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 Ouctoms** icon.
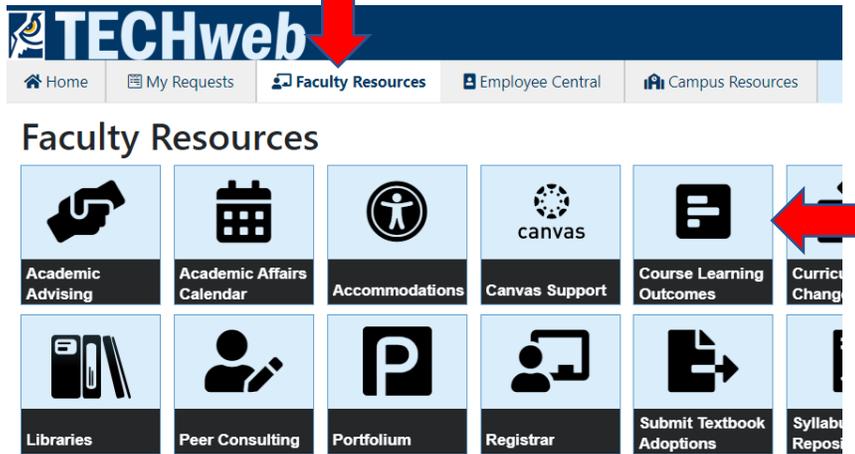
2. Select the **term** the course was taught from the drop down menu. This is the term you performed assessment int his course. Click "Continue"
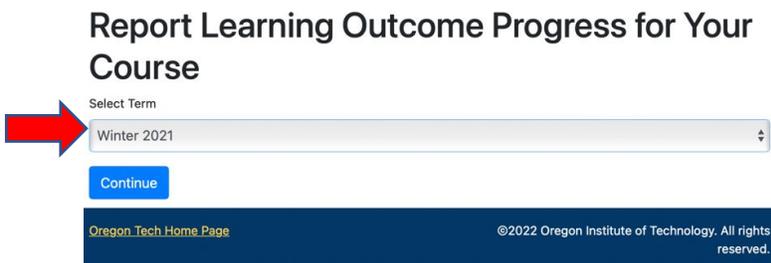
3. Choose the **course** where you have performed assessment from the list.
   a. You may "untrack" courses you are not collecting data for by clicking on the "untracked" box.
   b. You may "revise" courses you have already entered data for to add the ISLO data that aligns with the PSLO outcomes. They 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.

   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**

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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.

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.

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.

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.

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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.

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.

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 assigment, 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

Outcome

also fulfills
- Quantitative Literacy and Reasoning (ISLO)

[Define Outcome...]

Complexity

Not Applicable
Foundational
Practice
Capstone

Assignment **Complexity** Level ⟶

Custom Criteria

Other Criteria

PDE #10 of grade 2 or greater

Value

100 %

% Students meeting **Course Standard** grade

Outcome Achieved

Yes

Standard of Success achieved? ⟶

Comments and Strategies to Improve CLO

Action Plans

[Save Outcome] Cancel

   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.

8. 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.

9. When ALL outcomes have been added and entered for the course, move to the **Next Page** by clicking the icon.

10. 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.

a. 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?".

c. Once complete click Submit icon.