Program Learning Outcomes in Planning and Self Study Transcript

Hello, in this video tutorial, we will show you how to either create or edit program learning outcomes in an assessment software called Planning and Self-Study. Planning and Self-Study is the assessment software that the University of Hartford currently uses to collect data across all majors and programs. So, to start, you will first want to log on to the software. When you log on, you should see something similar to this page.

Everyone's page will kind of vary from person to person depending on what project they are assigned to, or what they are given permission to see. However, what you're going to be wanting to look for is the name of your program, as well as the assessment plan for the academic year.

So, to start, we are going to pretend that we have a brand-new program that just opened. The lessons from this tutorial will also be applicable to your program even if you have worked on Planning and Self-Study before. So first, you're going to click on the 2020 to 23 Program Assessment Plan.

You'll be taken to a page that looks like this.

You will see here that this "Test Major" does not have any program learning outcomes.

What you're going to do is click on create outcomes.

If you're a program that has already used Planning and Self-Study in previous years, you should be able to see your program learning outcomes on this page listed or repopulated from previous years. But again, since we are going to pretend that this program has not yet input their program learning outcomes, we're going to click on create outcomes.

What we're going to do is create a new outcome.

So, there's for this specific section, we're creating learning outcomes. So, let's do an example. We'll do a communication outcome.

So, I'll say students will be able to communicate effectively.

So here we write the outcome title, and here we write the outcome description. We also have an option to read tax tags are really helpful for the system administrators at the University of Hartford, because then we can really filter to see what kind of projects are done for which kind of majors, for what outcomes. So, for example, I'm going to write here communication. And when either myself or a different system administrator downloads an Excel sheet full of data, we will be able to quickly filter and see what is the theme of each outcome. So, here we'll put communication but also we can also put a different tag as well. You can really put here anything that you want. So we're going to pretend that for this outcome AAC&U is like a big theme here. So we'll say that the ACLU written communication rubric is used to assess this outcome.

From here, we will click on "Create" and you have your outcome. We can also write success outcomes. So, these are outcomes that are not necessarily related to what students will learn after their program. So, an example could be

let's say "Community Service". We'll say that students will perform and pass 1000 hours of service.

So, this is just an example. Then we click on "Create". From here, we will click on the "Apply selection" button.

And what you'll see is that the outcomes have populated right over here. So, we'll go on the back button real quick and I'll show you how adding these outcomes have changed what you see. So, for example, if I were to click on 2022-23 again, I'll see these outcomes and in the future years 23-24. When I click on the 23-24 Program Assessment Plan, I'll be taken to a page like this again, because I have already inputted my program learning outcomes and they will repopulate from one year to the next. And I just wanted to point out that if you wanted to add or edit your outcomes, you would click on this button over here.

And you'll be able to create new outcomes or even edit your outcomes as well. So here we're going to say that we were thinking about creating an outcome but we changed our mind. So, we're going to click "Cancel". And then here, we are going to be editing the outcome and all we're going have to do is click "Edit". We'll say students will be able to communicate effectively in oral communication, written communication, and verbal communication. Something like that.

So, again, this is just a sample of what you could "write". You always want to click on "Apply selection". Never click on this X button. You always want to click on Apply selection to save your work.

Alright, so that is a very quick tutorial about how to make edits to your program learning outcomes. This tutorial also shows you how to create a new program learning outcome. If you ever want to delete any of your outcomes or archive them, your information will never be fully deleted. However, the system administrator for Planning and Self-Study, so in this case, the Assistant Director of Assessment at the Office of Institutional Effectiveness, will be able to hide those outcomes for you. So again, if you ever wanted to delete your outcomes, please let the Assistant Director of Assessment know and that person will be able to hide those outcomes, so you can start afresh. If you have any questions about this process. Please feel free to reach out to the Office of Institutional effectiveness.