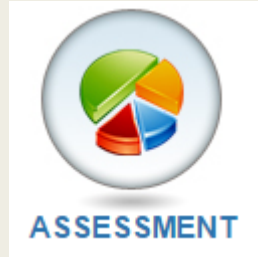




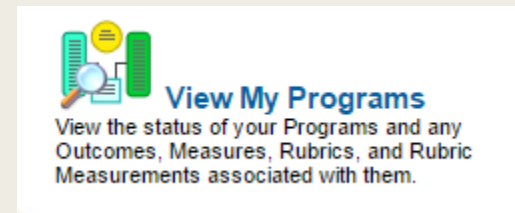
ENTERING  
ASSESSMENT DATA  
FROM COURSE  
OBJECTIVES INTO  
SPOL



Log in to SPOL and click the “ Assessment”  
Icon



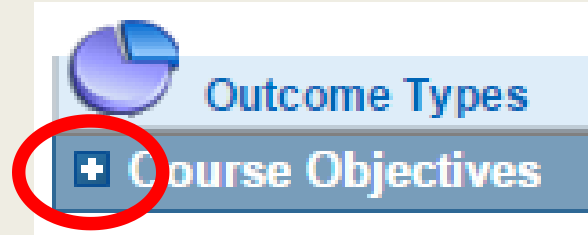
Click on “View My Programs”



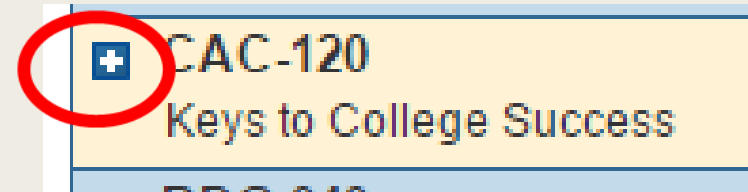
Double click on the appropriate  
program

My Programs	
Program	
TLC Tutoring	
TLC CAC Courses	
Tutoring and Learning Center	

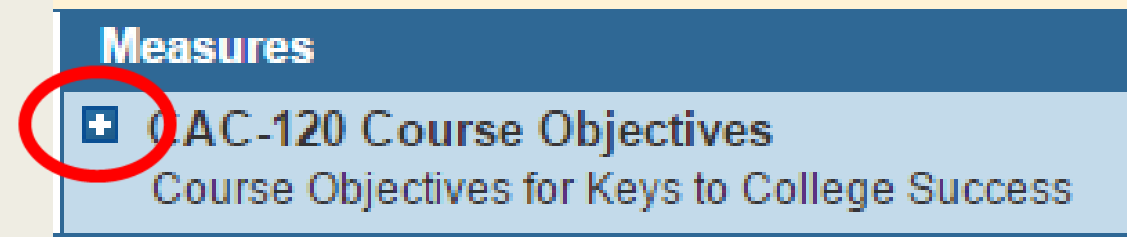
Click on the icon to the left of “Course Objectives”



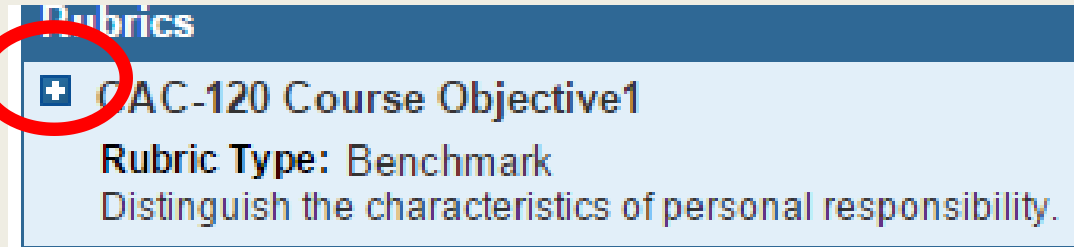
Click on the icon to the left of the title of the appropriate course



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



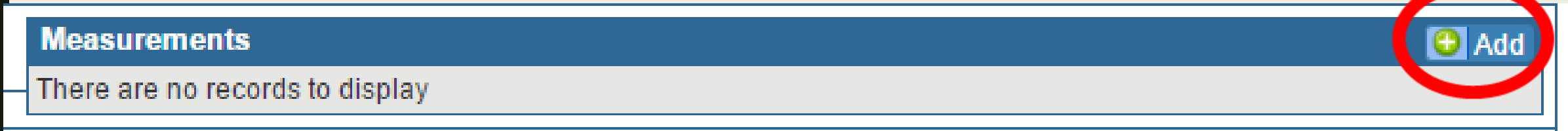
Click on the icon to the appropriate course objective



Rubrics

- + CAC-120 Course Objective1  
Rubric Type: Benchmark  
Distinguish the characteristics of personal responsibility.

Click on “add” button to the right of the “measurement” screen



Measurements

There are no records to display

+ Add

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:

	Planning Year	Planning Term
Measurement Notes:	2015-2016 ▼	Select Planning Term ▼
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

Sample Size:

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

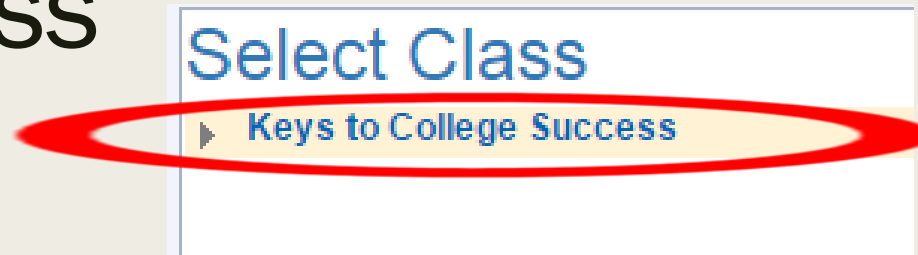
Actual Score:

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

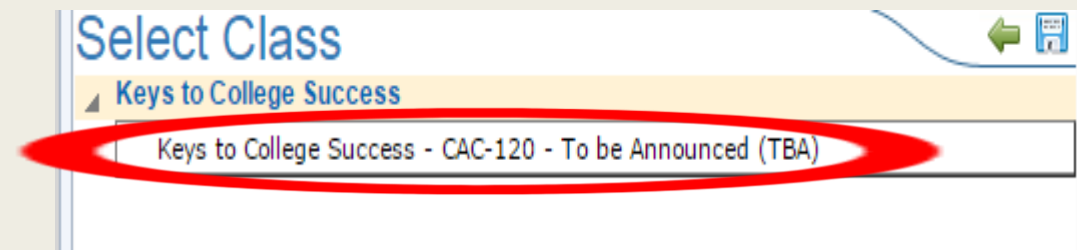
Click on the “Select a Class” Link

[Select a Class](#)

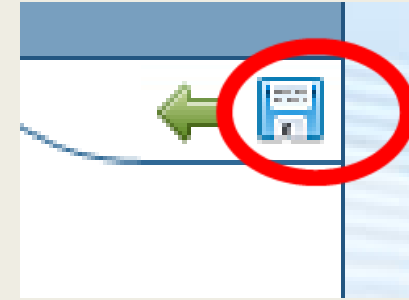
In the new window that opens – click on the name of the class



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](mailto:assessment@otc.edu)

– 417-447-8116

Thank you!