

Helpful Hints Compliance Assist-Planning Module

- 1.) Always make sure you are in the appropriate year (Edit Filter-choose fiscal year)
- 2.) Strategic Planning items are always located at the University level
- 3.) Select New Item to insert new learning or new operational outcomes
- 4.) Always enter a number with two leading zeros and academic year (001_sp15; 001_1516)
- 5.) Always provide an abbreviated Student Learning Outcome (SLO), major area, and degree (SLO_Aerospace Engineering_BSAE) and Operational Outcome (OPO), major area and degree or abbreviate subunit or outcome, and head unit (OPO_Sponsored Programs_Research Econ Develpt or OPO_Admissions_Student Affairs or OPO_Aerospace Engineering_BSAE)
- 6.) Always click “Save” and choose the related tab on all operational outcomes to relate back to the strategic plan
- 7.) If you accidentally choose the wrong year and enter your outcomes, simply change the fiscal year within the outcome and select save. This will move your outcome to the correct year. To view the outcome in the revised year, edit filter and select the appropriate one. Your outcomes should appear after you have filtered to the correct year.
- 8.) Progress of an outcome can extend for many cycles and should be selected as ongoing. The implementation year and outcome number will remain the same until the outcome has been checked as completed.
- 9.) You can add or complete outcomes at any given point. Always remember to choose completed for an outcome that has been fully addressed. When adding a new outcome, always remember to indicate the academic year that it is implemented in the numbering scheme.
- 10.) You can add sources to the assessment method, data collected, and use of results sections once the outcome has been created (saved). You can add folders, files (of all types), and utilize the multiple file uploader if needed. (possible types of sources; completed data, graphs, tables, survey templates, rubrics, exams, capstone project rubrics or samples, presentations, etc.).