

How to Map your Schedule for Assessment

NOTE: Outcomes must be entered into the *Program Outcomes* box prior to mapping them.

1. On the *Program Details* page, click the *Schedule* button on the top right corner of the *Reporting Cycles* box.

The screenshot shows the 'Program Details' page for 'Xitrac's Sample Program'. At the top right, there are buttons for 'Archive', 'Curriculum Maps', 'Open', and 'Close'. Below this, there are two main sections: 'Program Outcomes' on the left and 'Reporting Cycles' on the right. The 'Reporting Cycles' section has a 'Schedule' button highlighted with a red arrow. Below the 'Schedule' button is a table of reporting cycles:

Reporting Cycle	Status	Action
Oct 1, 2018 - Sep 30, 2019	Next	View
Oct 1, 2017 - Sep 30, 2018	Current	View
Oct 1, 2016 - Sep 30, 2017	Prior	View
Oct 1, 2015 - Sep 30, 2016	Closed	View

2. All of your outcomes should be listed on the left, and the years for assessment across the top.
3. To identify that an outcome will be assessed in a given year, click on the cell and select *Report*.

The screenshot shows the 'Outcome Reporting Schedule' for 'Xitrac's Sample Program'. It features a table with outcomes listed on the left and reporting cycles on the top. A red arrow points to the 'Report' cell for 'Personal Development' in the 'Oct 1, 2017 - Sep 30, 2018' cycle.

Outcome	Reporting Cycle						
	Oct 1, 2014 - Sep 30, 2015	Oct 1, 2015 - Sep 30, 2016	Oct 1, 2016 - Sep 30, 2017	Oct 1, 2017 - Sep 30, 2018	Oct 1, 2018 - Sep 30, 2019	Oct 1, 2019 - Sep 30, 2020	Oct 1, 2020 - Sep 30, 2021
Inquiry [P]	Report		Report		Report		Report
Personal Development [P]	Report	Report		Report		Report	
Practice [P]		Report	Report		Report		Report
Theory [P]				Report		Report	
Written Communication [P]			Report		Report		Report

The screenshot shows a dialog box titled 'Outcome: Personal Development'. It contains two radio buttons: 'Report' (which is selected and highlighted with a red arrow) and 'Not Reported'. At the bottom right, there are 'Submit' and 'Close' buttons.

4. Click *Submit*.