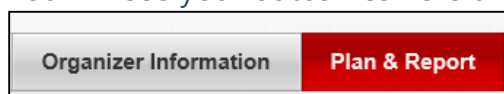


Online Organizer Helpful Handout

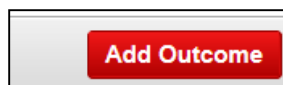
Working with Program Outcomes / Specializations / Certificates and also Courses

I . Editing – Adding – Deleting your **Outcomes** (You can do this yourself....)

You will see your outcomes here under “plan and report”



You can add more outcomes



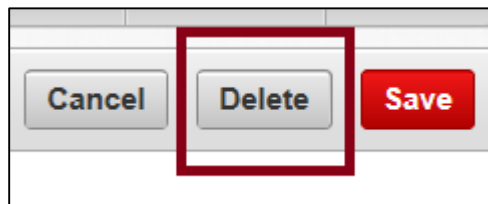
You can also edit them by clicking on the pencil



Need to Delete?

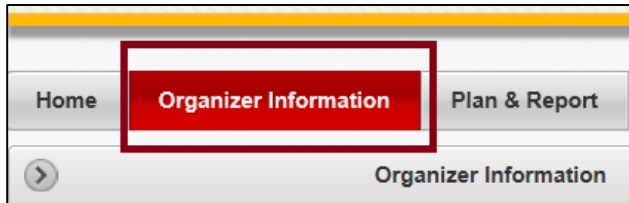
When you go to “Plan & Report,” click on the pencil icon next to the Outcome you want to remove.

Then click on Delete and this will remove it.

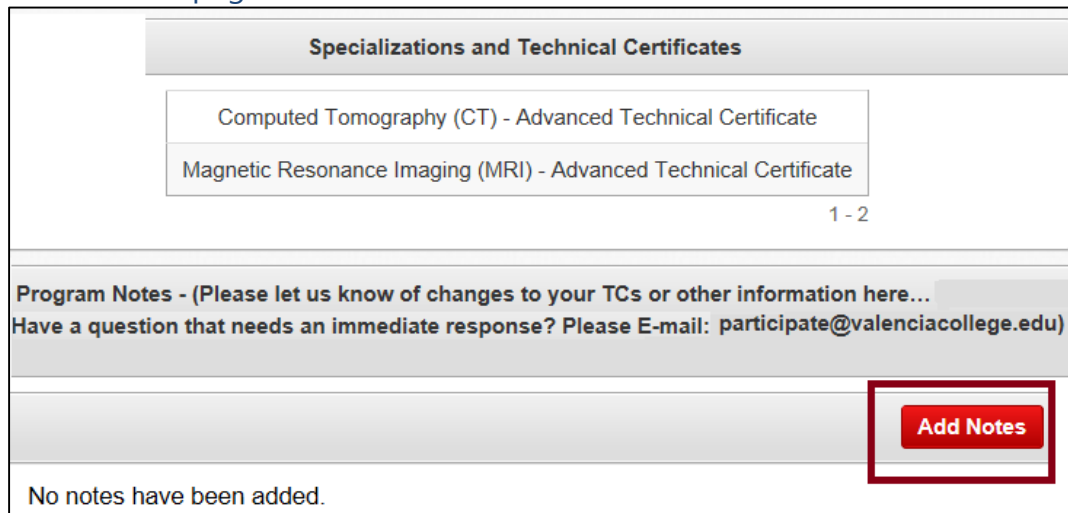


II. Editing – Adding – Deleting your Specializations / Certificates (Leave Us a Note)

You are not able to add or remove these –
Please leave a note through the tab below and we will make the changes.

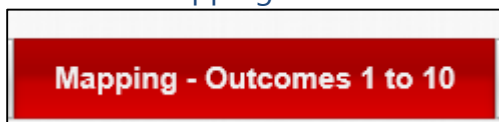


Go to the bottom of the page to leave a note...

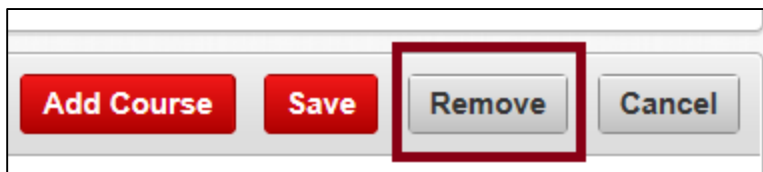


III. Editing – Adding – Deleting your **COURSES** (You can do this yourself....)

Go to the Mapping Tab...



You can add – save – remove them.



March 18, 2014