

# How to Access the Organizer Online

www.valenciacollege.edu/via ... Click on the owl....



(You can e-mail us at [participate@valenciacollege.edu](mailto:participate@valenciacollege.edu) if you need access or help)

## Login Using Your Atlas Login and Password

VALENCIA Online Organizer for Learning Outcomes Assessment

Atlas Username:

Atlas Password:

- a. Select your program name
- b. Use the tabs below as you complete the screening form

VALENCIA Online Organizer for Learning Outcomes Assessment

Welcome Laura Biasi | History | Feedback | Logout

Home | Organizer Information | Plan & Report | Timeline | Mapping - Outcomes 1 to 10 | Related Documents | Security

1. Outcomes and Plans | 2. Timeline | 3. Map | Learn More

Next >

Click on the "next" arrow to begin... or use the icons below to complete work you already started...

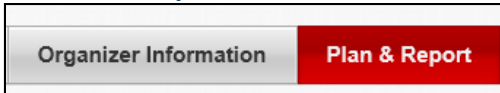
Program \* Accounting Technology, AS Degree

## Online Organizer Helpful Handout

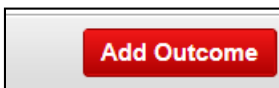
# Working with Program Outcomes / Specializations / Certificates and also Courses

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

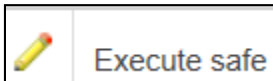
You will see your outcomes here under “plan and report”



You can add more outcomes



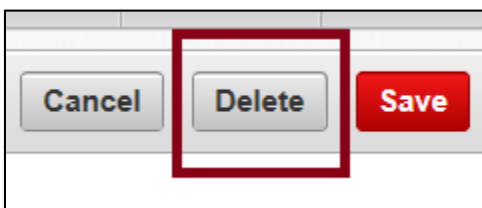
You can also edit them by clicking on the pencil



### Need to Delete?

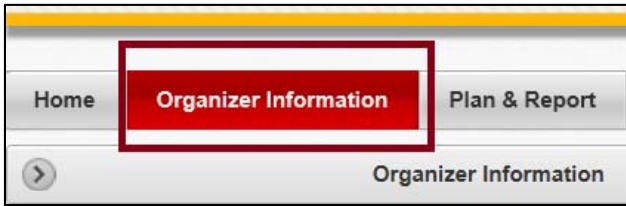
When you go to “Plan & Report,” click on the pencil icon next to the Outcome you want to remove.

Then click on Delete and this will remove it.

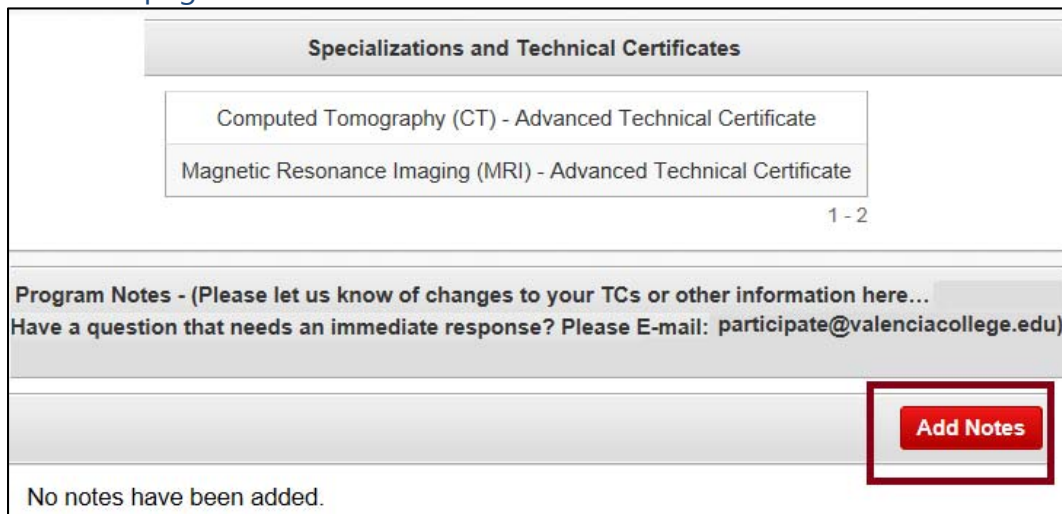


## II. Editing – Adding – Deleting your Specializations / Certificates (**Leave Us a Note** – we can do this)

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

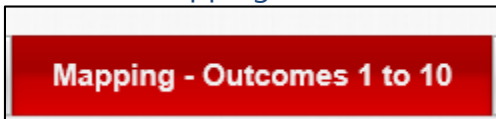


Go to the bottom of the page to leave a note...

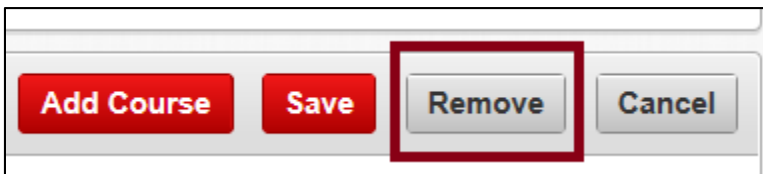


## III. Editing – Adding – Deleting your **Courses** (**You can do this yourself...**)

Go to the Mapping Tab...



You can add – save – remove them.



March 18, 2014 / Jan. 2015