Blackboard Goals Initial Set-Up

Requester
- Request to set up Blackboard Goals
- Contact Program L.O.C.
  - Discuss with Department Head
- Supply Information & Questionnaire

Blackboard Central
- Program Already Have L.O.C?
  - Yes: Y
  - No: N
- Schedule/provide training for Learning Outcomes Coordinator
- Needs revision?
  - No: N
  - Yes: Y
  - Convert to XML and upload to Blackboard

Learning Outcomes Coordinator
- Train Program Instructors
- Attend L.O. Workshop or Bb Institute
- Create/Modify Program Learning Outcomes
- Read, sign and submit policy
- Populate Spreadsheet Template
- Make revisions
- Add new goals

Department Head
- Submit Questionnaire
- Assign New Learning Outcomes Coordinator