Get Started

On the left, log in and click Student Learning Outcomes under Create/Edit Proposal on the main menu.

**Note:** Student Learning Outcomes may be entered at any time and are not connected to the approval process in CurricUNET.

On the left, click View My Courses - OR - choose the Subject from the drop down menu to narrow your search.

Click the Edit Icon next to your course listing.

Course Checklist

The Course Checklist is located on the right and the entry fields are in the middle of the screen.

**Main:** The first page of Course Checklist after completing step one.

Click Student Learning Outcomes on the Course Checklist.

Check the Create Heading box. Enter the heading in the text field. **Example:** Students who complete the Accounting Program will gain facility with: Click [Add]. (Required)

Make sure that your college is selected from the drop down menu. (Required)

Course Checklist

**Activation Date:** Enter the date you want the outcome to be active. If no date is entered, the status of the outcome will remain Pending. The outcome will only switch to Active status once a date has been entered. (Optional)

**Deactivation Date:** Use this entry field if you wish to deactivate an outcome. (Optional)

**Outcome:** Enter the outcomes in the text field. **Example:** Critical Thinking: Students will be able to analyze, prepare, and present solutions to business problems, etc. Each outcome will be entered separately. (Required)

Assessment/Measurement, Criteria and Improvement Strategies are not required text fields. Click [Add].

A summary of the Outcomes and Assessments will appear at the top of the page.

Click [Finish] when all outcomes have been entered to save the page.

**Note:** The Activation/Deactivation dates are optional. You may use these dates to track the history of student learning outcomes entered for each course or program. Once you deactivate an outcome, it will no longer appear on the SLO Report.

Click the link to the SLO Report to view the report.

http://www.sdccdcurricu.net/SDCCD2/