

CHAPTER
11

CREATE NEW COURSE - METHODS OF EVALUATION

cur • ric • u • lum (ke-rik'ye-lem)

n.pl. cur • ric • u • la (-le) or cur • ric • u • lums


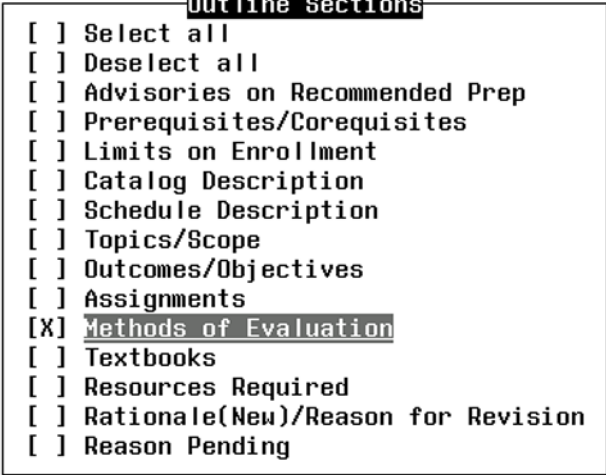

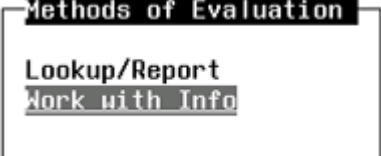
1. All the course of study offered by an educational institution.
2. A group of related courses, often in a special field of study; *the engineering curriculum*.

[Latin, *course*, from *currere*, *to run*.]

A. Methods of Evaluation

Function and Use: The methods of evaluation outline section specifies the criteria used to calculate a student's a grade in the course.

The steps below detail how to get into the Methods of Evaluation outline section:

Step	Illustration
<p>1. Select the function key: <OUTLINE SECTIONS> after completing page one and two of the new course screens.</p>	
<p>2. You may now begin working with the other sections of course information. You can have multiple areas checked.</p> <p>We chose 'Methods of Evaluation' by tabbing to the menu branch and pressing <ENTER> on the keyboard.</p>	
<p>3. Press the <ACCEPT> function key to process your selection.</p>	
<p>4. A submenu appears with two choices.</p> <p>We chose 'Work with Info' and pressed <ENTER>.</p>	

This screen shows the five categories for Methods of Evaluation and their associated grade bases:

SANTA ROSA J C: 261		CCCSC Curriculum Management	
Methods of Evaluation(M)			
Course: THAR 98.9	Title: PHYS. CHARACTERS	Ver: 01	Stat: N Aprv: P
For DEGREE-APPLICABLE courses, you must mark at least 1 item in ONLY ONE of the two sections of Category 1. For other courses, mark Section 1 if applicable.			
Press 'Select More' to work with a Category.			
Category			Grade Basis
1	<input checked="" type="checkbox"/> Section 1 - Substantial writing assignments		<u> </u> - <u> </u> %
	<input type="checkbox"/> Section 2 - Writing assignments not appropriate		
2	<input type="checkbox"/> Problem-solving demonstrations		<u> </u> - <u> </u> %
3	<input type="checkbox"/> Skill demonstrations		<u> </u> - <u> </u> %
4	<input type="checkbox"/> Objective examinations		<u> </u> - <u> </u> %
5	<input type="checkbox"/> Other methods of evaluation		<u> </u> - <u> </u> %
Methods of Evaluation(M)			
Press a function key			
<input type="button" value="Change Keys"/>	<input type="button" value="Help Field"/>	<input type="button" value="Select More"/>	<input type="button" value="Back Tab"/> <input type="button" value="Accept"/> <input type="button" value="Reject"/>

Figure 11.2 Introductory Screen: Methods of Evaluation

There are five categories to choose from within Methods of Evaluation.

<u>Category</u>	<u>Use</u>
1. Writing Assignments	All written assignments except essay quizzes or exams.
2. Problem-solving demonstrations	All computational or non-computational problem solving assessment tools except quizzes or exams.
3. Skill demonstrations	All skill and physical demonstrations including performance exams.
4. Objective examinations	All written exams and quizzes including essay and problem-solving.
5. Other methods of evaluation	Common items include attendance and participation, as well as special projects that do not fit logically in other categories.

When working with the **categories**, here are some pointers:


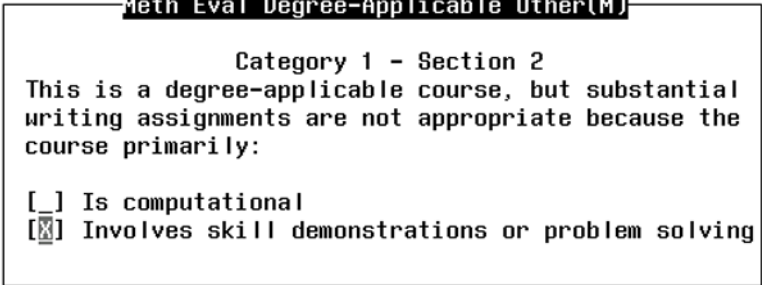

- If a course is degree applicable, you must fill out category one.
- To work with a category's subcomponents, position the cursor on the '_' or 'X' to the left of the Category description and press <SELECT MORE>. This will bring up a list of subcomponents, as well as a free text area, from which you can choose one or more items. If a Category is marked with an 'X', its grade basis range must also be indicated.

- If a category is marked with an 'X', it means that one or more subcomponents of that category have been identified.

When working with the **grade bases**, here are some pointers:

- Grade basis defines a range of percentages that a category counts towards a grade. You fill in the minimum and maximum of that range.
- If only one category is marked, its minimum and maximum grade bases must both be 100.
- If more than one category is marked, the sum of their minimum grade bases must be less than 100, and the sum of their maximum grade bases must be more than 100.
- For 'Other Methods of Evaluation' (two lines of text) a grade basis is not required.

The steps below detail how to select the individual skills within the categories:

<u>Step</u>	<u>Illustration</u>
1. To bring up the first category, choose the <SELECT MORE> function key.	
2. If the course is degree applicable, but you would like to measure a student's success using other methods, choose Category 1 - Section 2. We chose 'Involves skill demonstrations or problem solving'.	
3. Press the <ACCEPT> function key to process your selection.	

Step

Illustration

4. Continue with this process, choosing Category 2 for input.
We chose 'Exams'.

Meth Eval Problem-Solving Demonstrations(M)

Category 2
Computational or non-computational problem-solving demonstrations, including:

Homework problems
Field work
Lab reports
Quizzes
Exams
Other.....

5. Category 3 measures students success using skill demonstrations.
We chose 'Class performance(s)', 'Field work', and 'Performance exam(s)'.

Meth Eval Skill Demonstrations(M)

Category 3
Skill demonstrations, including:

Class performance(s)
Field work
Performance exam(s)
Other.....

6. Category 4 measures students success using objective examinations.
We chose 'Multiple choice.'

Meth Eval Objective Examinations(M)

Category 4
Objective examinations, including:

Multiple choice
True/false
Matching items
Completion
Other.....

7. Category 5 measures students success using other methods of evaluation.
We entered in the text: 'Attendance, Promptness, Preparation, and Attitude.'

Other Methods of Evaluation(M)

Category 5 - Other Methods of Evaluation
Fill in Category 5 information only if applicable. Otherwise leave blank.

Attendance, Promptness, Preparation and Attitude

Below is a view of the screen after category and grade basis information has been entered for THAR 98.9 - Physical Characterization:

SANTA ROSA J C: 261		CCCSC Curriculum Management	
Methods of Evaluation(M)			
Course: THAR 98.9		Title: PHYS. CHARACTERS	Ver: 01 Stat: N Aprv: P
For DEGREE-APPLICABLE courses, you must mark at least 1 item in ONLY ONE of the two sections of Category 1. For other courses, mark Section 1 if applicable.			
Press 'Select More' to work with a Category.			
Category			Grade Basis
1	<input type="checkbox"/> Section 1 - Substantial writing assignments		<u>0</u> - <u>0</u> %
	<input checked="" type="checkbox"/> Section 2 - Writing assignments not appropriate		
2	<input checked="" type="checkbox"/> Problem-solving demonstrations		<u>10</u> - <u>20</u> %
3	<input checked="" type="checkbox"/> Skill demonstrations		<u>40</u> - <u>60</u> %
4	<input checked="" type="checkbox"/> Objective examinations		<u>10</u> - <u>20</u> %
5	<input checked="" type="checkbox"/> Other methods of evaluation		<u>10</u> - <u>20</u> %
Methods of Evaluation(M)			
Change Keys	Help Field	Select More	Back Tab Accept Reject

Figure 11.3 Methods of Evaluation

When you are done entering the data, press the <ACCEPT> function key. Then go to the Lookup/Report to view the data you have inputted:

SANTA ROSA J C: 261		CCCSC Curriculum Management	
Methods of Evaluation Report			
CC103-METHEV-RPT		SANTA ROSA JUNIOR COLLEGE	PAGE: 1
17:21:00		METHODS OF EVALUATION	COURSE Base
Course	Title	Vrsn	Stat Aprv Effective Inactive
THAR 98.9	PHYS. CHARACTERS	01	N P FALL 2002
This is a degree-applicable course, but substantial writing assignments are NOT appropriate, because the course primarily: Involves skill demonstrations or problem solving			
The problem-solving assignments required: Exams			
The types of skill demonstrations required: Class performance Field work Performance exams			
The types of objective examinations used in the course:			
Methods of Evaluation Report			
Press ENTER key to continue			
Lines:1-19 Columns:1-80			
		Scroll Forward	Scroll Backward Next Page

Figure 11.4 Lookup Report: THAR 98.9

Note: Use the <SCROLL FORWARD> and <SCROLL BACKWARD> to view more of the report. The <NEXT PAGE> takes you to the next page, and you can not go back from there.

If your query has many pages and you want to exit out of the report, press the <CTRL> + 'Y' on your keyboard. This shortcut comes in handy when you are in a report that has multiple pages.