



The Community College of Baltimore County
Planning, Research and Evaluation

Instructions for Administration of LOAs using Opti-scan Sheets

Enclosed is the data collection template for your Learning Outcomes Assessment (LOA) project. Please review to ensure that the template is correct for your class. If there are any problems with the template, please contact Natasha Miller immediately at 410-455-4745 or nmiller2@ccbcmd.edu.

Before distributing please read the following **INSTRUCTIONS**:

- **Please use the enclosed opti-scan copies. DO NOT USE ANY OTHER SCANTRONS!**
Using other opti-scan sheets will delay the processing of your data.
- Additional copies can be generated from any copier
- The answer sheets must be filled out using a #2 pencil. Be sure to instruct students to completely fill in each bubble and to clearly erase all changes.
- Students must fill in their FULL Student ID number. Social Security numbers are no longer valid.
- All students must fill in the correct CRN number for the class. Please make your CRN available to your students.
- Please return ALL completed opti-scan sheets in an interoffice envelope to Natasha Miller, Planning, Research and Evaluation, Catonsville, A-102.
- Be sure to include the project log sheet, the answer sheet and course objectives in your inner office envelope.
- Feel free to make copies of these instructions and pass them on to other faculty members.

I look forward to working together to successfully complete this project!