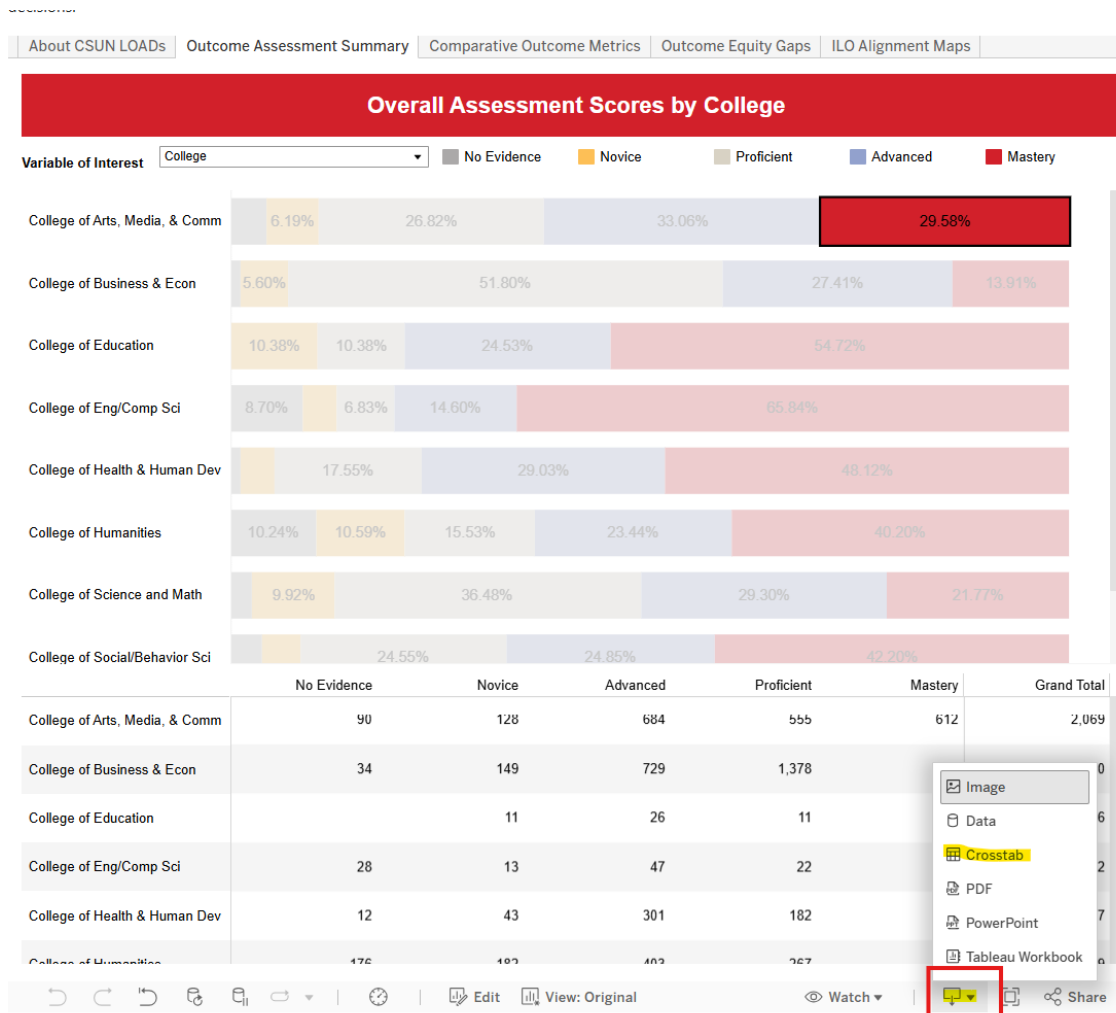# Quick Reference Guide

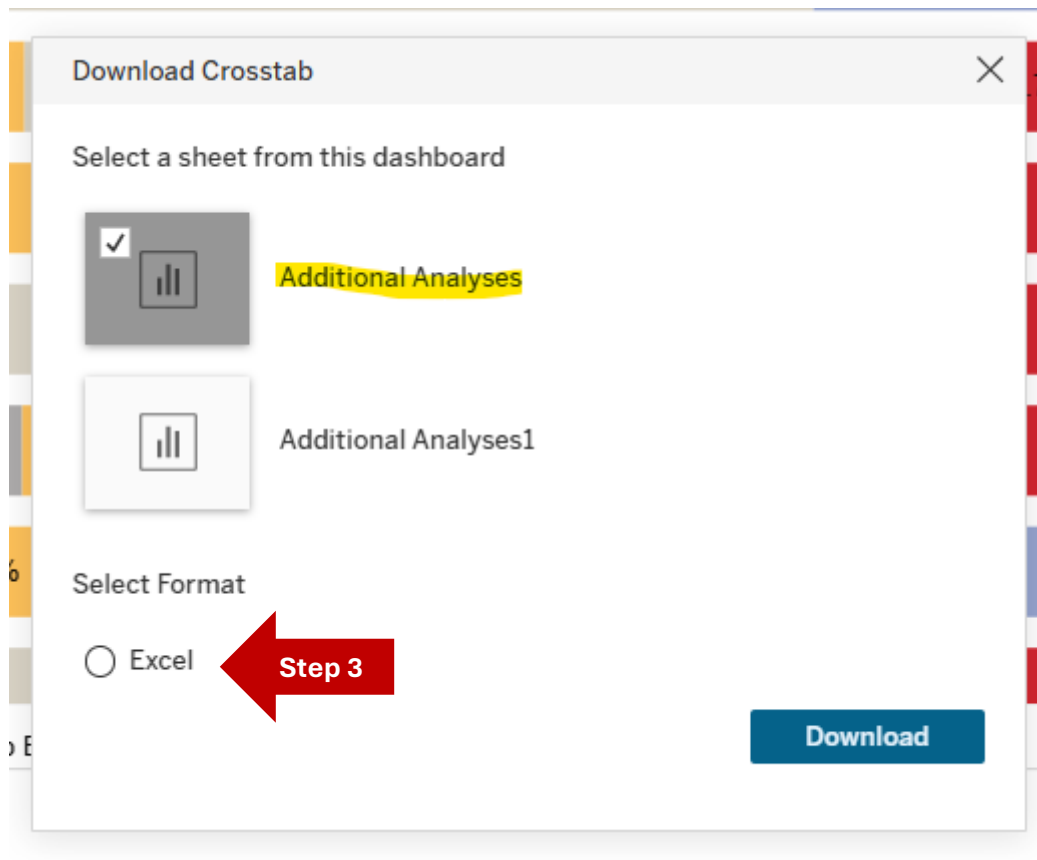## Creating a College LOADS Feedback Report

Providing a Feedback can be a difficult task

The following screenshots are examples of how to access your college's learning outcome data. Only the Institutional Student Learning Outcome data is available for review.

Step 1: Select the College with the data you want to download

Step 2: Click the download icon located in the bottom-right banner. From there, select crosstabs

Step 3: Select the Excel file format and proceed with the download.

Review your college's data and analyze the data.

TOOL TIP: You can cut your college's dataset and paste it into the Assessment chat GPT Bot called ASHER at CSUN for a bit of support with a quick analysis.

> **Prompt**: Analyze the dataset for the College of Arts, Media, & Communication. Provide the most frequent score, the average score, and provide tailored recommendations for program improvement.

TOOL TIPS: Review the content to build your actual LOADs report by adding accurate information into the LOADs Report fields. Then generate your LOADS Report and share it with your Dean, Associate Dean, Department Chairs, and the participating faculty assessors.