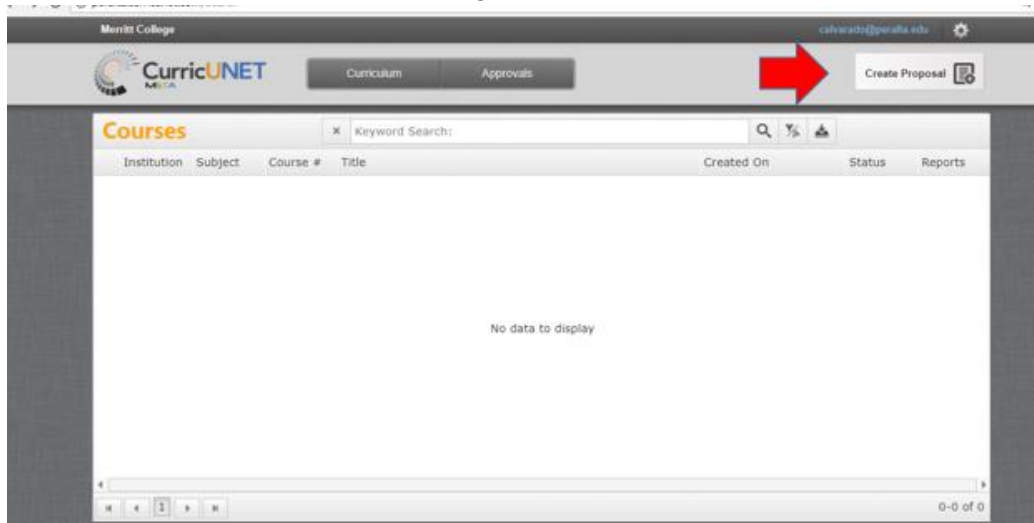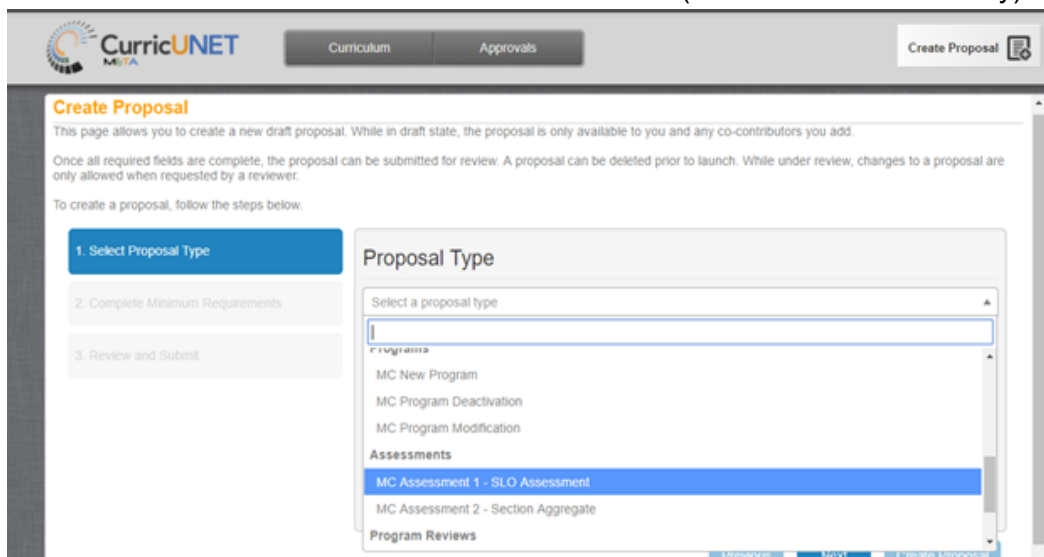# Step by step instructions to complete assessment in CurricuNet Meta

1. Log in to CurricuNet.   **peralta.curricunet.com**
   Need an account? Forgot your password? Check here:
   http://www.merritt.edu/wp/curriculum/about-curricunet-meta/accounts/
   These instructions can also be found on SLOAC website: http://www.merritt.edu/wp/slo/
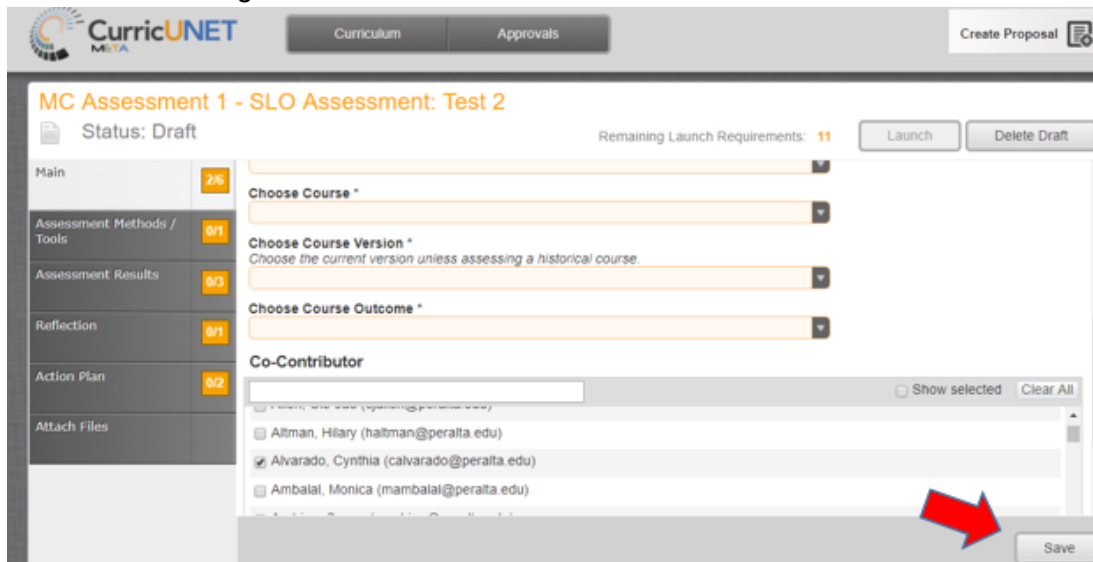
2. Click "Create Proposal" on the top right.

3. Using dropdown menu for "Proposal Type", scroll down to "Assessments" and choose "MC Assessment 1-SLO Assessment". Click "next". (note: do not hit enter key)

4. Choose your Division and Department from dropdown menus. Create a title for your assessment. Follow the template of: **"Course, SLO #, semester/year"**. Example: "Nutr 10, SLO#2, F'17". A detailed title will make it easier to identify later. Then click on next for "Proposal Summary" window. If all is correct, then...

5. Confirm that you want to "Create Proposal" by clicking on button (do not hit enter).

6. You will now be on the Main page of your assessment. Complete this page by choosing pre populated options from the dropdown menus. Choose a "Co-Contributor" if you would like someone else to have access to this assessment, for instance, different instructors for a course with multiple sections. Only the originator and co-contributor will be able to see and edit the proposal while it is still in draft form.If you are entering your assessment plan only, then you do not need to complete number of students assessed, or number meeting criteria.

7. Once this page is completed, click "Save" at the bottom. If you forget to complete this step, Meta will prompt you before you leave the page, asking "There are unsaved changes. Do you want to save them?"

8. Next prompt box is "Assessment Tools and Methods".
    a. **In this section you will identify the method you are using to assess the SLO. Choose from the pre populated list, or choose "other". All options provide a dropdown box for you to describe in detail the method.**

Pay close attention to the verbs; if your SLO uses an active verb like create, design, describe, demonstrate, write, *or* evaluate, *it probably can't be assessed by a multiple-choice test. Assessments for such SLOs can include roleplay, essay questions, student presentations/speeches, performances, demonstrations, poster sessions, simulations, hypothetical questions. Make sure your assessment addresses the entire SLO. If the SLO specifies that "students will describe the stages of X," then the assessment must include description of all the stages of X.*

> **b. Detail your "Success Criteria". In this area, describe your measurement criteria. Rubrics are an excellent way to do this and can be attached just below the text box.**

Percentages of students who score X% on a test should not be used unless all of the test questions assess the SLO. If the SLO can be assessed in a single test question, use student performance on that one question to assess the SLO.

For performance-based assessments, it's a good idea to use a rubric describing three levels: students who DID NOT MEET the standard, students who MET the standard, and students who EXCEEDED the standard. That way you can use your highest standard as a goal for all students and build continuous improvement into your teaching.

Identify the level of success for students and for the outcome, e.g. "80% of the students must earn 80% of the points in order to meet the outcome."

NOTE: All faculty should complete the above steps by early October (Fall semester) or early March (Spring semester). Once completed, this will save as a draft in your queue. To review, change, or complete your draft, after logging in click on "Curriculum" across the top, then click "Assessment". If you are completing all steps of assessment at one time, continue with instructions below.

To complete your assessment:

9. Click on prompt box "Assessment Results". Identify the course delivery method (hybrid, online, face to face). Identify the number of students assessed, and how many met your criteria for success. Complete your Results and Analysis and Learning Gaps.

Here please write a summary of the results that you obtained for the assessment described in your plan. Use percentages as well as numbers. Describe your findings in as much detail as possible. Use analysis of the rubric if you used one. If your assessment method involves multiple points or metrics, then provide data for all points/metrics.

10. Next prompt box is "Reflection". Results from previous Action Plans will be listed and ask you to discuss the efficacy of these past action plans.

11. Next prompt box is "Action Plan". Here you will detail your action plans based on results from the current assessment. You can choose actions at, or beyond, the course level. Text boxes will request additional detail.
    a. Final step will be to identify the next time this SLO will be assessed. Please remember, we assess on a 3 year cycle, so next date should be within the next 3 years.

12. Final prompt box allows for attachment of any additional supporting files.

13. Once all sections are complete, click "Launch" in the upper right hand corner. You will not be able to launch until all launch requirements are complete. Orange boxes indicate "incomplete", green boxes indicated completed.

CurricuNet Meta Assessment FAQ's

1. What if I create a proposal, but don't want to keep it? Can I delete it?
   Answer: Yes. Once you are in the proposal, click "Delete Draft" on top right side.

2. I've created a draft. How do I find it again?
   Answer: Once you log in to CurricuNet, then click on "Curriculum" along the top, scroll down to "Assessments". Your drafts will appear. Click on the draft to enter and make changes or launch once complete.

3. When should I be completing my SLO assessments?
   Answer: Assessment plans should be entered by early October for the Fall semester, and early March for the Spring semester. Once you have identified which SLO(s) you will assessing and identified the method you are using to assess, then the draft will remain in

your queue until you are ready to enter the Results, Reflection and Action plan. Once all steps are complete, you will "Launch" the completed assessment.

4. What can't we keep using Taskstream?
   Answer: In order to ease the processes of both Assessment and Curriculum, the district made the decision to transition from Taskstream to CurricuNet Meta. While we will be able to pull out and store previous assessment data from Taskstream, the system will not be accessible by November 2018.

5. Can I keep using Taskstream until then?
   Answer: All instruction assessment will transition to using Meta by Spring 2018. Fall 2017 is the last semester to use Taskstream.

6. Previously, we were able to complete a Word document with our assessment data and submit to mersloac@peralta.edu or to our Assessment Specialists for submission. Is this still an option?
   Answer: No. Taskstream allowed for broader access by Assessment Coordinators and Specialists. This will not be an option in Meta. All faculty will need to submit their own assessments. Faculty can only access courses they are aligned with. Assessment Coordinators and Specialist can help with training, but will not be able to enter assessment data for others.

7. Can I print and save my assessments?
   Answer: If you are using Chrome browser, or have Windows 10 then you can print a PDF. Once your assessment is launched, it will remain in the system and be accessible.

8. I only see options to complete course SLO assessment. Will we be able to complete Program (PLO), Institutional (ILO) and Student Services (SAO) in Meta?
   Answer: Yes, members from each of the 4 campuses are continuing to work on developing the templates for all assessment for Meta. If you are interested in participating in the development please contact Rebecca Bailey and Heather Sisneros.

9. Who can I contact for help?
   Answer: Division Assessment Coordinators or our Assessment Data Specialist can help you with your assessment questions:
   Division I: Susan Andrien sandrien@peralta.edu
   Division II: Lawrence Lee lelee@peralta.edu
   Division III: Heather Casale hcasale@peralta.edu
   Assessment Specialist: Cynthia Alvarado calvarado@peralta.edu