## Reporting Student Learning Outcome Progress Notes A Quick Start Guide

- 1. Login to Seaport <u>http://seaport.coastline.edu</u> (or enter Seaport via MyCCC).
- 2. Enter a course and remain in the Instructor View.
- From the Section Manager of your course, under Instructor Section Support, click View/Enter Grades.
- 4. Click Progress Notes.

Student Roster	View the student roster (ID, name, e-mail, and LOA completion date).
Forums Roster	View student activity in the Class Discussion Forum.
SQuiD	Use the <u>Seaport Quiz Designer</u> (SQuiD) to create, edit, view, and import quizzes/e
Outside Gradebook *	Link to a NON-Seaport gradebook to enter student grades.
Graded Assignments	Set up and edit the Seaport Gradebook, attach a quiz/exam to this course, set qui
Grading Scale	Define course grading scale in the Seaport Gradebook.
View/Enter Grades	View and enter scores in the Seaport Gradebook, enter SLO progress notes.
scheduled Emails	Create automateu emair messages to be sent throughout the course to an students

😟 Enter 🛛	Student G	rades					
Printable Grad	le Report: <u>Flash</u> f	Paper   Pl	DF   Excel	<u>(XLS)</u> - (sa	ve any cha	nges befo	re r
Student Learni	ing Outcomes: <u>F</u>	Progress I Back to :	Notes	nager			2
Student	Letter of Agreement (5.00)	Student Intro (5.00)	Assignment 1 (10.00)	Assignment 2 (10.00)	Assignment 3 (10.00)	Discussion #1 (5.00)	Discussio #2. (5
	est	10					

- 5. Enter your notes in the three text boxes provided (no formatting is needed).
- Click Help File to open a PDF file and view some examples.
- Click Save Student Learning Outcomes to save your notes.
- Click Back to Section Manager when you are finished.



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