Using the Assessment Reporting System

Inputting Course Assessment Results
Step 1

Click on this link: Campus Labs OUTCOMES Assessment Reporting System and log in with your UH ID.
Troubleshooting

If only the College appears in this leftmost column, refresh the page.

The leftmost column should look like this.
Step 2

Select the “Outcomes” tab

Choose Year and Term

Academic Year 2017-18

Term: Fall 2017

ILO 1
Communication
Communicate effectively in a variety of situations.

ILO 2
Critical Thinking
Utilize critical thinking to solve problems and make informed decisions.

ILO 3
Contributions to Community and Culture
Apply knowledge and skills to make contributions to community that are respectful of the indigenous people and culture of Hawaii Island, as well as o...
Step 3
Use the navigation bar on the left to find your course. The path will be:

- Hawaii Community College
- Academic Affairs - Instructional
- Business Education & Technology
- Accounting
- Your Academic Division (School)
- Your Program (Department)
- Your Course Alpha/#
**Step 4**

**Click on a CLO**

Do not enter data for PLOs
Step 5

Click on “Assessment”

PLEASE DO NOT:
- Edit the CLO
- Toggle the “measure” switch off
- Use the “Relate” option
Step 6

Follow the instructions below each field.

Briefly describe the assessment

Identify the assessment tool (drop-down menu)

Enter the assessment date

Click on “Submit”
Step 7

Click “Attachments” to upload required and optional supporting documents.

Examples: assignments, exams, rubrics, scoring guides, surveys, exemplars
Step 8

Click “Add Results” to enter your assessment strategy information and results data.
**Step 9**

Select Scoring Scale and Type

Enter minimum score for each Achievement threshold.

Pass/Fail = Binary Scale Met/Did Not Meet

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**Example Assessment**

**ACC252_CLO1**

CLO1: Apply fundamental accounting principles to set up and maintain records using Quickbooks.

**Thresholds**

Enter the minimum scores/percentages for each of the following achievement level thresholds.

<table>
<thead>
<tr>
<th>Threshold</th>
<th>Minimum Score</th>
<th>Partially Met</th>
<th>Met</th>
<th>Exceeded</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-59%</td>
<td>0%</td>
<td>60%</td>
<td>75%</td>
<td>90%</td>
<td>100%</td>
</tr>
<tr>
<td>60-74%</td>
<td>60%</td>
<td>75%</td>
<td>80%</td>
<td>90%</td>
<td>100%</td>
</tr>
</tbody>
</table>
Step 10

Enter the number of students in each achievement category. If 0, enter 0.

Describe the Assessment Strategy (4,000 characters)

Follow the instructions below the text field.

Enter Scoring Method (drop-down menu)
Step 11

Enter Results Analysis (4,000 characters)

Follow the instructions below the text field.

Enter Action Items for Improvement

Click “Submit”
CONGRATULATIONS!
Your CLO assessment report is complete!

Click “Back to List” to return to the course screen and enter assessment results for another CLO.

A summary of your quantitative results is displayed on the right.
The CLO and aligned PLO results will graphically reflect your assessment. Your results also will “roll up” to contribute to Institution-wide results.
Resources and Contact

Assessment Resources

- HawCC Assessment Home Page
- HawCC Assessment Reports & Resources
- HawCC Assessment Handbook
- HawCC Assessment Reports Archive
- HawCC Assessment Master Schedules for Programs & Courses

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