Outcomes: KSCM steps

Updating SLOs and linking SLOs to PLOs

   - 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.
   - Search for your course (make sure that “Status: Active” is selected on the right side)
   - Select your course (e.g., MARR43)
   - Click on “propose changes” on right side
   - Select “Use this for modifying a course for a new effective term”
   - Effective Term: Fall 2019 [Fall of following academic year]
   - Box A: Proposer Name: Bob Perkins
   - Box B: Date Proposal Created: 08/27/18
   - Box C: Action Proposed: Modify Course
   - Box E: Proposal Summary and Rationale: Updating SLOs and linking them to PLOs.
   - Box K: Workflow Division: Tech 1
   - Box 1.8: Experimental Course Status: Not applicable [or yes, if that’s your case]
   - Box 1.30: SLOs (Student Learning Outcomes) and PLOs (Program Learning Outcomes)
     - Click on the blue question mark for help (e.g., “+” to add; “trash can” to delete; type directly to edit; careful with duplicates).
     - For PLOs, start typing the alpha code and select from the drop-down list.
   - Box 1.31: Means by which assessment of the SLOs will be accomplished (e.g., embedded assignments, such as exam questions and observation rubric)
   - Click on “Leave edit mode” on right hand side
   - Click on “Submit for approval”