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. In the Program Outcomes box, click Add Outcome
2. The text of your outcome should go into the large Outcome Description box.
   NOTE: The Outcome Label is a required field and that your outcomes will be listed in Alphabetical order by this field. If you want your outcomes in a specific order, include numerals (e.g. LOA1, LOA2, etc.)
3. Click Submit