



## Outcomes: KSCM steps

### Linking PLOs to ILOs, without changing PLOs

1. Assessment webpage: Visit <https://www.honolulu.hawaii.edu/assessment>.
  - Click on outcomes
  - Read the Guidelines for Outcomes and prepare your outcomes accordingly
  - Once ready to submit, click on the KSCM link.
2. KSCM webpage: Get to <https://programs.honolulu.hawaii.edu/intranet/node/2206>, click on first link under KSCM: <https://honolulu.kuali.co/cm> and log in.
  - Click on Programs on the left side
  - Type in the search field the alpha code for your department (e.g., MARR)
  - Click on your department (e.g., MARR)
  - Click on Propose Changes
  - Check the info at the top (e.g., effective term: Fall 2019)
  - A (type your name)
  - B (type today's date)
  - C (click on Modify Program)
  - F (type Link PLO-ILO)
  - G (type None) (*because you are not changing PLOs, otherwise you'd have to fill this out*)
  - H (type None) (*because you are not changing PLOs, otherwise you'd have to fill this out*)
  - I (Click on Not Applicable) (*because you are not changing PLOs, otherwise you'd have to fill this out*)
  - L (Click on your division from pull down menu)
  - 1.7 (link each PLO to ILO)