

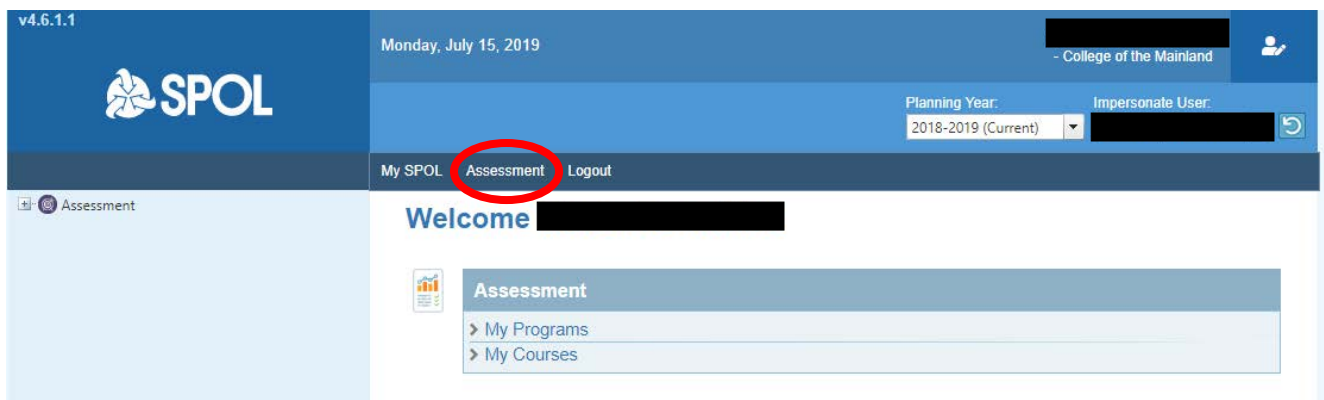
Entering Course Student Learning Outcome (CLO) Data into SPOL

NOTE: Please contact Lauren Harper at ext. 8232 (lharp1@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.

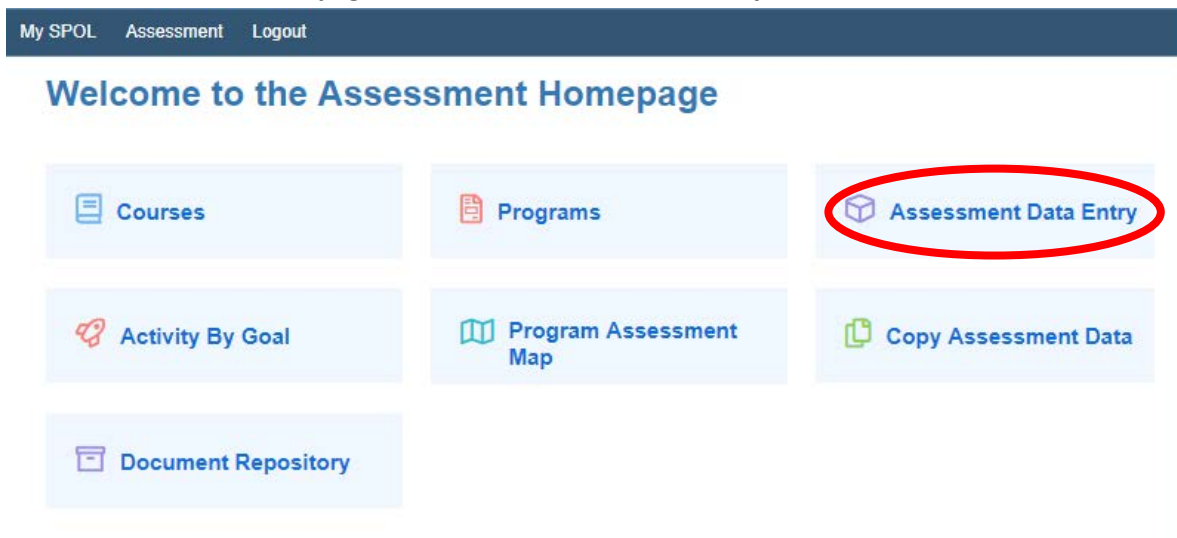
<https://com.strategicplanningonline.com/SPOLNET/Default.aspx>

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 shows the SPOL user interface. At the top left, it displays 'v4.6.1.1' and the SPOL logo. The date 'Monday, July 15, 2019' is shown in the top center. On the right, there is a user profile icon and the text '- College of the Mainland'. Below the date, there are fields for 'Planning Year: 2018-2019 (Current)' and 'Impersonate User:'. A navigation bar contains 'My SPOL', 'Assessment' (circled in red), and 'Logout'. Below this, a 'Welcome' message is followed by an 'Assessment' section with links for 'My Programs' and 'My Courses'.

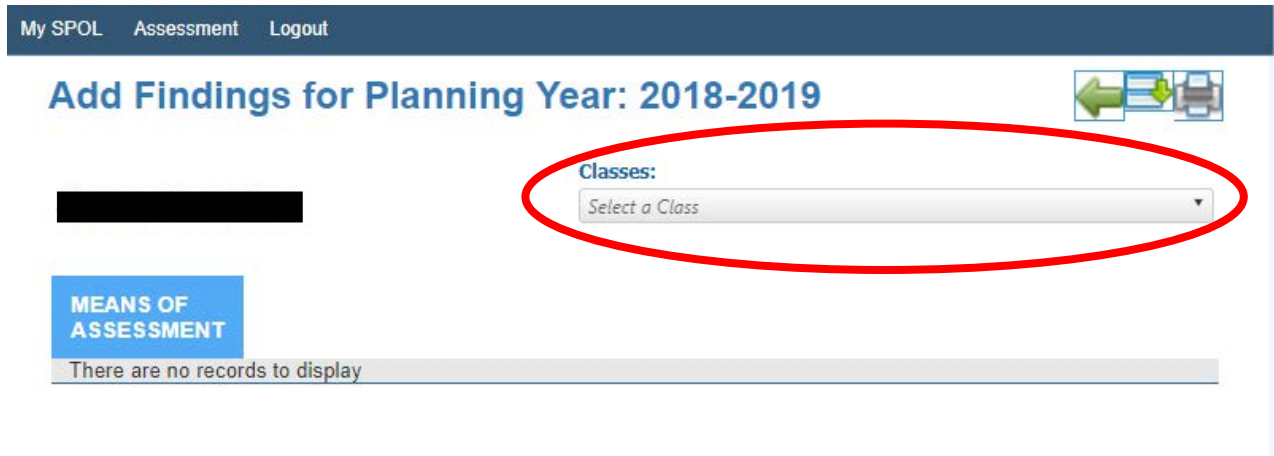
4. On the **Assessment Homepage**, click on **Assessment Data Entry**.



The screenshot shows the 'Assessment Homepage'. At the top, there is a navigation bar with 'My SPOL', 'Assessment', and 'Logout'. Below this, the heading 'Welcome to the Assessment Homepage' is displayed. The main content area features several buttons: 'Courses', 'Programs', 'Assessment Data Entry' (circled in red), 'Activity By Goal', 'Program Assessment Map', 'Copy Assessment Data', and 'Document Repository'.

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- The course(s) you are teaching for this assessment period will be listed in the drop down menu under **Classes**. Click on the drop down to see the class(es)/section(s) that require assessment. Select the appropriate section.



My SPOL Assessment Logout

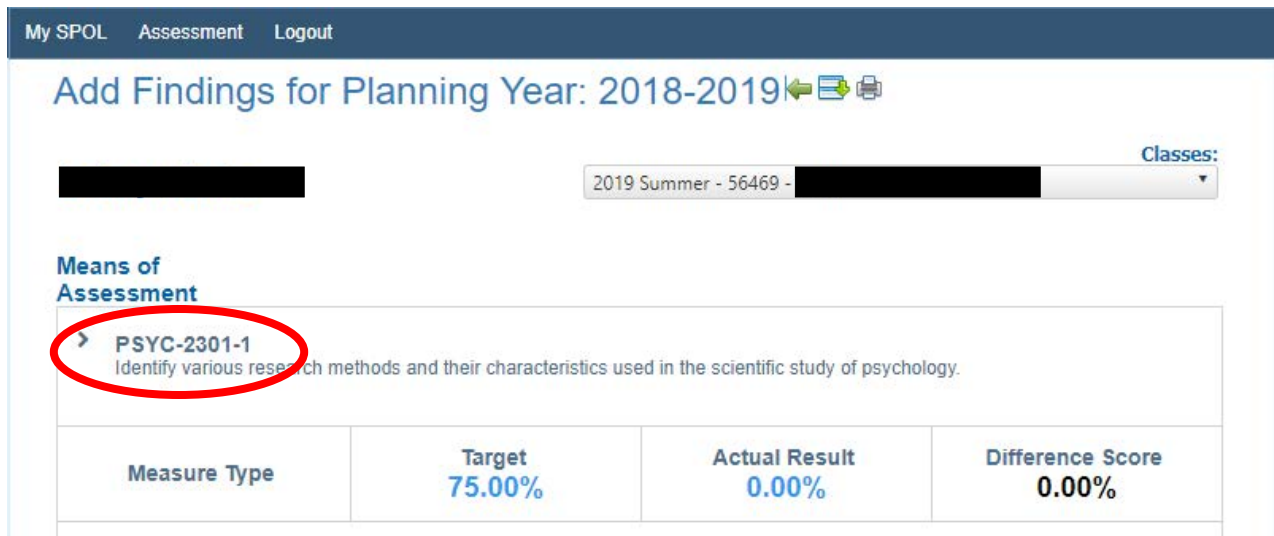
Add Findings for Planning Year: 2018-2019

Classes: Select a Class

MEANS OF ASSESSMENT

There are no records to display

- Under **Means of Assessment**, click on the CLO you will be providing data for.



My SPOL Assessment Logout

Add Findings for Planning Year: 2018-2019

Classes: 2019 Summer - 56469 - [Redacted]

Means of Assessment

> **PSYC-2301-1**
Identify various research methods and their characteristics used in the scientific study of psychology.

Measure Type	Target	Actual Result	Difference Score
	75.00%	0.00%	0.00%

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- Under **Criteria**, select the CLO again.

My SPOL Assessment Logout

Add Findings for Planning Year: 2018-2019

Classes: 2019 Summer - 56469 - [Redacted]

Means of Assessment

▼ PSYC-2301-1
Identify various research methods and their characteristics used in the scientific study of psychology.

Measure Type	Target 75.00%	Actual Result 0.00%	Difference Score 0.00%
CRITERIA			
> PSYC-2301-1 Identify various research methods and their characteristics used in the scientific study of psychology.			
Criteria Type Benchmark	Target 75.00%	Actual Result 0.00%	Difference Score 0.00%
Sample Size: 0	Met: 0.00	Not Met: 0.00	% Met: 0.00%

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8. You will now see findings, if any are entered. Click the plus sign to enter data.

My SPOL Assessment Logout

Add Findings for Planning Year: 2018-2019

Classes:
2019 Summer - 56469 -

Means of Assessment

▼ **PSYC-2301-1**
Identify various research methods and their characteristics used in the scientific study of psychology.

Measure Type	Target 75.00%	Actual Result 0.00%	Difference Score 0.00%
CRITERIA			
▼ PSYC-2301-1 Identify various research methods and their characteristics used in the scientific study of psychology.			
Criteria Type Benchmark	Target 75.00%	Actual Result 0.00%	Difference Score 0.00%
Sample Size: 0	Met: 0.00	Not Met: 0.00	% Met: 0.00%

FINDINGS

There are no records to display

+

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
9. You are now on the **Create a New Finding** page. **Note** the following items on the page.

My SPOL
Assessment
Logout

Create a New Finding

Criteria Title: PSYC-2301-1
Criteria Description:
 Identify various research methods and their characteristics used in the scientific study of psychology.

ERP ID: Create On Save

Planning Year	Planning Term	
<input type="text" value="2018-2019"/>	<input type="text" value="Select Planning Term"/>	Entered By <div style="background-color: black; width: 100px; height: 15px;"></div>
Course:	Class:	
General Psychology (080)	2019 Summer-56469 	
Date:		
<input type="text" value="07/15/2019"/>		
Target:	Sample Size:	Number Met: Percent Met:
75.00%	<input type="text" value="0"/>	<input type="text" value="0.00"/> <input type="text" value="0.00 %"/>
Use of Results		

- a. The **Criteria Description** provides you with the **CLO**.
- b. The Date is automatically populated with today's date.
- c. **Use of Results** 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.
- d. Verify that the **Target** is the appropriate "Criteria for Success." In this example, 75% of the students attempting the assessment will be successful.
- 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 75% on the assignment, 20 would be entered in the Sample Size box.
- f. The **Number Met** is requesting the **number of students that met the criteria**. For example, if 20 students attempted Writing Assignment 1 and 16 students scored at least 75% on the assignment, 16 would be entered in the Number Met box. **Percent Met will be automatically calculated** based on sample size/number met.

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g. Click on the **disk icon** near the top right hand corner to **save your data**.

10. Once the Finding is saved, you will be returned to the page showing all CLOs for the course. **Repeat steps 6 through 9 for the remaining CLOs. NOTE:** Every **CLO** is **not** required to have data. If CLOs #1, #3, and #5 are being assessed, only provide data for those CLOs.