

SPIDERGRAPH: HOW TO

Prepared for: THE DQP IN OREGON

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Last Modified: 4/18/2013

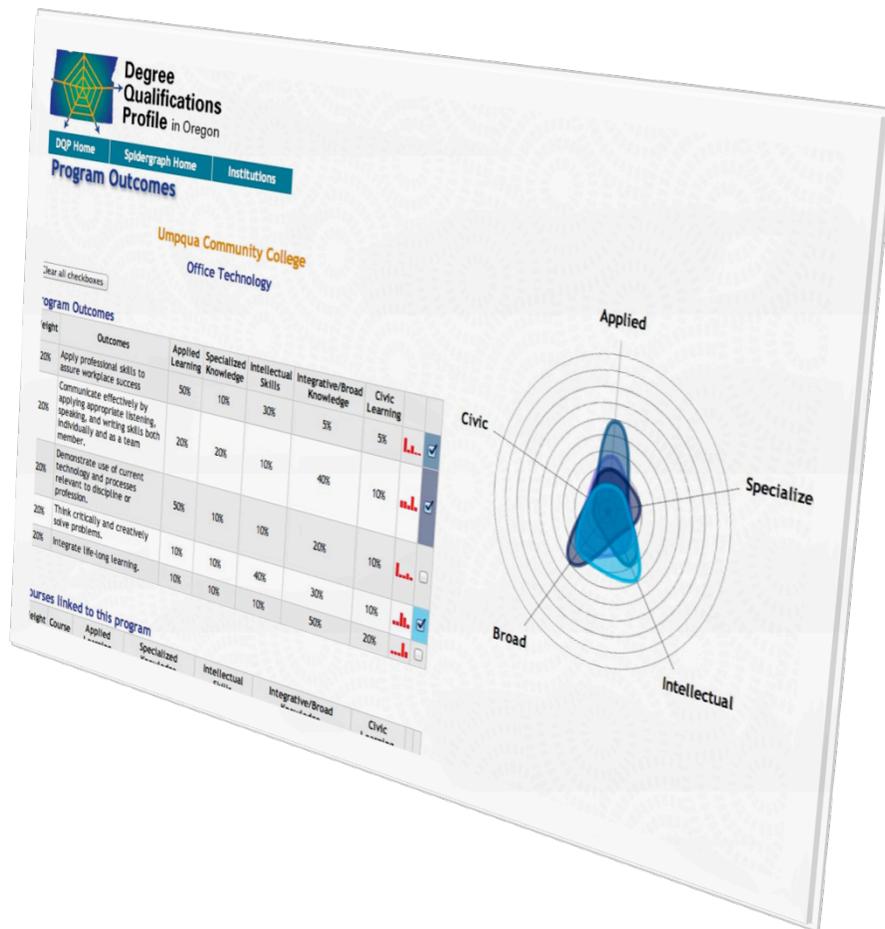




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Introduction

Purpose

This document is meant to explain the Oregon DQP Spidergraph administration interface on OregonDQP.org. It is a work in progress, so please check back often to make sure you have the most up to date version. The cover page includes a Last Modified date to make it obvious if you have the latest version. For details on the changes in the document, please see the section at the end titled “Document Changes”.

Intended Audience

This document is meant for institutional members of the Degree Qualifications Profile (DQP) Project in Oregon.



Prerequisites

Have an Account on OregonDQP.org

- Accounts are free and easy to set up.
- Just visit: https://www.oregondqp.org/users/create_user.php
- There is no cost associated with an account.

Work with an institution that is part of the Oregon DQP

You must have an email address that belongs to an institution that is participating in the Oregon DQP. In other words, you have to have an email address that looks like brownj@lanecc.edu, or smithj@oregon.edu. If you are not able to receive email at an email address that belongs to a school in Oregon you won't be able to activate your account. This is a security measure to be sure that people who are manipulating data for an institution work for that institution.

If you need any assistance setting up an account, please don't hesitate to email me at danskinem@lanecc.edu.



Flowchart Explained

Admittedly, I'm not a flowchart kind of guy, so the flowchart I attempted to create above may not make sense to flowchart people. If you're a flowchart kind of person and can make a proper one, please feel free to do so and send it to me at danskinem@lanecc.edu.

This whole process should flow pretty easily once you're in the system and doing it. Probably even without reading this or following the flowchart, but I felt like I needed something in this document to kind of outline the process, so here we are. Again, if you have any questions, just email me. It's my job to make this as easy and useful as possible for you.

That being said let me see if I can explain the process here for people like me who prefer words.

Institutional Outcomes

The first thing to check is to see if your Institutional Outcomes are in the system. If they're not, hopefully you, or your team, can get them taken care of. They're not mandatory, but by starting at the top you can really get a feel for your school and make sure that vibe is maintained all the way through the graphing process.

Programs and Program Outcomes

From Institutional Outcomes we move on to Programs. The first thing you want to do is check the Program/Course List to see if your program is already in the system. If it is, and you didn't do the input, you may want to see what's there and make sure it's accurate.

If your program isn't in the list, use the link to add it. If you just added your program, you need to give it some Program Outcomes.

Courses and Course Outcomes

Once you have your program and outcomes in the system, you can move on to the courses that are included in the program. Again, we go back to the Program/Course list and see if the course you need to add to your program is already in the system.

If your course is missing from the list, add it. If you just added your course, you need to give it some Course Outcomes. Once you have your course and outcomes in the system you need to connect the course to a program and give it a weight particular to that program.

Conclusion

Again, if you go into the spidergraph admin system, you should be lead through this process pretty easily. I tried to set it up so doing one part of the process leads you straight to the next.



Spidergraph Admin Page

Address: https://www.oregondqp.org/spider_graphs/admin/

Spidergraph Admin

DQP Program Administration

- [View Your Institutional Outcomes](#)
- [View Your Course / Program List](#)
- [Create a Program](#)
- [Add/Edit Program Outcomes](#)
- [Create a Course](#)
- [Add/Edit Course Outcomes](#)
- [Connect a Course to a Program](#)

The diagram is a five-pointed star (pentagon) with a gradient from yellow to red. The vertices are labeled: Applied Learning (top), Professional Skills (top-right), Technical Knowledge (bottom-right), Read-Appropriate Knowledge (bottom-left), and Civic Learning (left). The interior is divided into three concentric rings labeled Masters (outermost), Bachelors (middle), and Associates (innermost). A padlock icon is centered in the Associates ring.

Figure 1 - Spidergraph Admin Home Page

This is the basic landing page with links to all other sections of the Spidergraph Admin.

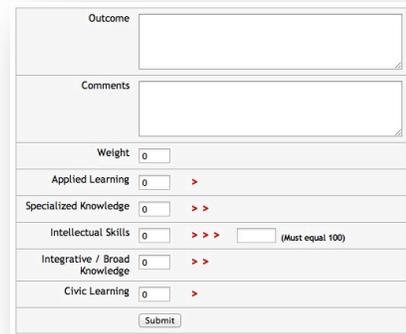
In order to see any of the admin pages you must be logged into your OregonDQP.org user account. You will only ever be able to see/add/edit spidergraph information for the institution you are associated with, so hopefully that keeps things tidy and unconfusing (if that's a word).

Institutional Outcomes

Address: https://www.oregondqp.org/spider_graphs/admin/inst_outcomes.php

Institutional Outcomes are the highest level of outcomes in the spidergraph. They are made up of one to as many outcomes as you like, but should follow a few guidelines.

- Each outcome is weighted and all outcomes, together, should add up to 100.
- Each outcome includes text in the “Outcome” field, which describes the outcome in as much detail as you like.
- Each outcome optionally includes text in the “Comments” field. The “Comments” text is never shown to the general public.
- Each outcome includes numbers (percentages) of Applied Learning, Specialized Knowledge, Intellectual Skills, Integrative / Broad Knowledge and Civic Learning. These are the 5 arms of the spidergraph and these 5 numbers should add up to 100.



The form contains the following fields:

- Outcome: [Text input field]
- Comments: [Text input field]
- Weight: [Input field with value 0]
- Applied Learning: [Input field with value 0 and a red arrow icon]
- Specialized Knowledge: [Input field with value 0 and two red arrow icons]
- Intellectual Skills: [Input field with value 0 and three red arrow icons, plus a small input field with "(Must equal 100)"]
- Integrative / Broad Knowledge: [Input field with value 0 and two red arrow icons]
- Civic Learning: [Input field with value 0 and a red arrow icon]
- Submit: [Submit button]

Figure 2 - Outcome Input

Once you input a couple, you will see a list of outcomes similar to the following toward the bottom of the page.

View/Edit Comments	Weight	Outcome	Applied	Specialized	Intellectual	Broad	Civic	Total	Update
	50	Details about the outcome go here. Maybe something like "Focus on providing a clear path to transfer to a 4 year university".	50	10	15	10	15	100	 
	50	Details about the outcome go here. Maybe something like "Provide a solid 2 year path to family wage employment in the medical industry".	50	12	18	9	11	100	 

TOTAL ↑ (weights) = 100 / 100
(Weights should add up to 100.)

Figure 3 - List of Outcomes

If you would like to view or edit the private comments you used, just click on the red file folder to the left of the outcome and the comments field will appear. If you edit any fields, just hit the update button to the right and your changes will be saved.

IMPORTANT: Only edit one outcome at a time. The update button only saves the line that it's connected to. The same is true for the delete (x) button on the right of each line.



Institutional Outcomes Report View

Address: https://www.oregondqp.org/spider_graphs/admin/inst_outcomes_report.php

The report view for institutional outcomes is really just a page that shows all outcomes, scores and comments inputted into the database for an institution. It's basically just a page where you can see everything at once. There is no editing or deleting from this page.

		DQP Program Administ	
Institutional Outcomes Report			
Weight	50	Outcome	Comments
Applied	50	Details about the outcome go here. Maybe something like "Focus on providing a clear path to transfer to a 4 year university".	Any comments you comments and wil
Specialized	10		
Intellectual	15		
Broad	10		
Civic	15		
Total	100		

Weight	50	Outcome	Comments
		Details about the outcome go here.	Any comments you

Figure 4 - Institutional Outcomes Report



Course / Program List

Address: https://www.oregondqp.org/spider_graphs/admin/course-program_list.php

The screenshot shows the "Lane Community College" interface. Below the header, it states: "Below is a list of programs associated with your institution as well as the courses to program or a course to view/add/edit its outcomes." The list contains five entries, each with three action buttons (report, edit, deactivate) to its right.

Program/Course Name	Report	Edit	Deactivate
AAOT 2010, no majors, electives in general ed			
AAOT with majors, "specialized knowledge"			
Associate of Applied Science, generic major			
Cooperative Education			
COOP 280			

Figure 5 - Program & Course List

This is a good place to see what programs and courses have already been entered as well as the courses/program associations.

There are a few buttons available to the right of each Program and Course. The one on the left takes you to a report layout; the one in the middle takes you to a page where you can edit it and the one on the right makes a program inactive or removes a course from a program. Nothing is ever deleted.

Please be careful to only edit your own, or a program or course you have been asked to help with. Changes are immediate and permanent, so if someone put a lot of work into an outcome and someone else comes in and makes changes without discussing them first it will compromise the validity of the data. Program and course outcomes should really be a collaborative effort in order for the data to be as useful as possible.

** Important Note: You will only see programs and courses attached to your institution. Changes you make cannot change anything for another institution, even if the program name or course numbers are the same between the two institutions.*



Create a Program

Address: https://www.oregondqp.org/spider_graphs/admin/program_outcomes.php

The form to add a program to the database is pretty simple...just a program name and some comments / description.

A screenshot of a web form titled "Create Program". The form is enclosed in a light gray border and contains three main sections. The top section is labeled "Program Name" and contains a single-line text input field. The middle section is labeled "Comments / Description" and contains a larger, multi-line text area with a small diagonal icon in the bottom right corner. The bottom section contains a "Submit" button with rounded corners and a light gray background.

Figure 6 - Create Program Form

It might not be a bad idea to simply copy/paste the program description from your institution's course catalog into this page, but it might be overkill to do so.

The Comments / Description field may be shown to the public, so please keep that in mind.

Program Outcomes

Address: https://www.oregondqp.org/spider_graphs/admin/program_outcomes.php

Program outcomes are basically the same as Institutional Outcomes, except they are at the program level. They are made up of one to as many outcomes as you like, but should follow a few guidelines.

- Each outcome is weighted and all outcomes, together, should add up to 100.
- Each outcome includes text in the “Outcome” field, which describes the outcome in as much detail as you like.
- Each outcome optionally includes text in the “Comments” field. The “Comments” text is never shown to the general public.
- Each outcome includes numbers (percentages) of Applied Learning, Specialized Knowledge, Intellectual Skills, Integrative / Broad Knowledge and Civic Learning. These are the 5 arms of the spidergraph and these 5 numbers should add up to 100.

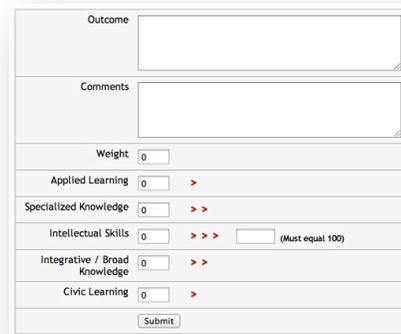
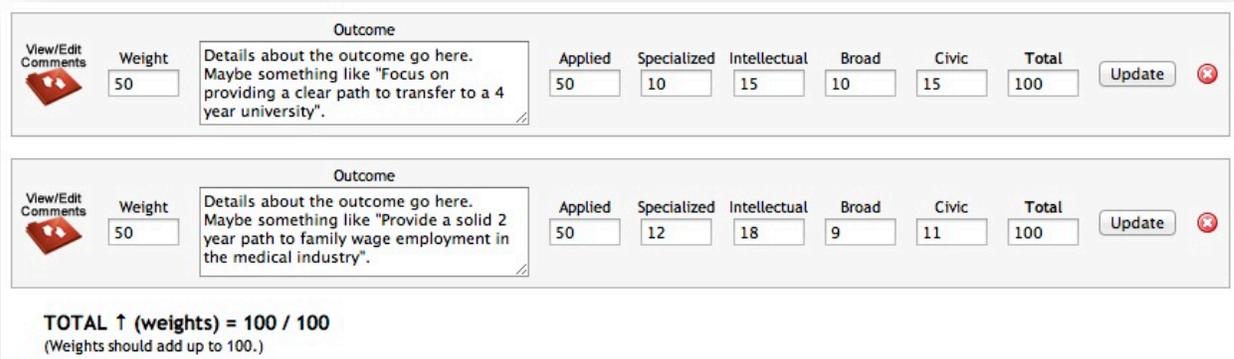


Figure 7 - Outcome Input

Once you input a couple, you will see a list of outcomes similar to the following toward the bottom of the page.



View/Edit Comments	Weight	Outcome	Applied	Specialized	Intellectual	Broad	Civic	Total	Update
	50	Details about the outcome go here. Maybe something like "Focus on providing a clear path to transfer to a 4 year university".	50	10	15	10	15	100	 
	50	Details about the outcome go here. Maybe something like "Provide a solid 2 year path to family wage employment in the medical industry".	50	12	18	9	11	100	 

TOTAL ↑ (weights) = 100 / 100
(Weights should add up to 100.)

Figure 8 - List of Outcomes

If you would like to view or edit the private comments you used, just click on the red file folder to the left of the outcome and the comments field will appear. If you edit any fields, just hit the update button to the right and your changes will be saved.

IMPORTANT: Only edit one outcome at a time. The update button only saves the line that it's connected to. The same is true for the delete (x) button on the right of each line.



Program Outcomes Report View

Address: https://www.oregondqp.org/spider_graphs/admin/program_outcomes_report.php

The report view for program outcomes is really just a page that shows all outcomes, scores and comments inputted into the database for a particular program. It's basically just a page where you can see everything at once. There is no editing or deleting from this page.

Program Outcomes Report			
AAOT 2010, no majors, electives in			
		Outcome	Comments
Weight	7	Interpret and engage in the Arts and Letters, making use of the creative process to enrich the quality of life.	Arts & Letters
Applied	33		(Weight = 12/90 cr / 2
Specialized	0		Applied
Intellectual	33		-making use
Broad	34		Intellectual
Civic	0		-interpret
Total	100		Broad
			-enrich quality of life

Figure 9 - Program Outcomes Report



Create a Course

Address: https://www.oregondqp.org/spider_graphs/admin/create_course.php

The form to add a course to the database is pretty simple...just a course number, a course name and some comments / description.

Course Number	<input type="text"/>	(Something like "BA 151")
Course Name	<input type="text"/>	(Something like "Practical Accounting")
Comments / Description	<input type="text"/>	
<input type="submit" value="Submit"/>		

Figure 10 - Create Course Form

It might not be a bad idea to simply copy/paste the course description from your institution's course catalog into this page, but it might be overkill to do so.

Course Outcomes

Address: https://www.oregondqp.org/spider_graphs/admin/course_outcomes.php

Course outcomes are basically the same as Institutional and Program Outcomes, except they are at the course level. They are made up of one to as many outcomes as you like, but should follow a few guidelines.

- Each outcome is weighted and all outcomes, together, should add up to 100.
- Each outcome includes text in the “Outcome” field, which describes the outcome in as much detail as you like.
- Each outcome optionally includes text in the “Comments” field. The “Comments” text is never shown to the general public.
- Each outcome includes numbers (percentages) of Applied Learning, Specialized Knowledge, Intellectual Skills, Integrative / Broad Knowledge and Civic Learning. These are the 5 arms of the spidergraph and these 5 numbers should add up to 100.

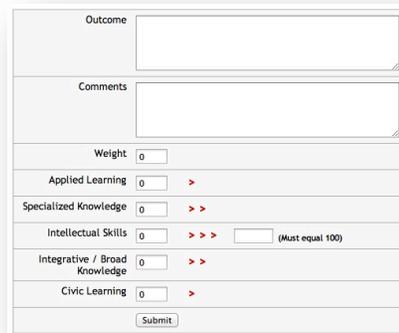
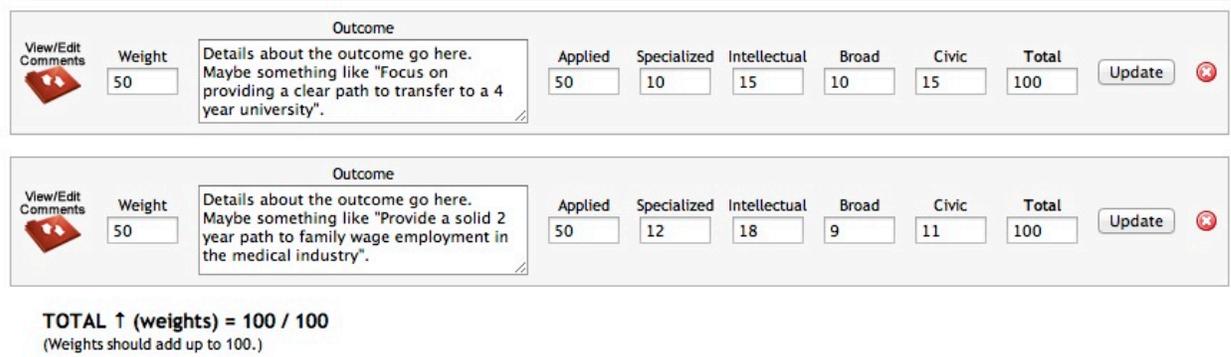


Figure 11 - Outcome Input

Once you input a couple, you will see a list of outcomes similar to the following toward the bottom of the page.



View/Edit Comments	Weight	Outcome	Applied	Specialized	Intellectual	Broad	Civic	Total	Update
	50	Details about the outcome go here. Maybe something like "Focus on providing a clear path to transfer to a 4 year university".	50	10	15	10	15	100	 
	50	Details about the outcome go here. Maybe something like "Provide a solid 2 year path to family wage employment in the medical industry".	50	12	18	9	11	100	 

TOTAL ↑ (weights) = 100 / 100
(Weights should add up to 100.)

Figure 12 - List of Outcomes

If you would like to view or edit the private comments you used, just click on the red file folder to the left of the outcome and the comments field will appear. If you edit any fields, just hit the update button to the right and your changes will be saved.

IMPORTANT: Only edit one outcome at a time. The update button only saves the line that it's connected to. The same is true for the delete (x) button on the right of each line.



Course Outcomes Report View

Address: https://www.oregondqp.org/spider_graphs/admin/course_outcomes_report.php

The report view for course outcomes is really just a page that shows all outcomes, scores and comments inputted into the database for a particular course. It's basically just a page where you can see everything at once. There is no editing or deleting from this page.

Course Outcomes Report			
PTA 101 L			
		Outcome	Comments
Weight	6	Document accurate and thorough treatment information for course specific patient case simulations using SOAP and proper medical format.	Includes effective writing providing evidence (B Includes applying spe Dimensions: Analytic Knowledge, Applied I
Applied	30		
Specialized	30		
Intellectual	25		
Broad	15		
Civic	0		
Total	100		
		Outcome	Comments
Weight	5	Clearly identifies self as SPTA during case simulations	Basic application of p
Applied	50		
Specialized	50		

Figure 13 - Course Outcomes Report



Course to Program Connections

Address: https://www.oregondqp.org/spider_graphs/admin/course_to_program.php

Courses must be manually connected to programs because each course can be part of many programs. On the “Course to Program Connections” page, you will see three steps that appear one after the other as you progress.

Step 1: Choose a program

- Only programs from your institution will be in the pull-down menu

Step 2: Choose a course to connect to this program

- Only courses from your institution will be in the pull-down menu

Step 3: Weight this course to this program

- Once you have chosen a program and a course you need to give the course a weight.
- You will obviously need to add many courses to a program because a program is made up of a number of courses.
- Weights for courses in this program need to add up to 100%.

Institution: Lane Community College
Program: AAOT 2010, no majors, electives in general ed

Programs

1 This form field includes all the PROGRAMS already in the database for Lane Community College. If the program you need to map isn't there you will need to [add it here](#).

Program: AAOT 2010, no majors, electives in general ed Go

Courses

2 This form field includes all the COURSES already in the database for Lane Community College. If the course you need to map isn't there you will need to [add it here](#).

Course: AB 280 Go

Weight

3 You have chosen a program and a course. Now give this course a weight. Please remember that weights for courses in this program need to add up to 100%.

Weight: Go
Course weight should look like either .24 or 24. Either way it will be converted to an integer before being saved.

Figure 14 - Course to Program Connection Form

Courses in this Program

As you add courses to a program, they will show up on the right side of the page. *Like in this image →*

- The weights must add up to 100 and each course should only be in a particular program once.
- If you need to edit a weight, just do so here and hit the “Update” button.
- If you need to remove a course from this program, just hit the red “delete” button on the right side and it will disappear.

Courses in this Program

Once all courses are added to this program, their total weights should add up to 100. You can adjust weights at any time using the form below, but please only update one weight at a time.

WEIGHT	COURSE (click to add course outcomes)
40	Update Test 101 - Test 101

40/100

Please make sure this ends up being 100/100 when you're all done with this program.

Figure 15 - Courses in Program



Document Changes

REVISION DATE	SUMMARY OF CHANGES
05/06/13	Added the ability to enable/disable programs and the ability to remove a course from a program.
05/06/13	Made it clearer that programs and courses are tied to a particular institution.
04/19/13	Added spidergraph flowchart.
04/17/13	Initial publication of this document.