PLO ATTAINMENT REPORT MANUAL

1. Enable MACRO. Click "OPTION" button.



2. Click button "Enable the content". Then, click button "OK"



3. Click button "START"



4. Step 1: Click button "RESET DATABASE"

5. Step 2: Complete in white-cell : a) Programme Name, b) Programme Code , c) Intake

6. Step 2: Complete mapping of Programme Learning Outcome (PLO or PO) against Ministry of Education (MOE) Learning Outcome (MOE LO). ** This should a one-to-one mapping, i.e PLO1 should map to LO1, PLO2 should map to LO2, etc.etc.

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	STEP 1 Click button 'RESET DATABASE' If you are evaluating a NEW If you are continuing on the current programme, current co Please complete the following:									or NEW C EXT'	RESET DATABASE	=							
	Programme Name BSC Mathematics									J									
	Programme Code MT222								Intake (e	.g. Jan 200	READ ME								
	P	Please complete mapping of Programme Learning Outcomes (PLO) to MOHE Learning Outcomes (LO)																	
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									tr,ounded	Practical Stills	Stills and Set	Communication	Social stills	Values ethics and	momento maneron Martion	Manageneral and	Siliyo que peor		
		A	t the end of th	e programme,	, the stude	nts should b	e able to:		L01	LO2	LO3	LO4	LO5	LO6	LO7	LO8	LO9		
		PO1	ive acquired the l	basic radiographi	ic knowledge	e to become a	practisingradio	ographer	v	v					v				
		PO2								v			v						
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7. Step 3: After completing Step 2, click button "NEXT"

8. Step 1: Enter course code : for University Courses/ codes or Faculty Course/codes or Common Courses/Codes , use upper box. For other Course (i.e programme codes) use bottom box. Complete the mapping

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Programme Name BSc Mathematts Programme Code MT222 Itake (e.g. Jan 2007) March 2008 (For University Courses, please fill this section only) Course Code Course Code	-
following learning outcomes: STEP 1 (For other Courses, please fill this section) Course Code Course Code Map the course to the following learning outcomes: PO1 PO2 PO3 PO4 PO5 PO6 PO7 PO8 PO9 PO10 PO11 PO12 PO13 PO14 PO15	
Please enter number of students achieving each grade: A+ A+ B+ B B- C+ C C- D+ D E F STEP 2 STEP 3 SAVE ENTRY TO DATABASE VIEW DATABASE PREVIOUS	
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9. Step 2: After completing the mapping, enter no.of students achieving each grade for the course entered. Eg. BAB401, 20 students got A, 40 students got B, etc,etc

10. Step 3: After completing step 2, click button "SAVE DATABASE", follow instruction in dialog boxes.

11. Repeat Step 1, 2 and 3 for ALL courses in the programme, FOR A PARTICULAR COHORT/INTAKE ONLY (i.e graduated cohort). Eg. result for all courses in the programme for students of INTAKE JULY 2009. The information can be obtained from SIMS.

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	Course Code	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO	PO10	PO11	PO12	PO13	PO14	PO15					_
1	bab401	100		100	100		100		100				100								_
2	bab451	100		100	100		100		100				100								_
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12. Once completed, you can click button "VIEW DATABASE".

Your data will be analysed automatically to denoted attainment of PLO. If you need to edit, click button "EDIT" but please do not forget to click button "SAVE" after you have edit. If you have mistakenly input the wrong frequency for the grades in a particular course (e.g instead of 25 students achieved "A", you keyed-in 23, you need to DELETE all information for the course (i.e delete WHOLE row), and input the information for the course AGAIN.

Click button "BACK" to go to the previous page.

*** Please use file PLO Attainment beta2.xls