Student Learning Outcomes Input Via MyBenU

Before you begin, you should find out from your program assessor and/or department chair which SLO code to use. This system uses the nine University Student Learning Outcomes (1-9), with the ability to capture data for up to three Student Learning Outcomes (or Performance Indicators) per University Student Learning Outcome (indicated as A, B, or C).

- The format of these in the roster type is Univ Stud Learn Outcome 1A, 1B, 1C, 2A, 2B, 2C, ... 9C.

- A single class can report data for more than one Student Learning Outcome. You will just create a Student Learning Outcome roster for each outcome for which you are reporting the measures.

You MUST enter your Student Learning Outcome data BEFORE you submit your final grades. Once you have moved your final grades to “Ready for Review,” you will be unable to add a new grade roster of any type to the course.

Let’s step through entering Student Learning Outcomes into MyBenU.

1) Log into the MyBenU system. You will be on the Homepage. Click on the Classic Home button to get to the Classic view.
2) Click on Main Menu in the top bar, and navigate through Self Service > Curriculum Management > Grading > Grade Roster. The Grade Roster search page will open.

3) Once on the Grade Roster search page, make sure that the Academic Institution code is BENUV. In addition, enter the code of the appropriate term for your class. If you do not know the term code, click on the magnifying glass. This will open the Look Up Term page. Scroll down the page to find the correct term link and click on it. This will return you to the Grade Roster search page with the term populated.
4) Click on the “Search” button. All of the classes for which you are listed as the instructor on in that term will appear. NOTE: If you are teaching only one class in that term, the Grade Roster Type page for that class will open [skip step 5].

5) Click on the link for the class which grades are to be submitted from those listed. The Grade Roster Type page for that class will open.
6) On the Grade Roster Type page, you’ll need to select the appropriate roster to create. Note that you cannot change this once created, but you can create another roster if you do make a mistake.

Select the row of the appropriate University Student Learning Outcome (check with your program assessor or department chair if you do not know which one to select).

7) After you select the correct Univ Student Learn Outcome, an orange Create button will appear to the right (see below). Click on it to Create the roster.
8) You will then be taken to the Grade Roster page. Note the two tabs at the top: Grade Roster Type and Grade Roster. You started on the Grade Roster Type page (and clicking that tab will return you to it).

Also note that this is Page 3 of 3. In this particular course, there are now three Grade Rosters. The arrow is pointing to where you can see which roster this is: This is the roster for University Student Learning Outcome 3A.
9) You can click on the magnifying glass to the right of the Roster Grade column to bring up a list of the available options. In a Student Leaning Outcome Roster, you should only be using the first four:

- 1SL  Does not meet expectations on SLO
- 2SL  Partially meets expectations on SLO
- 3SL  Meets expectations on SLO
- 4SL  Exceeds expectations on SLO

You can select the grades from this Lookup Table, or you can directly enter them into the Roster Grade column.

For any students for whom assessment scores are missing, enter an F as a placeholder. (Rosters with blanks cannot be processed.)
10) Once you have entered all of the SLO scores, click on the yellow Save button just below the list.

11) You can return to the Grade Roster Type page by clicking on the blue text just below the Save button or by clicking on the tab at the top that says Grade Roster Type.

12) Change the status of the Learning Outcome being scored to “Ready for Review”. Please Save again to save this change. (Note that if you do not do this, your scores will be copied into any additional rosters you create.)
13) To add another Grade Roster—this could be another University Student Learning Outcome roster or your Final Grade roster, click on the + on the far right of any row of the table of types.

14) You will now get a new row in the table and can select the next Grade Roster Type.

Some notes:
Be sure to change the Approval Status of your Student Learning Outcome rosters to “Ready for Review” as you complete them. Also be sure to change the Approval Status of your Final Grade roster to “Ready for Review” in order for the grades to be posted.

You MUST complete your Student Learning Outcome rosters BEFORE you submit your Final Grade roster. There is no way to add another roster of any type once the final grades have been moved to Ready for Review.

PLEASE double check that you put SL scores into Student Learning Outcome rosters and letter grades into your Final Grade roster. The system will not prevent you from making this mistake, but your grades cannot be posted if you have not entered them appropriately.