# Linking Ferris Learning Outcomes (FLOs) To Course Outcomes

Demonstrating how your course outcomes relate to Ferris Learning Outcomes (FLOs) is a simple process.  As you record assessment results and action plans concerning your course-level assessment, you will also be accumulating evidence in support of your course's and your program's achievement of the intended learning outcomes.

## Take these steps:

1   *Log in to TracDat;* Access through front page (left side) of MyFSU or through Academic Affairs website under Initiatives/Assessment.  Login and password are same as for MyFSU.

2   Select the *Course Assessment Unit* where you want to link Ferris Learning outcomes (FLOs). For example, select the ZZ-SNDB assessment unit if you want to link to a course with this prefix.  Everyone has access to Z-SNDB so you can practice, and you should also have access to any prefixes for courses you will be expected to report on.  There is a "course assessment unit" with a Z-prefix for every set of courses at Ferris (e.g. Z-ACCT, Z-ENGL, etc.).

3   Click on the *Course Assessment* tab.

4   From the drop-down menu next to *"Course:"* select the specific course(s)  that you want to link to a FLO. For example, you may wish to start with the course SNDB 205 – Pails.

5   Click on *Related Goals*, which is where the Ferris Learning Outcomes are located.  There may also be other college- or university-level goals or accreditation standards available to you here.  Each program area has different items included within Related Goals.  Let us know if you need something added.

6   From the *Course Outcome Name,* select the outcome from the drop-down menu that you first want to link, such as "Carrying" (one of the outcomes in the Pails class).

7   Scroll down to find the FLO Number(s) with its defining criteria that you believe that the selected outcome supports, and place a check mark next to all that you believe that your assessment strategies for this outcome will demonstrate.

8   Then *Save Changes* by clicking the link at the bottom of this page.

9   To run a report of the courses in your unit (all courses with the same prefix, such as SENG), click on *Reports* and then select *Ad Hoc* where a report called **FLO Outcomes Linked to Courses** has been placed.  Note that there are two versions; one will produce a PDF and the other is an Excel Spreadsheet, which would enable you to produce different reports through filtering and sorting, by FLO type, as one example.

10  You may also prepare additional custom AdHoc Reports that suit your unit's requirements, such as reports that are organized by FLO number, etc.  The AdHoc Report Guide is available on the Ferris Academic Affairs website on the assessment page.

*For assistance, please contact Angie Hollister or Roberta Teahen.*