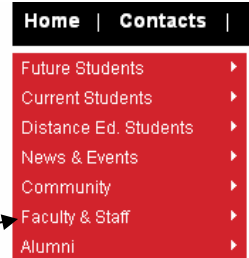


## Cards Database Instructions

### Building & Modifying Outcomes

1. Open your web browser and go to the TVCC website. Move your cursor to the upper left corner of the screen to hover over “Faculty & Staff” until a second menu appears. Select “Institutional Effectiveness” from that menu.



2. At the bottom of the new screen are five links; select the “CARDS Database” link.

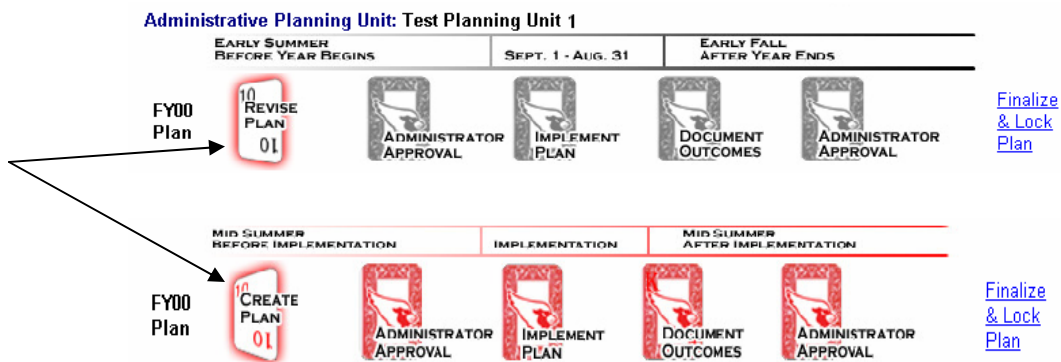


3. Under “CARDS TOOLS” login to the database by clicking where indicated ([Click here](#)) to advance to the Login screen.

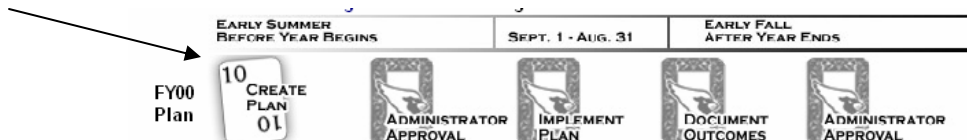
4. Click the Login link shown in red “[Login](#)” and follow the directions (see \*Note 1).

During training, login with the Username and Password assigned in class (Example: “test1u”). After logging in, use the *page up*, and *page down* keys to locate the plan we will modify.

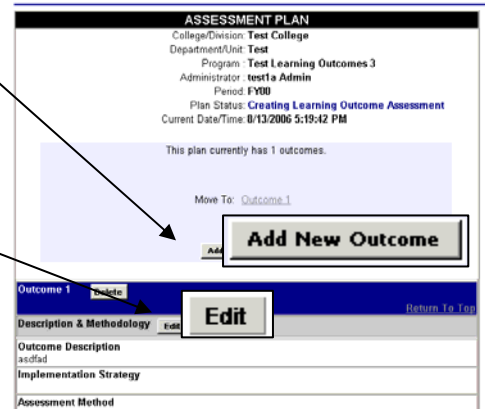
5. A card that does not lie flat or square, and is outlined in red indicates that you need to take action such as creating or revising the plan (see examples below). Move your cursor to the red card and click to edit the outcome.



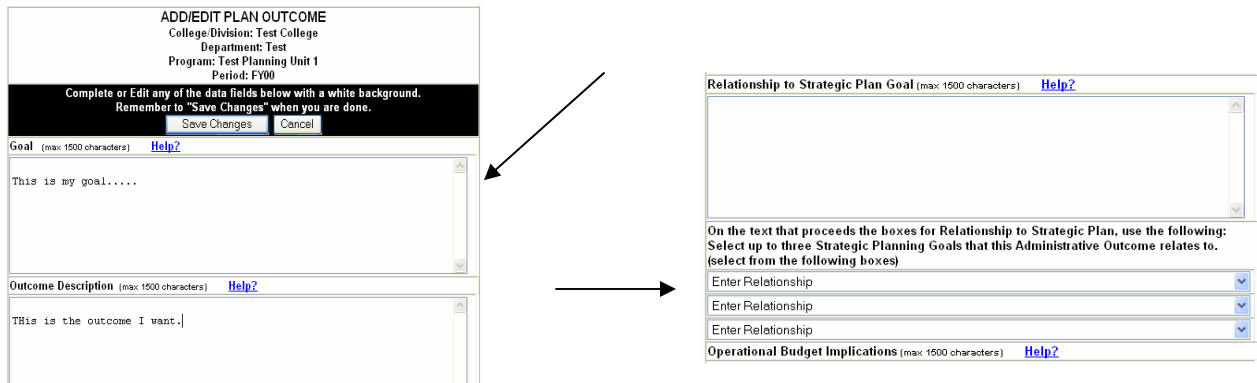
6. If a card is flat and bold, this means that someone else is working in the plan. See example below.



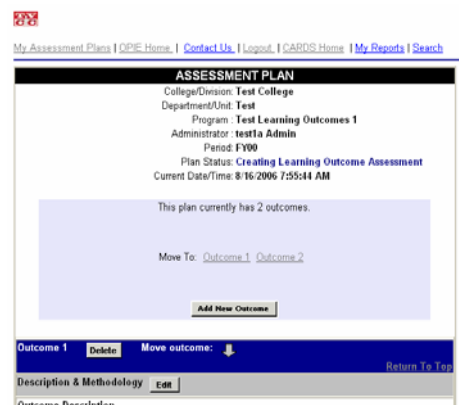
7. There are two types of Outcomes. The CARDS that are black are Administrative Outcomes (for Administrative Planning Units), and the Red CARDS are Learning Enhancement Annual Plans (for Academic Planning Units). Some of you will have both Admin Outcomes and LEAPs, others may have only one or the other.
8. To View/Edit outcomes move your cursor to the red card and click to open the outcome.
9. You will be able to create new or edit existing outcomes from this screen. Select “Add New Outcome” to begin.

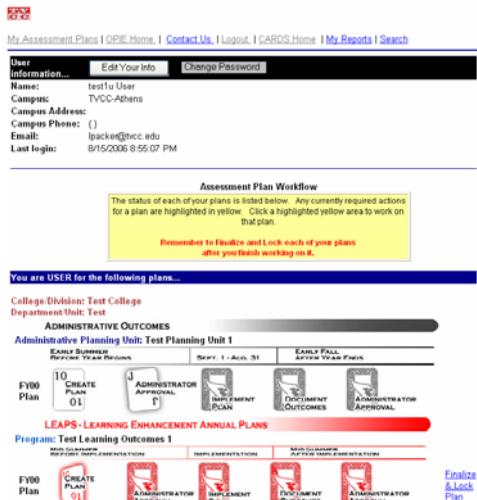


10. Place your cursor in the first text box (below “Goal”) to begin entering your information. You may use your mouse or the *Tab* key to navigate between text blocks. Complete each box paying special attention to the drop down menu that follows the “Relationship” section.



Always save your changes before exiting. When you are satisfied that your information is complete click the “Save Changes” button to return to the outcome selection screen. Once you save changes, you will be able to review your edits on the following screen.





Once you finish editing an outcome, you may return to all of your CARDS plans (AOs or LEAPs) by clicking on “My Assessment Plans” at the top left hand side of the screen.

To edit another outcome, return to step 8.

Finalize & Lock your outcome by clicking on the words located to the right of your cards. This sends the plan to the next stage, where your administrator will review the plan (see \*Note 2).



All plans will be generated into reports every Monday. Access to these reports is not restricted; therefore your work will be available for anyone with internet access to view (students, the Board of Trustees, taxpayers, etc...).

To view a report go to: <http://www.tvcc.edu/opie/CARDS/AdminOutcomesIndex.aspx> .

\*Note 1: Save this location to your favorites to avoid having to remember the route you just took. On the toolbar, click on the *Favorites* button then select “Add to Favorites” to save the shortcut for later use.

\*Note 2: After finalization, you will not be able to edit text boxes in your outcomes until after your administrator’s review. If you encounter problems during this process, please stop what you are doing and call Institutional Research (ext. 625, 282, or 313) for assistance.