

Entering Course Student Learning Outcome (CLO) Data into SPOL

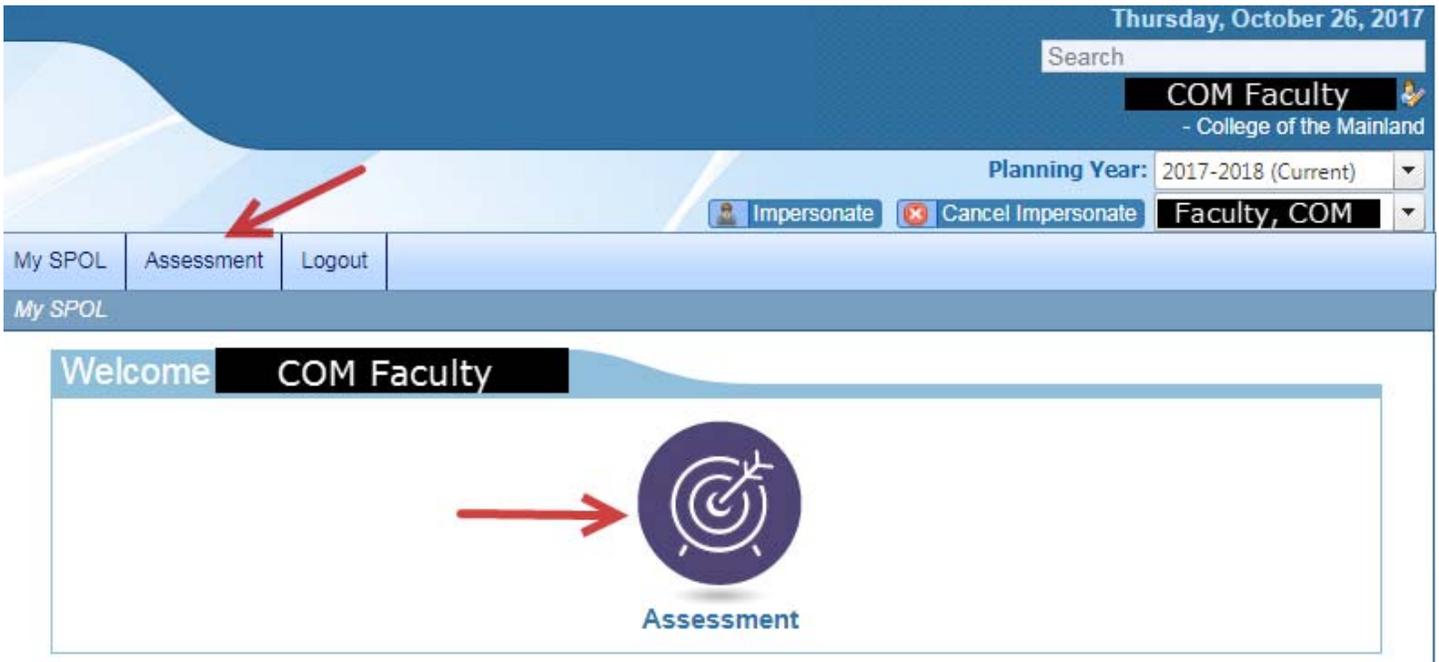
NOTE: Please contact Cheryl Young at ext. 8232 (cyoung1@com.edu) if you find that your class is missing or you are experiencing technical issues within SPOL.

1. Strategic Planning Online (SPOL) can be accessed using the following link. SPOL works with the following browsers: Internet Explorer, Google Chrome, and Safari.

<https://combeta.strategicplanningonline.com/SPOLNET/main.aspx>

This is our beta/testing site for SPOL. Please do not try to access the Assessment Module through the link on the OPEAR webpage. The Assessment Module is currently being redesigned by SPOL so data will need to be entered into the beta/test site.

2. Log in username and password will be the same as your network password when logging into your computer on campus.
3. From the **My SPOL** page, click on **Assessment**. This will take you to the **Assessment Homepage**.



The screenshot displays the SPOL system interface. At the top right, the date is "Thursday, October 26, 2017" and there is a search bar. Below the date, the user is identified as "COM Faculty" from the "College of the Mainland". The "Planning Year" is set to "2017-2018 (Current)". There are buttons for "Impersonate" and "Cancel Impersonate", and a dropdown menu showing "Faculty, COM". A navigation bar contains "My SPOL", "Assessment", and "Logout". A red arrow points to the "Assessment" link. Below the navigation bar, a "Welcome COM Faculty" message is shown. A large circular icon with a target symbol and an arrow is labeled "Assessment", with a red arrow pointing to it.

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- On the **Assessment Homepage**, click on **Rubric Data Entry**

My SPOL > Assessment

Welcome to the Assessment Homepage

View My Programs
View the status of your Programs and any Outcomes, Measures, Rubrics, and Rubric Measurements associated with them.

View My Outcomes
View the status of your Outcomes and any Measures, Rubrics, and Rubric Measurements associated with them.

View My Courses
View the status of your Courses and any Outcomes, Measures, Rubrics, and Rubric Measurements associated with them.

Rubric Data Entry
Enter Rubric Measurement Data and other Assessment Results quickly and easily.

- The course(s) you are teaching for this assessment period will be listed under **Courses**. Click on the plus sign to see the class(es)/section(s) that require assessment.

My SPOL > Assessment

Rubric Data Entry By Class for Planning Year: 2017-2018

Please drill down the list below to add or edit SLO rubric data for your class.

Find Rubrics: By Class By Program

Courses		+ Add
+	ENGL-1301 - Composition I (010)	0 % View



- Under **Rubrics by Class**, click on the plus sign for the class/section you will be providing data for.

My SPOL > Assessment

Rubric Data Entry By Class for Planning Year: 2017-2018

Please drill down the list below to add or edit SLO rubric data for your class.

Find Rubrics: By Class By Program

Courses		+ Add
-	ENGL-1301 - Composition I (010)	0 % View
Rubrics by Class		
+	Composition I (010) - 2017 Fall - 49274 - Faculty, COM	



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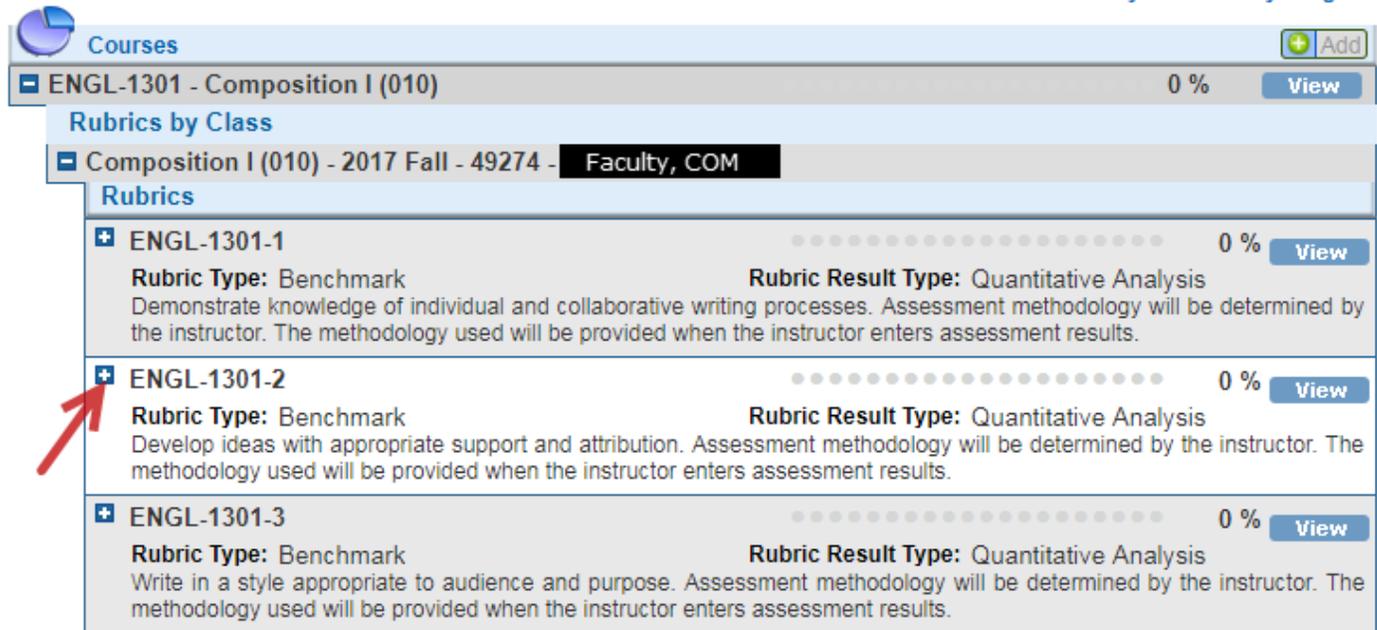
- Clicking on the plus sign will reveal a list of **course student learning outcomes (CLOs)**.
- Select the **CLO** you will be entering assessment data for by clicking the plus sign.

Rubric Data Entry By Class for Planning Year: 2017-2018



Please drill down the list below to add or edit SLO rubric data for your class.

Find Rubrics: By Class By Program



Courses + Add

ENGL-1301 - Composition I (010) 0 % View

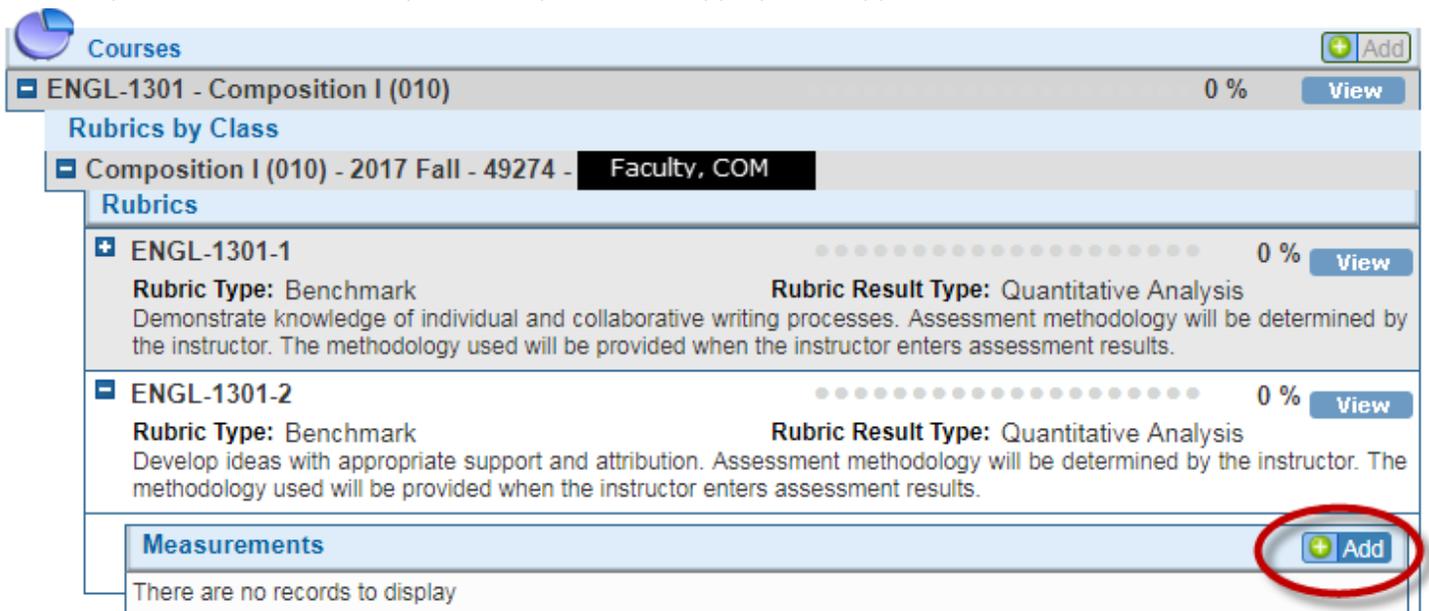
Rubrics by Class

Composition I (010) - 2017 Fall - 49274 - Faculty, COM

Rubrics

<input checked="" type="checkbox"/> ENGL-1301-1	0 %	View
Rubric Type: Benchmark Demonstrate knowledge of individual and collaborative writing processes. Assessment methodology will be determined by the instructor. The methodology used will be provided when the instructor enters assessment results.	Rubric Result Type: Quantitative Analysis	
<input checked="" type="checkbox"/> ENGL-1301-2	0 %	View
Rubric Type: Benchmark Develop ideas with appropriate support and attribution. Assessment methodology will be determined by the instructor. The methodology used will be provided when the instructor enters assessment results.	Rubric Result Type: Quantitative Analysis	
<input checked="" type="checkbox"/> ENGL-1301-3	0 %	View
Rubric Type: Benchmark Write in a style appropriate to audience and purpose. Assessment methodology will be determined by the instructor. The methodology used will be provided when the instructor enters assessment results.	Rubric Result Type: Quantitative Analysis	

- Once the **CLO** is selected, a **Measurements** box will appear. Click **Add** to enter your assessment data for the specific **CLO**. In this example: Develop ideas with appropriate support and attribution.



Courses + Add

ENGL-1301 - Composition I (010) 0 % View

Rubrics by Class

Composition I (010) - 2017 Fall - 49274 - Faculty, COM

Rubrics

<input checked="" type="checkbox"/> ENGL-1301-1	0 %	View
Rubric Type: Benchmark Demonstrate knowledge of individual and collaborative writing processes. Assessment methodology will be determined by the instructor. The methodology used will be provided when the instructor enters assessment results.	Rubric Result Type: Quantitative Analysis	
<input checked="" type="checkbox"/> ENGL-1301-2	0 %	View
Rubric Type: Benchmark Develop ideas with appropriate support and attribution. Assessment methodology will be determined by the instructor. The methodology used will be provided when the instructor enters assessment results.	Rubric Result Type: Quantitative Analysis	

Measurements + Add

There are no records to display

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NOTE: Every **CLO** is **not** required to have data. If CLOs #1, #3, and #5 are being assessed, only provide data for those CLOs.

10. The **Create a New Measurement** page will now be displayed. **Note** the following items on the page.

Create a New Measurement



Rubric Title: ENGL-1301-2

Rubric Description:

Develop ideas with appropriate support and attribution. Assessment methodology will be determined by the instructor. The methodology used will be provided when the instructor enters assessment results.

ERP ID:

Measurement Date:

10/27/2017

Numeric Type:

Percent

Calculation Method:

Average

Rubric Type:

Benchmark

Rubric Result Type:

Quantitative Analysis

Entered By:

Faculty, COM

Planning Year

2017-2018

Planning Term

2017 Fall

Measurement Notes:

TEST ASSESSMENT RESULTS

Writing assignment 1 was given to students in order to ascertain the ability to develop ideas with appropriate support and attribution. 20 students attempted the writing assignment; 16 successfully scored a 70 or above. For future classes, I intend to.....

Projected Score:

75 %

Sample Size:

20

Actual:

80.0 %

Course:

Composition I (010)

Class:

Composition I (010) - 2017 Fall - 49274 -

[Change Class](#)

Faculty, COM

- The **Rubric Description** provides you with the **CLO** and the general Criteria for Success that the assessment methodology will be determined and provided by the instructor of the class.
- The Measurement Date is automatically populated with today's date.
- The **Measurement Notes** is where **actual results and use of results** will be entered. Remember to include what **measurement** you used (i.e. **exam, project, portfolio, etc.**), your **results**, and the **number of students** that **attempted** the assessment as well as the **number of students** that **achieved** the assessment.
- Verify that the **projected score** is the appropriate "Criteria for Success". In this example, 75% of the students attempting the assessment will be successful.

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- e. The **Sample Size box** is used to collect the number of **students that took or attempted the assessment**. For example, if 20 students attempted Writing Assignment 1 and 16 students scored at least 70% on the assignment, 20 would be entered in the Sample Size box.
- f. The **Actual Score** is requesting the **percent of students that met the criteria**. In this example, 16 divided by 20 equals 80%. 80% is entered in the Actual Score box.
- g. Verify that the class you wish to assess is listed under the Class.
- h. Click on the **disk icon** near the top right hand corner to **save** your data.

11. Once Measurement data is saved, the **Measurement Details** page will show data entered. Click on the left-pointing **green arrow** to go back to the **Rubric Data Entry by Class** page.

Measurement Details



Measurement Notes:

TEST ASSESSMENT RESULTS

Writing assignment 1 was given to students in order to ascertain the ability to develop ideas with appropriate

[More >>](#)



Measurement Details

[+](#) Add [E](#) Edit [D](#) Delete

Projected Result: 75 %	Actual Result: 80 %	Weighted Result: 106.7 %	Planning Year: 2017-2018
Projected Score: 75 %	Actual Score: 80 %	Difference Score: 5 %	
Rubric Numeric Type: Percent	Rubric Type: Benchmark	Date: 10/27/2017	Sample Size: 20
Rubric Calculation Method: Average		Rubric Result Type: Quantitative Analysis	
Course: ENGL-1301 - Composition I (010)		Class: Composition I (010) - 2017 Fall - 49274 -	Faculty, COM

12. You have returned to the **Rubric Data Entry By Class for Planning Year** page. **Repeat steps 5 through 11 for the remaining CLOs.**