

# LOAD

Guide for Instructors

Searchable PDF format

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## Accessing LOAD Login Page

- 1) Choose one of the choices below to login to LOAD:
  - a) Enter **http://LOAD.matcmadison.edu** in your web browser.
  - OR
  - b) Use the A-Z Index on the MATC website; click on L.



Figure 1-1: MATC Home Screen

- i) Scroll down to: **Learning Outcomes Assessment Database**. See figure 1-2.

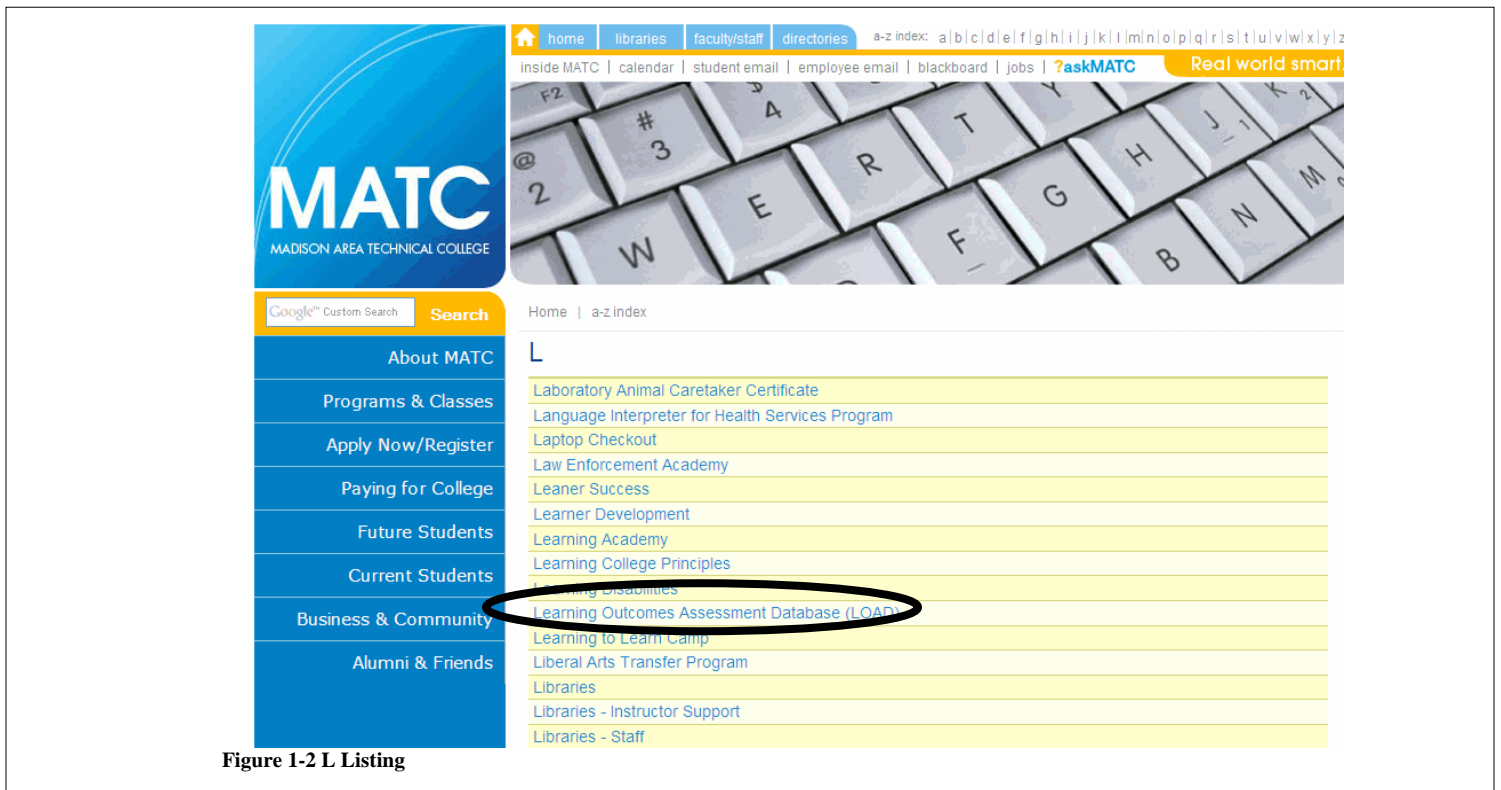


Figure 1-2 L Listing

- 2) Logging onto the LOAD system
  - a) For **Returning Users**, Enter the following information on the LOAD Log In screen as seen in Figure 1-3:
    - i) User name: *One Card Number or your PeopleSoft Employee ID Number*
    - ii) Password: *Password you created.*
  - b) For **First Time users**- Enter the following information:
    - i) User name: *One Card Number or your PeopleSoft Employee ID Number*
    - ii) Password: *One Card Number or your PeopleSoft Employee ID Number*
    - iii) When prompted, create a new password.
  - c) For **Faculty that do not have access to LOAD**, here is a guest login:
    - i) User name: **2345678**
    - ii) Password: **temp**

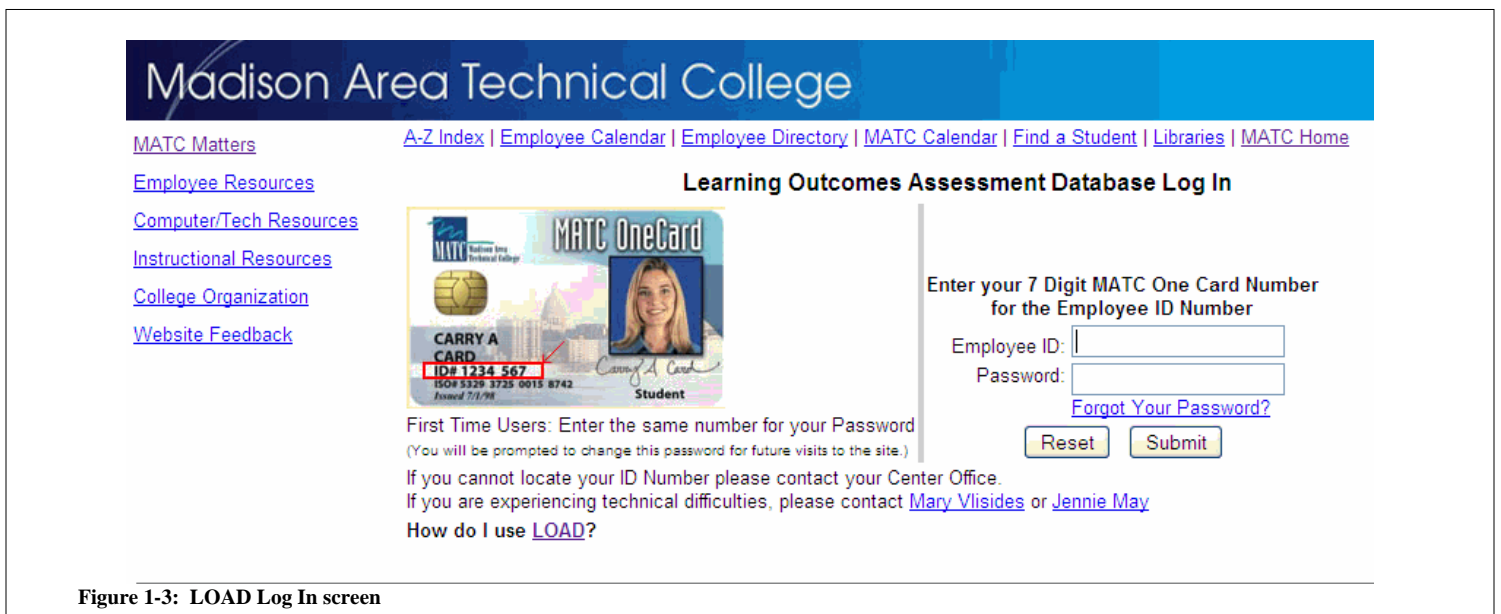


Figure 1-3: LOAD Log In screen

## Accessing Program Outcomes

- 1) On the LOAD menu bar, click on **Program Outcomes** as seen in Figure 1-4.

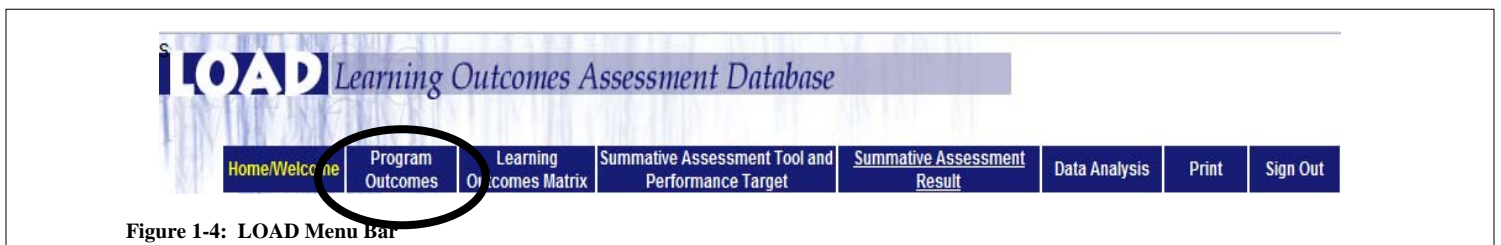


Figure 1-4: LOAD Menu Bar

- From the Program List, click **Select Program** next to the program you wish to view. See Figure 1-5. *Note: For faculty teaching in one program only, LOAD will automatically display the menu screen selected on the LOAD Menu Bar for that program.*

The screenshot shows the 'Learning Outcomes Assessment Database' interface. At the top, there is a navigation bar with the following items: Home/Welcome, Program Outcomes, Learning Outcomes Matrix, Summative Assessment Tool and Performance Target, Summative Assessment Result, Data Analysis, Print, and Sign Out. Below the navigation bar, there is a table titled 'Please Select A Program'. The table has two columns: 'Program #' and 'Program Description'. Each row in the table starts with a blue link labeled 'Select Program' followed by the program number and description. A large black circle highlights the 'Select Program' links in the first column. A callout box on the left contains the text: 'Click on "Select Program" link for the program you wish to view.' with two arrows pointing to the first two 'Select Program' links in the table.

Program #	Program Description
13	A & S College Transfer
7	A & S Economics
1	A & S English
11	A & S Foreign Language
6	A & S History, Political Science
10	A & S Math
12	A & S Physical Education
5	A & S Physical Science
8	A & S Psychology
4	A & S Science-Biology
3	A & S Science-Chemistry
9	A & S Sociology, Anthropology
2	A & S Speech & Performing Arts
504139	ABC Electrician Apprenticeship
504329	ABC Sheet Metal Apprenticeship
101011	Accounting
311011	Accounting Assistant
101066	Administrative Assistant
100701	Agricultural Equipment Technology
102071	Animation
106141	Architectural Technician
105431	Associate Degree Nursing
314051	Auto Collision Repair & Refinish Tech
324051	Auto Collision Repair & Refinishing Tech
324042	Automotive Technician
106023	Automotive Technology

**Figure 1-5: Program Outcomes Screen**

## Accessing my Courses and Linked Assessments

- On the LOAD menu bar, click on **Learning Outcomes Matrix**.

The screenshot shows the 'LOAD Learning Outcomes Assessment Database' interface. At the top, there is a navigation bar with the following items: Home/Welcome, Program Outcomes, Learning Outcomes Matrix, Summative Assessment Tool and Performance Target, Summative Assessment Result, Data Analysis, Print, and Sign Out. The 'Learning Outcomes Matrix' item is circled in black.

**Figure 1-4 LOAD Menu Bar**

- From the Program List, click **Select Program** next to the program you wish to view. See Figure 1-5.
- To view your Learning Outcomes Matrix, find where your **courses** (listed vertically) intersect the **program outcomes and /or core abilities**. (Listed horizontally) on the Learning Outcomes Matrix-LOM. See Figure 1-6.

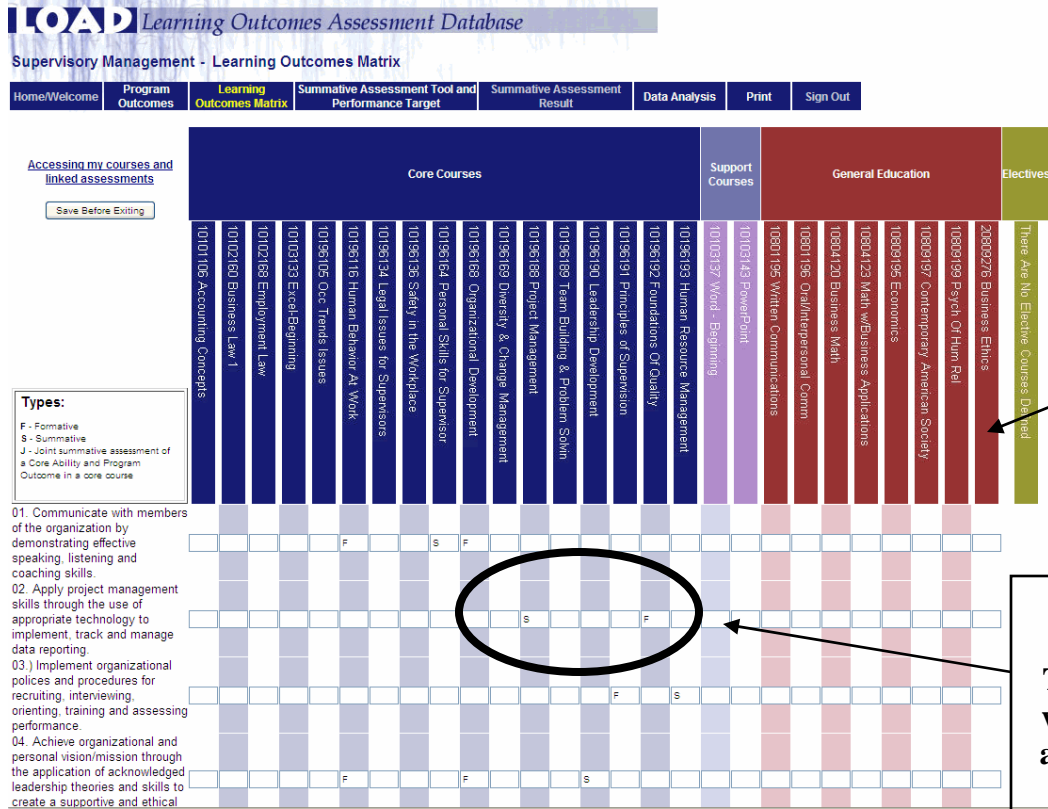


Figure 1-6 Learning Outcomes Matrix-LOM

- 4) At each intersection point you will see a designation of the defined course assessments linked to the outcomes:
  - a) **F = Formative Assessment**
  - b) **S = Summative Assessment**
  - c) **J = Joint Assessment**
    - i) J assessment types are only found in the core abilities area of the LOM. The J means the core ability assessment is a Summative Assessment done with a program outcome summative assessment.

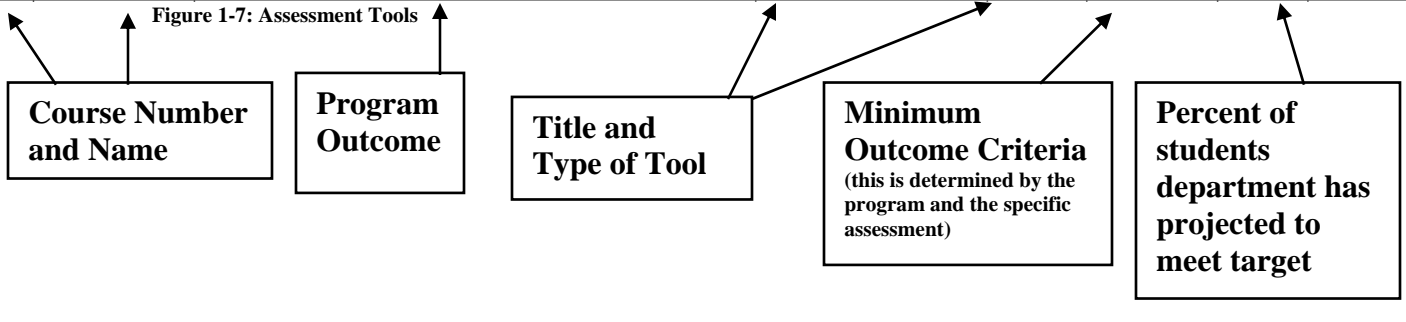
### Identifying Summative Assessment Tools Designed for your Course

- 1) On the LOAD menu bar click **Summative Assessment Tool and Performance Target**.
- 2) Scroll down to the table **CURRENTLY DEFINED SUMMATIVE ASSESSMENT TOOLS** figure 1-7.
- 3) Find your course number, outcome or core ability and corresponding summative assessment tool listed in the table.
  - a) Note: For more information on the use of the assessment tool, contact your faculty director or lead teacher.

## Currently Defined Summative Assessment Tools

Course Number	Course Name	PO/CA	Title	Tool	Performance Target	Projected %	Last Updated
10196164	Personal Skills for Supervisor	01. Communicate with members of the organization by demonstrating effective speaking, listening and coaching skills.	Communication Skills Paper	Paper	C	80	1/17/2008 2:41:27 PM
10196188	Project Management	02. Apply project management skills through the use of appropriate technology to implement, track and manage data reporting.	Capstone Experience	Project	75%	80	1/3/2008 10:01:08 AM
10196193	Human Resource Management	03.) Implement organizational policies and procedures for recruiting, interviewing, orienting, training and assessing performance.	Human Resource Management Portfolio	Portfolio	Pass	80	1/3/2008 10:01:08 AM
10196190	Leadership Development	04. Achieve organizational and personal vision/mission through the application of acknowledged leadership theories and skills to create a supportive and ethical work environment.	Leadership Assessment Paper	Paper	B	80	1/3/2008 10:01:08 AM
10196169	Diversity & Change Management	05. Facilitate the management of change, conflict and diversity in an organization	Change/Conflict Model Application Paper	Paper	C	80	1/24/2008 1:48:53 PM
10196189	Team Building & Problem Solvin	06. Demonstrate effective facilitation skills to systematically solve problems while building a team environment.	Team Project	Project	80%	80	1/17/2008 3:05:46 PM

Figure 1-7: Assessment Tools



## Reporting Summative Assessments in LOAD

1) On the LOAD menu bar click **Summative Assessment Result**. See Figure 1- 4

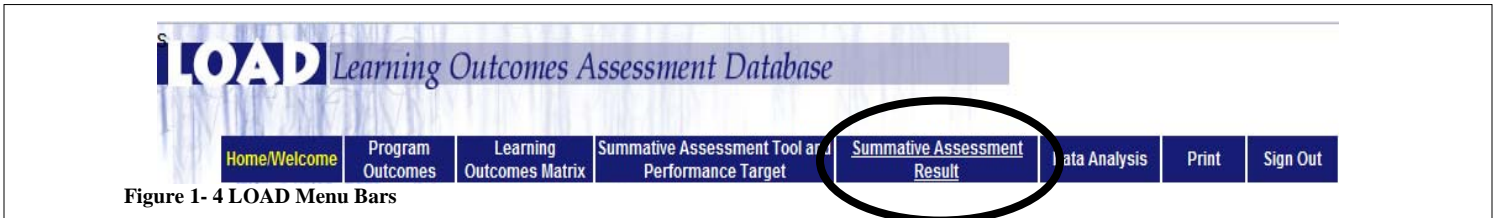


Figure 1- 4 LOAD Menu Bars

2) From the Program List click **Select Program** next to the program you wish to view.

3) From the Course Selection menu as seen in Figure 1- 8, Click **Complete Student Assessments** to begin entering each.

NOTE: This list should display only courses that you are currently teaching.

We have identified the courses that you are teaching that have been identified as having an associated summative assessment. Please select the course for which you would like to enter student assessments

Please Select A Course

	Course Name	Catalog Number	Section Number
<a href="#">Complete Student Assessments</a>	Occ Trends Issues	10196105	0157
<a href="#">Complete Student Assessments</a>	Occ Trends Issues	10196105	0601
<a href="#">Complete Student Assessments</a>	Personal Skills for Supervisor	10196164	0153
<a href="#">Complete Student Assessments</a>	Personal Skills for Supervisor	10196164	0601

Figure 1- 8: Course Selection Menu

- 4) On the **Summative Assessment Results** entry page, enter the **program outcome assessment result for each student** as seen in Figure 1-9. These will correspond with the appropriate outcome in the column Program Outcome Results.
  - a) If the student has the same assessment result for all program outcomes or core abilities listed, enter the outcome result in the blank for **“Apply to ALL”** and click **“Apply to ALL”**. The same result will appear for each outcome or core ability listed.
  - b) In the **Meets Outcome Criteria** column, choose one of the following results:
    - (1) Choose **“Yes”** radio button if the student meets or exceeds the performance target.
    - (2) Choose **“No”** radio button if the student does not meet the performance target.
    - (3) If there is more than one program outcomes and the student has the same result for **“Meets Outcome Criteria”** for all program outcomes listed, select the **Yes or No for “Check ALL”** and click **“Check ALL.”** The same result will appear for each program outcome.

Name: Personal Skills for Supervisor  
 Catalog Number: 10196164  
 Section Number: 0153  
 Date: 10/14/2009  
 Time: 7:39 AM

**For information about this outcome assessment click on the link.**

**Be sure to SAVE within 20 minutes of opening this page!**

The roster will time out after 20 minutes so it is vital to hit save before 20 minutes passes.

Name: Tune, Thomas F. ID: 2345678 Program: Supervisory Management	Program Outcome Results	Meets Outcome Criteria	Withdrawn
Assessment Tool: <a href="#">Communication Skills Paper</a> Outcome: <a href="#">01. Communicate with members of the...</a>	[ ]	Yes <input type="radio"/> No <input type="radio"/>	<input type="checkbox"/>
Assessment Tool: <a href="#">Self Development Plan</a> Outcome: <a href="#">08. Demonstrate skills in the areas...</a>	[ ]	Yes <input type="radio"/> No <input type="radio"/>	<input type="checkbox"/>
<input type="button" value="Apply to ALL"/>		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>	<input type="button" value="Check ALL"/>
Name: Tune, Thomas F. ID: 2345678 Program: Supervisory Management	Core Ability Results	Withdrawn	
Assessment Tool: <a href="#">Self Development Plan for Time and Stress Management</a> Core Ability: <a href="#">Self-Management</a>	<input type="radio"/> B <input type="radio"/> D <input type="radio"/> A <input type="radio"/> E <small>(B)eginning (D)eveloping (A)ccomplished (E)xemplary</small>	<input type="checkbox"/>	<input type="checkbox"/>
Name: Note, Nancy T. ID: 2345678 Program: Undeclared Degree Credit	Program Outcome Results	Meets Outcome Criteria	Withdrawn
Assessment Tool: <a href="#">Communication Skills Paper</a> Outcome: <a href="#">01. Communicate with members of the...</a>	[ ]	Yes <input type="radio"/> No <input type="radio"/>	<input type="checkbox"/>
Assessment Tool: <a href="#">Self Development Plan</a> Outcome: <a href="#">05. Demonstrate skills in the areas...</a>	[ ]	Yes <input type="radio"/> No <input type="radio"/>	<input type="checkbox"/>
<input type="button" value="Apply to ALL"/>		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>	<input type="button" value="Check ALL"/>

**Student Program Outcome Result is entered here. This can be a letter grade, percentage, pass/fail, etc. based on the performance target on the summative assessment tool table.**

**Student Core Ability Result is entered here.**

**Click Yes or No to indicate if student met criteria.**

**Click this box if the student has no assessment results (i.e. dropped, withdrawn, etc.)**

**Figure 1-9: Summative Assessment Results entry page**

- 5) To enter **Core Abilities Results**, select the appropriate core ability assessment result in the column CA Results from the choices below:
  - a) **B** = Beginning
  - b) **D** = Developing
  - c) **A** = Accomplished
  - d) **E** = Exemplary
  - e) If there is more than one core ability and the student has the same assessment result for all core abilities listed, enter the core ability result in the blank for **“Apply to ALL”** and click **“Apply to ALL.”**

- 6) In the Withdrawn column, check “**Withdrawn**” if a student’s name appears on the roster that has been dropped, withdrawn or didn’t participate in the assessment.
- 7) When you are completed entering your data, click **Save Results** at the top or bottom of the roster screen before exiting the screen or your entered data will be lost.
  - a) **NOTE: The roster will time out after 20 minutes, so you must hit “Save Results” prior to 20 minutes passing.**

## Reviewing Outcomes Assessment Data

- 1) Reviewing Data on LOAD site
  - a) On the LOAD Menu bar, Click **Data Analysis Figure 1-4**

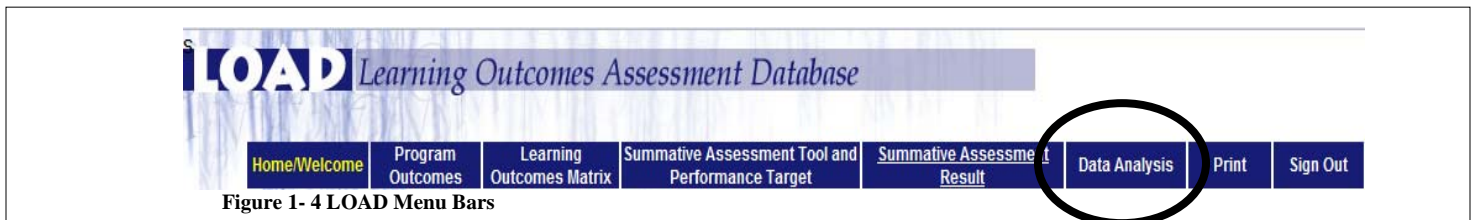


Figure 1- 4 LOAD Menu Bars

- b) From the Program List click **Select Program** next to the program you wish to view.
- 2) Review Program Outcome and Core Ability Data Analysis Results by clicking on the **Data Analysis Page**, figure 1-4.
  - a) Review the table in Figures 1-10 and 1-11 **Program Outcomes and Core Abilities data**. The data entered for students for program outcomes and core abilities is aggregated for each academic year. The current academic year data is the default and will automatically appear. You can view data from previous academic years by clicking on the drop down menu on the right side of the screen and choosing the year.
  - b) To view **course level data** choose the course from the drop down menu on the upper left side of the screen. See figure 1-12 for more information.
- 3) Using Data Analysis Results
  - a) Use data to identify opportunities for improvement in your course, program or department. The data from the Data Analysis table is used in your **LSQIP Portfolio** for program assessment.
  - b) Use data from a specific outcome or core ability to improve your course. Consult with CETL Assessment Consultant for more information.

**Program Outcome Data Analysis:**

To view course level data

To view data from another academic year

Click on down arrow to access course data

[Reviewing Outcomes Assessment Data](#)

Supervisory Management

Select Academic Year: 2008-2009

Supervisory Management  
└ All Courses

**Program Outcome Results**

Outcome	Students Meeting Target		
		%	#
01. Communicate with members of the organization by demonstrating effective speaking, listening and coaching skills.	Goal	80%	15 of 19
	Actual	100%	19 of 19
02. Apply project management skills through the use of appropriate technology to implement, track and manage data reporting.	Goal	80%	9 of 11
	Actual	82%	9 of 11

Figure 1-10 Program Outcomes Data

Program Outcome

**Goal:** Percentage & number of students to projected meet criteria on the

**Actual:** Percentage & number of students to meet criteria on the assessment

**Core Ability Data Analysis:**

MATC Core Ability assessed: **Critical Thinking**

Core Ability	Students Meeting Target		
		%	#
Critical Thinking	Goal	80%	10 of 12
	Actual	83%	10 of 12
	Exemplary	0%	0
	Accomplished	75%	9
	Developing	8%	1
	Beginning	8%	1

Figure 1-11 Core Abilities Data

The actual number and percentage of students that met criteria for each level of the core ability rubric is displayed on figure 1-11. The target for a core ability assessment is selected by the program /department assessing the core ability. In this example the target to meet minimum criteria for this assessment was “**developing**”.

**Course Level Data Analysis:**

Choose a course from the drop down menu to view the data.

Click on down arrow to access course data

10196193 - Human Resource Management

[Reviewing Outcomes Assessment Data](#)

Select Academic Year: 2008-2009

**Supervisory Management**

└ 10196193 - Human Resource Management

**Program Outcome Results**

03.) Implement organizational polices and procedures for recruiting, interviewing, orienting, training and assessing performance.	Students Meeting Target	
	%	#
Goal	80%	13 of 16
Actual	94%	15 of 16

Figure 1-12 Course Level Data