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.

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.

4. Click Submit.