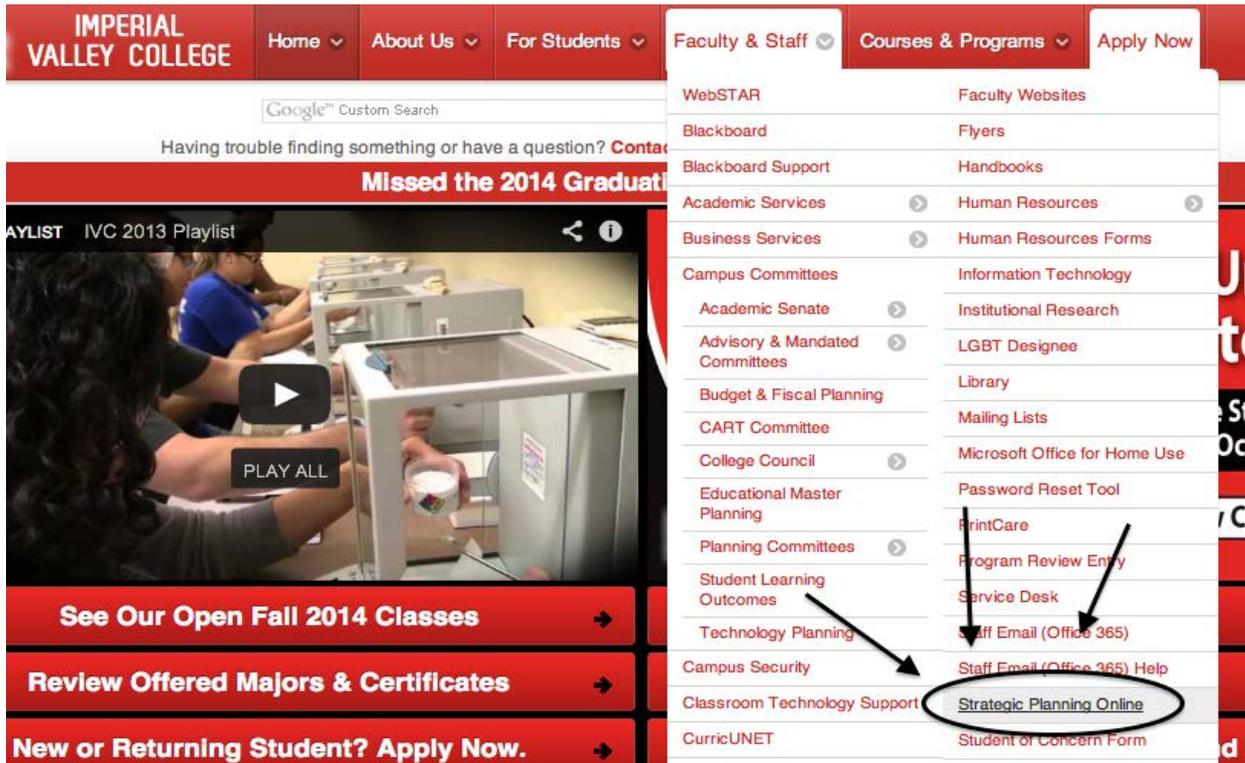


The quick step guide to entering SPOL Data

Step 1:

www.imperial.edu & Strategic Planning Online



Step 2: Click on Assessment



Step 3: Click on View My Courses

The screenshot shows the 'Assessment' section of the Strategic Planning Online interface. The user is Xochitl Tirado, an Assistant Professor of English at Imperial Valley College, for the 2014-2015 planning year. The 'View My Courses' link is circled in black. Below the navigation bar, there are three main options: 'Executive Dashboard', 'View My Courses', and 'Print a Report'. The 'View My Courses' option is highlighted with a black circle.

Step 4: Double Click on Course

The screenshot shows the 'My Courses' page for the 2014-2015 planning year. The page title is 'My Courses for Planning Year: 2014-2015'. Below the title, there is a table with two columns: 'Course Number' and 'Course Title'. The first row, 'ENGL 008 Basic English Composition I', is circled in black.

Course Number	Course Title
ENGL 008	Basic English Composition I
ENGL 009	Basic English Composition II
ENGL 110	Composition and Reading

Step 5: Choose Outcome (SLO#1, SLO#2, ETC...) Click on VIEW

Tirado, Xochitl 0 % 0 % 0 %
 All Instructors 63.3 % 64.2 % 101.4 %

Rubrics by Class

Basic English Composition I - MWF - 2900 - 11:25AM-12:40PM - Tirado, Xochitl

Outcomes

ENGL 008 - SLO #1 0 % [View](#)
 1. Generate essays with a clear thesis statement or controlling idea. (ILO1, ILO2, ILO4)

ENGL 008 - SLO #2 0 % [View](#)
 2. Write essays showing support for a thesis statement or controlling idea. (ILO1, ILO2, ILO4)

ENGL 008 - SLO #3 0 % [View](#)
 3. Construct complete sentences with few errors in sentence structure such as fragments, comma splices, run-on sentences. (ILO1, ILO2, ILO3, ILO4)

ENGL 008 - SLO #4 0 % [View](#)
 4. Compose a multi-paragraph essay response to a reading. (ILO1, ILO2, ILO4, ILO5)

Step 6: Measurement Tools or Methodologies to be Used: Click on View

Ignore this Goal in 2014-2015 [Select](#) Institutional Learning Outcomes [Edit](#)
 There are no records to display There are no records to display

Program Courses [Select](#)

Course	Syllabus	Skill Level
ENGL 008 - Basic English Composition I	Syllabus	Undetermined

Measurement Tools or Methodologies to be Used [Add](#)

Examples: (1) Exam (2) Essay (3) Research Paper (4) Projects 102.9 % [View](#)
 This is a placeholder measure. Please edit to describe how your department will be measuring this outcome. Examples: (1) Students will answer 3 short answer questions related to operations with rational numbers. (2) Students will write a one page essay about the history of agriculture in Imperial Valley. (3) Students will write a 10-page research paper related to world history in the 1800's. (4) Students will take a 15 question multiple choice exam on the anatomy of a frog.

[Summarize Data Results](#) [Add](#) [Edit](#)

Step 7: Rubrics: Click on View

Measurement Type [Select](#) **Institutional Goals** [Select](#)

Measure Type Title **Direct/Indirect**

Locally Developed Exams	Direct
Essay/Paper/Writing Sample	Direct

Rubrics [Add](#)

ENGL 008 - SLO#1 - Benchmark 102.9 % [View](#)
Rubric Type: Benchmark **Rubric Result Type:** Quantitative Analysis
 Please change to adapt to your course: Examples for determining a projected score: (1) 75% of students will earn at least 3 of 5 possible points on three questions of an exam. (2) 50% of students will make few than 5 grammar errors on a one page essay
 Description: (+ 25 possible points) Introductory paragraph (+5) +5 - student wrote a clear, concise introductory paragraph with no grammar errors. +4 - students wrote a clear, concise introductory paragraph with between ___ and ___ grammar errors etc. Three supporting paragraphs +5 paragraph #1 supported the thesis statement and had no errors. +4 etc. etc. Conclusion. etc. etc.

Step 8: Record Actual Measurement of Rubric/Outcome: Click on ADD

2014-2015 (Current) 07/01/2014 06/30/2015

Record Actual Measurement of Rubric / Outcome + Add View

Projected Result: 70 % **Actual Result:** 72 % **Weighted Result:** 102.9 %
Date: 09/22/2014 **Course:** Basic English Composition I
Entered By: Howell, Kevin **Class:** Basic English Composition I - MWF - 2900 - 08:35AM-09:50AM - Howell, Kevin

Notes: the students blah blah blah

Associated Courses for this Rubric Select

Step 9: This is where you input the actual result for your class

Conclusion:
etc. etc.

ERP ID: Create On Save

Measurement Date: 09/25/2014 **Numeric Type:** Percent **Calculation Method:** Average **Rubric Type:** Benchmark **Rubric Result Type:** Quantitative Analysis **Entered By:** Xochitl Tirado

Measurement Notes: Planning Year: 2014-2015

Input the analysis you completed for your course specifically.

The projected score is a value that your department determines as a goal you want your students to achieve on a particular SLO.

The Sample Size is the number of students that took the assessment. If some students were absent, you may want to include the class size in the measurement notes.

The actual score is the score your students received (in this case (with the fake rubric), on average)

Make sure you select the appropriate class under select class.

Projected Score: 70 % **Sample Size:** 0 **Actual Score:** 0.0 %

Course: **Class:** [Select a Class](#)

To add a Class to this Measurement, click the "Select a Class" link to the right.