

ASSESSMENT PROCEDURE

HOW TO FILL OUT EACH EXCEL TEMPLATE SHEET

OUTCOMES TAB

Fill in blanks for:

1. Name: Enter your name
2. Course: Enter the title of the course being assessed
3. SemYr: Enter the semester and year of the course being assessed. Example: Fall 2015, Spring 2016 or Summer 2016
4. Time: Enter the time the class starts and what days a week it meets. Example: 8:00 MWF or 9:00 TTH
5. CrsNum: Enter the course number found in the course schedule. Example: ENGL 101
6. Section: Enter the course section. Find these numbers behind the course number in the course schedule. Example 01 or OL
7. Outcome Descriptions: Type in your class outcomes in the order they appear in your syllabus.
8. Save your work.

PRETEST TAB

Fill in blanks for:

9. Number of Students: enter the total number of students in the class.
10. Number of Outcomes: enter the number of outcomes that you have for the class.
11. Rubric Range: LOW: enter the number that represents the least possible score. HIGH: enter the number that represents the highest possible score.

Example: LOW 1 HIGH 4, LOW 1 HIGH 5, LOW 0 HIGH 40. Rubric ranges vary from course to course and from instructor to instructor. Use what works best for your class.

12. Student Names: enter all of the names of the students on your roster.

13. Enter the pretest score for each student on each outcome. Note: Not all classes give pre and posttests.

14. Save your work.

POSTTEST TAB

Fill in blanks for:

15. Enter the posttest score for each student on each outcome.

16. Save your work

GAINS TAB

Please note that everything on this page is automatic. All information carries through to this sheet. This sheet will not contain gains information if your class does not give pre and posttests.

17. Save your work

SUMMARY TAB

Please note that everything on this sheet is automatic. All information carries through to this sheet.

18. Use the information on this sheet to reflect on the course assessed and then write your comments on your commentary form for this particular class.

COMMENTARY FORM / WORD DOCUMENT

Remember that assessment is a two-step process at Coffeyville Community College. Your electronic Commentary Form and your Excel template must be emailed to The Director of Institutional Effectiveness to complete this process for each class assessed.

19. Email your completed Word commentary form to the Director of Institutional Effectiveness.

20. Save a copy of the Excel assessment spreadsheet for yourself and then email a copy of the finished product to the Director of Institutional Effectiveness.

QUICK TIPS

*To Delete a Student from your course, if they drop, etc.: Delete the student name and scores but leave the row blank.

*To Add a Student: The name must be entered at the bottom of the column.

*If you add a new student after a pretest was given: Enter the posttest information for that particular student and leave the pretest score blank.

*If you have more than one section of the same course to assess: Open the spreadsheet and fill in all of the data that remains the same like your Outcome Descriptions. Then you can create as many copies of the template as you need before adding more specific data like student names. This saves time so you don't have to retype or recopy your Outcome Descriptions into each individual template.

WHEN YOU SAVE YOUR TEMPLATE THE FILE NAME SHOULD READ: Example:
POTTERHPER11102F16.

LAST NAME, COURSE NUMBER AND SECTION, SEMESTER ASSESSED.