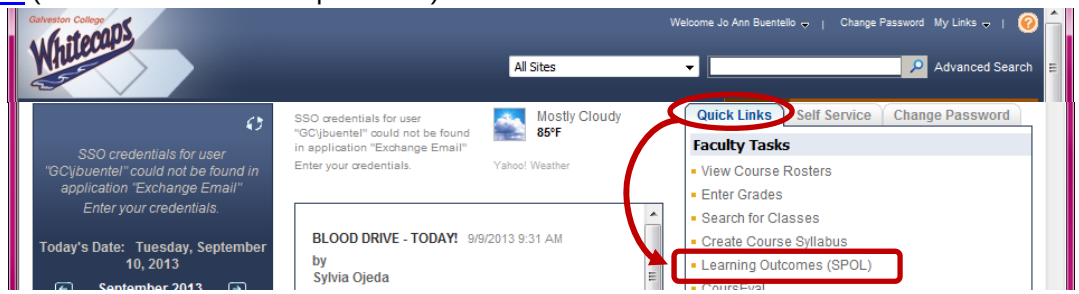
ENTERING LEARNING OUTCOMES into SPOL: OPTION # 2

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)

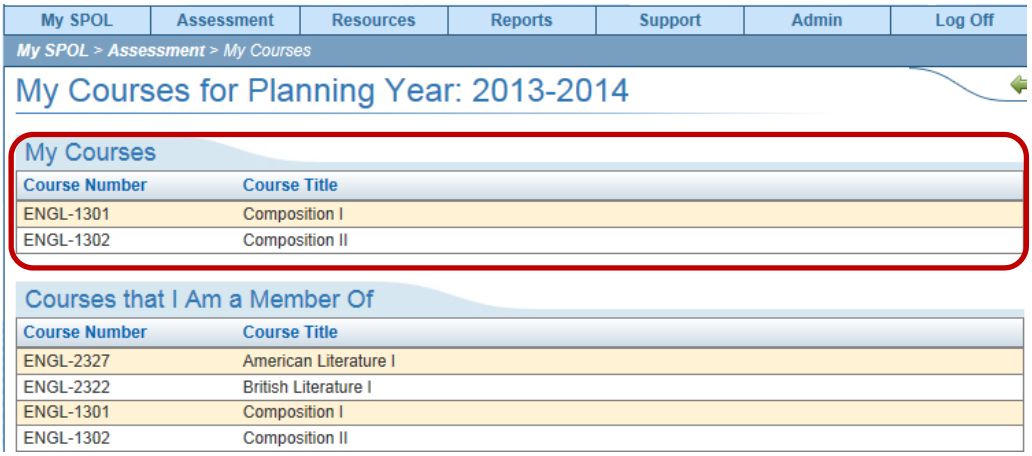


Once in SPOL,
click on Assessment

Click on
View my Courses

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

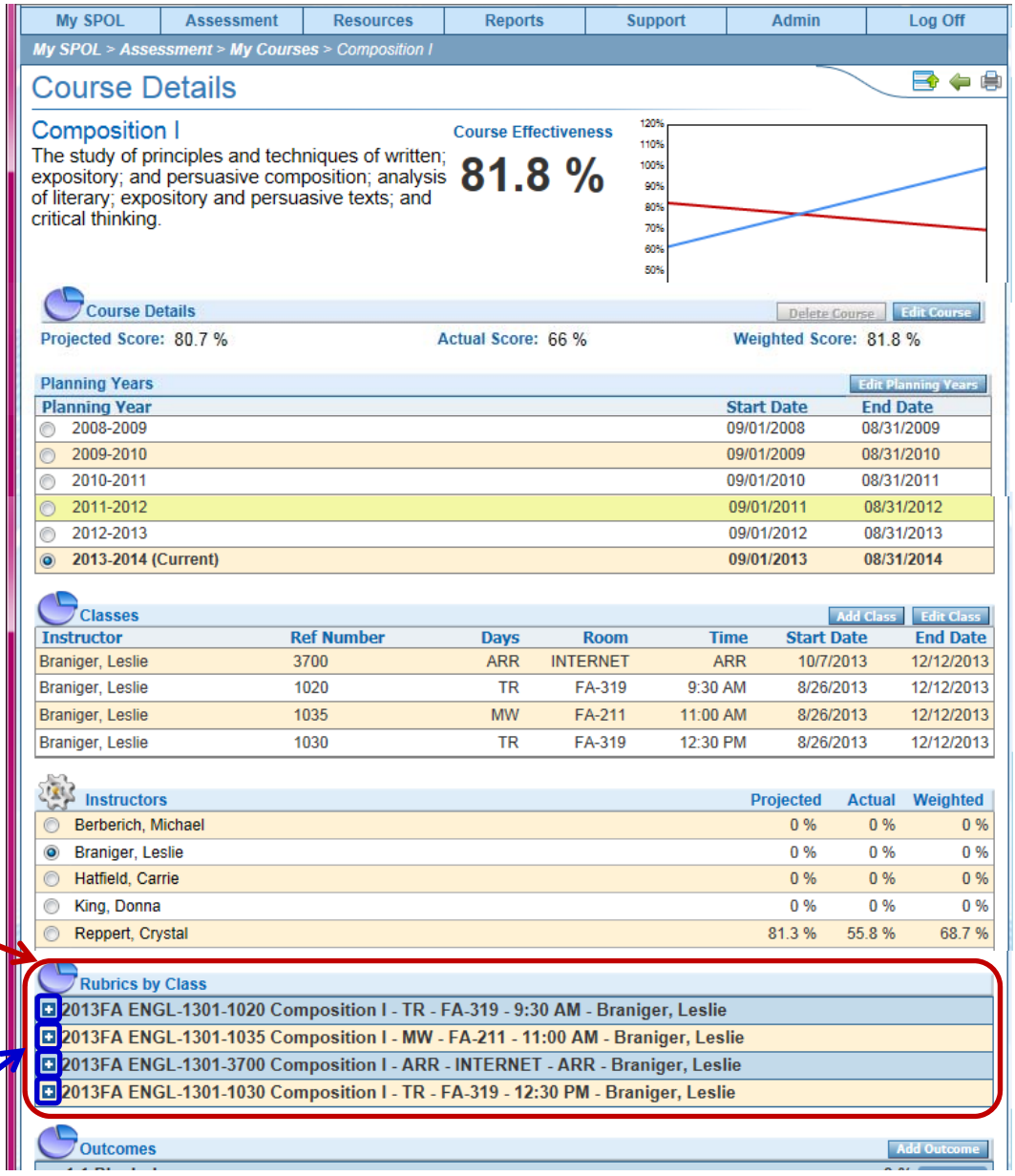
This will take you to the Course Details Page.



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

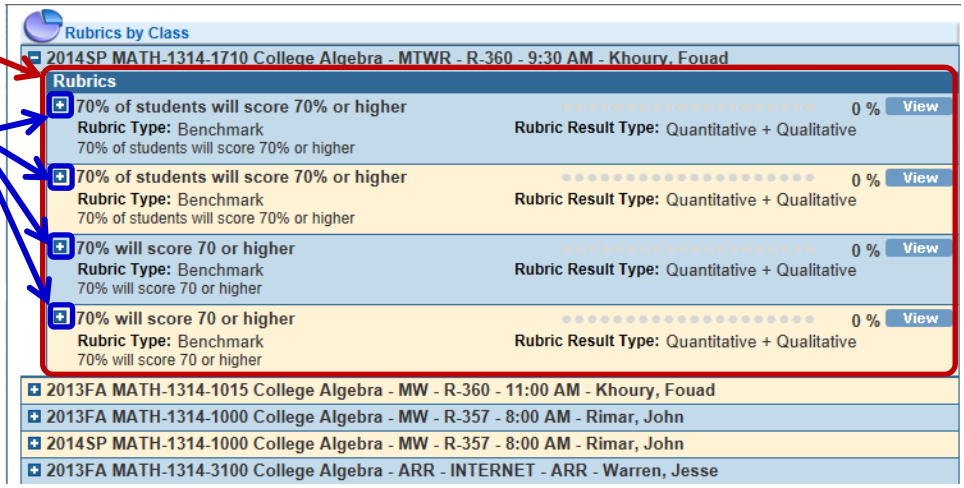
(almost towards the bottom of the page)

Click ✚ next to desired class/section to expand view.



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

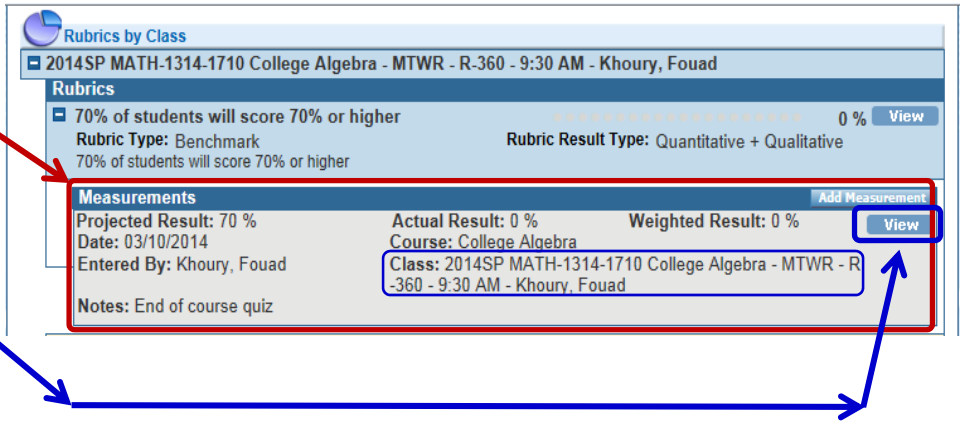
Click ✚ next to desired Rubrics to expand view.



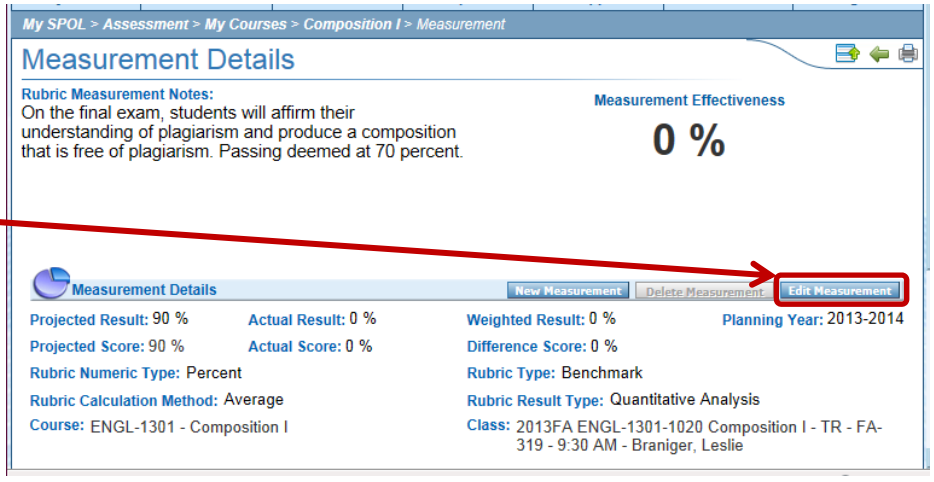
You can now see the Measurements section.

Click View for the selected Measurement.

This will take you to the Measurements Details Page.



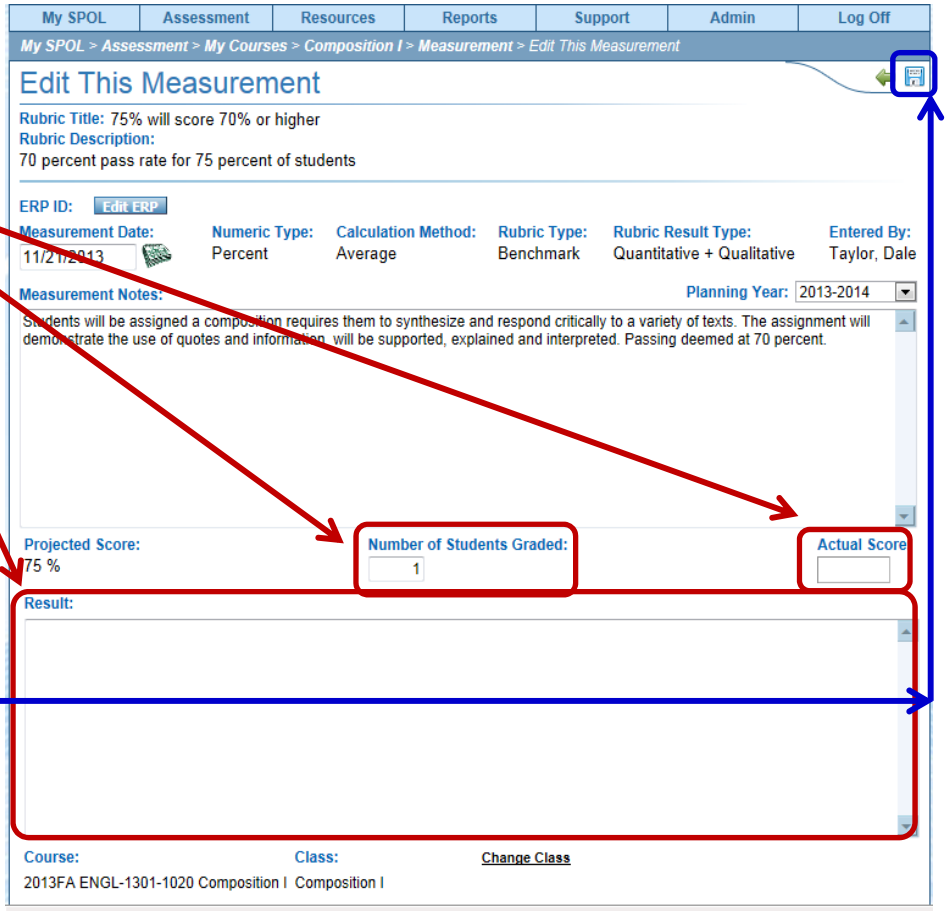
Under Measurements Details Page, click on Edit Measurement.



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

- Number of students Graded
- Actual Score
- Results

Click on Save



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.