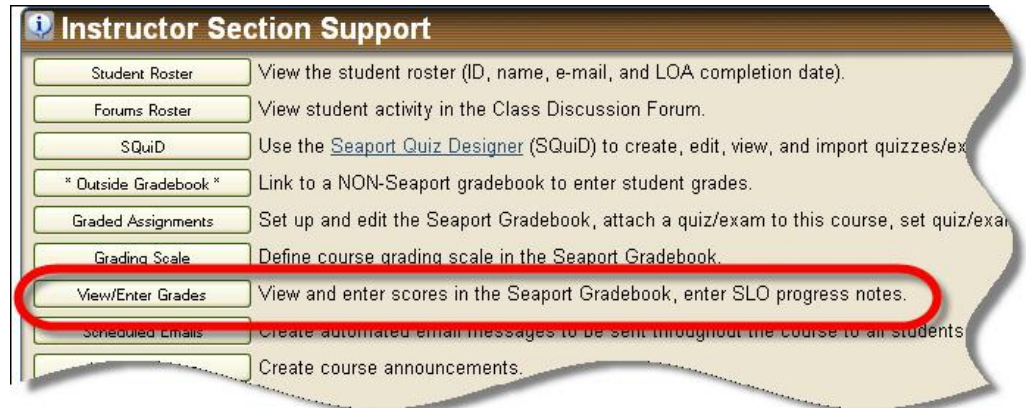


Reporting Student Learning Outcome Progress Notes A Quick Start Guide

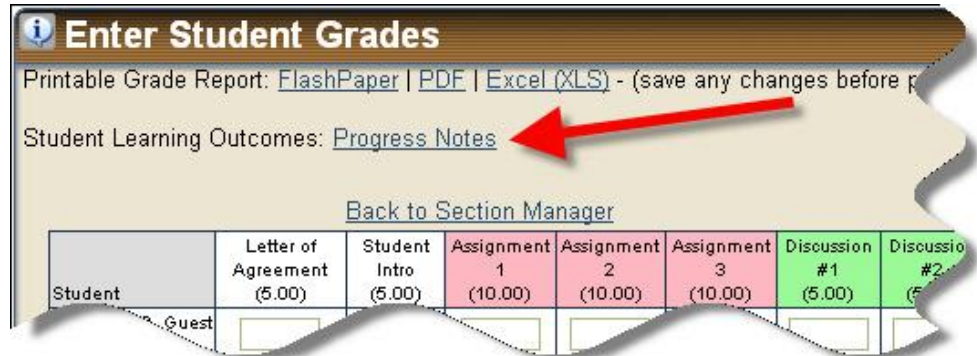
1. Login to Seaport <http://seaport.coastline.edu> (or enter Seaport via MyCCC).

2. Enter a course and remain in the Instructor View.

3. From the Section Manager of your course, under Instructor Section Support, click **View/Enter Grades**.



4. Click **Progress Notes**.

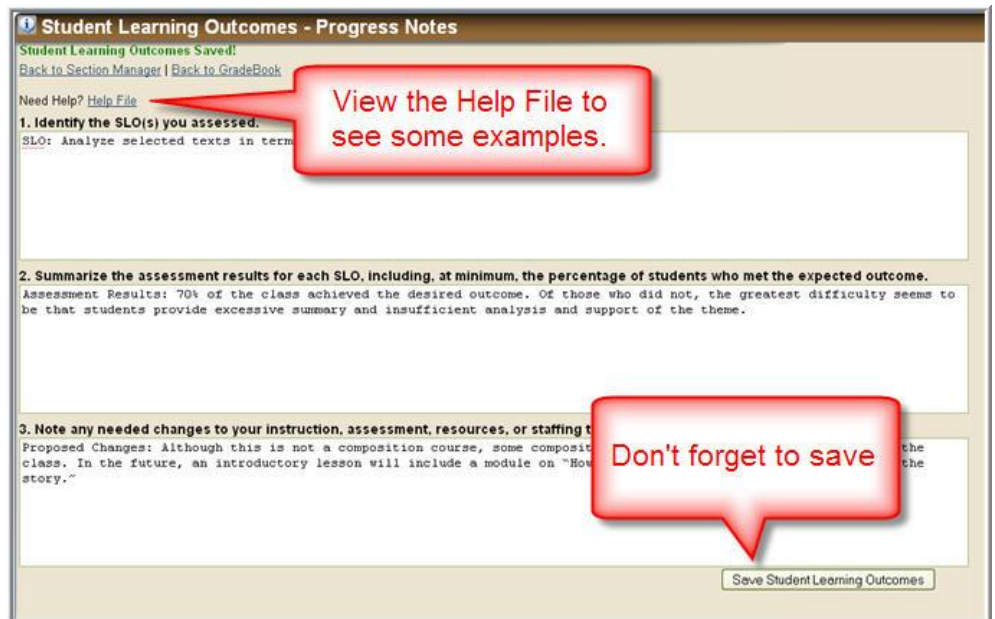


5. Enter your notes in the three text boxes provided (no formatting is needed).

6. Click **Help File** to open a PDF file and view some examples.

7. Click **Save Student Learning Outcomes** to save your notes.

8. Click **Back to Section Manager** when you are finished.



Many Course Outlines contain the Student Learning Outcomes. Course Outlines are available online at: <http://outlines.coastline.edu>. Please direct all questions about Student Learning Outcomes to your Dean or Department Chair.