

INSTRUCTIONS FOR USING THE NEW INSTRUCTOR COURSE EMBEDDED ASSESSMENT FORM

Navigating the Form:

Use the TAB key to jump from one field to the next, or use the mouse to move the cursor. Only use ENTER in the ANALYSIS OF RESULTS field. If you accidentally hit ENTER in other fields, adding extra lines to the form and messing up alignment, simply hit BACKSPACE to delete them.

Course Information:

Remember to combine all sections of a specific course and assess as one. For fall, you will also assess courses taught in spring and summer that SSC did not also offer in the fall. For example, SSC only offers ENG 2433, World Literature I, in the spring semester, so that teacher must turn in assessment data for that class during the following fall semester.

Assessment Information:

SSC syllabi should list all assessment options available. Refer to your syllabus if you need to know the specific letter that corresponds to your assessment option. When you enter information in the "Students completing assessment" box then tab to the next box, you will get a blank pop-up box. DO NOT enter any information in this box. The same pop-up box may occur with the PRE and POST boxes in the next section. Instead, for all pop-up boxes, click OK or CANCEL.

Assessment Results:

For each Course Outcome, provide one number for total pre-test and post-test results. Each course syllabus lists these Course Outcomes and links them to a corresponding Gen Ed Outcome #. Some courses may not test each outcome separately, but others may have specific questions that address each Course Outcome. For tests that designate specific questions for each outcome, supply an average of correct answers for those questions. The table below illustrates how you would derive averages for an outcome using information from specific questions on a test:

Outcome A			Averages for Pre- and Post-Test	
Question	Pre	Post	Pre	Post
1	13	40	$(13+10+14) \div 3 = 12.3$	$(40+42+57) \div 3 = 46.3$
2	10	42		
3	14	57		

Using this information plus the total number of students taking the pre- and post-test, you would get the percentage of students who passed Outcome A on each test. If 60 students completed the assessment, then your pre-test average would be 19% and your post-test would be 71% with a difference of 52%.

Degree Program Assessment Results:

1. From the drop down menu, choose the Degree Program for your course. This data will assist Division Chairs when they later perform Degree Program Assessments based on your figures.
2. Determine to which Degree Program Outcomes (#3 and/or #4) your Course Outcomes connect. For many, all Course Outcomes connect to both #3 and #4. See your Division Chair if you are unsure.
3. Refer back to your pre- and post-test results in the Assessment Results area. Using the results for each Course Outcome that relates to your Degree Program Outcome #3, determine averages for the pre- and post-test results, then enter those numbers in the corresponding Degree Program Outcome Assessed columns. Repeat for Degree Program Outcome #4.

Analysis of Results:

Self-Explanatory