MATH 60 - INTERM

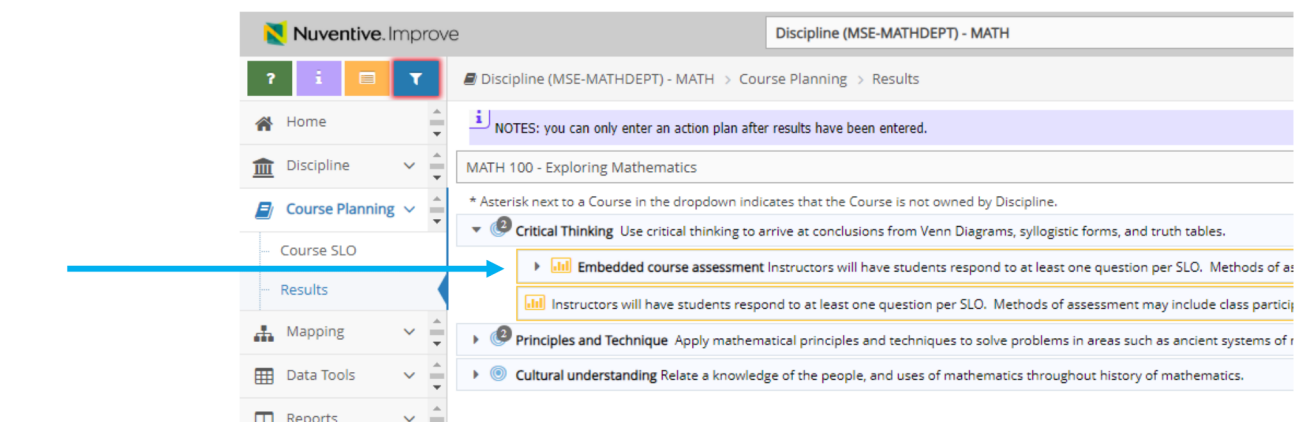
5. If the class you have the assessment results for does not immediately show up, click on the drop-down triangle on the right side of the screen to get the list of classes. Then click on the class you want.



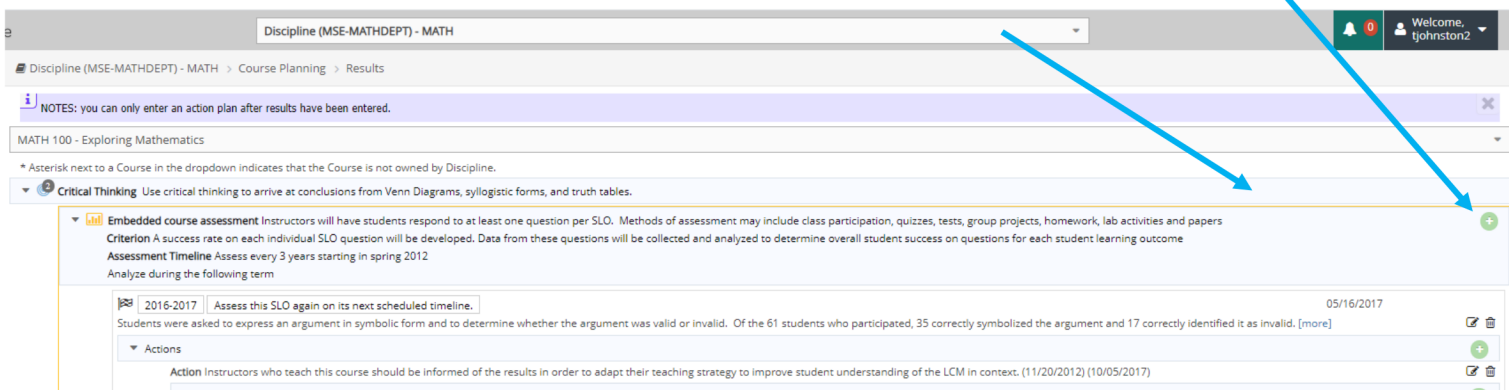
6. The class you choose has the individual SLOs listed. If the details of the SLO are not showing, click on the drop-down triangle next to it to expand it.



7. If the individual SLO assessment details don't show up, just the assessment type, click on the drop-down triangle next to it to expand it.



- You should be able to see all previous assessment results for that SLO now. To add another result, click on the green disc with a + in the middle. Make sure you click on the one associated with the assessment description, not with those associated with previous results.



- This opens a new form where you can enter your assessment results. *****IMPORTANT:** Click on **Save** before you leave the form or your changes might be lost

Discipline (MSE-MATHDEPT) - MATH

Discipline (MSE-MATHDEPT) - MATH > Course Planning > Results > Add Result Summary

MATH 100 - Exploring Mathematics

Critical Thinking Use critical thinking to arrive at conclusions from Venn Diagrams, syllogistic forms, and truth tables.

Date Created: 09/10/2010

Embedded course assessment Instructors will have students respond to at least one question per SLO. Methods of assessment may include class participation, quizzes, tests, group projects, homework, lab activities and papers

Criterion A success rate on each individual SLO question will be developed. Data from these questions will be collected and analyzed to determine overall student success on questions for each student learning outcome

Assessment Timeline Assess every 3 years starting in spring 2012

Analyze during the following term

* Result Summary Date 02/11/2020

* Result Summary

* Reporting Year

* Next Step

* Resource Needs

* Reflection of Results

* Students Sampled

Funding request rationale

Save Return

10. It might help to review the previous results to help you see how to word things and what actions to enter.
11. Repeat the process for each SLO.
12. You can upload a copy of your assessment documents into the Relevant Documents area. This means it is easier to find in the future.

A special thank you to Tracy Johnston for creating these instructions!!!!