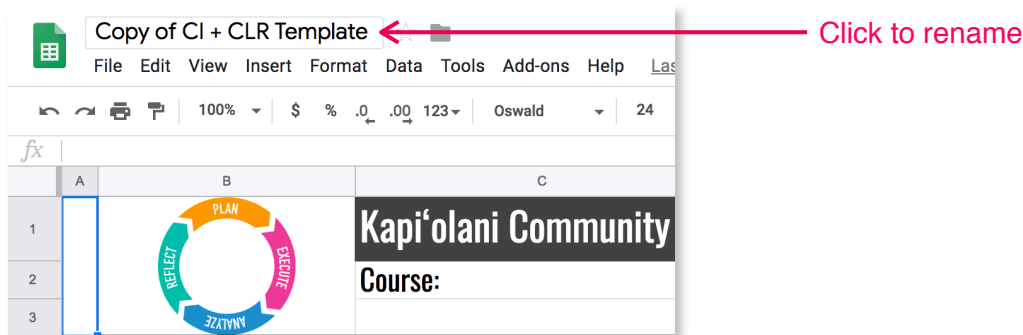


Submitting Your COURSE LEARNING REPORT

1. [Make a Copy](#) of the form (this will be saved to your Google drive).
2. In the upper right corner, click the title and change this to the name of the course (e.g., ENG 100). (Google will autosave your document as you work).



3. Fill out the **Course**, **# of Course Sections** and **Course Description** at the top of the page.

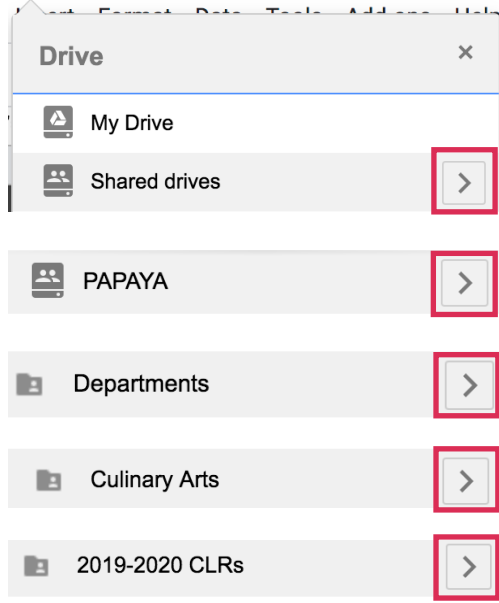
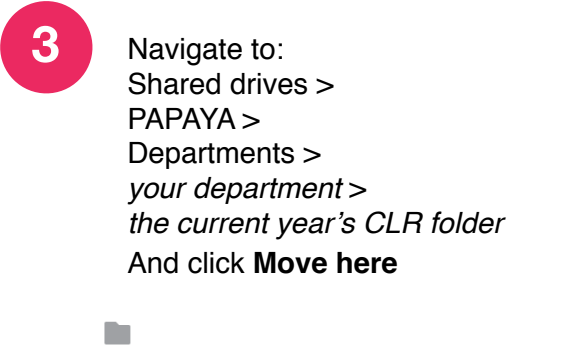
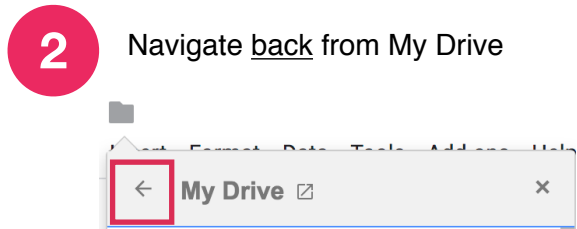
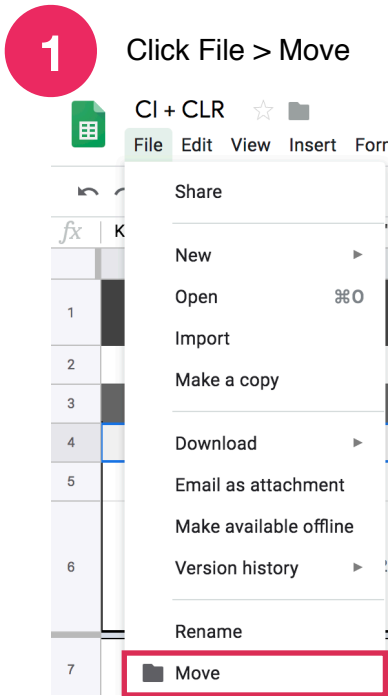
A	B	C	D	E
		Kapi'olani Community College Course Learning Report		
		Course:	# of Course Sections:	Course Description:
				Add course description here.

4. Complete the orange **Plan** section of the document for all course SLOs.
5. Scroll to the right and complete the alignment sections, adding your Program Learning Outcomes (PLOs) and aligning each course SLO with **PLOs**, **Gen. Ed. Outcomes**, and **Institutional Learning Outcomes (ILOs)**, using the key to indicate whether outcomes are (I)ntroduced, (D)eveloping, (R)einforced, (P)racticed, or (M)astered and whether they are used for program (A)ssessment or are included in a (C)apstone.


Curricular Alignment														
Key: "I"=Introduced; "D"=Developing; "R"=Reinforced and/or "P"=Practice; "A"=Assessment; "C"=Capstone; "M"=Mastery														
Program Learning Outcomes						Gen Ed. Outcomes					Institutional Learning Outcomes			
Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5	Outcome 6	Outcome 1 Thinking/Inquiry (TI)	Outcome 2 Communication (CO)	Outcome 3 Self and Community/ Diversity of Human Experience (DI)	Outcome 4 Aesthetic Engagement (AE)	Outcome 5 Integrative Learning (IL)	Outcome 1 Creative Thinking (CT)	Outcome 2 Communication (CO)	Outcome 3 Hawaiian Awareness (HI)	Outcome 4 Community Contributions (C)

Once assessment data has been collected for each SLO, the Analyze and Reflect phases can be completed (you will be revisiting this form).

6. Before closing the form, you will need to **Move** it into the appropriate folder for your department.



Note: After moving your file, you can access it for future editing by going to your Google shared drives > PAPAYA > Departments > *your department* > *current year's CLR folder*

 **Click to View Video (1 minute)**
Copying, Renaming, and Moving your CI + CLR

