This Worksheet will help you prepare to enter assessment information and data in the

**Campus Labs OUTCOMES** digital assessment reporting system.

**Follow the instructions preceding each text box in the template**.

You will be asked to report assessment results information for each ***Course Learning Outcome (CLO)*** being assessed, so please plan your assessment strategy accordingly.

You can copy/paste text from other documents into the text boxes here, as well as into the text boxes in the **Campus Labs OUTCOMES** system. The text boxes will expand to accommodate

a maximum of 4,000 characters.

When you have completed the PLAN and STRATEGY sections of this WORKSHEET, please review them with your department chair/program coordinator and the institutional assessment coordinator before inputting your information into the **Campus Labs OUTCOMES** system.

For assistance, please contact the Institutional Assessment Coordinator

Reshela DuPuis: [reshelad@hawaii.edu](mailto:reshelad@hawaii.edu)

**Semester/Year Course will be Taught & Assessed:**

**Course Alpha, Number and Title**

**Writer(s) Name(s)** If there are multiple writers, please list all names.

**Course Learning Outcomes (CLOs) being assessed:**

Please enter the full text of each CLO being assessed. For each CLO being assessed, please indicate its alignment to the relevant Program Learning Outcome (PLO) by number.

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| CLO # | CLO text | Aligned to PLO # |
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| Template 1: ASSESSMENT PLAN   1. Identify the assessment as INITIAL, CLOSING THE LOOP (CTL), or UNIT ANNUAL.   Enter a short description of the assessment project, e.g., Final Research Paper, Public Hula Performance, Photography Portfolio, Greenhouse Design Project, 2017-18 Unit Annual Survey (max. 100 characters).  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Enter the date the assessment will be conducted. If date is unknown, enter the date students will submit their summative assignment at/near the end of the semester/year. For Units, enter the last day assessment data will be collected.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. From the drop-down menu in the box below, select the type of summative student work that will be assessed (e.g., Final Exam) OR the non-instructional-Unit assessment tool that will be used to evaluate services (e.g., Survey Questionnaire). |

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| **EXAMINATION** | **OBSERVATION** | **DEMONSTRATION** | **PRODUCTION** | **OTHER** |
| Candidacy Exam | Advisory Feedback | Clinical Evaluation | Article Review | Aggregate |
| Certification Exam | Focus Group | Clinical Work | Capstone Project | Briefing |
| Comprehensive Exam | Interview Participation | Demonstration | Case Studies | Checklist |
| Exam | Survey Questionnaire | Exhibition | Document Analysis | Class Participation |
| Final Exam |  | Internship Work | Essay | Independent Study |
| National Assessment |  | Laboratory Work | Field Report | Learning Contract |
| Practical Exam |  | Performance | Group Project Participation | ~~Meeting Records\*~~ |
| Professional Exam |  | Poster Session | Individual Project | ~~Needs Assessment\*~~ |
| Quiz |  | Practicum | Journal | ~~Quick Assessment\*~~ |
| Standardized Test |  | Recital | Multimedia |  |
| Test |  | Simulation | Portfolio |  |
|  |  |  | Reflection |  |
|  |  |  | Report |  |
|  |  |  | Thesis |  |

*\*Not allowed for summative assessments*

ATTACHMENTS

Summative Assignment & Rubric/Scoring Guide

**FOR COURSE ASSESSMENTS: Attach a blank copy of the summative student assignment or exam that will be used in this assessment.**

**FOR SERVICE UNIT ASSESSMENTS: Attach a blank copy of the survey or assessment instrument that will be used in this assessment.**

**FOR COURSE OR UNIT ASSESSMENT Attach a copy of the rubric or scoring guide on which students’ or the unit’s work will be assessed.**

The Campus Labs OUTCOMES assessment reporting system accepts attachments in WORD, PDF, EXCEL, JPEG, BITMAP, and most other common formats. If you need to attach a Power-Point presentation, please save it in PDF format first.

*If you also want to attach an exemplar of student work, you must remove all individually-identifying information (i.e., student’s name, student ID #, SSN, etc.) before uploading to the* Campus Labs OUTCOMES *system.*

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| **Template 2: Assessment RESULTS REPORT**  **Choose from the options in each of the following categories:**  Assessment Scale: DEFAULT (numerical scores) or PASS/FAIL  Assessment Scoring: PERCENTAGE or POINTS  Scoring Scale:  Maximum Score: (ex. 100 pts) \_\_\_\_\_\_\_\_\_\_  Exceeds Score: (ex: 90 pts) \_\_\_\_\_\_\_\_\_\_\_\_  Meets Score: (ex: 75 pts) \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Developing Proficiency: (ex. 60 pts) \_\_\_\_\_\_\_\_\_\_\_  Does Not Meet: (ex. 59 pts) \_\_\_\_\_\_\_\_\_\_\_\_  Scoring Method: (choose one from the options below):  Testing Instrument  Evaluator Observation  Rubric  Pre-Post Text Comparison  External Benchmark Comparison  Results | Total Achievement Levels:  Enter the number of students who met or did not meet the outcome in each of the following categories for **EACH** CLO being assessed:   |  |  | | --- | --- | | **CLO #**: \_\_\_\_\_\_\_\_  Exceeded Standard: \_\_\_\_\_\_\_\_\_\_\_  Met Standard: \_\_\_\_\_\_\_\_\_  Developing Proficiency: \_\_\_\_\_\_\_\_\_\_  Did Not Meet Standard: \_\_\_\_\_\_\_ | **CLO #**: \_\_\_\_\_\_\_\_  Exceeded Standard: \_\_\_\_\_\_\_\_\_\_\_  Met Standard: \_\_\_\_\_\_\_\_\_  Developing Proficiency: \_\_\_\_\_\_\_\_\_\_  Did Not Meet Standard: \_\_\_\_\_\_\_ | | **CLO #**: \_\_\_\_\_\_\_\_  Exceeded Standard: \_\_\_\_\_\_\_\_\_\_\_  Met Standard: \_\_\_\_\_\_\_\_\_  Developing Proficiency: \_\_\_\_\_\_\_\_\_\_  Did Not Meet Standard: \_\_\_\_\_\_\_ | **CLO #**: \_\_\_\_\_\_\_\_  Exceeded Standard: \_\_\_\_\_\_\_\_\_\_\_  Met Standard: \_\_\_\_\_\_\_\_\_  Developing Proficiency: \_\_\_\_\_\_\_\_\_\_  Did Not Meet Standard: \_\_\_\_\_\_\_ | | **CLO #**: \_\_\_\_\_\_\_\_  Exceeded Standard: \_\_\_\_\_\_\_\_\_\_\_  Met Standard: \_\_\_\_\_\_\_\_\_  Developing Proficiency: \_\_\_\_\_\_\_\_\_\_  Did Not Meet Standard: \_\_\_\_\_\_\_ | **CLO #**: \_\_\_\_\_\_\_\_  Exceeded Standard: \_\_\_\_\_\_\_\_\_\_\_  Met Standard: \_\_\_\_\_\_\_\_\_  Developing Proficiency: \_\_\_\_\_\_\_\_\_\_  Did Not Meet Standard: \_\_\_\_\_\_\_ | |

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| ASSESSMENT STRATEGY  **FOR COURSE AND SERVICE UNIT ASSESSMENTS**: Describe who conducted the assessment, e.g., course/program faculty alone or in a small group; course/program faculty with industry advisors; unit faculty/staff, etc.  **FOR COURSE ASSESSMENTS**: State the % of students expected to achieve the course learning outcome (CLO). Identify the method used to select student's work for assessment. NOTE: in single-section courses, all students' summative assignments should be assessed; in multiple-section courses, a representative random sample of students' summative assignments from each section may be selected for assessment. If the latter, specify sample % per section and selection protocol.  [max. 4,000 characters]. |

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| **Results Analysis & Course/Unit Strengths and Challenges**  1) Provide a detailed narrative ANALYSIS of the quantitative results reported above.  2) Discuss the STRENGTHS and CHALLENGES of the course OR unit.  [max. 4,000 characters] |

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| **ACTION PLAN:**  **List all action items to be implemented the next time the course is taught OR during the next annual cycle of unit services.**  **Action plan items should focus on improving student success, and can include proposed changes or innovations to instruction, curriculum design and/or assessment strategies OR improvements to unit services/operations.**  **Action plan items will display in a bulleted list on the Campus Labs site.** |

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Lead Writer’s Name Signature Date

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Div/Dept Chair Name Signature Date

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Institutional Assessment Coordinator Signature Date

(print)