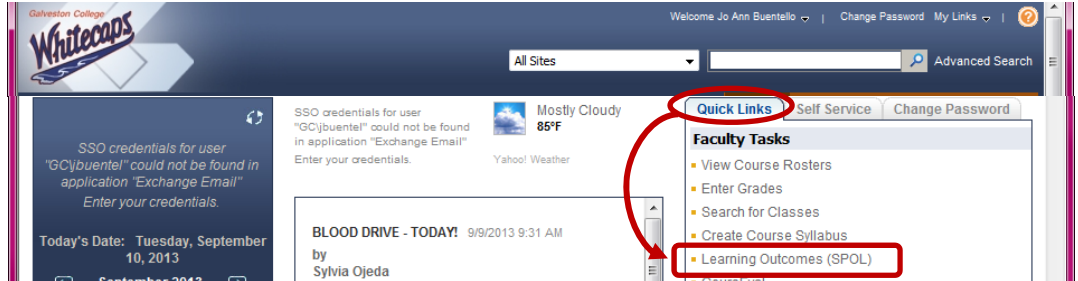




ENTERING LEARNING OUTCOMES into SPOL: OPTION # 2

Access SPOL via the Whitecaps Portal (look under Quick Links) or by using this link <http://spol.gc.edu/spolnet/> (use GC username and password)



Once in SPOL, click on Assessment



Click on View my Courses



Under **My Courses**, double-click on desired course (ENGL-1301, SOCI-1301, MATH-0303, PSYC-2301, etc.).

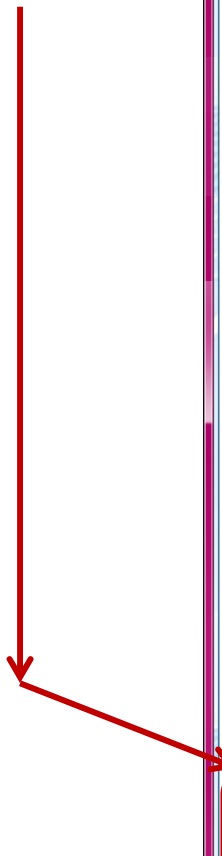
This will take you to the Course Details Page.

Course Number	Course Title
ENGL-1301	Composition I
ENGL-1302	Composition II

Course Number	Course Title
ENGL-2327	American Literature I
ENGL-2322	British Literature I
ENGL-1301	Composition I
ENGL-1302	Composition II

Under Course Details Page, scroll down the page until you see Rubrics by Class section.

(almost towards the bottom of the page)



Course Effectiveness
81.8 %

Projected Score: 80.7 % Actual Score: 66 % Weighted Score: 81.8 %

Planning Year	Start Date	End Date
<input type="radio"/> 2008-2009	09/01/2008	08/31/2009
<input type="radio"/> 2009-2010	09/01/2009	08/31/2010
<input type="radio"/> 2010-2011	09/01/2010	08/31/2011
<input type="radio"/> 2011-2012	09/01/2011	08/31/2012
<input type="radio"/> 2012-2013	09/01/2012	08/31/2013
<input checked="" type="radio"/> 2013-2014 (Current)	09/01/2013	08/31/2014

Instructor	Ref Number	Days	Room	Time	Start Date	End Date
Braniger, Leslie	3700	ARR	INTERNET	ARR	10/7/2013	12/12/2013
Braniger, Leslie	1020	TR	FA-319	9:30 AM	8/26/2013	12/12/2013
Braniger, Leslie	1035	MW	FA-211	11:00 AM	8/26/2013	12/12/2013
Braniger, Leslie	1030	TR	FA-319	12:30 PM	8/26/2013	12/12/2013

Instructors	Projected	Actual	Weighted
<input type="radio"/> Berberich, Michael	0 %	0 %	0 %
<input checked="" type="radio"/> Braniger, Leslie	0 %	0 %	0 %
<input type="radio"/> Hatfield, Carrie	0 %	0 %	0 %
<input type="radio"/> King, Donna	0 %	0 %	0 %
<input type="radio"/> Reppert, Crystal	81.3 %	55.8 %	68.7 %

Rubrics by Class
<input type="checkbox"/> 2013FA ENGL-1301-1020 Composition I - TR - FA-319 - 9:30 AM - Braniger, Leslie
<input type="checkbox"/> 2013FA ENGL-1301-1035 Composition I - MW - FA-211 - 11:00 AM - Braniger, Leslie
<input type="checkbox"/> 2013FA ENGL-1301-3700 Composition I - ARR - INTERNET - ARR - Braniger, Leslie
<input type="checkbox"/> 2013FA ENGL-1301-1030 Composition I - TR - FA-319 - 12:30 PM - Braniger, Leslie

Click **+** next to desired class/section to expand view.

You can now see the Rubrics section for the class selected.

Click + next to desired Rubrics to expand view.

Rubrics by Class		
2014SP MATH-1314-1710 College Algebra - MTWR - R-360 - 9:30 AM - Khoury, Fouad		
Rubrics		
+ 70% of students will score 70% or higher	0 %	View
Rubric Type: Benchmark	Rubric Result Type: Quantitative + Qualitative	
70% of students will score 70% or higher		
+ 70% of students will score 70% or higher	0 %	View
Rubric Type: Benchmark	Rubric Result Type: Quantitative + Qualitative	
70% of students will score 70% or higher		
+ 70% will score 70 or higher	0 %	View
Rubric Type: Benchmark	Rubric Result Type: Quantitative + Qualitative	
70% will score 70 or higher		
+ 70% will score 70 or higher	0 %	View
Rubric Type: Benchmark	Rubric Result Type: Quantitative + Qualitative	
70% will score 70 or higher		
+ 2013FA MATH-1314-1015 College Algebra - MW - R-360 - 11:00 AM - Khoury, Fouad		
+ 2013FA MATH-1314-1000 College Algebra - MW - R-357 - 8:00 AM - Rimar, John		
+ 2014SP MATH-1314-1000 College Algebra - MW - R-357 - 8:00 AM - Rimar, John		
+ 2013FA MATH-1314-3100 College Algebra - ARR - INTERNET - ARR - Warren, Jesse		

You can now see the Measurements section.

Click View for the selected Measurement.

This will take you to the Measurements Details Page.

Rubrics by Class		
2014SP MATH-1314-1710 College Algebra - MTWR - R-360 - 9:30 AM - Khoury, Fouad		
Rubrics		
- 70% of students will score 70% or higher	0 %	View
Rubric Type: Benchmark	Rubric Result Type: Quantitative + Qualitative	
70% of students will score 70% or higher		
Measurements		
Projected Result: 70 %	Actual Result: 0 %	Weighted Result: 0 %
Date: 03/10/2014	Course: College Algebra	View
Entered By: Khoury, Fouad	Class: 2014SP MATH-1314-1710 College Algebra - MTWR - R-360 - 9:30 AM - Khoury, Fouad	
Notes: End of course quiz		

Under Measurements Details Page, click on Edit Measurement.

My SPOL > Assessment > My Courses > Composition I > Measurement

Measurement Details

Rubric Measurement Notes: On the final exam, students will affirm their understanding of plagiarism and produce a composition that is free of plagiarism. Passing deemed at 70 percent.

Measurement Effectiveness: 0 %

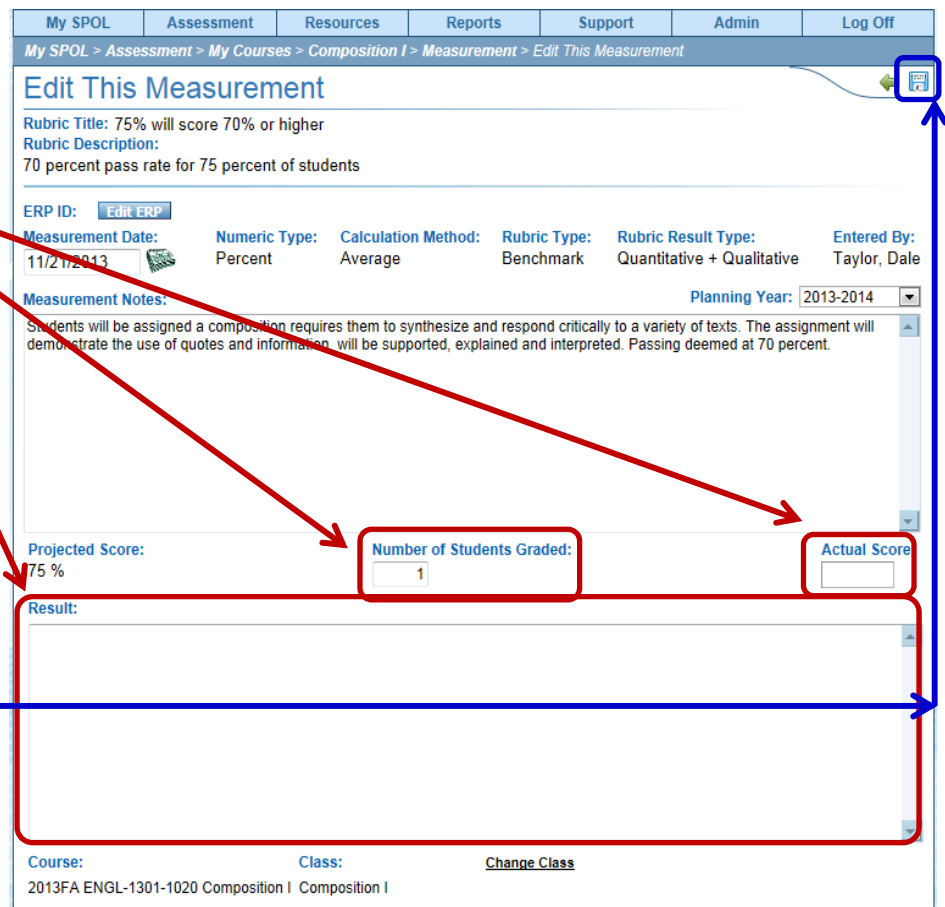
Measurement Details

Projected Result: 90 %	Actual Result: 0 %	Weighted Result: 0 %	Planning Year: 2013-2014
Projected Score: 90 %	Actual Score: 0 %	Difference Score: 0 %	
Rubric Numeric Type: Percent	Rubric Type: Benchmark		
Rubric Calculation Method: Average	Rubric Result Type: Quantitative Analysis		
Course: ENGL-1301 - Composition I	Class: 2013FA ENGL-1301-1020 Composition I - TR - FA-319 - 9:30 AM - Braniger, Leslie		

Under Edit This Measurement Page, enter your learning outcome data.

- Number of students Graded
- Actual Score
- Results

Click on [Save](#) 



The screenshot shows the 'Edit This Measurement' page with the following details:

- Navigation: My SPOL > Assessment > My Courses > Composition I > Measurement > Edit This Measurement
- ERP ID: [Edit ERP](#)
- Measurement Date: 11/21/2013
- Numeric Type: Percent
- Calculation Method: Average
- Rubric Type: Benchmark
- Rubric Result Type: Quantitative + Qualitative
- Entered By: Taylor, Dale
- Measurement Notes: Students will be assigned a composition requires them to synthesize and respond critically to a variety of texts. The assignment will demonstrate the use of quotes and information will be supported, explained and interpreted. Passing deemed at 70 percent.
- Planning Year: 2013-2014
- Projected Score: 75 %
- Number of Students Graded:
- Actual Score:
- Result:
- Course: 2013FA ENGL-1301-1020 Composition I
- Class: Composition I
- [Change Class](#)

Red arrows point from the list items to the corresponding input fields. A blue arrow points from the 'Save' button to the 'Save' icon in the top right corner. A green arrow in the top right corner points back to the course details page.

You are now back at the Measurements Details Page, click on Green Arrow  once to go back to Course Details Page

Repeat steps outlined on pages 2 to 4 to select next measurement for the same course/section, or to select a new course/section and new measurement.