Managing Outcomes in Planning & Self-Study

access Planning & Self Study via www.wright.edu/assessment

An Assessment Lead for a course or program will be able to manage the outcomes documented in PSS. This process is similar for both courses and programs.

On the main screen, locate the "My Leadership" section, under which any areas to which an individual is assigned as an Assessment Lead will be shown. Click on the name of the course or program to enter the information for that course or program.

My Leadership

View and access the course(s), program(s), or organization(s) you lead. You will receive guided prompts and tasks for effective leadership. Navigate to their profile(s) to access more insights about its progress, success, and improvement.

Course Information

SAA 7640-D Prog Eval/Assmnt High Ed (SAA7640) Course - Nick Christian

Under the course title, you will see a horizontal menu that includes "Course Information" where you will find course outcomes.

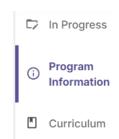
Prog Eval/Assmnt High Ed (SAA7640)



Program Information



On the left-side menu, you will see "Program Information" where you will find program outcomes.

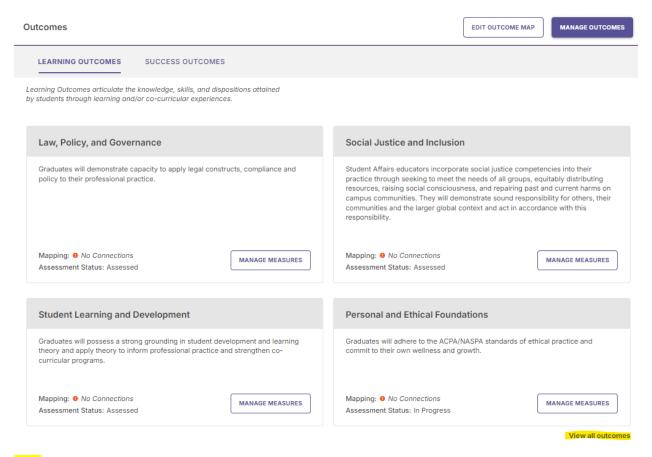


Outcomes

Under the Course or Program Information screen, you will see all outcomes listed for the course or program. Program outcomes <u>must</u> match those published in the catalog. Course outcomes <u>must</u> match those approved through the shared governance process and listed on the Master Syllabus.

Programs have both Learning Outcomes and Success Outcomes:

- **Learning Outcomes** refer to the learning expected of students and associated with approved learning outcomes.
- **Success Outcomes** refer to non-learning outcomes such as retention, graduation, or certification exam passing rates (if not connected to a learning outcome).



Note: Only four outcomes will ever be shown on the initial screen. If the course or program has more than four outcomes, click "View all outcomes" at the bottom right of the outcomes list.

To edit or add outcomes, use the purple "Manage Outcomes" button. From the next screen, you can do the following, most from the three-dot button to the right of each outcome:

- Create New Outcome using the white button in the top right of the outcomes list.
- **Edit** an outcome to make minor typographical corrections or to create a better title for the outcome.
- Revise an outcome to make a significant update to the wording that is near the same focus of the outcome. Making a revision will track the changes but not remove the associated measurements.
- Archive an outcome that is no longer needed and will keep any associate assessment data.
- **Delete** an outcome. This is only available if there are no measures or other data associated with the outcome, otherwise, Archive is the recommended method to remove an outcome.

When finished managing outcomes, click the purple Done button in the top right of the screen.