



Outcomes: KSCM steps

Updating SLOs and linking SLOs to 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.
 - 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”