

# CLO Worksheet Tutorial

Updated June 2022

## Purpose

As part of the institutional assessment data collection, faculty are required to submit a CLO (Course Learning Outcome) worksheet for each course where they have performed programmatic or institutional assessment. The CLO worksheets can be accessed through TECHWeb. *Note: CLO Worksheets for a given term may take up to 1 month after the end of term to become available.*

## Materials Needed

- Course Syllabus
- Gradebook – available on Canvas or other
- Program Curriculum Map & Cycle – available at <https://www.oit.edu/academic-excellence/assessment/reports>

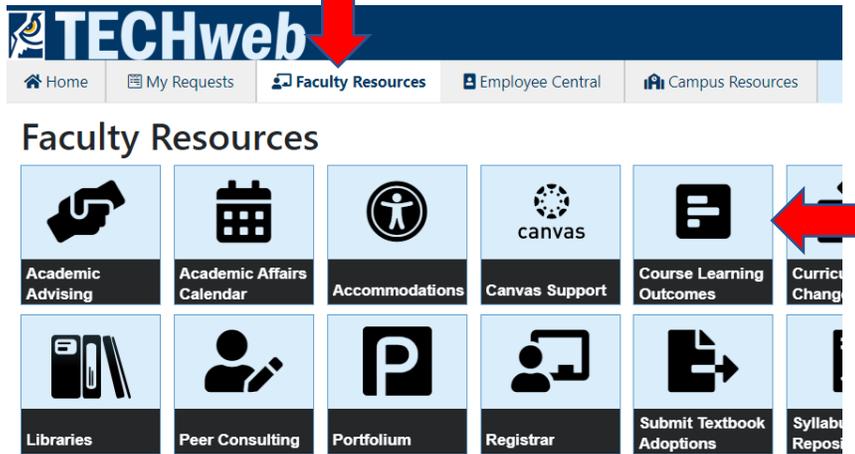
## Directions

### PRE-WORK

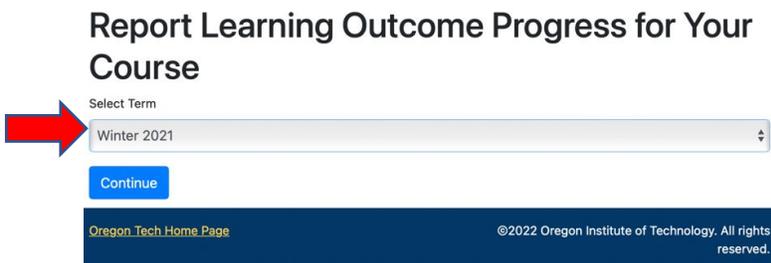
1. Check your Program's curriculum map for your course.
  - a. If you are not collecting data on this course this academic year you may un track this course. Skip to step 3a.
  - b. If you are collecting data on this course during this academic year, program outcomes and institutional outcomes should also be listed in the syllabus for the course.
2. Identify the **Standard of Success**. Check with your program chair to see what % of students must meet or exceed a predetermined outcome on the assignment to measure your program's success. (Example: 80% of students must meet the outcome for the program to be successful).
3. Determine the criteria that indicate students demonstrated proficiency on the outcome in the class. This should be listed in the syllabus. (Example: Students who score 2 or higher on the scoring rubric meet the course learning outcome for the class).

## ENTERING THE COLLECTED DATA

1. Lo into **TECHWeb** (techweb.oit.edu), click on **Faculty Resources** tab, then click on the Course Learning Outoms icon.



2. Select the **term** the course was taught from the drop down menu. This is the term you performed assessment int his course. Click “Continue”



3. Choose the **course** where you have performed assessment from the list.
  - a. You may “untrack” courses you are not collecting data for by clicking on the “untracked” box.
  - b. You may “revise” courses you have already entered data for to add the ISLO data that aligns with the PSLO outcomes. They appear green when completed.



4. Set up the criteria for data collection.
  - a. The **course standards** are the standards that a student must have met in your course that you consider attaining the outcome being assessed. EXAMPLE: Quiz score, Project score, or Rubric grade.

**Report Learning Outcome Progress for Your Course**  
**Course Standards**

Please define the standards for each category that should be met for an outcome to be considered achieved.

Quizzes  %

Midterm Exam  %

Final Exam  %

Other Criteria  %

**STANDARD OF SUCCESS:** A minimum of  % of students should meet the standards defined above for each learning outcome

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- b. Enter the **Standard of Success** as determined in #2 in the pre-work.
  - c. Click [Next Page](#).
5. Add Student Learning Outcomes to the course by clicking the “**+Add a student learning Outcome**” button

**Report Learning Outcome Progress for Your Course**  
**Course Properties**

**Instructor** Crespo Veiga, Cristina  
**Course** EE323 - Electronics II  
**Enrollments** 8  
**Campus** 200  
**Credits** 5.000

**Student Learning Outcomes**

Description	Quizzes	Midterm Exam	Final Exam	Other Criteria	Outcome Achieved	Level	Comments
No Learning Outcomes Entered Yet							
Standard	0%	0%	0%	80%			

**STANDARD OF SUCCESS:** A minimum of 80% of students should meet the standards defined above for each learning outcome

[+ Add a Student Learning Outcome](#)

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- a. Note: If an outcome has been tracked for a particular course, it will still be listed the next time a course is taught. You can adjust or add information to outcomes by clicking the **edit icon**.

**Report Learning Outcome Progress for Your Course**

**Course Properties**  
 Instructor Barrett, Rachelle  
 Course MLS462 - Foundations of MLS II  
 Enrollments 36  
 Campus 200  
 Credits 3.000

**Student Learning Outcomes**

Description	Quizzes	Midterm Exam	Final Exam	Other Criteria	Outcome Achieved	Assessment
Choose an appropriate statistical analysis for a given research question.(CLO) <i>also fulfills</i> • Proficiency to problem-solve, troubleshoot, and interpret results, and to use statistical approaches when evaluating data.(PLO) • Inquiry & Analysis, Problem Solving, Information Literacy, Critical Analysis, and Logical Thinking(ISLO)	%	%	%	100%	Yes	(None)  
Act with Professional and ethical conduct, respecting the feelings and needs of others, protecting the confidence of patient information, and never allowing personal concerns and biases to interfere with the welfare of patients. (PLO)	%	%	%	%	No	(None)  
Administrative skills consistent with philosophies of quality assurance, continuous quality improvement, laboratory education, fiscal resource management.(PLO)	%	%	%	%	No	(None)  
Apply safety and governmental regulations and standards to medical laboratory practice.(PLO)	%	%	%	%	No	(None)  
Effective communication skills to ensure accurate and appropriate information transfer.(PLO)	%	%	%	%	No	(None)  
<b>Standard</b>	0%	0%	0%	0%		

**STANDARD OF SUCCESS:** A minimum of 80% of students should meet the standards defined above for each learning outcome

[+ Add a Student Learning Outcome](#)

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- b. Note: Multiple outcomes may be tracked for a single course.

6. In the **Add Student Learning Outcomes** window that opens, click on the Define Outcomes icon to enter CLO, PSLO and ISLO wording.

**Add Student Learning Outcome**

**Outcome**  
*also fulfills*  
 • Quantitative Literacy and Reasoning (ISLO)



Complexity  
 Not Applicable  
 Foundational  
 Practice  
 Capstone

**Custom Criteria**

Other Criteria Value  
 PDE #10 of grade 2 or greater 100 %

Outcome Achieved  
 Yes

Comments and Strategies to Improve CLO

[Save Outcome](#) [Cancel](#)

- a. Check the course learning outcome box. Enter your **Course Learning Outcome (CLO)** that corresponds to the assessment you performed. This should be one of the course learning outcomes from your syllabus.

**Add Student Learning Outcome**

Type

Course Learning Outcome

Program Learning Outcome

Institutional Learning Outcome

[Set Outcome Definition](#)

- b. If applicable, Check the **Program Learning Outcome** box. Select your Degree Program by clicking the blue lettering. A list of programs will appear. Choose your program from the list, then Click [Save Selections](#).

**Add Student Learning Outcome**

Type

Course Learning Outcome

Learning Outcome Description

Program Learning Outcome

[Select Degree Programs...](#)

<input type="checkbox"/> APEP	<input type="checkbox"/> ASCS	<input type="checkbox"/> ASPT	<input type="checkbox"/> BACC
<input type="checkbox"/> BBHS	<input type="checkbox"/> BCE	<input type="checkbox"/> BCMP	<input type="checkbox"/> BCOM
<input type="checkbox"/> BCYB	<input type="checkbox"/> BDH	<input type="checkbox"/> BDHO	<input type="checkbox"/> BECH
<input type="checkbox"/> BECO	<input type="checkbox"/> BEE	<input type="checkbox"/> BEET	<input type="checkbox"/> BEMB
<input type="checkbox"/> BEMS	<input type="checkbox"/> BES	<input type="checkbox"/> BGMG	<input type="checkbox"/> BGMS
<input type="checkbox"/> BHAD	<input type="checkbox"/> BHCM	<input type="checkbox"/> BHI	<input type="checkbox"/> BHRO
<input type="checkbox"/> BIT	<input type="checkbox"/> BMAN	<input type="checkbox"/> BME	<input type="checkbox"/> BMET
<input type="checkbox"/> BMKT	<input type="checkbox"/> BMLS	<input type="checkbox"/> BMTH	<input type="checkbox"/> BNUC
<input type="checkbox"/> BNUR	<input type="checkbox"/> BOAS	<input type="checkbox"/> BOMG	<input type="checkbox"/> BPHM
<input type="checkbox"/> BPSO	<input type="checkbox"/> BPSY	<input type="checkbox"/> BPWR	<input type="checkbox"/> BRCO
<input type="checkbox"/> BRCP	<input type="checkbox"/> BREE	<input type="checkbox"/> BRSC	<input type="checkbox"/> BRSO
<input type="checkbox"/> BSBM	<input type="checkbox"/> BSOF	<input type="checkbox"/> BSON	<input type="checkbox"/> BSOO
<input type="checkbox"/> BTM	<input type="checkbox"/> BVT	<input type="checkbox"/> BVTO	<input type="checkbox"/> DMAR
<input type="checkbox"/> DMOE	<input type="checkbox"/> DMSE	<input type="checkbox"/> MABA	<input type="checkbox"/> MAH
<input type="checkbox"/> MCE	<input type="checkbox"/> MMAN	<input type="checkbox"/> MMFT	<input type="checkbox"/> MREE
<input type="checkbox"/> MSE			

[Save Selections](#)

Click on the **Program learning Outcome (PSLO)** listed that applies. If your program learning outcome isn't on the list or needs wording updated, you may enter the correct wording by free text in the space at the bottom.

Type your CLO

Select the appropriate SO

Type

Course Learning Outcome

Learning Outcome Description

Design a two-stage op-amp using BJT and MOSFET transistors

Program Learning Outcome

Select Degree Programs...

(BEE)an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics

(BEE)an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors

(BEE)an ability to communicate effectively with a range of audiences

(BEE)an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts

(BEE)an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives

(BEE)an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions

(BEE)an ability to acquire and apply new knowledge as needed, using appropriate learning strategies.

or

Enter a New Program Learning Outcome

c. Scroll down on this sheet to select the appropriate **Institutional Learning Outcome (ISLO)** that applies. Complete the set up by clicking on **Set Outcome Definition**.

Select the appropriate ISLO

(BMLS)Effective communication skills to ensure accurate and appropriate information transfer.

or

Enter a New Program Learning Outcome

Institutional Learning Outcome

Select Institutional Learning Outcomes fulfilled

Communication

Teamwork

Ethical Reasoning

Inquiry & Analysis , Problem Solving, Information Literacy, Critical Analysis, and Logical Thinking

Quantitative Literacy and Reasoning

Diverse Perspectives , Cultural Sensitivity & Global Awareness

[Set Outcome Definition](#)

7. You will be returned to the **Add Student Learning Outcomes** window.
  - a. Select the level of **complexity** as it applies to the measured outcome. Use the pull down menu to select **Foundational, Practice, or Capstone** as defined in your program assessment report for this outcome.
  - b. Fill in the **Value box** with the % of students that met your specified **Course Standard** criteria of achievement on the assignment from step #4. In **Other Criteria**, you should list particulars of the assignment, such as a particular course standard used for grading the assignment. (In this example, a rubric grade of 2 or greater was deemed acceptable performance on the assignment. 100% of students achieved this outcome)
  - c. Compare the value in the value box to the **Standard of Success** listed in step #4 to determine if the outcome was attained for the course. Beneath the **Outcome Achieved** heading, use the pull down to answer yes or no. (In this example the standard of success was 95%. Since 100% of students met the course standard, the outcome was achieved.)

Add Student Learning Outcome

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**Outcome**  
*also fulfills*  
 • Quantitative Literacy and Reasoning (ISLO)

Define Outcome...

Complexity

Not Applicable

Foundational

Practice

Capstone

**Custom Criteria**

Other Criteria      Value

PDE #10 of grade 2 or greater      100 %

Outcome Achieved

Yes

Comments and Strategies to Improve CLO

[Save Outcome](#)    [Cancel](#)

Assignment Complexity Level

Standard of Success achieved?

% Students meeting Course Standard grade

Action Plans

- d. Enter any changes you wish to make to the assignment or instruction leading up to the assignment in the bottom box labeled “Comments and Strategies to Improve CLO”. These are **Action plans** and will be summarized in your programmatic assessment report.
- e. Complete the entry by clicking on the **Save Outcome** icon.

- You will be returned to the student Learning Outcomes list. This summarizes the outcomes measured in the course. If the course has been appropriately aligned with either PLO, ISLO or both, then you will see the words “also fulfills” beneath the CLO outcome title.

Credits 3.000

### Student Learning Outcomes

Description	Quizzes	Midterm Exam	Final Exam	Other Criteria	Outcome Achieved	Comments		
<b>Choose an appropriate statistical analysis for a given research question.(CLO)</b> <i>also fulfills</i> 1 • Proficiency to problem-solve, troubleshoot, and interpret results, and to use statistical approaches when evaluating data.(PLO) • Inquiry & Analysis , Problem Solving, Information Literacy, Critical Analysis, and Logical Thinking(SLO)	%	%	%	100%	Yes	(None)		
<b>Perform appropriate steps necessary to apply for a position as a Medical Laboratory Scientist(CLO)</b> <i>also fulfills</i> 2 • Professional and ethical conduct, respecting the culture and diversity of individual preference of others, protecting the confidence of patient information, and never allowing personal concerns and biases to interfere with the welfare of patients. (PLO) • Diverse Perspectives - Cultural Sensitivity & Global Awareness (SLO)	%	%	%	92%	Yes	(None)		
<b>Write SMART educational objectives(CLO)</b> <i>also fulfills</i> 3 • Administrative skills consistent with philosophies of quality assurance, continuous quality improvement, laboratory education, fiscal resource management.(PLO)	%	%	%	100%	Yes	(None)		
<b>Identify Compliance and Regulations that are met by specific laboratory activities(CLO)</b> <i>also fulfills</i> 4 • Application of safety and governmental regulations and standards as applied to medical laboratory practice.(PLO)	%	%	%	92%	Yes	(None)		
<b>Convey appropriate information in a Standard Operating Procedure (SOP)(CLO)</b> <i>also fulfills</i> 5 • Effective communication skills to ensure accurate and appropriate information transfer.(PLO) • Communication (SLO)	%	%	%	88%	Yes	(None)		
<b>Standard</b>	0%	0%	0%	0%				

STANDARD OF SUCCESS: A minimum of 80% of students should meet the standards defined above for each learning outcome

+ Add a Student Learning Outcome

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- When ALL outcomes have been added and entered for the course, move to the **Next Page** by clicking the icon.
- The following screen asks you to report the **Drop/Fail/Withdrawal/Incomplete (DFWI)** rate for your course. You can access this information by clicking on the link to the **DFWI Dashboard**. Enter the DFWI rate.

## Report Learning Outcome Progress for Your Course

### Course Properties

Instructor Crespo Veiga, Cristina  
 Course EE323 - Electronics II  
 Enrollments 8  
 Campus 200  
 Credits 5.000

### Course Drop/Fail/Withdrawal(DFWI) Results

You will need to use the [DFWI Dashboard](#) in order to retrieve this information

- Look at the **equity data** on the dashboard. Are you able to identify any attainment gaps among the different equity groups? If your numbers are low, you may need to look at historical data to determine whether there is any trend in equity gaps.



- b. If **DFWI** is higher than 12% (which is the OIT average), you will need to provide an explanation or a plan of action to try and improve it in the future. Return to the CLO worksheet to enter the DFWI and Answer the question: "Is there an equity gap?"

The screenshot shows a web form titled "Course Drop/Fail/Withdrawal(DFWI) Results". A box on the left contains the text "Enter DFWI rate from the DFWI dashboard" with a red arrow pointing to the "DFWI Rate" input field, which contains "18.8 %". Another red arrow points to the text area for the question "If the DFWI rate is >12% please explain why it is high? Where is it occurring, what sub-groups and what do you plan to do to correct it?". A third red arrow points to the dropdown menu for the question "Is there an equity gap?", which is currently set to "No or Not Enough Data to Tell". At the bottom, there are three buttons: "Previous Page", "Save and Continue Later", and "Submit". A red arrow points to the "Submit" button.

- c. Once complete click [Submit](#) icon.