

COURSE-LEVEL ASSESSMENTS

Guidelines for Using Course-Level Assessment Website

DUE DATES FOR COMPLETION OF COURSE-LEVEL ASSESSMENTS

- Fall Semester—February 1
- Spring Semester—July 1
- Summer Semester—August 31

Course-Level Assessments

To access the Assessment website and video tutorial for course-level assessments:

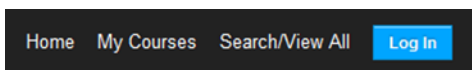
- * icc.edu >
- * Faculty & Staff >
- * Teaching & Learning Center >
- * Assessment

To access the Course-Level Assessment site:

- * <http://cde.icc.edu/assessment/>
- * Note that this is also available as a link on the Assessment website (above).

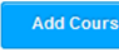
Log in to Course-Level Assessment site

- 1) Click **Log In** in the upper-right corner



- 2) Enter your ICC network/email username and password
- 3) Click **Submit**

Add a New Course

- 1) Click on the **Add Course** button 
- 2) Complete all entry boxes
 - **Catalog number**—refers to the 3-digit catalog number for the course (e.g., 110)
 - **Class number**—refers to the 4-digit class number that appears in the class schedule and on your eServices roster

- **# Students Enrolled**—the number of students on your roster on the course start date
- **# Students Completed**—the number of students enrolled on the course end date

- 3) Click **Save**

Select a Method to Record Assessments

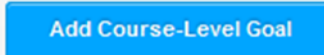
Narrative Method

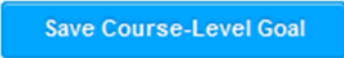
The assessment narrative provides a space for you to upload documents, audio/video files, and/or links to share your assessment.

Grid Method

The assessment grid breaks down your course assessment into small pieces of information, including the course goal, the measure of assessment, the results of the assessment activity, your comments regarding these results, your plans to change teaching to improve student learning, and any budget requests.

Add a Course-Level Goal

- 1) After selecting a course from the “My Courses” page, click on the **Add Course-Level Goal** button 

- 2) Enter a course-level goal from the official course syllabus (can be located at cde.icc.edu)
- 3) Click on the **Save Course-Level Goal** button 

Narrative Method

- 1) Click on **Attach File or Link** next to the appropriate course-level goal

» [Attach File or Link](#)

In either case, please answer the following questions using your selected medium:

- a) What course goal does this assessment focus on? Please include the name of the course as well as the specific course goal.
 - b) Briefly describe the specific assessment results (formal or informal) that led you to attempt to improve student learning.
 - c) What did you do in response to the assessment results to improve student learning? Please be specific.
 - d) Describe the results. How did your response and new actions impact student learning? Please be specific.
 - e) Explain what you will do now. How will this assessment and response lead to future improvements in student learning?
- 2) Follow the on-screen directions for the method you chose:

Attach File:

- * *Supported file types: Word Document, PDF, Excel, txt, jpg*
- * *Max. File Size: 2 MB*

- a) Click **Browse** to locate the file on your computer
- b) Type an optional name/description to replace the filename
- c) Click **Upload File**

Attach Link to Website or Video:

- a) Enter (by either typing or copying/pasting) the URL
- b) Type an optional name/description for the website or video
- c) Click **Attach Link**

Grid Method

- 1) Click on **Add/Edit Measures** next to the appropriate course-level goal
- 2) Click the **Add Measure** button
- 3) Enter the Measure of Learning (Direct or Indirect)

[Add/Edit Measures »](#)

[Add Measure](#)

The following definitions were taken from ASSESSMENT: INSTITUTIONAL DEFINITIONS AT ILLINOIS CENTRAL COLLEGE (January 2011)

- Direct measures of student learning include, but are not limited to, standardized tests, locally-developed tests, papers, portfolios, juried reviews, and capstone courses. (Tammone)
 - Indirect measures of student learning include, but are not limited to, alumni, employer, and student surveys; exit interview and focus groups; graduate follow-up studies; transfer success studies; and job placement data. (Tammone)
- 4) Enter the outcomes
 - **Number Meeting Goal**—refers to the number of students who met the instructor's goal for the Measure of Learning
 - **Number Completing Task**—refers to the number of students who completed the Measure of Learning
 - 5) Enter comments in the following (optional) fields:
 - Comments Regarding Results
 - Proposed Changes (If Any) To Improve Outcome
 - Recommendations for Planning and Budgeting (If Any) To Improve Outcome
 - 6) Click **Save Measure**
 - 7) Repeat Steps 3-6 as needed

FOR ASSISTANCE COMPLETING COURSE-LEVEL ASSESSMENTS, CONTACT THE TEACHING & LEARNING CENTER
FOR ASSISTANCE WITH YOUR USERNAME/PASSWORD, CONTACT THE HELP DESK