

Entering Course Level Learning Objectives

1. Open the Database found here: [V:\TEACHING ASSESSMENTS](#)
2. On the first tab, you will enter the course name and number, the semester and the year, your name, faculty type, and your email address.

3. Enter the course objective you are assessing.
4. If the objective you are assessing aligns with one of the general education assessment objectives, please a check next to the appropriate objective.

5. Click on the Assessment Activity and Results tab.

6. Answer the “What did you do?” and the “How did it go?” questions. You may also upload supporting documents if desired.
7. Click on the Analysis and Action Steps tab.
8. Answer the “What could you have done differently?” and “What would you change?” questions.
9. Click Save Record or Save/Print if you would like a paper copy.

10. If you are ready to enter another course’s objective, click New Record. Otherwise, close the database ... you information will be saved.