ENTERING ASSESSMENT DATA FROM COURSE OBJECTIVES INTO SPOL
Log in to SPOL and click the “Assessment” icon.

Click on “View My Programs”

Double click on the appropriate program.
Click on the icon to the left of “Course Objectives”

Click on the icon to the left of the title of the appropriate course

Click on the icon to the left of the title of the appropriate course – AGAIN 😊
Click on the icon to the appropriate course objective.

Click on “add” button to the right of the “measurement” screen.
In the “Create a New Measurement” screen that opens – type anything in the “Measurement Notes” section that you (or the chair/director that follows you) would want to know about this assessment data.

For example:

![Image of Measurement Notes]

Data collected from questions on standard course final - data gathered from all students in sections 101-104. Four multiple choice questions. Success = correctly answered 3 of 4 m.c. questions.
Enter your sample size into the appropriate box

Enter the percentage of students from the sample who successfully met the objective

*not sure how to get this number? Feel free to use the “old spreadsheets” – this is the number found on the “course summary” page
Click on the “Select a Class” Link

In the new window that opens – click on the name of the class

Then, click on the name of the class again in the new white box that pops up
Click on the “save” icon

To enter data for the next objective – click on the name of the program in the “breadcrumb” trail at the top of the page
If you run into any issues along this process – please don’t hesitate to contact the Office of Assessment in Academic Services

- assessment@otc.edu
- 417-447-8116

Thank you!