

David's Course Assessment Cheatsheet

This cheatsheet is not an official Assessment Committee document. It's simply the document that I use to prepare to work on course assessment in CurricUNET.

Be aware that if you login without doing your homework – there is writing required ahead. Like Douglas Adams said in *The Hitchhiker's Guide to the Galaxy* – “Don't panic.” Plan ahead. (Note: when I say (page 1), I'm referring to the numbering in this document.)

I promise there will be no blood or broken bones.

- I. Login to CurricUNET. (page 4) Look for “Assess” on the left hand side.
- II. Choose “Course” for course assessment, “Program” for program level assessment.
- III. I chose “Course” and clicked on the “Next” button. The “Course Outcome Assessment Search” page will appear. (page 5)
- IV. “Course Outcome Assessment Search Results” will appear.
 - A. Choose the course by one of these two methods:
 1. Type in the campus letter and number (B20)
 2. Click on the “Next” button.
 - B. If you type in the campus letter and number, you'll get this screen (page 6)
 - C. If you just click on “Next,” this page will appear (page 7)
 - D. Either way, choose your course by clicking on the radio button, and then click on the “Next” button (bottom right of the page).
- V. The Course Outcome Assessment Checklist will be on the right (The sample course is Art B20)
 - A. Course Outcomes (Should be listed for each course in CurricUNET.) (page 8)
 1. You have choices:
 - a. Pencil = Edit
 - b. Page = Report
 - c. Scissors = Cut
 2. To edit or begin an assessment, click on “Pencil.”
 - B. Assessment Plan page will appear (page 9) (We're looking at the first SLO for this course, because I have finished this one.)
 1. Assignment term
 - a. Choose a semester and year from the pull down menus
 2. Target of Performance
 - a. Enter a target of performance. (This is generally decided at the department or program level. The Art Department is using 70% as the target.)

3. The Course Learning Outcome will be stated

4. Assessment Tool/Scoring Method

a. Choose from one of the following:

- an exam
- an exam, scored by rubric
- a pre- and pos-test (it actually says this)
- a paper, scored by rubric
- a project, scored by rubric
- a lab report, scored by rubric
- a performance, scored by rubric
- a demonstration, scored by rubric
- a speech, scored by rubric
- a debate, scored by rubric
- a discussion, scored by rubric
- an interview, scored by rubric
- an observation, scored by rubric
- a student survey
- Other

I chose "Other," because the assessment for this SLO didn't fit in the categories.

5. Assessment Plan (paragraph) is next.

a. What is the plan for assessing this SLO? If there is more than one professor teaching the course, it would be ideal if they discussed this.

My text: Average scores from one Fall 2012 course, and two Spring 2013 courses for the "Unity, Variety, Emphasis" project were compiled for this assessment.

Just explain in clear, easy to understand language what assessment plan is you used.

Click on "Next" when you're done with this page.

C. Basic Information (page 10)

1. The College, Course, Course Learning Outcome will be listed.
2. You can add a Co-Contributor for the assessment if you wish.
3. Describe the changes made since the last assessment.

This area requires you to write a paragraph describing the changes made since the last assessment. If there has been no prior assessment, just state this.

My text: This is the first time this outcome is being assessed. (paragraph)

Click on the "Next" button when you're done with this.

D. Assessment Results (page 11)

1. The college, course, and course learning outcome will be listed.

2. Assessment results (paragraph)

What did you find out from the assessment?

What was the course average for this SLO?

Describe your results. Use clear language.

My text: The averaged score from this project from the three course sections was an 85.33% for this learning outcome. The area where most students showed difficulties is in the mounting of the projects. Their hand skills with cutting board and using adhesive are sometimes problematic.

2. Analysis and Plan for Improvement and Reassessment (paragraph)

What did you learn?

What do you plan to do to make improvements?

What do you plan to do to reassess?

My text: A large majority of the students achieved the learning outcome, but improvement is always possible. Improvement plans include identification and additional "coaching" of students who are struggling with software issues, and additional instruction on "hand skills," including mounting of assignments and cutting matte boards will be used.

3. Participants

Who worked on this?

4. Next assessment date

Click on the calendar to choose a date. You have six years to assess this SLO again.

Note: You'll notice a "Save" button, and a "Finish" button the bottom of these pages. Click "Save" when you've added information, but you're not finished with the page; click "Finish" when you're done.

E. Attach File Upload (page 12)

This screen allows you to upload documents to support your assessment.

From CurricUNET: (Minutes from meeting, Data spreadsheet, Samples, Other forms of evidence)
(And yes, there is a missing "s" in that sentence, could be a single meeting or multiple "meetings.")

I've uploaded my grades from the three sections that I used in this assessment. This provides a repository of documents for the next Accreditation cycle, and allows each of us to provide documentation to back up your narrative. I downloaded a spreadsheet for each course from Engrade, where I keep my grades.

If you type out your paragraphs in a Word document, when it comes time to add them to CurricUNET, you can just copy and paste.

See, no bleeding or fractures during this session.

CurricUNET - kccd

www.curricUNET.com/kccd/index.cfm

Engrade ClassMarker BC Email User Login Bakersfield Coll... Grade Calculator Log in | Tumblr Poll Everywhere Bookmarks

Stumble! All I like it! Share List Info Likes Connections Tools

CURRICUNET

Kern Community College District

Welcome, David M. | Colleges: Bakersfield College | Log Out

You are here: Home

- Prefs**
 - Personal Info
 - Notification
- Articulation**
- Courses**
 - Create a New Course
 - Change an Existing Course
- Programs**
 - Create New Program
 - Modify Program
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 - Course
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 - My Proposals
 - My Approvals
 - All Proposals
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 - A-Draft Handbook
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 - C-ID Course Identification
- Number**
 - CB 21 SLO Rubrics
 - CB Element Dictionary
 - CCC Inventory
 - CSU - General Education
 - IGETC - Intersegmental GE
- Transfer Curriculum**
 - Implementing Content
 - Review for English and Math



Welcome to CurricUNET!

Recent News

The final formatting of CurricUNET is complete. Please reference the handbook and other links in the left menu for help. On screen help is available on most pages. The most important task is choosing the correct proposal type. Please reference the handbook on this before beginning. Access Courses and Programs by clicking on the bold title or on a subheading if you are

The screenshot shows a web browser window titled "CurricUNET - kccd" with the URL www.curricUNET.com/kccd/assess/courses/course_assess_search.cfm?CFID=690726&. The page header includes the "CURRICUNET" logo and "Kern Community College District" with a welcome message for "David M." and a "Log Out" link. A breadcrumb trail reads "You are here: Home > Assess > Course Assessments".

The main content area features a "Course Outcome Assessment Search" form with the following fields and options:

- Course Status:** Radio buttons for "Current/Active" (selected) and "Historical".
- Assessment Status:** Radio buttons for "All" (selected), "Archived", "Pending", and "Launched".
- College:** A dropdown menu set to "Bakersfield College".
- Discipline:** A dropdown menu set to "ART".
- Course Number:** A text input field containing "B20".
- Course Title:** An empty text input field.
- Date of Last Assessment:** Two text input fields separated by the word "through".

A "Next" button is located at the bottom right of the search form. To the right of the search form is a "Legend" box with a "Help" icon and the text "Indicates Required Field". Below the legend is another "Help" box with the text "There is currently no help available for this page." and a "More" button.

The left sidebar contains a navigation menu with the following sections:

- Assess**
 - Course
 - Program
 - Institution
 - General Education
 - Admin/Student Services
- Links**
 - A-Draft Handbook
 - AA/AS-T Informatioun
 - Bloom's Taxonomy
 - C-ID Course Identification
- Number**
 - CB 21 SLO Rubrics
 - CB Element Dictionary
 - CCC Inventory
 - CSU - General Education
 - IGETC - Intersegmental GE
- Transfer Curriculum**
 - Implementing Content
 - Review for English and Math
 - Labor Market Data
 - Minimum Qualifications
 - PACAH
 - Prerequisites Thru Content
- Review**
 - SCANS
 - Taxonomy of Programs
- Search**
 - Courses
 - Programs
 - Course Assessments
 - Program Assessments
 - General Ed Assessments
 - Institutional Assessments
 - Student Services Assmts
 - Administrative Unit Assmts

The screenshot shows a web browser window titled "CurricUNET - kccd" with the URL "www.curricUNET.com/kccd/assess/courses/course_assess_results.cfm". The browser's address bar and toolbar are visible at the top. The website header features the "CURRICUNET" logo on the left and "Kern Community College District" on the right, with a welcome message for "David M." and links for "Colleges: Bakersfield College" and "Log Out".

Below the header, a breadcrumb trail reads "You are here: Home > Assess > Course Assessments". The main content area is divided into three columns:

- Assess**: A vertical menu with links for Course, Program, Institution, General Education, and Admin/Student Services.
- Links**: A vertical menu with various educational resources such as "A-Draft Handbook", "AA/AS-T Informatioun", "Bloom's Taxonomy", "C-ID Course Identification", "Number", "CB 21 SLO Rubrics", "CB Element Dictionary", "CCC Inventory", "CSU - General Education", "IGETC - Intersegmental GE", "Transfer Curriculum", "Implementing Content", "Review for English and Math", "Labor Market Data", "Minimum Qualifications", "PACAH", "Prerequisites Thru Content", "Review", "SCANS", and "Taxonomy of Programs".
- Search**: A vertical menu with links for Courses, Programs, Course Assessments, Program Assessments, General Ed Assessments, Institutional Assessments, Student Services Assmts, and Administrative Unit Assmts.

The central column displays "Course Outcome Assessment Search Results" for "Bakersfield College". A search result is shown for "ART B20 Digital Art I - Vector Art *Active*" by "David M. Koeth", with a "Next" button to its right.

On the right side of the main content area, there are two boxes:

- Legend**: Contains a "Help" icon and the text "Indicates Required Field".
- Help**: Contains the text "There is currently no help available for this page." and a "More" button.

The screenshot shows a web browser window with the URL www.curricUNET.com/kccd/assess/courses/course_assess_results.cfm. The page header includes the CurricUNET logo and the text "Kern Community College District". A navigation bar contains links for "Engrade", "ClassMarker", "BC Email", "User Login", "Bakersfield Coll...", "Grade Calculator", "Log in | Tumblr", and "Poll Everywhere". Below the header, a breadcrumb trail reads "You are here: Home > Assess > Course Assessments".












The main content area is divided into three columns:

- Assess**: A sidebar menu with categories like "Course", "Program", "Institution", "General Education", "Admin/Student Services", "Links", "Number", "Transfer Curriculum", "Review", and "Search".
- Course Outcome Assessment Search Results**: A table listing search results for various art courses. Each entry includes a radio button, the course name, the instructor's name, and the institution.
- Legend**: A box containing a "Help" icon and the text "Indicates Required Field".
- Help**: A box containing the text "There is currently no help available for this page." and a "More" button.







Course Outcome Assessment Search Results	
<input type="radio"/>	Bakersfield College ART B1 Art Appreciation *Active* David M. Koeth
<input type="radio"/>	Bakersfield College ART B10 Ceramics I *Active* Emily Maddigan
<input type="radio"/>	Bakersfield College ART B11 Ceramics II *Active* Emily Maddigan
<input type="radio"/>	Bakersfield College ART B12 Ceramics III *Active* Emily Maddigan
<input type="radio"/>	Bakersfield College ART B13 Sculpture I *Active* Emily Maddigan
<input type="radio"/>	Bakersfield College ART B14 Sculpture II *Active* Emily Maddigan
<input type="radio"/>	Bakersfield College ART B16 Digital Photography *Active* Kristopher C. Stallworth
<input type="radio"/>	Bakersfield College ART B17 Black and White Photography *Active* Kristopher C. Stallworth
<input type="radio"/>	Bakersfield College ART B17E Color Photography *Active* KCCD KCCD
<input type="radio"/>	Bakersfield College ART B2 Drawing I *Active* Kristopher C. Stallworth
<input type="radio"/>	Bakersfield College ART B20 Digital Art I - Vector Art *Active* David M. Koeth
	Bakersfield College

The screenshot shows a web browser window with the URL www.curricUNET.com/kccd/assess/courses/course_slo.cfm?courses_id=4239. The page title is "CurricUNET - kccd". The main header includes the "CURRICUNET" logo and "Kern Community College District". A navigation bar contains links for "Engrade", "ClassMarker", "BC Email", "User Login", "Bakersfield Coll...", "Grade Calculator", "Log in | Tumblr", and "Poll Everywhere". Below the header, a breadcrumb trail reads "You are here: Home > Assess > Course Assessments".

The main content area is titled "Course Outcomes" and "ART B20 Digital Art I - Vector Art". It features a table with three columns: "Previous Assessments", "Current Assessment", and "Student Learning Outcomes".

Previous Assessments	Current Assessment	Student Learning Outcomes
** No Prior Assessment **	  	Produce, print, and mount assignments within a set deadline, using digital hardware and software.
** No Prior Assessment **	  	Evaluate and appraise other design projects and differentiate between effective and ineffective solutions during in-class critiques.
** No Prior Assessment **		Demonstrate knowledge of drawing tools and effects in vector software.
** No Prior Assessment **		Demonstrate understanding of design principles and elements.
** No Prior Assessment **		Demonstrate an understanding of the language of two-dimensional design.
** No Prior Assessment **		Demonstrate an understanding of the use of color, type, image.
** No Prior Assessment **		Produce and discuss a portfolio of work.

To the right of the table is a "Legend" section with the following items:

-  New Assessment
-  Edit Current Assessment
-  Assessment Report
-  Delete Current Assessment
-  Help
-  Indicates Required Field

Below the legend is a "Help" section with the following instructions:

- Search for previously completed assessments,
- create a new current assessment,
- edit a current assessment,
- view a report of a current assessment, or
- delete a current assessment.

A "More" button is located at the bottom right of the help section.

The left sidebar contains a navigation menu with sections: "Assess", "Links", "Number", "Transfer Curriculum", "Review", and "Search".

Pencil = Edit
 Page = Report
 Scissors = Cut

The screenshot shows a web browser window with the URL www.curricunet.com/kccd/assess/courses/csloa_plan.cfm. The page title is "CurricUNET - kccd". The browser's address bar shows "www.curricunet.com/kccd/assess/courses/csloa_plan.cfm". The page content includes a navigation bar with "Kern Community College District" and "Welcome, David M. | Colleges: Bakersfield College | Log Out". Below this is a breadcrumb trail: "You are here: Home > Assess > Course Assessments".

The main content area is divided into three columns:

- Left Column:**
 - Edit Assessment** (with a pencil icon): ART B20 Digital Art I - Vector Art, Bakersfield College, 30 = Spring 2013, Koeth, David M. Below this, it says "Assessment awaiting final review. Basic Information must be marked as finished."
 - Assess** (with a plus icon): Course, Program, Institution, General Education, Admin/Student Services.
 - Links**: A-Draft Handbook, AA/AS-T Information, Bloom's Taxonomy, C-ID Course Identification Number, CB 21 SLO Rubrics, CB Element Dictionary, CCC Inventory, CSU - General Education, IGETC - Intersegmental GE Transfer Curriculum, Implementing Content, Review for English and Math, Labor Market Data, Minimum Qualifications, PACAH, Prerequisites Thru Content Review.
- Middle Column:**

Assessment Plan	
College	Bakersfield College
Course	ART B20 Digital Art I - Vector Art
Assessment Term	30 = Spring 2013
Target of Performance	Upon successful completion: 70%
Course Learning Outcome	Produce, print, and mount assignments within a set deadline, using digital hardware and software.
Assessment Tool/Scoring Method	This will be assessed with a project, scored by rubric ?
Assessment Plan	Average scores from one Fall 2012 course, and two Spring 2013 courses for the "Unity, Variety, Emphasis" project.

[Edit](#)
- Right Column:**
 - Course Outcome Assessment Checklist**:
 - Assessment Plan
 - Basic Information
 - Assessment Results
 - Attach Files (Minutes from meeting, Data spreadsheet, Samples, Other forms of evidence)
 - Legend**:
 - [?](#) Help
 - * Indicates Required Field
 - Help**: There is currently no help available for this page. [More](#)

The screenshot shows a web browser window with the URL `www.curricUNET.com/kccd/assess/courses/csloa_main.cfm`. The page title is "CurricUNET - kccd". The browser's address bar shows "hitchhiker's guide to the galaxy". The page features a navigation bar with links for "Engrade", "ClassMarker", "BC Email", "User Login", "Bakersfield Coll...", "Grade Calculator", "Log in | Tumblr", and "Poll Everywhere". Below the navigation bar is a social media sharing section with icons for Stumble!, Facebook, and others.

The main content area is titled "CURRICUNET" and "Kern Community College District". It includes a welcome message for "David M." and a link to "Colleges: Bakersfield College | Log Out". The breadcrumb trail reads "You are here: Home > Assess > Course Assessments".

The page is divided into several sections:

- Edit Assessment:** Displays the assessment details: "ART B20 Digital Art I - Vector Art", "Bakersfield College", "30 = Spring 2013", and "Koeth, David M.". A note states: "Assessment awaiting final review. Basic Information must be marked as finished."
- Assess:** A sidebar menu with options: "Course", "Program", "Institution", "General Education", and "Admin/Student Services".
- Links:** A sidebar menu with various educational resources: "A-Draft Handbook", "AA/AS-T Informatioun", "Bloom's Taxonomy", "C-ID Course Identification", "Number", "CB 21 SLO Rubrics", "CB Element Dictionary", "CCC Inventory", "CSU - General Education", "IGETC - Intersegmental GE", "Transfer Curriculum", "Implementing Content", "Review for English and Math", "Labor Market Data", "Minimum Qualifications", "PACAH", and "Prerequisites Thru Content".
- Basic Information:** A table with the following data:

College	Bakersfield College
Course	ART B20 Digital Art I - Vector Art
Course Learning Outcome	Produce, print, and mount assignments within a set deadline, using digital hardware and software.
Co-Contributor(s)	<i>There are no Co-Contributors for this assessment.</i> Add a Co-Contributor
Describe the changes made since the last assessment	This is the first time this outcome is being assessed.
- Course Outcome Assessment Checklist:** A list of items with checkboxes:
 - Assessment Plan
 - Basic Information
 - Assessment Results
 - Attach Files (Minutes from meeting, Data spreadsheet, Samples, Other forms of evidence)
- Legend:** A section with a "Help" icon and text: "Spell Check" and "Indicates Required Field".
- Help:** A section with a "Help" icon and text: "There is currently no help available for this page." and a "More" button.

At the bottom of the "Basic Information" section, there are "Save" and "Finish" buttons.

The screenshot shows a web browser window with the URL www.curricUNET.com/kccd/assess/courses/csloa_results.cfm. The page is titled "CurricUNET" and "Kern Community College District". The user is logged in as "David M.". The page content includes a sidebar with navigation links, a main "Assessment Results" table, and a "Course Outcome Assessment Checklist" on the right.

Assessment Results Table:

Assessment Results	
College	Bakersfield College
Course	ART B20 Digital Art I - Vector Art
Course Learning Outcome	Produce, print, and mount assignments within a set deadline, using digital hardware and software.
Assessment Results	The averaged scores from this project from the three course sections was an 85.33% for this learning outcome. The area where most students showed difficulties is in the mounting of the projects. Their hand skills with cutting board and using adhesive are sometimes problematic.
Analysis and Plan for Improvement and Reassessment	A large majority of the students achieved the learning outcome, but improvement is always possible. Improvement plans include identification and additional "coaching" of students who are struggling with software issues, and additional instruction on "hand skills," including mounting of assignments and cutting matte boards will be used.
Participants	David M. Koeth
Next Assessment Date	02/15/2016

Course Outcome Assessment Checklist:

- ✓ Assessment Plan
- ✗ Basic Information
- ✓ Assessment Results
- ✓ Attach Files
 (Minutes from meeting, Data spreadsheet, Samples, Other forms of evidence)

Legend:

- Help
- Indicates Required Field

Help: Click Finish when assessment is ready for archival. [More](#)

Sidebar Links:

- Edit Assessment
- ART B20 Digital Art I - Vector Art
- Bakersfield College
- 30 = Spring 2013
- Koeth, David M.
- Assessment awaiting final review.
- Basic Information must be marked as finished.
- Assess
 - Course
 - Program
 - Institution
 - General Education
 - Admin/Student Services
- Links
 - A-Draft Handbook
 - AA/AS-T Informatioun
 - Bloom's Taxonomy
 - C-ID Course Identification Number
 - CB 21 SLO Rubrics
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 - CSU - General Education
 - IGETC - Intersegmental GE
 - Transfer Curriculum
 - Implementing Content
 - Review for English and Math
 - Labor Market Data
 - Minimum Qualifications
 - PACAH
 - Prerequisites Thru Content

The screenshot shows a web browser window with the URL www.curricUNET.com/kccd/assess/courses/transfer_upload_new.cfm. The page header includes the CurricUNET logo and the text "Kern Community College District". A navigation bar contains links for "Home", "Assess", and "Course Assessments".

The main content area is titled "Attached File Upload" and features an "Unlock" button. Below this is a table of "Attached Files":

Attached Files	
Fall 2012 grades	
Spring AM class grades	
Spring PM class grades	

To the left of the main content, there is a sidebar with the following sections:

- Edit Assessment**
 - ART B20 Digital Art I - Vector Art
 - Bakersfield College
 - 30 = Spring 2013
 - Koeth, David M.
- Assessment awaiting final review.
- Basic Information must be marked as finished.
- Assess**
 - Course
 - Program
 - Institution
 - General Education
 - Admin/Student Services
- Links**
 - A-Draft Handbook
 - AA/AS-T Informatioun
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 - Transfer Curriculum
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 - Review for English and Math
 - Labor Market Data
 - Minimum Qualifications
 - PACAH
 - Prerequisites Thru Content

On the right side of the main content area, there are three additional sections:

- Course Outcome Assessment Checklist**
 - ✓ Assessment Plan
 - Basic Information
 - ✓ Assessment Results
 - ✓ Attach Files (Minutes from meeting, Data spreadsheet, Samples, Other forms of evidence)
- Legend**
 - Help
 - Indicates Required Field
- Help**

There is currently no help available for this page.

[More](#)