Navigate to College/Departments

1. COPY and PASTE the link into a browser (*preferably Firefox or Chrome*): <u>https://towson.campuslabs.com/planning</u>

OR

Visit the Office of Assessment website: http://www.towson.edu/assessmentoffice/

Office of Assessment



The Office of Assessment within the Division of Academic Affairs coordinates Towson University's assessment process focusing on student learning outcomes. Assessment of student learning occurs at the course, program and institutional levels and encompasses academic and co-curricular activities.

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2. Enter your Towson username and password

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3. After you have logged in successfully, the **Dashboard** screen is displayed. On the right side of the screen, select "**Student Learning Outcomes**" from the **Plans Menu**.

| AY 2017-2018 Dashboard | | |
|------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------|
| FILTER | Sort Default + | Plans |
| My Items (3102) Responsible Items (0) Contributor (3514) | | Towson Strategic Plan |
| Middle States Info Literacy & Tech Competency | | Dpmt/Unit Outcomes |
| Provost's Office and Academic Affairs : Other Learning Outcomes Middle States 1:Middle States Info Literacy & Tech Competency 1 | 7/1/17 - 6/30/18 | Other Learning Outcom |
| A Model of Outstanding Stewardship – People and Natural Resources | | |
| Institution : Towson Strategic Plan 7:Strategic Goal 🌡 | 7/1/14 - 6/30/20 | Student Learning Outc |

4. On the Plans screen,

- a. Select the reporting year (for e.g. AY 2017-2018) from the drop down menu (if necessary)
- b. Change the plan type to "Student Learning Outcomes" (if necessary)
- c. Click on "My Units" to display your college then select the college to display the departments.

| AY 2017-2018 Student Learning Outcome | AY 2017-2018 / STUDENT LEARNING OUTCOMES |
|--------------------------------------------------------------------|-----------------------------------------------------------------------|
| My Units Institution | 🌲 Plan Items |
| Q search | FILTER |
| College of Fine Arts and Communication | There are no plan items associated with the current Time Period, Plan |
| | Show 10 Viewing 0-0 of 0 |

5. Click on the college to display the departments.



6. Click on the department to view or update core courses annual reports or assessment plan.



7. After the department is selected, click on the program to view or update the program annual reports or assessment plan.

| A Planning | |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| | AY 2017-2018 / STUDENT LEARNING OUTCOMES |
| Student Learning Outcome ▼ | < Music BM |
| My Units Institution | A Plan Items |
| | FILTER |
| Q search | Music |
| Institution | Music BM |
| Provost's Office and Academic Affairs | BM: Program Assessment Plan 1 |
| College of Fine Arts and Communication | Demonstrating technical mastery in the performance of a musical instrum in the art of composing music. |
| Music BM | Music BM 1: Program Outcome Results 🖡 |
| | Performing and/or composing music with acuity, musical insight and artis |
| | Music BM |
| | 2: Program Outcome Results 1 |
| | Demonstrating an advanced knowledge and understanding of music and examining and writing about music effectively. |
| | Music BM |
| | 3: Program Outcome Results 🗓 |

Editing Core Courses

1. Click on the department to display the "Core Assessment Plan" and "Core Outcome Results" (core annual report).



2. To the right side of the screen, change the Sort option to Number Identifier.



3. If the assessment plan or annual report is not displayed, change the number of reports shown or click the **Next** option.

| Music | |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| MUSC 105: Core Assessment Plan 🗓 | 7/1/16 - 6/30/1 |
| Appletin machice a range of expression within a specific art while exhibitin | g rigorous standards of technique. |
| Appletin matrice a range of expression within a specific art while exhibitin Music 25 MUSC 50 re Outcome Results 11 | g rigorous standards of technique. Approved by Colleg 7/1/16 - 6/30/1 |

4. Click on the course name to edit the assessment plan or select the core outcome name to edit the annual report.

| Introduction to Music of the Western Heritage Music MUSC 101: Core Assessment Plan 11 Assessment Plan | 7/1/14 - 6/30/20 |
|----------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Discuss the context and structures of cultural traditions [in terms] of literature, art, music, cu | llture, or society. |
| Music MUSC 101-1: Core Outcome Results 1 | Approved by College 7/1/16 - 6/30/17 |
| Use methodologies associated with the study of cultural traditions in the arts and humanitie | s to reflect on the experiences of a |
| Music MUSC 101-3: Core Outcome Results II | Approved by College 7/1/16 - 6/30/17 |
| Engage in a critical assessment of how the student's own experience has been affected by parts and humanities. | articular cultural traditions in the |
| Music MUSC 101-4: Core Outcome Results 🖡 | Approved by College 7/1/16 - 6/30/17 |
| Music Theory for Non-Majors | |
| Music MUSC 105: Core Assessment Plan 1 | 7/1/16 - 6/30/19 |

5. To edit each section, click in the text box provided for that section and enter the information or select an option from the drop menu (if necessary).

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6. After all the information has been entered in the report, click "**Done**" to return to the department courses list.

Editing Programs

1. Click on the program name to display the "**Program Assessment Plan**" and "**Program Outcome Results**" (program annual report).

| ♠ ₫ | AY 2017-2018 | AY 2017-2018 / STUDENT LEARNING OUTCOMES |
|--------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| | ▲ Student Learning Outcome ▼ | |
| | My Units Institution | A Plan Items |
| | Q search | Music |
| | Institution Provost's Office and Academic Affairs | Music BM BM: Program Assessment Plan 11 |
| | College of Fine Arts and Communication Music | Demonstrating technical mastery in the performance of a musical instrum in the art of composing music. |
| ſ | Music BM | Music BM 1: Program Outcome Results 11 |
| | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ | Performing and/or composing music with acuity, musical insight and artist Music BM 2: Program Outcome Results 11 |

2. Click on the student learning outcome (SLO) to view or update the annual report (*the SLO is highlighted in blue*).



3. To edit each section of report:

a. Click in the text box provided for that section and enter the information.

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b. Select an option from the drop menu.

| | Template: Program Outcome Results |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Status |
| | Coordinators should select 'Ready for Review-Deans' to submit the report to the Dean or Associate Dean. Dean or Associate Dean should select 'Pinal' to confirm that materials are ready for peer review. |
| н. | Final |
| н. | In Progress |
| | Ready for Review-Deans |
| Ц. | Frui |
| | |
| | Student Learning Outcome * |
| 1 | Achievement of Student Learning Outcome (*Required) |
| L. | Did the program achieve the student learning outcome based on data analysis?-br />Select N/A if the outcome is Not Scheduled) |
| | Exceeds |
| | Exceeds |
| | ne |
| | meets |

4. Click "**Done**" to return to the student learning outcomes list.