CurricUNET Assessment Module TASK GUIDE *(Sept 10, 2015 version)*

Logging In for the First Time and Navigating

1. Click the following link:
   http://www.ccsf.edu/curricunet
   *(Or from www.ccsf.edu, go to **My CCSF**. Scroll to the lower left and click on **CurricUNET**.)*
2. From the left-hand navigation menu, choose the **CurricUNET Assessment module**.
3. From the main page of the CurricUNET Assessment User Manual, click **Login**.
4. Login with your CCSF Office 365 username (example: jdoe@ccsf.edu).
5. First time logging in, everyone's password is *ChangeMe1*
   (Note: the password is case sensitive!)
   Having trouble logging in?
   Email curricunet@ccsf.edu.
6. After your log in the first time, you will be required to reset your password.
   Be sure to choose a password that has a minimum of 8 characters with at least 1 number and 2 letters. Write this password down and store it in a safe place.
7. Once you have changed your password, you can return to the main home screen by clicking the **Home** link in the top left of the screen.
8. Once you are at the main screen of the assessment module, look at the left-margin menu and under **Build/Edit** in the center, choose **Outcome Assessments**.
9. If this is your first time in the system, you will see "*You have no Assessments to edit.*" in the center of the screen.
10. From the left-margin menu (top left), choose **Create New Assessment**.
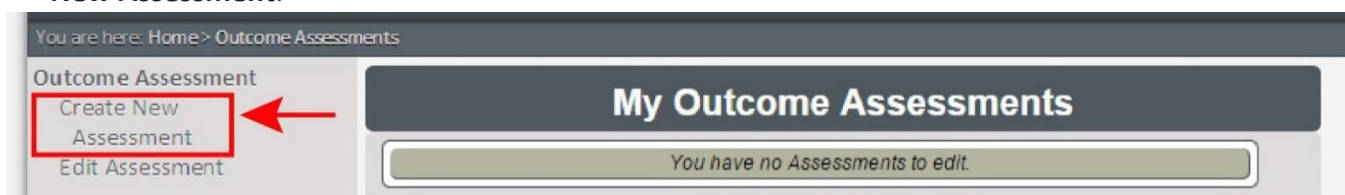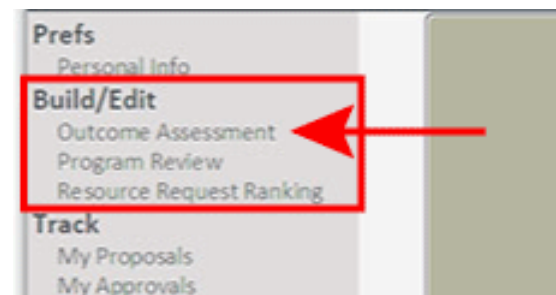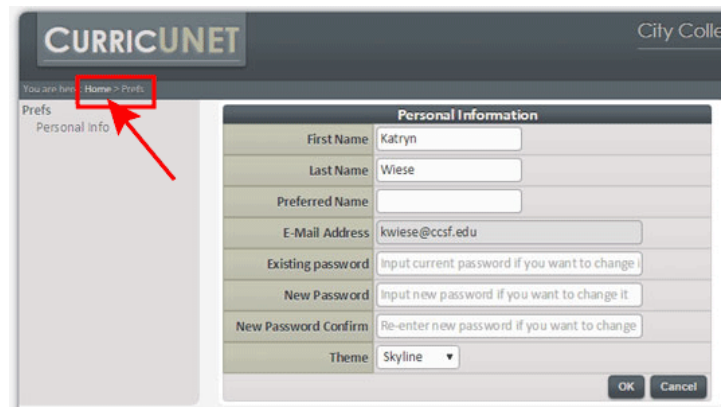
11. In the center of the screen, from the **Assessment Type** menu, choose the assessment type you will be submitting:

- Administrative Unit Outcomes -- for administrative units (like Purchasing and Buildings and Grounds)
- Service Outcomes -- for student and academic service units (like Admissions & Records, Financial Aid, Library, and Language Lab)
- Counseling Program SLOs -- for student counseling units (like DSPS and Continuing Student Counseling)
- Course-level Outcomes
  - **CRN-level SLOs -- submitted by each instructor for each course section each semester**
  - Course (SLO Aggregate) assessment -- submitted at least once every 3 years by course coordinator reviewing ALL course SLOs over multiple semesters
- Instructional Program SLOs -- for majors and certificates submitted at least once every 3 years by program coordinator for each PSLO
- Institutional-Level Outcomes (ILOs) -- submitted by SLO Coordinators on regular cycle
- General-Education-Level Outcomes (GELOs) -- submitted only by SLO Coordinators on regular cycle.
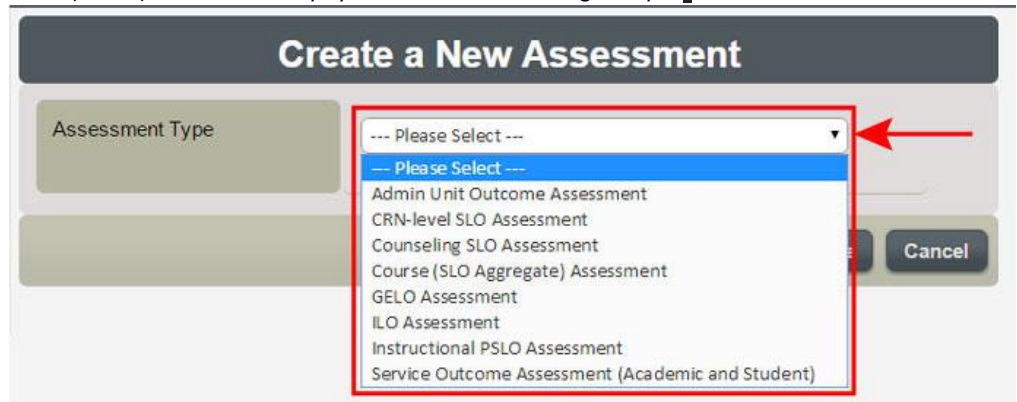
12. After choosing your assessment type, click the **Create** button.
13. Enter the requested information and then click **Save**.
14. To return to the outcome assessments level and see a list of your draft and active assessment reports or start a new one, from the upper left of the screen, under the CurricUNET logo, click **Outcomes Assessments** (see screenshot for step 5 above when you clicked Home from the same navigation menu, which now looks like: Home > Outcomes Assessments > Edit Outcome Assessment).
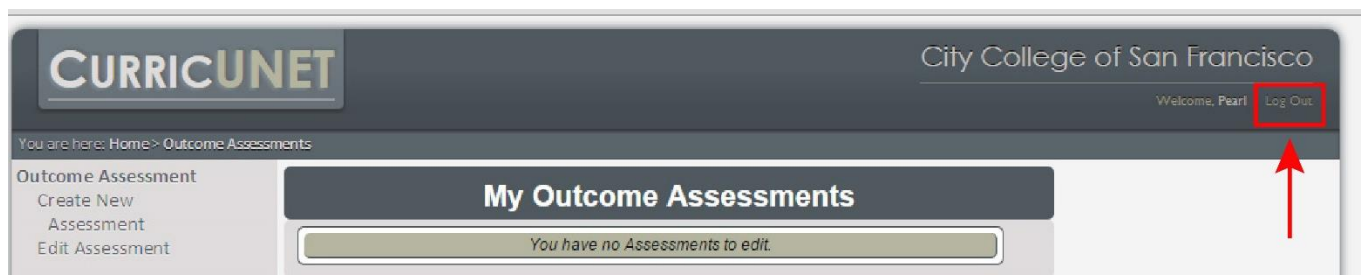
15. **Log out** in the top right of the screen to exit.

The [CurricUNET Assessment User Manual Support Page](#) has detailed instructions, training times, drop-in labs, task guides, and video tutorials for completing each type of report. Visit the page for more information.

- Creating a CRN-level assessment report
- Creating a course-level (SLO Aggregate) assessment report
- Creating an instructional program SLO assessment report
- Creating an ILO or GELO report
- Creating an AUO, Service (Academic or Student) or Counseling Program SLO assessment report
- Viewing public final reports