

Learning Outcomes Assessment Database (LOAD) Website Tutorial

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Log In Page Directions for LOAD:

Finding LOAD on the WEB:

Go to MATC Homepage: <http://matcmadison.edu>

Click on *Faculty & Staff*

On the next screen go to Instruction

click on: *Learning Outcomes Assessment Database*

or link directly: <http://LOAD.matcmadison.edu>

On the Login Page:

1. **User name:** put in one card number
2. **Password:** first time log in use your one card number, then you will create your own password.

Runtime Error

Back Forward Stop Refresh Home AutoFill Print Mail

Address: <http://load.matcmadison.edu/> go

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Learning Outcomes Assessment Database Log In

Enter your 7 Digit MATC One Card Number for the ID Number

If you do not know your One Card Number, it is the 7 digit number on the front of your One Card, it is also your PeopleSoft Employee ID Number.

Upon first entry - Enter the same number for your Password
(You will be prompted to change this password for future visits to the site.)

User Name

Password

Reset Submit

[Forgot Your Password?](#)

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MATC Madison Area Technical College
Madison Area Technical College, 3550 Anderson Street, Madison, WI 53704 - (608) 246-6100 or (800) 322-6282, Fax (608) 246-6880. Emergency & Building Closing Hotline - (608) 246-6606.

Internet zone

Welcome page and LOAD Navigation:

The Welcome/Home page contains information, help information, and FAQs on assessment. Please review this page thoroughly before entering the program and proceeding to the next screen. Navigation of LOAD is most easily done through the Headers located on the top of the page.

Navigation:

1. Click on the appropriate Header for each screen. The header highlighted in yellow indicates what screen you are currently viewing.
2. For additional information regarding FAQs and additional resources scroll to the section on *Questions and assistance on learning assessment*.

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Welcome - LOAD

Address: <http://load.matcmadison.edu/teacher/teacherhome.aspx>

LOAD Learning Outcomes Assessment Database

Home/Welcome Program Outcomes Learning Outcomes Matrix Summative Assessment Tool and Performance Target Summative Assessment Result Data Analysis Print Sign Out

Welcome to the MATC LOAD-Learning Outcomes Assessment Database.

Learning Outcomes Assessment is a tool to improve MATC teaching and learning. Through the use of the LOAD Program, MATC faculty can easily store assessment data which can be used by the instructors and Programs for assessment of student achievement of outcomes and continued feedback for improvement in instruction.

The LOAD program provides electronic access to MATC instructors to maintain core ability/program outcome assessment information, report student learning outcomes assessment results, and provide program/course data on assessment.

This program is for use by MATC Degree Credit Instructors for the following purposes:

MATC Degree Credit Instructors:
Report Individual Student Assessment Results for Core Abilities & Program Outcomes

- Assessment Data results for core abilities and/or program outcomes may be entered between the 9th week of the semester through the last day of the semester. All assessment results for a semester are due on the same schedule as final grades. Assessment data reporting for summer session courses will follow the final grade reporting deadlines.
- Click here for [Click here for the LOAD tutorial](#)
- Click here to [enter Summative Assessment Results](#)
- Click here to view [your program outcomes](#)
- Click here to view your [Program's LOM](#)

Questions and assistance on learning outcomes assessment or the LOAD program the following resources are available:

- Click here for [FAQ](#)
- Click here for [Resources](#)
- Click here for [PDF-MATC Instructor's Core Abilities/Program Outcomes Handbook](#)
- **Contact Assessment Consultant:** Mary Vlissides
mvlissides@matcmadison.edu
608-259-2957 after 1/2006 608-246-6413
- **Assessment Associate:** Patricia Williams
pawilliams2@matcmadison.edu
608-259-2931 after 1/2006 608-246-6409
- **Administrative Assistant:** Jeanne Rathgeber
jrathgeber@matcmadison.edu
608-259-2929 after 1/2006 608-246-6408

MATC Program Lead Instructors Only:
Revise the Program Outcomes and/or Program LOMs (Learning Outcomes Matrix)

- Revisions must be entered between 11/15/2005 - 2/15/2006 for the academic year, for revisions after 2/15/2006 contact Mary Vlissides mvlissides@matcmadison.edu , 608-259-2957 after 1/2006 608-246-6413.
- Click here for [how to develop program outcomes/revise program outcomes](#)
- Click here to revise your [Program's LOM](#)
- Click here to revise your [Program Outcomes](#)
- Click here to view data analysis for your program: [Data Analysis](#)
- To input summative assessment tool information and performance targets for your program core courses go to: [Summative Assessment Tool and Performance Target](#)

MATC A & S Lead Instructors Only:
Revise CAFs (Course Analysis Forms)

- If revisions are required submit your CAF revisions to Mary Vlissides mvlissides@matcmadison.edu , 608-259-2957 after 1/2006 608-246-6413.
- For CAF instructions click here for [Resources](#)
- To input summative assessment tool information for your department courses go to: [Summative Assessment Tool and Performance Target](#)

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Program Outcomes Directions

Lead Instructors have access to edit information, all other instructors have read only access.

To enter a program outcome:

1. Either cut and paste the program outcome from a Word document (one at a time) or type in an individual outcome in the text box then hit “Add Outcome”.

Enter a new program outcome:

2. Enter the program outcome using a numbering process as follows:

Program outcome number one number as **01**, program outcome number two **02**, program outcome number eleven **11**. Your program outcomes are numbered on your program’s LOM, it is important to maintain this order when entering or editing an outcome here. If the number system above is maintained, the LOAD program will automatically sort according to the number.

Currently Defined Supervisory Management Program Outcomes

		Program Outcome	Last Updated	Last Updated User ID
Edit	Delete	01. Communicate effectively and confidently through presentation, electronic, verbal, and nonverbal communication.	10/19/2005 8:50:24 AM	1234567
Edit	Delete	02. Apply principles of finance management, including but not limited to, preparing and administering a budget, and analyzing data and reports.	10/19/2005 8:50:35 AM	1234567
Edit	Delete	03. Plan, prioritize, and manage projects and meetings, and effectively develop and follow a strategic plan.	10/19/2005 8:50:55 AM	1234567
Edit	Delete	04. Manage employees effectively by setting goals, sharing expectations, providing feedback and fair performance evaluations.	10/19/2005 8:51:04 AM	1234567
Edit	Delete	05. Provide vision and leadership and cooperatively work with teams of employees, colleagues, and supervisors	10/19/2005 8:51:11 AM	1234567
Edit	Delete	06. Display sensitivity, respect for individual differences, a positive attitude, an ability to resolve conflict, and manage change.	10/19/2005 8:51:17 AM	1234567
Edit	Delete	07. Understand organizational mission and values to lead and contribute to supportive and ethical corporate culture to ensure organizational effectiveness and success.	10/19/2005 8:51:25 AM	1234567
Edit	Delete	08. Use appropriate technology and organizational/ analytical skills to locate, manage, and apply information to solve simple and complex business problems	10/19/2005 8:52:22 AM	1234567
Edit	Delete	09. Apply appropriate employment laws to organizational and personnel processes.	10/19/2005 8:52:30 AM	1234567
Edit	Delete	10. Assume responsibility for continuing education in order to maintain skills and enhance professional growth.	10/19/2005 8:52:39 AM	1234567
Edit	Delete	11. Apply stress and time management techniques to maintain personal and professional well being.	10/19/2005 8:52:47 AM	1234567



3. The “**Edit/Delete**” is used to modify or remove an outcome.

Disclaimer: The information displayed is for demonstration purposes only. It does not reflect actual assessments, course abilities, or outcomes for programs used.

Learning Outcomes Matrix (LOM)

This is an electronic version of a program's LOM.

Lead Instructors have access to edit information, all other instructors have read only access.

Lead Instructors:

Verify that all course and assessment information is accurate.

Additional in depth instructions follow the Matrix sample in this tutorial.

Note: In order to save changes click **SAVE CHANGES BEFORE EXITING** button before exiting the Matrix screen.

The screenshot displays the 'Learning Outcomes Assessment Database' interface. At the top, it identifies the program as 'Supervisory M - Program Outcomes & Core Abilities Assessment Learning Outcome Matrix'. The interface includes a navigation bar with options like 'Home/Welcome', 'Program Outcomes', 'Learning Outcomes Matrix', 'Alternative Assessment Tool and Performance Target', 'Alternative Assessment Results', 'Data Analysis', 'Print', and 'Sign Out'. Below this, the matrix is organized into columns for 'Core Courses', 'Support Courses', 'General Education', and 'Electives'. Each cell in the matrix contains a course ID and a grid of checkboxes representing the assessment of various learning outcomes. A legend on the left defines the types of assessments: Formative (F), Summative (S), and Joint Summative (J). A 'Save Before Exiting' button is visible in the bottom right corner of the matrix area.

Disclaimer: The information displayed is for demonstration purposes only. It does not reflect actual assessments, course abilities, or outcomes for programs used.

Learning Outcomes Matrix (LOM)

Description and purpose of the LOM:

The Learning Outcomes Matrix (LOM) is produced for each program. This matrix is a tool which links and documents the specific program outcomes and core abilities assessment to specific program courses. Program faculty are responsible to complete the matrix indicating which program outcomes and core abilities are assessed in the program core courses. The Arts & Sciences and support faculty will provide assessment information for A & S and support courses for specific core abilities via a Course Analysis Form (CAF). The CAF information will be transferred to each program LOM as soon as it is available.

Points to remember when deciding assessment information for your courses:

- Each **program core course** should be assessing one or more program outcomes either formative or summative assessment.
- Recommend assessing a maximum of 1-2 core abilities in a course.
- Post on course syllabus which program outcomes/core abilities will be assessed in the course beginning Spring 2006.
- **Summative assessment** for core abilities and program outcomes should be performed in courses where students display the **highest level of achievement** for that core ability or program outcome.

The Program Outcomes for your specific program and the MATC Core Abilities are listed in the left hand column of the LOM. The core, elective, and general education courses are listed across the top of the LOM.

For Questions or Assistance in completing the LOM or to obtain a copy of the **MATC Instructor's Core Abilities/Program Outcomes Handbook** contact:
Mary Vlisides: 259-2957 after 1/2006 246-6413
mvlisides@matcmadison.edu

Directions to complete the Program LOM:

1. **Review all the courses listed on the matrix** for correct course number and course name.
 - If there is an error on your curriculum,
 - If courses no longer exist,
 - If courses are missing, please email Mary Vlisides with the corrections.
2. **Review the Core Abilities and Program Outcomes with instructors** currently teaching the core courses and identify which Program Outcomes/Core Abilities that are being instructed and assessed in each course. The final list of Program Outcomes/Core Abilities instructed and assessed must be based on the consensus of instructors who teach a given course (See instruction #3). Program Directors or Lead Teachers should discuss elective course assessment with appropriate instructors.
3. **Fill in the type(s) of assessment "F" or "S"** (Formative and/or Summative) that will take place in each core course for each Program Outcome and Core Ability that will be assessed. If you are performing summative assessment in a course for either a Program Outcome or Core Ability, it is assumed that formative assessment is being done in that course also.

4. **Filling out the LOM, points to remember:**
 - Mark “F” in a box if there is only **formative assessment** (feedback for improvement) of a PO or CA occurring in the course.
 - Mark “S” if both formative and **summative assessment** (evaluation & feedback) of a PO or CA occur in the course. Summative assessment should be indicated only after students have had several prior opportunities for formative assessment to develop their skills and/or knowledge.
 - **Summative assessment** should occur in courses where students perform at the **highest skill, attitude or behavior level** for that Program Outcome or Core Ability.
 - Limit summative assessment documentation to a minimum of **1-2 “S”** per program outcomes and **1-2 “S” or “J”** summative or joint assessments per core ability.
 - If a Core Ability is being assessed with a Program Outcome using the same assessment tool, mark a “J” joint in the core ability box to indicate the same assessment will be used for both.
5. **Save the matrix** information by hitting the “Save Before Exiting” bar in the upper left and lower right bottom of the matrix screen.
6. **Updating assessment information** for core abilities/program outcomes can be done by deleting the current assessment type (F,S, or J) and entering the new assessment type.
7. **Save the matrix** information by hitting the “Save Before Exiting” bar in the upper left and lower right bottom of the matrix screen.

Definitions:

***Formative assessment** is the process of gathering data on student learning, based on specific criteria, during an instructional encounter. This data helps the instructor identify concepts and/or skills the students have mastered. This process facilitates mutual feedback, which enables both student and instructor to improve future performance in the course. This assessment is used for feedback only, not evaluation.*

***Summative assessment** is the process of gathering data on student learning, based on specific criteria, at the conclusion of a course, unit, field experience, or program. This data is the basis of judging the quality of student knowledge and skills and can be used for evaluative purposes (grade) and or future improvement. (Both formative and summative assessment of a core ability or program outcome can occur in a course.)*

Summative Assessment Tool and Performance Target Directions:

Supervisory Management

[Summative Assessment Tool / Performance Target Directions](#)

Enter a New Summative Assessment Tool

1 *Assessment Title: Communications Presentation

2 *Program Outcome or Core Ability: 01. Communicate effectively and confidently through presentation, electronic, verbal, ▾

* Course: 10196105 Occ Trends Issues ▾

*Assessment Tool: Presentation 3 ▾

*Performance Target: Meets Requirements 4

*Projected % of Graduates to Meet Target: 85% 5

6 Save Assessment

* Indicates a required field

Lead Instructors have access to edit information, all other instructors have read only access.

1. **Enter Assessment Title** – Type in the name of the assessment tool being used with students, example: “Group Management Project” or “Final Sociology Paper” etc.
2. **Program Outcome or Core Ability:** choose a specific core ability or program outcome that will be assessed using this specific summative assessment tool from the drop down menu.
3. **Assessment Tool:** Choose a specific type of assessment tool used from the drop down box or type in a tool in the “other” category.
4. **Performance Target:** Enter the minimum assessment result for that assessment tool the student needs to achieve the program outcome or core ability.
 - For a program outcome, this result can be expressed any way the instructors decide, example: %, letter grade, acceptable performance, meets criteria, etc.
 - For a core ability, performance targets must use one of the four levels of accomplishment for core abilities: Beginning, Developing, Accomplished, or Exemplary as decided by the specific program.
5. **Projected % of Graduates to meet Target:** The program instructors predict (estimate) the % of graduates that should be able to achieve the program outcome or core ability at the acceptable level. The lead teacher enters this projection.
6. **Click “Save Assessment” before exiting the screen or your entered data will be lost!**
7. **Currently Defined Summative Assessment Tools:** this is a chart display of all Summative

Assessment Tool information entered for the program courses. By using the “Edit” or “Delete” option the lead teacher can Edit, Revise or Delete summative assessment tool information.

Currently Defined Summative Assessment Tools

		Course Number	PO/CA	Title	Tool	Performance Target	Projected %	Last Updated Date
Edit	Delete	123	05. Provide vision and leadership and cooperatively work with teams of employees, colleagues, and supervisors	Group Project Management	Project	3 or Greater	85%	10/10/2005 10:38:17 AM
Edit	Delete	123	05. Provide vision and leadership and cooperatively work with teams of employees, colleagues, and supervisors	Internship Assessment Form	Field Work	Meet requirements	90%	9/26/2005 11:25:11 AM
Edit	Delete	123	05. Provide vision and leadership and cooperatively work with teams of employees, colleagues, and supervisors	123	05. Provide vision and leadership and cooperativel	345	Field project	9/2/2005 3:22:10 PM

Summative Assessment Results Directions:

Only instructors doing summative assessment for outcomes should have student rosters available on LOAD for reporting summative assessment results.

Directions:

1. Enter the Summative Assessment Result for each student.
2. If the student meets or exceeds the performance target check **Meets Outcome Criteria**.
3. If the student does not meet the performance target check **Does Not Meet Outcome Criteria**.
4. If a student's name appears on the roster that has been dropped or withdrawn, check the **Withdrawn** column.
5. Click "**Save Before Exiting**" at the top or bottom of the roster screen **before exiting the screen or your entered data will be lost!**

Diversity & Change Management - 10196169

Course Number: 13
 Program Outcome or Core Ability:
 Assessment Title: Presentation
 Assessment Tool: Other (please specify)
 Performance Target: meet all criteria
 Percent Expected To Meet Performance Standard: 90%

Summative Assessment 1 of 3

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Class Roster

Student ID	Student Name	Assessment Result	Meets Outcome Criteria	Does Not Meet Outcome Criteria	Withdrawn
1234567	Apple, Mary M.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1234567	Doe-Smith, Jane F.	Meets requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1234567	Egret, Mark N.	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1234567	Fallon, Ivan D.	Needs improvement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1234567	Grafton, Susan K.	Exceeds requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1234567	Hilleman, Anthony	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1234567	Leaphorn, Joseph	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Disclaimer: The information displayed is for demonstration purposes only. It does not reflect actual assessments, course abilities, or outcomes for programs used.

Data Analysis Directions

This is a **READ ONLY** Screen for all users.

1. This table displays the data collected on your program outcomes and core abilities summative assessments.
2. The column “One year Results” indicates the % of graduates meeting or exceeding the specific program outcome or core ability performance targets for the most recent school year.
3. The column “3 Year Results” indicates the % of graduates meeting or exceeding the specific program outcome or core ability performance targets for the most recent 3 years.

This data should be used for your program’s Learning Systems Quality Improvement Process (LSQIP) 3-year portfolio, section: Learning Outcomes Summative Assessment.

Program Outcomes & Core Abilities						
Program Outcomes & Core Abilities	Summative Assessment	Performance Target	Projected % of Graduates to Meet Target	One Year Results	3 Year Results	
1 01. Communicate effectively and confidently through presentation, electronic, verbal, and nonverbal communication.	Communication Presentation	4 Meets requirements	90%	No student assessments have been completed	No student assessments have been completed	
	Presentation		90%	No student assessments have been completed	No student assessments have been completed	
	02. Apply principles of finance management, including but not limited to, preparing and administering a budget, and analyzing data and reports.	Presentation for Supervisors	4	90%	No student assessments have been completed	No student assessments have been completed
	03. Plan, prioritize, and manage projects and meetings, and effectively develop and follow a strategic plan.					
	04. Manage employees effectively by setting goals, sharing expectations, providing feedback and fair performance evaluations.					
05. Provide vision and leadership and cooperatively work with teams of employees, colleagues, and supervisors	Group Project Management	3 or Greater Meet requirements 345	85% 90%	No student assessments have been completed	No student assessments have been completed	
	Internship Assessment Form	3 or Greater	85%	No student assessments have been completed	No student assessments have been completed	
	123	cumulative rating 5	85%	No student assessments have been completed	No student assessments have been completed	
	Group Management Project			No student assessments have been completed	No student assessments have been completed	
	Group Management Project			No student assessments have been completed	No student assessments have been completed	

Print Function

Print Function can be used for printing all screens except Learning Outcomes Matrix (LOM).

For a print out of your LOM, contact Mary Vlisides 259-2957 after 1/2006 246-6413
mvlisides@matcmadison.edu

Sign Out

Click on Sign Out when leaving the program.