Adding or Editing Program Information

Your home dashboard should include your program(s). You may have projects listed on this page, but for now we are going to focus on the foundational program information. To do this, select the purple square that says **ENTER PROGRAM**.
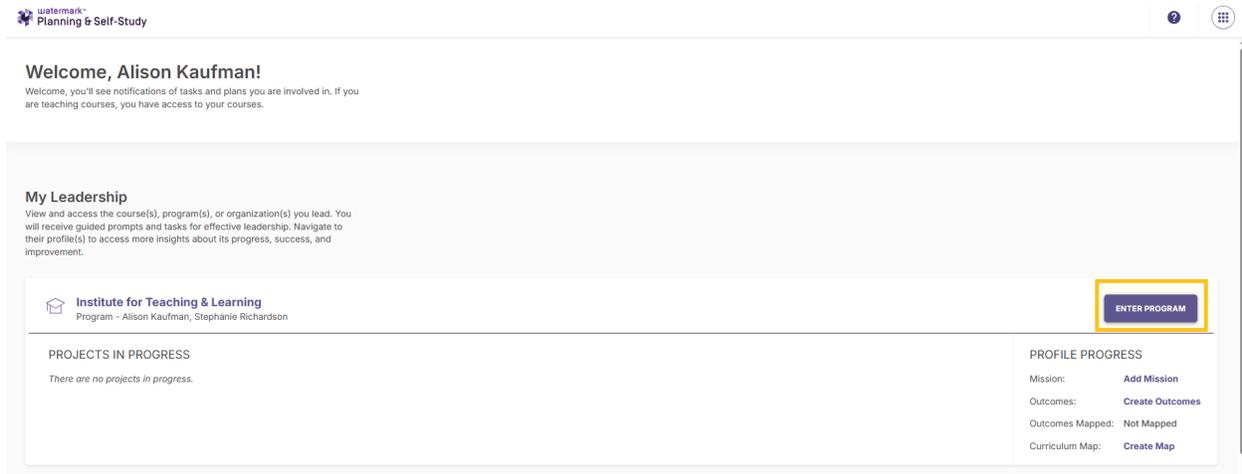

Figure 1

Your program's dashboard is going to look different based on where you are in the assessment process, but every program screen has a toolbar along the left side of the screen that will help you navigate your program's space. To start, click the **Program Information** link on that toolbar.
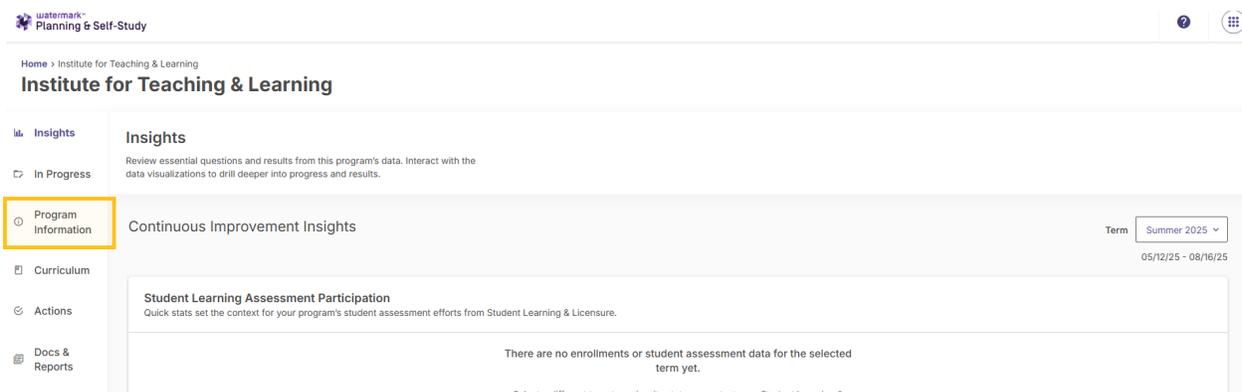

Figure 2

Adding or Editing a Mission Statement

If you don't have a mission statement associated with your program, the first thing you are going to do is enter your mission statement by clicking **ADD MISSION**.
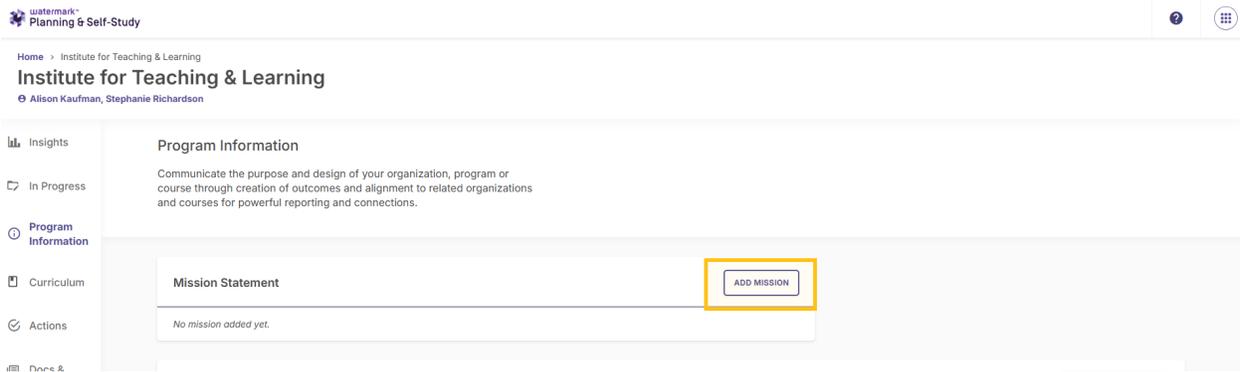
Figure 3

When you enter a mission statement in the Program Information section, it will exist in all other workspaces in Planning and Self-Study. At any time, you can navigate back to Program Information to edit your mission statement by clicking the three dots that will show up next to your mission statement.

Type or copy/paste your mission statement into the text box. Click the checkmark when you are finished.
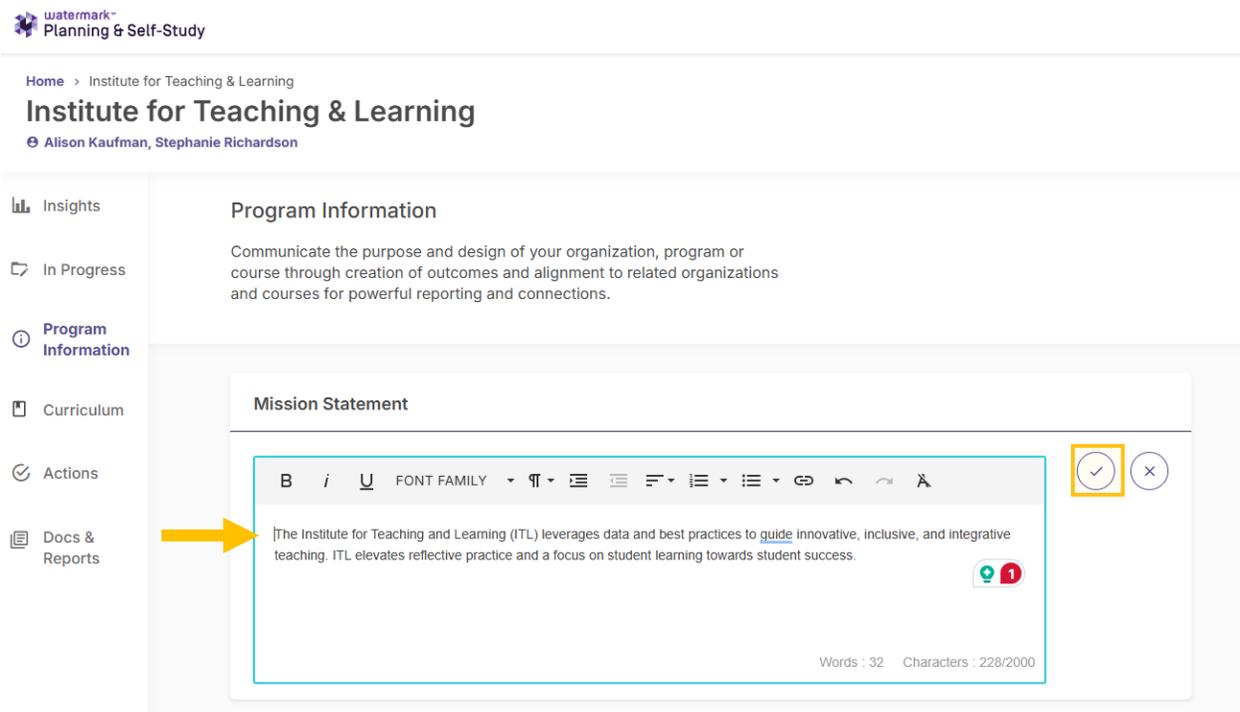

Figure 4

Adding or Editing Program Learning Outcomes

The next step in your Program Information section is to enter your program's Learning Outcomes. The Learning Outcomes you enter in this area should match the Learning Outcomes you have listed on the YSU Course Catalog. You will be able to archive, delete, or edit learning outcomes in the future, but be sure you are doing this in alignment with the process for program changes via Academic Senate. Click on either **MANAGE OUTCOMES** button to begin with adding your outcomes.

Just a reminder, Learning Outcomes typically start with "Students will be able to..." and are focused on what you hope students know, learn, or are able to do because of your program. Success Outcomes

should be thought of as more program goals or effectiveness goals, and are goals related to things like graduation, retention, staffing, budget, etc. This system allows you to track both, but we are focusing here primarily on your program level Student Learning Outcomes.
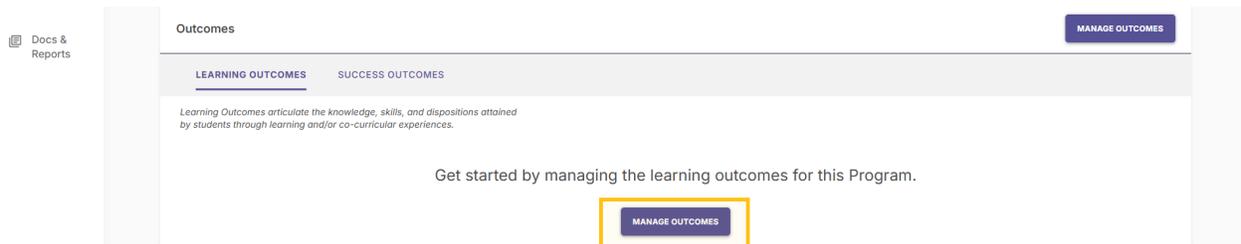

Figure 5

You are now able to manage both your learning and success outcomes. To add one of your program Student Learning Outcomes, click on the button that says **CREATE NEW OUTCOME**.
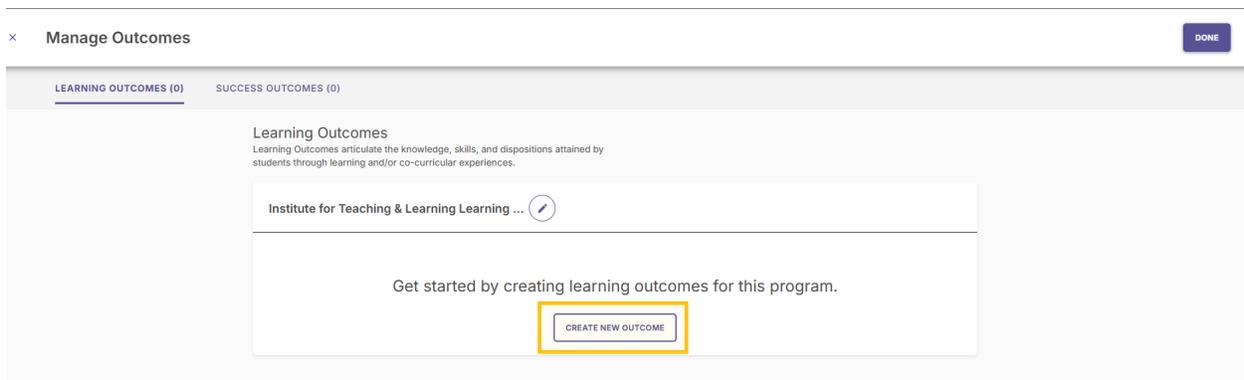

Figure 6

A pop up will appear allowing you to add your outcome. You'll first need to add a short Outcome Title (this is a required field). Your Outcome Title might include something like *SLO1: Communication*. Then you will enter your full program Student Learning Outcome in the Outcome Description textbox. The Outcome Description textbox might include text such as, *Students will be able to communicate original research*. You do not need to add any Tags, but if you'd like you can use tags related to Blooms Taxonomy levels (apply, create, etc.). Once you enter your information, click **CREATE**.
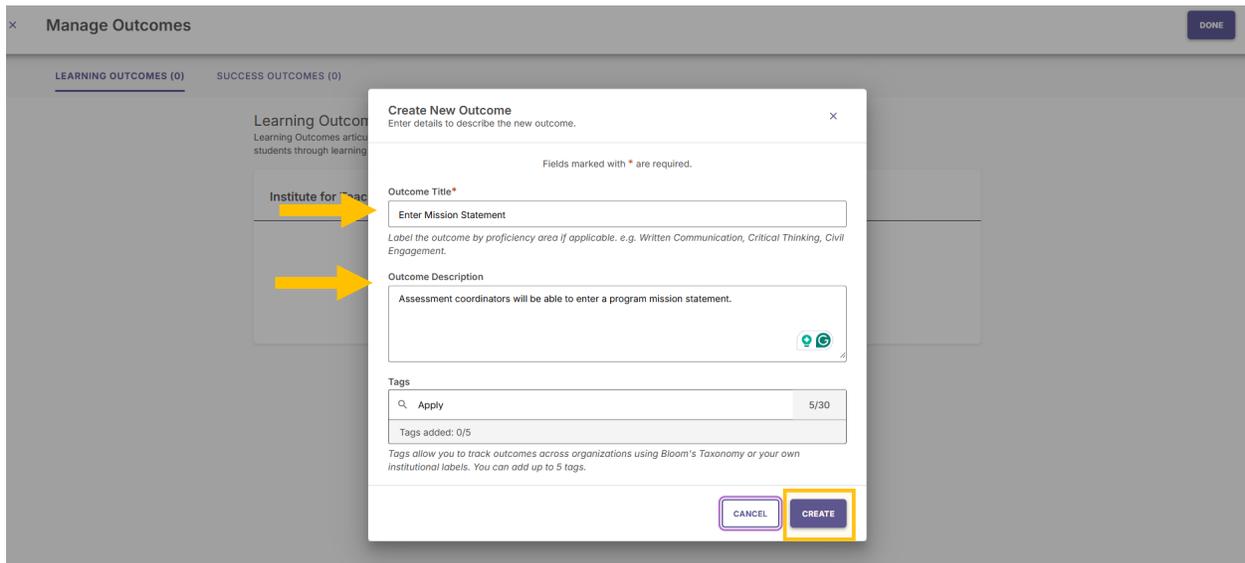
Figure 1

Your first outcome now appears, and you are directed back to the main screen of the Manage Outcomes section. If you added any tags, you'll notice them under your outcome. After you enter your outcome, next to the outcome is a button with three dots. If you click on the three dots, you can edit, archive, or delete your outcome.
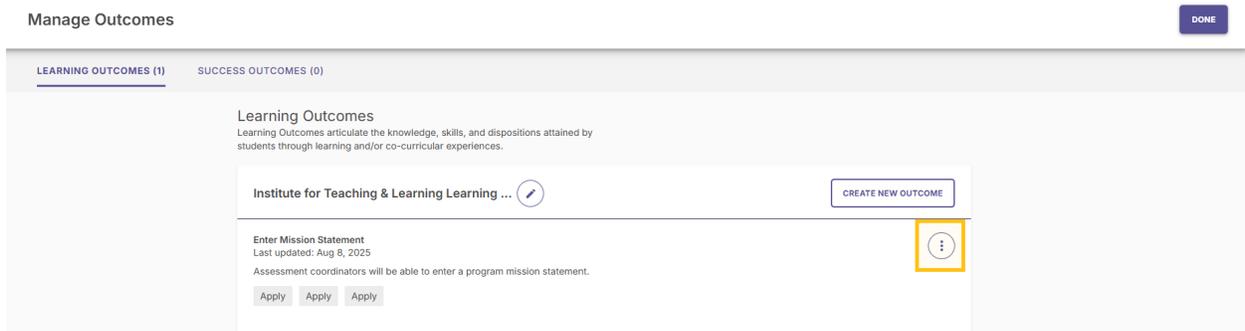

Figure 7

You can continue adding outcomes by clicking the **CREATE NEW OUTCOME** button. Just a reminder, the three dots next to each outcome allow you to edit, archive, or delete an outcome. The arrows allow you to change the order your outcomes appear. The order they show up here is how they will appear in your curriculum map.

If you'd like to add any Success Outcomes, click the Success Outcomes tab and follow the same process. Success outcomes are entered the same way but are optional for learning outcomes assessment. This could be a good place to manage any program effectiveness goals.

When you have finished entering your outcomes (and remember, these should match your program outcomes in the YSU Course Catalog), click **DONE** to go back to your program information screen.
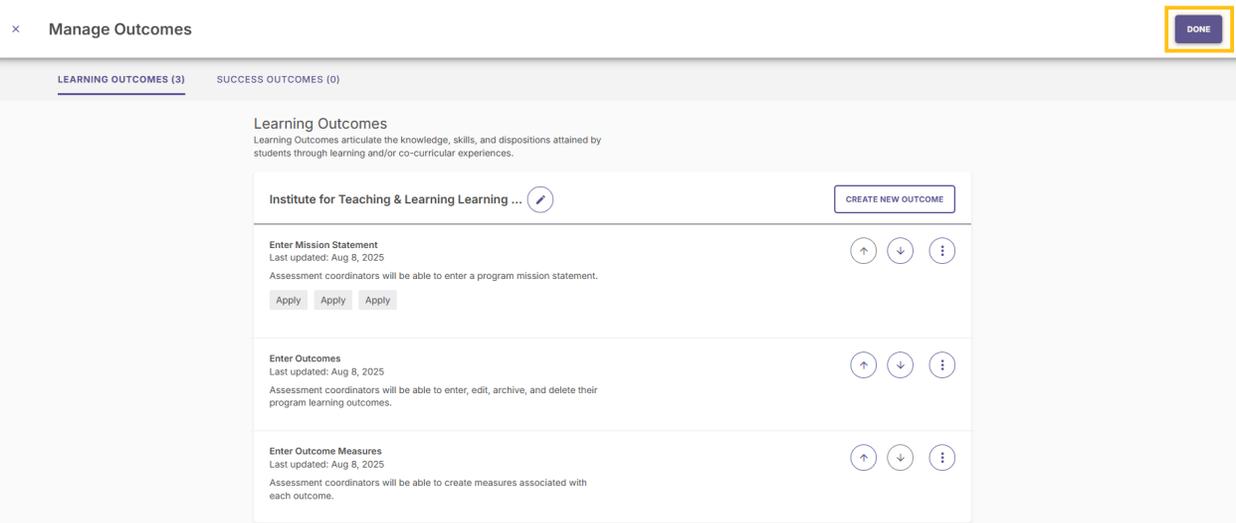
Figure 8

Mapping Learning Outcomes to University Outcomes

While not required, you can align (called Mapping in Watermark) your student learning outcomes to the [University Wide Learning Outcomes](#) (UWLO) or other strategic priorities of the University. For this example, we are going to show you how to map a program outcome to a UWLO. To begin mapping, click **EDIT OUTCOME MAP**.
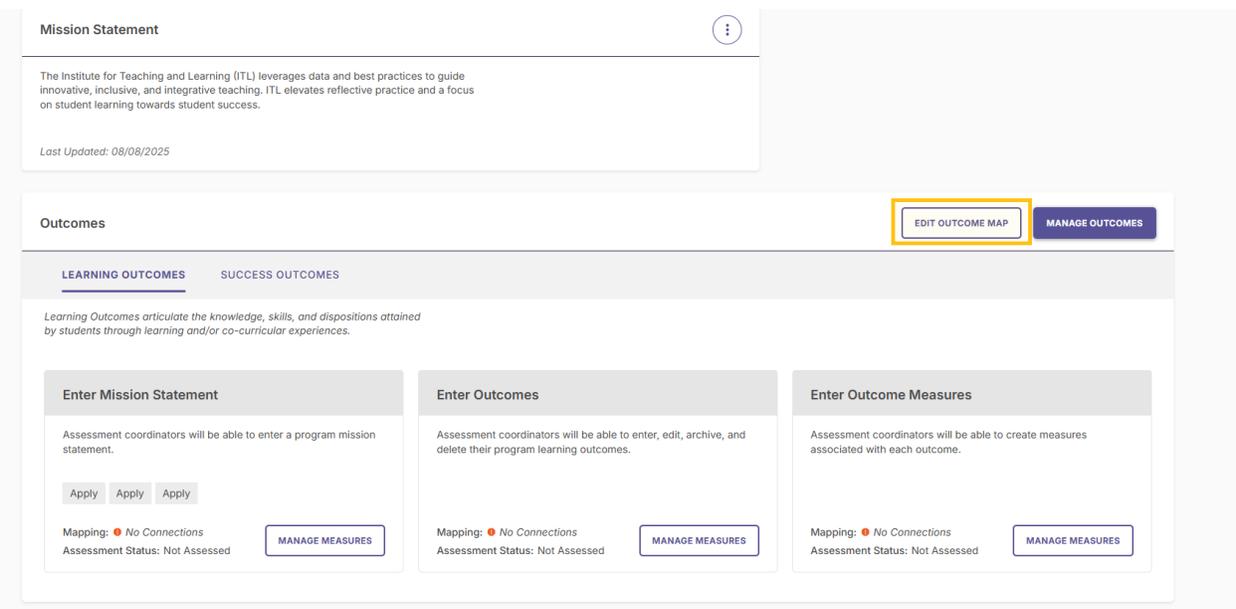

Figure 9

An outcome map screen will pop-up. On the left side of the screen are your program learning outcomes that you previously entered. Along the top are the organizational outcomes that are shared with your program. You cannot edit the organization outcomes available to your program, but if you need something added in this area, please email ysuitl@ysu.edu to request the outcome set.
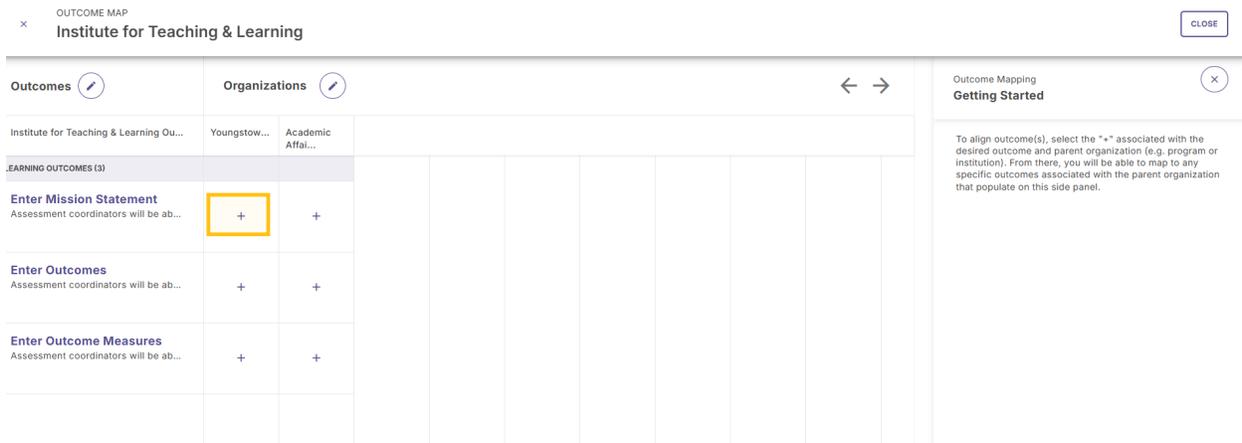
Figure 10

If you click the **+** (plus sign) in any of the boxes on the map, you can create an alignment between a program outcome and an organization outcome. In this example, you are going to click the **+** (plus sign) aligning the first program outcome with the UWLOs. After clicking the **+** (plus sign), a pop-up appears on the right side of the screen that lists your outcome and the organizational outcomes you can align with.

You will need to toggle the "Aligned" option to **YES** to be able to check any of the UWLOs.
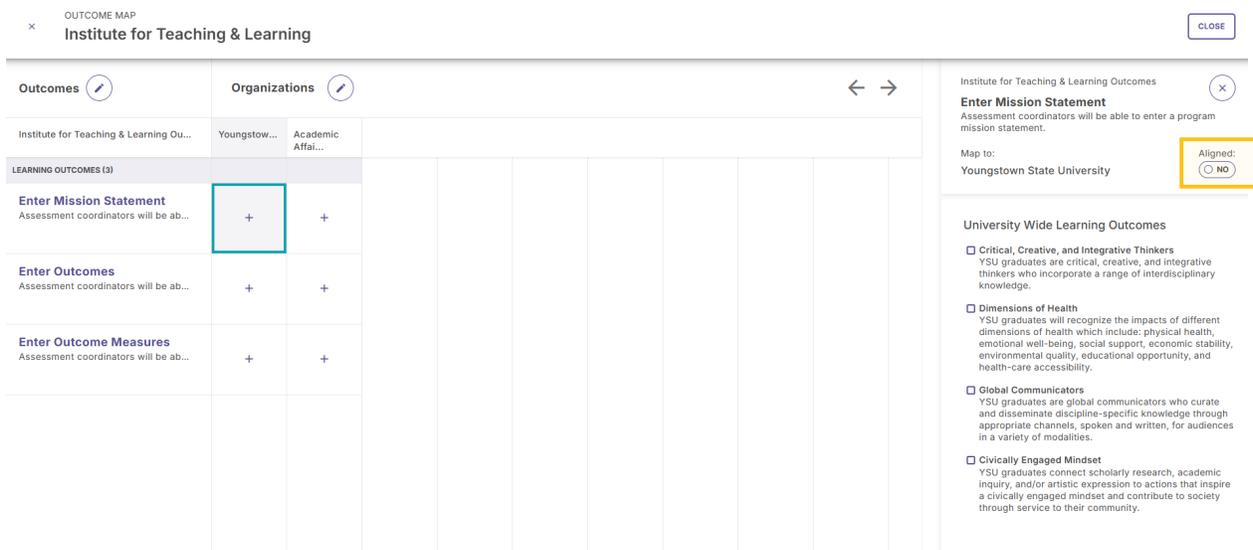
Figure 11

After you toggle alignment to **YES**, you can use the checkbox to align to one or several of the UWLOs by checking the checkbox next to the outcome. After you check the box next to the aligned UWLO(s) a checkmark will auto populate in the main Outcome Map.

Figure 12

You can continue this mapping process for each of your program learning outcomes.

Adding a Learning Opportunity Map

If you have a Learning Opportunity Map that already exists as a file, you can upload that in the **Docs & Reports** section of your Program Information.

Adding or Editing Assessment Measures

The central way to add and manage assessment measures is via Program Information. There are several other ways to add measures, such as directly in the curriculum map or when you are annually reporting data (which is great for flexibility and when things change!), but our guidance is to start by first adding measures in this central location, **Program Information**.

Measures are associated with an outcome and can be added to any specific outcome by clicking **MANAGE MEASURES**.

Figure 13

Click **CREATE NEW MEASURE** to add your first measure for the selected outcome. Just a reminder, measures are directly linked to an individual outcome. If you have a measure that repeats, you'll need to enter that measure again for a different outcome.
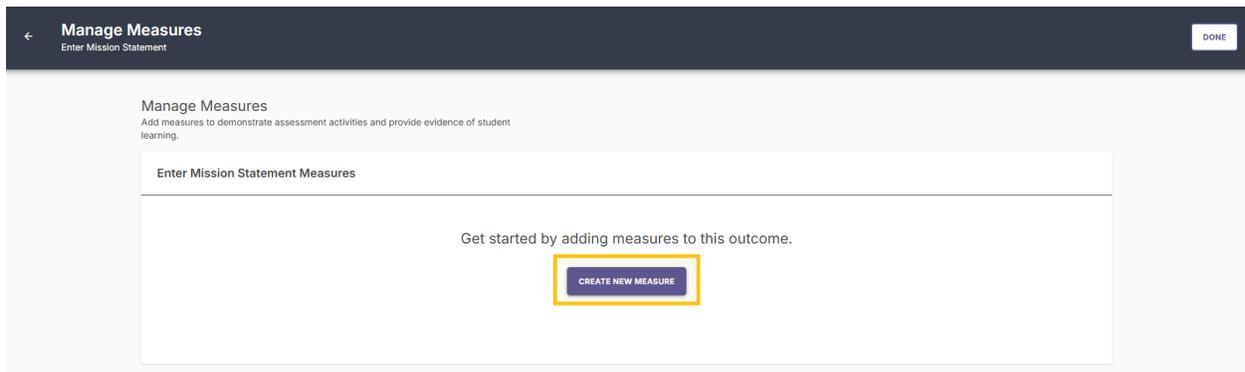

Figure 14

A pop-up window will appear for you to enter your measure. First give your measure a short title in the **Title** textbox. Next use the **Method** dropdown to identify your measure type. Here is a quick refresher on measure types:

- *Direct measures* are methods for assessing actual samples of student work to provide evidence of student performance relative to the outcome (for example, an exam or graded presentation).
- *Indirect measures* are methods for assessing information on student learning that do not rely on actual samples of student work (for example, self-reported survey data from an exit survey).

We recommend having at least two measures per outcome, with at minimum one of those measures being a direct measure.

After you select your **Method** type, enter a **Description** of your measure. This does not need to be long but should provide additional context with the **Title** textbox.
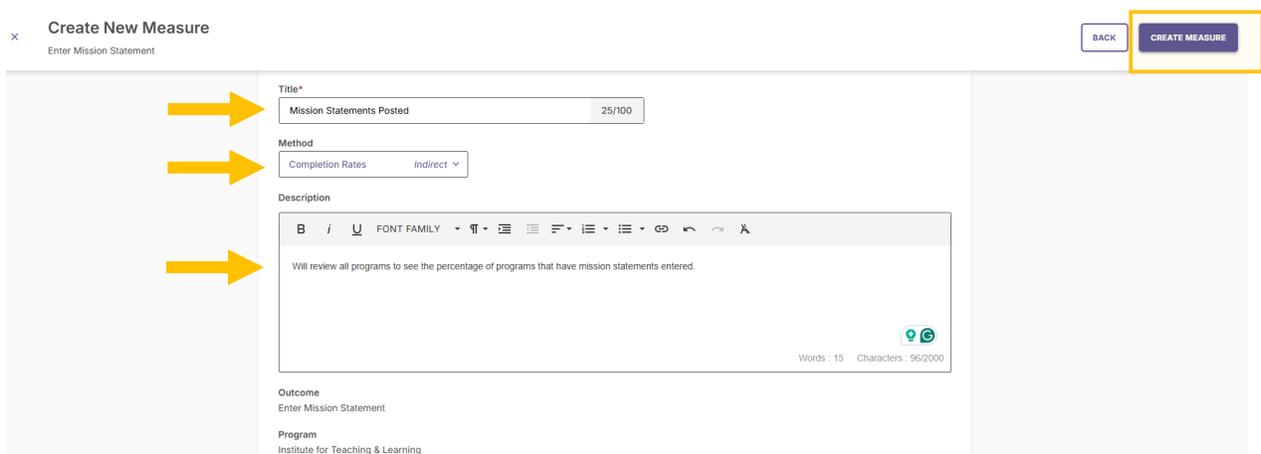

Figure 15

If your measure is not course based (such as an exit survey), click the checkbox that says, "This is a non-course-based measure."

Enter your **Target** performance level (if you have one). You may also include any attachments, such as rubrics or tools that would support your measure by clicking **ATTACH FILES**.

You do not need to do anything in the Alignments section. Eventually this system will be connected to Blackboard and this section will be relevant, but for now you are done adding your measure. Click **CREATE MEASURE** to finish.

Figure 16

The measure you just added will show up under the selected outcome. If you click on the title of the measure, you can go in and make any desired edits or delete your measure. To add your second measure, click **CREATE NEW MEASURE**.

Figure 17

After adding an additional measure, the measures will show up as tiles listed under the outcome. This is the central location for adding measures, but in future reporting years, you will be able to add, edit, or delete measures directly from your reporting screen. When you are finished entering all your planned measures, click **DONE** to be brought back to your main program information screen.

Manage Measures
Add measures to demonstrate assessment activities and provide evidence of student learning.

Enter Mission Statement Measures   CREATE NEW MEASURE

Survey

Will survey assessmend coordinators to see how familiar they are with this process.

Mission Statements Posted

Will review all programs to see the percentage of programs that have mission statements entered.

Figure 18