How to Enter your Outcomes into the System

NOTE: Student Learning Outcomes must first be added in the Program Details page, prior to being linked/added to the reporting cycles.

1. Navigate to the Program Details page from the Programs tab at the top of the screen.

2. In the Program Outcomes box, click Add Outcome

3. The text of your outcome should go into the large Outcome Description box. Click Submit.
   
   NOTE: The Outcome Label is a required field and your outcomes will be listed in alphabetical order by this field. If you want your outcomes in a specific order, include numerals (e.g. Outcome 1, Outcome 2, etc.)