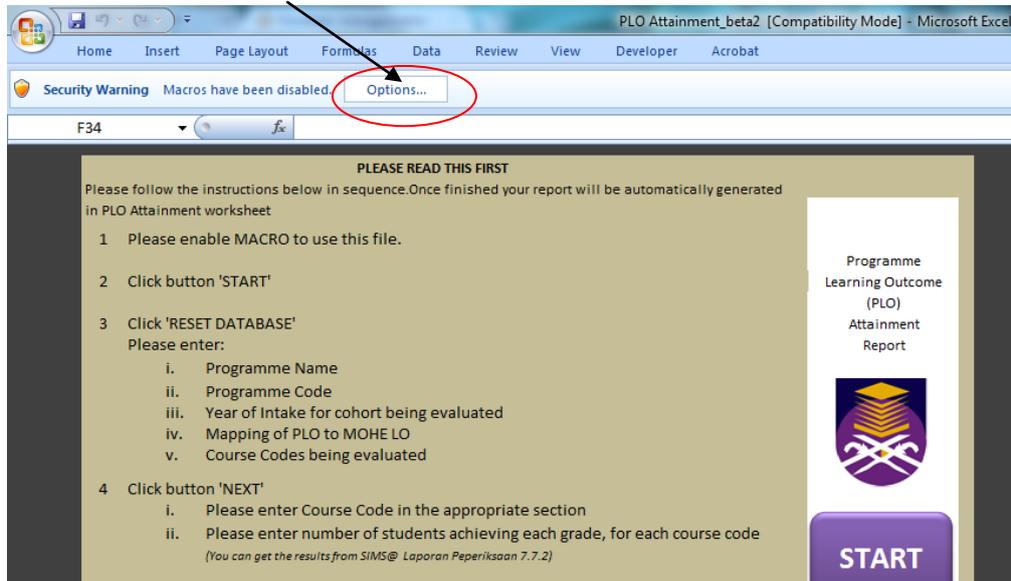
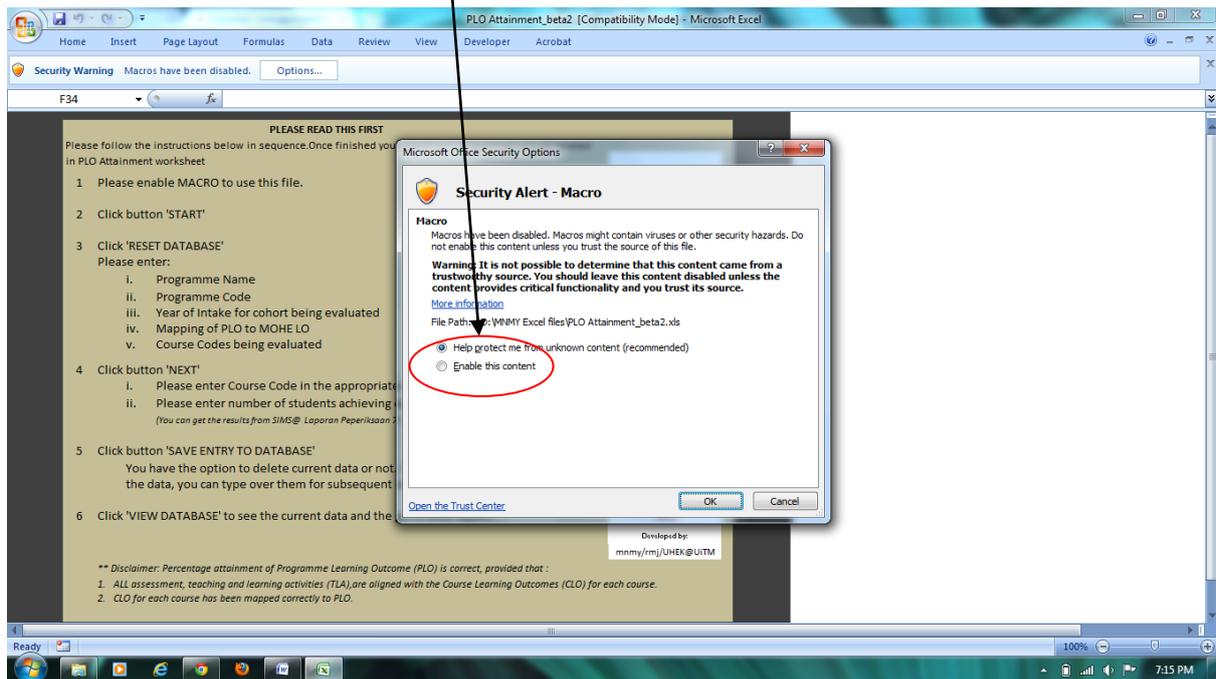


PLO ATTAINMENT REPORT MANUAL

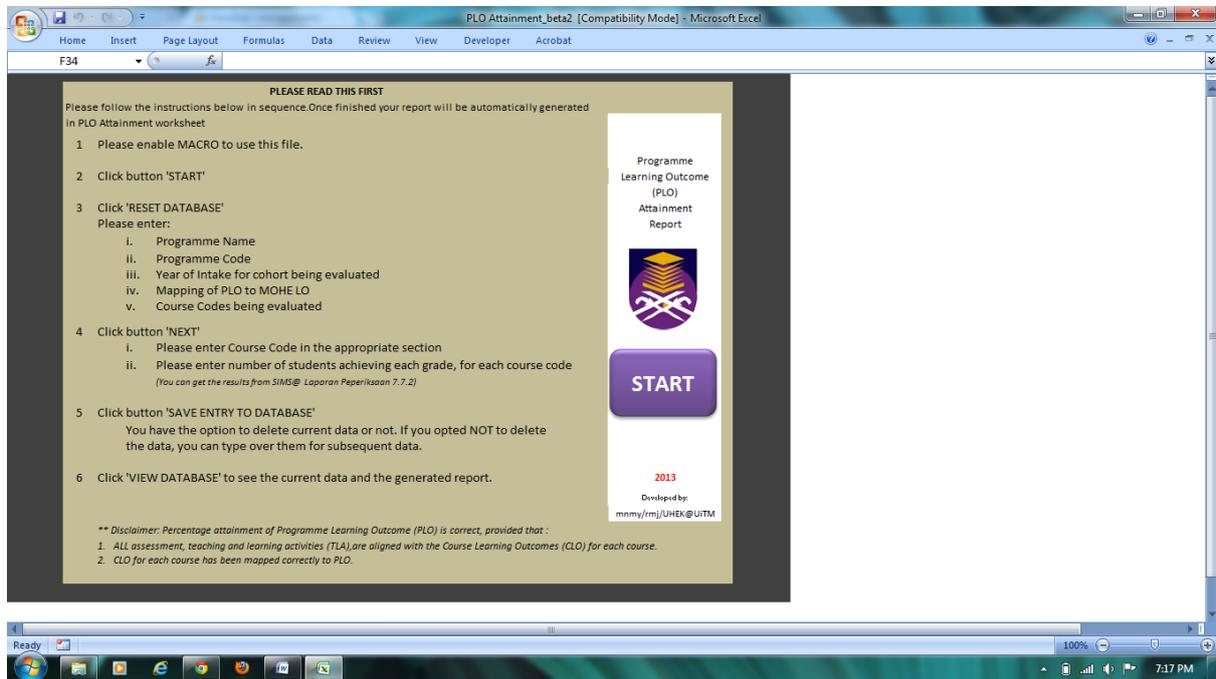
1. Enable MACRO. Click "OPTION" button.



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



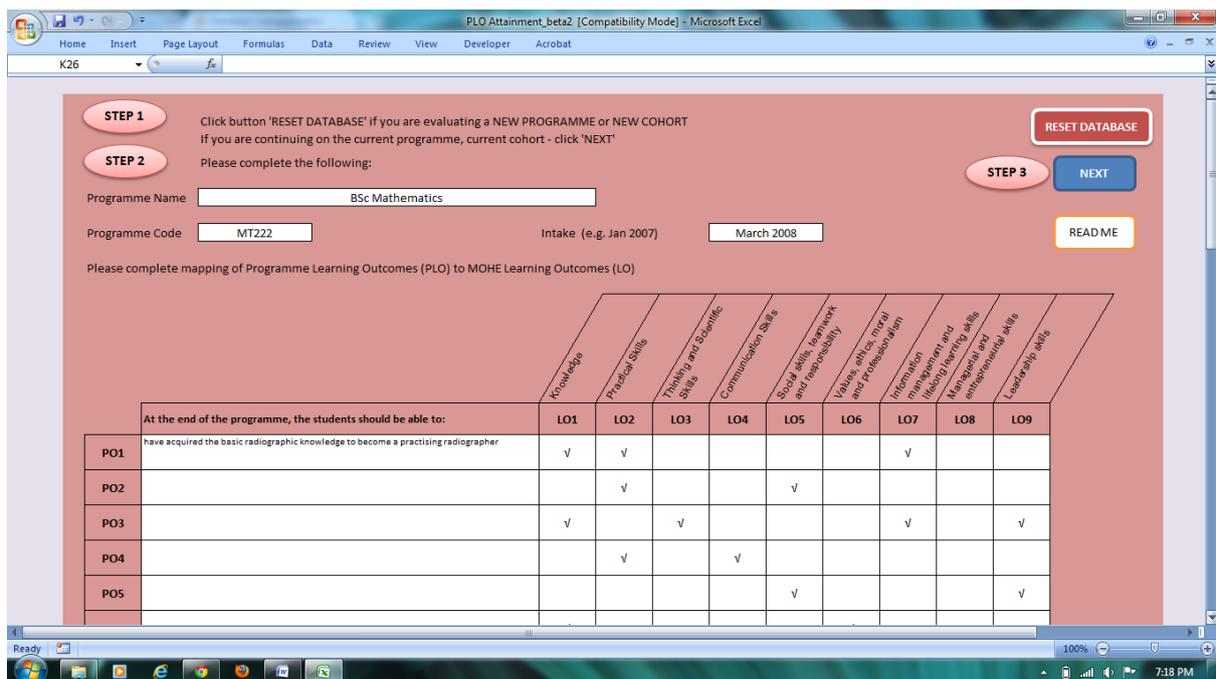
3. Click button "START"



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.



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

Programme Name: BSc Mathematics

Programme Code: MT222

Intake (e.g. Jan 2007): March 2008

(For University Courses, please fill this section only)

Course Code: []

Map the course to the following learning outcomes:

LO1	LO2	LO3	LO4	LO5	LO6	LO7	LO8	LO9
-----	-----	-----	-----	-----	-----	-----	-----	-----

STEP 1

(For other Courses, please fill this section)

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
-----	-----	-----	-----	-----	-----	-----	-----	-----	------	------	------	------	------	------

STEP 2

Please enter number of students achieving each grade:

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	E	F
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STEP 3

SAVE ENTRY TO DATABASE

VIEW DATABASE

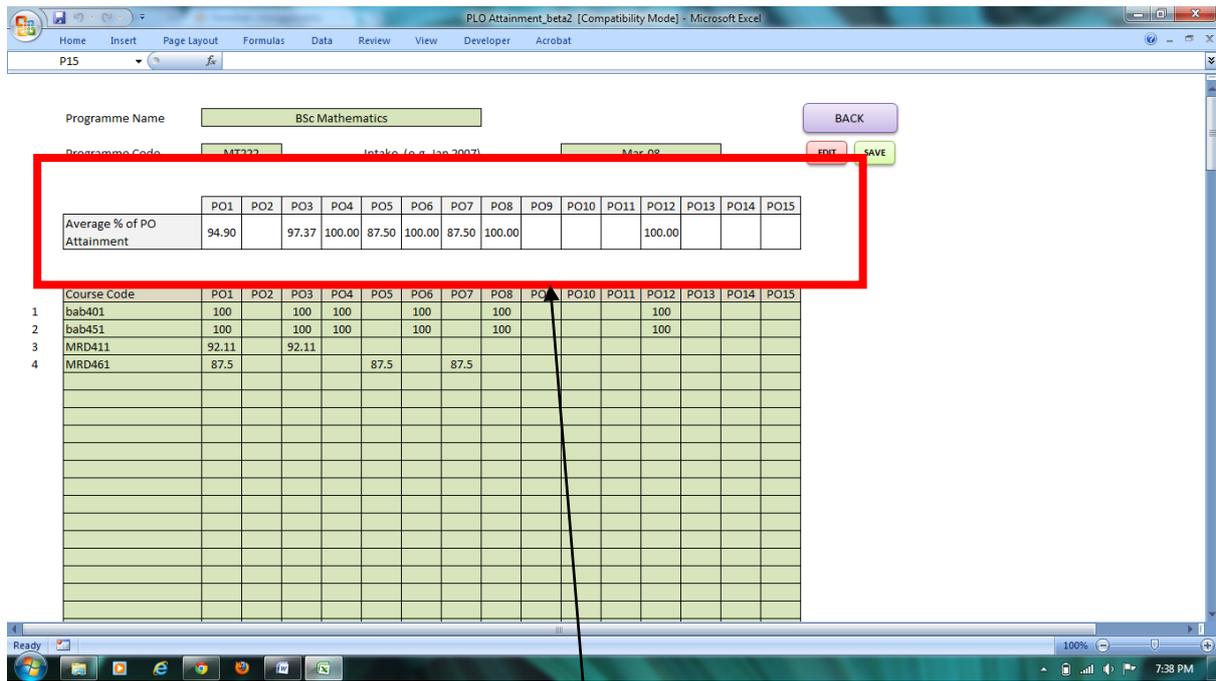
PREVIOUS

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.

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