

# How-To Enter Student Learning Outcomes and Outcome Assessment Activities in CourseLeaf

1. In CourseLeaf, select “Propose New Program” or find the program you’d like to edit and select “Edit Program.”

**Program Management** Help

Search, edit, add, and inactivate programs.  
Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with "MATH", \*MATH everything that ends with "MATH", and \*MATH\* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.  
Quick Searches provides a list of predefined search categories to use.

Search    History - OR  Quick Searches...

Number of Program	Program Name	Workflow	Status
1	Accounting, Minor		edited
2	Advanced Construction Manager, Certificate		deleted
3	Anthropology, Minor		edited
4	Athletic Training, Master of Science		
5	Automotive Industry Management, Minor		deleted
6	Biochemistry, Master of Science		edited

Viewing: **3 : Anthropology, Minor**  
Last approved: 05/09/24 8:54 am  
Last edit: 05/09/24 8:54 am

Catalog Pages Using this Program  
[Anthropology, Minor](#)

[Preview Workflow](#)

**History**

1. Sep 7, 2020 by ainsley.holloman
2. Mar 26, 2021 by Ainsley Holloman (ainsley.holloman)

2. The CourseLeaf Program Management Form will open in a separate window. In the section titled “Program Requirements/Components” the Student Learning Outcomes and Outcome Assessment Activities will appear as follows:

**Program Requirements/Components**

Admission Requirements (Specific to Program Only)

Student Learning Outcomes

Outcomes

1

Outcomes Assessment Activities

Assessment Activities

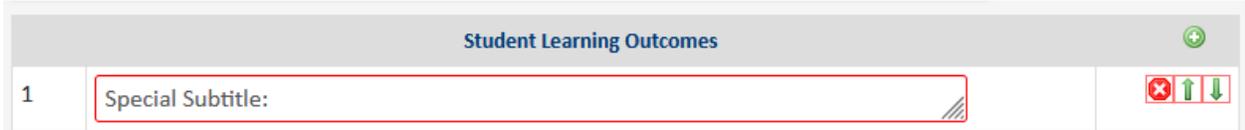
1

Curriculum

\*\*\*The text cannot be formatted in these boxes. Any attempt at formatting will not translate appropriately into the catalog. To view an example, please see the end of this how-to.

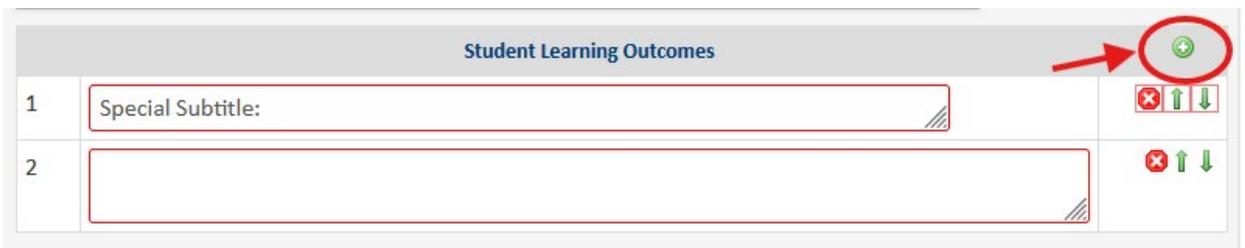
3. To Correctly enter SLOs and OAAs

- a. Enter the information on a single line. If there is a special subtitle you'd like to add, you can enter in box 1 as follows:



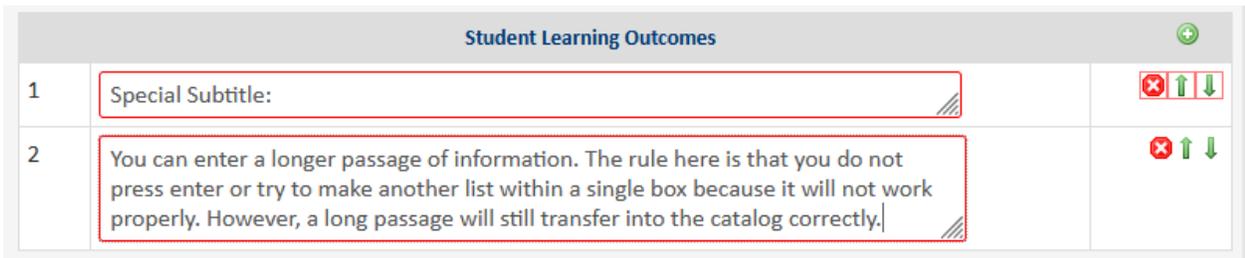
The screenshot shows a table titled "Student Learning Outcomes" with a green plus icon in the top right corner. The table has one row with the index "1" and a text input field containing "Special Subtitle:". To the right of the input field are three icons: a red X, a green up arrow, and a green down arrow.

- b. To enter the next line, select the Green Plus sign on the right-hand side of the SLO Box, and another box will appear:



The screenshot shows the "Student Learning Outcomes" interface with two rows. The first row, indexed "1", contains "Special Subtitle:". The second row, indexed "2", is an empty text input field. A red circle highlights the green plus icon in the top right corner of the first row's control area, with a red arrow pointing to it.

- c. The Green Arrows allow you to move the boxes up and down within the SLOs or within the OAAs. The Red X deletes the corresponding box.
- d. Enter the next bullet point of information:



The screenshot shows the "Student Learning Outcomes" interface with two rows. The first row, indexed "1", contains "Special Subtitle:". The second row, indexed "2", contains a longer passage of text: "You can enter a longer passage of information. The rule here is that you do not press enter or try to make another list within a single box because it will not work properly. However, a long passage will still transfer into the catalog correctly." Each row has control icons (red X, green up arrow, green down arrow) to its right.

- e. Continue to use the Green Plus sign to add additional boxes. Remember, each box is a new bullet point or number in the list. Complete SLOs and OAAs, if done correctly, will look like

this in the catalog:

## Sample Page

OVERVIEW   ADMISSION   **LEARNING OUTCOMES**   CURRICULUM   GRADUATION   PLANNING SHEET

### Student Learning Outcomes

1. Special Subtitle:
2. You can enter a longer passage of information. The rule here is that you do not press enter or try to make another list within a single box because it will not work properly. However, a long passage will still transfer into the catalog correctly.
3. Here is another bullet point, for an example.

### Outcomes Assessment Activities

> Now, this perfectly fine. As long as I do not try to create another list in this area, the information will transfer properly into the catalog.

An Example of what NOT to do:

1. Example of attempting to format the information in a single box in the form:

The screenshot shows a web form with two main sections. The first section is titled "Student Learning Outcomes" and contains a list with three items. The first item is "This is an example of what not to do:", followed by a numbered list: "1. Do not attempt to make a list.", "2. Do not add your own numbers or bullet points.", and "3. Do not press enter to start a new line." The second section is titled "Outcomes Assessment Activities" and contains a single item: "This Will Not Look Like This in the Catalog|". Both sections have a red border around the text area and a small icon in the top right corner.

How this attempt appears in the catalog:

# Sample Page

OVERVIEW

ADMISSION

LEARNING OUTCOMES

CURRICULUM

GRADUATION

PLANNING SHEET

## Student Learning Outcomes

1. This is an example of what not to do:\n\n1. Do not attempt to make a list.\n2. Do not add your own numbers or bullet points. \n3. Do not press enter to start a new line.

## Outcomes Assessment Activities

- > This \nWill\nNot\nLook \nLike\nThis in the \nCatalog