

POSTING/UPDATING PROGRAM OUTCOMES ON CITY WEBSITE

Student learning outcomes for each academic program, student services program, or service area should be posted on the main web page (usually an index.aspx page) for your program.

Some guidelines to follow:

- There should be a heading with the label “Student Learning Outcomes” (for student-facing areas) or “Program Outcomes” (for administrative areas that may not interact with students).
- Outcomes on the web page should align with the Program Outcomes for your area in Taskstream (listed under “Standing Requirements”).
- In addition, if your program has outcomes that are published in the City College Catalog, the outcomes posted on the website MUST match. If revisions are needed, they need to go through the [catalog update process](#) first, and then be reflected on the website.

Here are some examples that include this information:

Instructional Programs

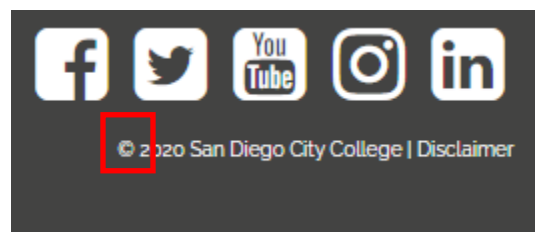
- Electricity: <http://www.sdcity.edu/academics/schools-programs/math-engineering/tech/electricity.aspx>
- Mathematics: <http://www.sdcity.edu/academics/schools-programs/math-engineering/math/index.aspx>
- Health, Exercise Science, Athletics, and Nutrition: <http://www.sdcity.edu/academics/schools-programs/health-exercise-science/exercisescience.aspx>

Student Services Programs

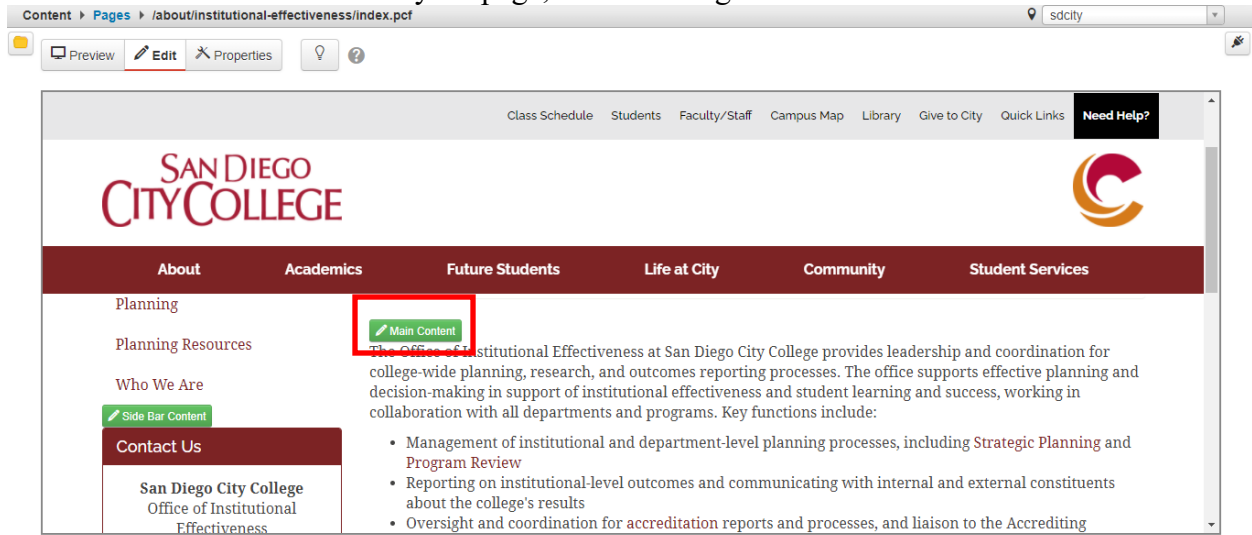
- Admissions: <http://sdcity.edu/future-students/admissions/index.aspx>
- CalWORKS: <http://sdcity.edu/students/services/calworks/index.aspx>

HOW TO EDIT YOUR SDCITY.EDU PAGE

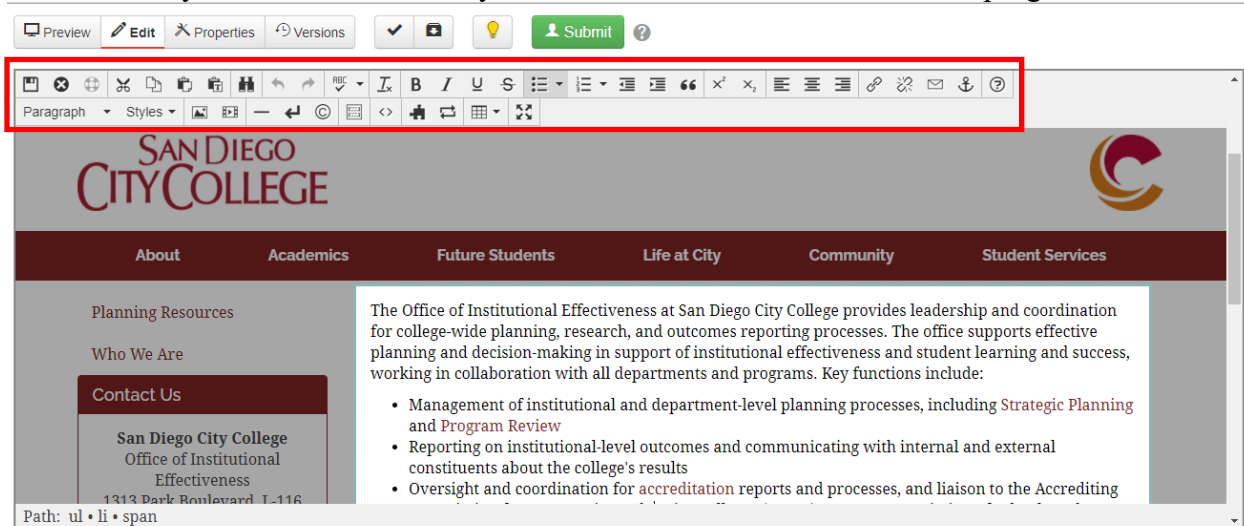
- Do you know who has a login for OmniUpdate and permission to edit the page for your department? If you need access, contact Victor Chen, Web Designer/Programmer in the Office of Communications, at vchen@sdccd.edu.
- To access the login screen, scroll all the way to the bottom of the page and click on the © symbol just before “2020 San Diego City College.”



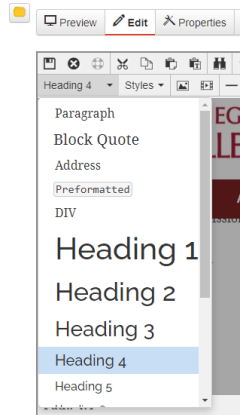
- Once you have successfully logged in, the interface will look similar to the one below. To edit the main content of your page, click on the green “Main Content” button.



- The portion of the page you are editing will appear in a white box while the rest of the page will be grayed out. A WYSIWYG (What You See Is What You Get) editor will allow you to make edits as if you are in Microsoft Word or a similar program.



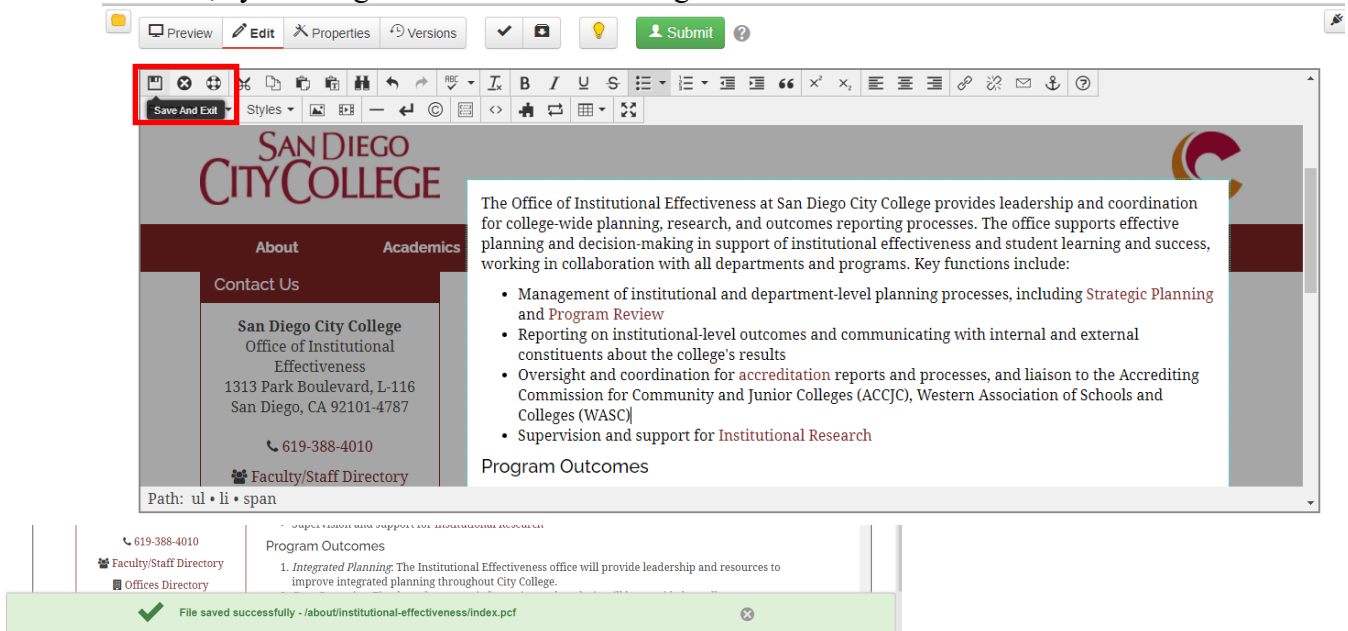
- When adding program or student learning outcomes to your main web page, emphasize the outcomes by changing the heading level. The example below uses Heading 4.



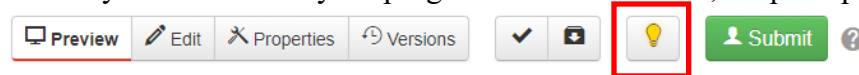
Program Outcomes

1. *Integrated Planning:* The Institutional Effectiveness office will provide leadership and resources to improve integrated planning throughout City College.
2. *Data Reporting:* Timely and accurate information and analysis will be provided to college programs, services, governance groups, and external agencies to use in assessment, evaluation, and decision making.

- As you make edits, click the disk periodically to save your work. After you click “Save and Exit,” you will get a confirmation message at the bottom.



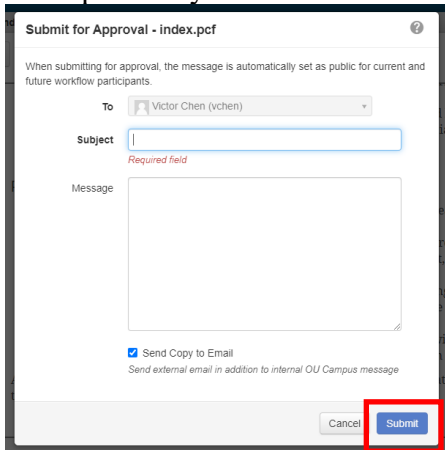
- If you are done making edits in the interim and do not want to submit your work yet, but other editors need to access the page, check the page back in by clicking the light bulb. If you do not want your progress to be overridden, keep the page checked out.



- Once your edits are finalized, click the green Submit button.



- A pop-up menu will appear. The Subject line is a required field; include a brief description of your edits and then click Submit.



- You will get another confirmation message that your submission is pending approval by Victor Chen. If you left the “Send Copy to Email” box checked, you will receive an email once your submissions have been approved.

