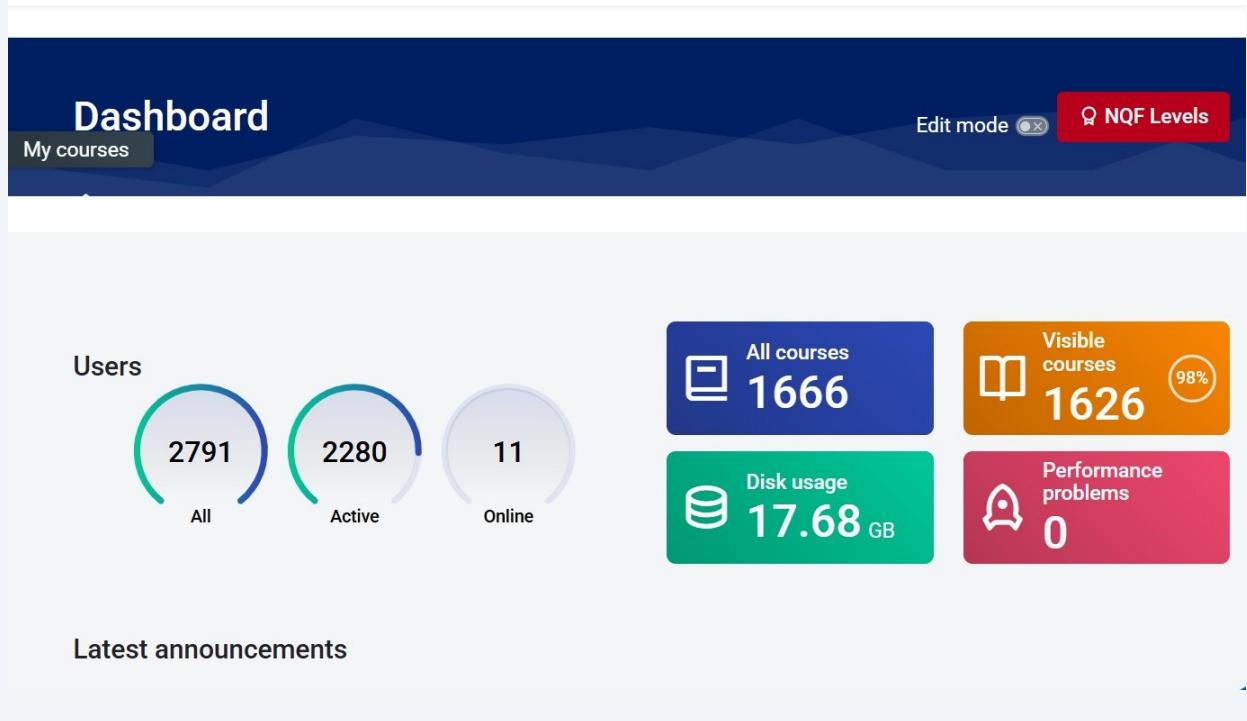


How to Add Course Learning Outcomes

Scribe 

- 1 Navigate to [Dashboard](#)

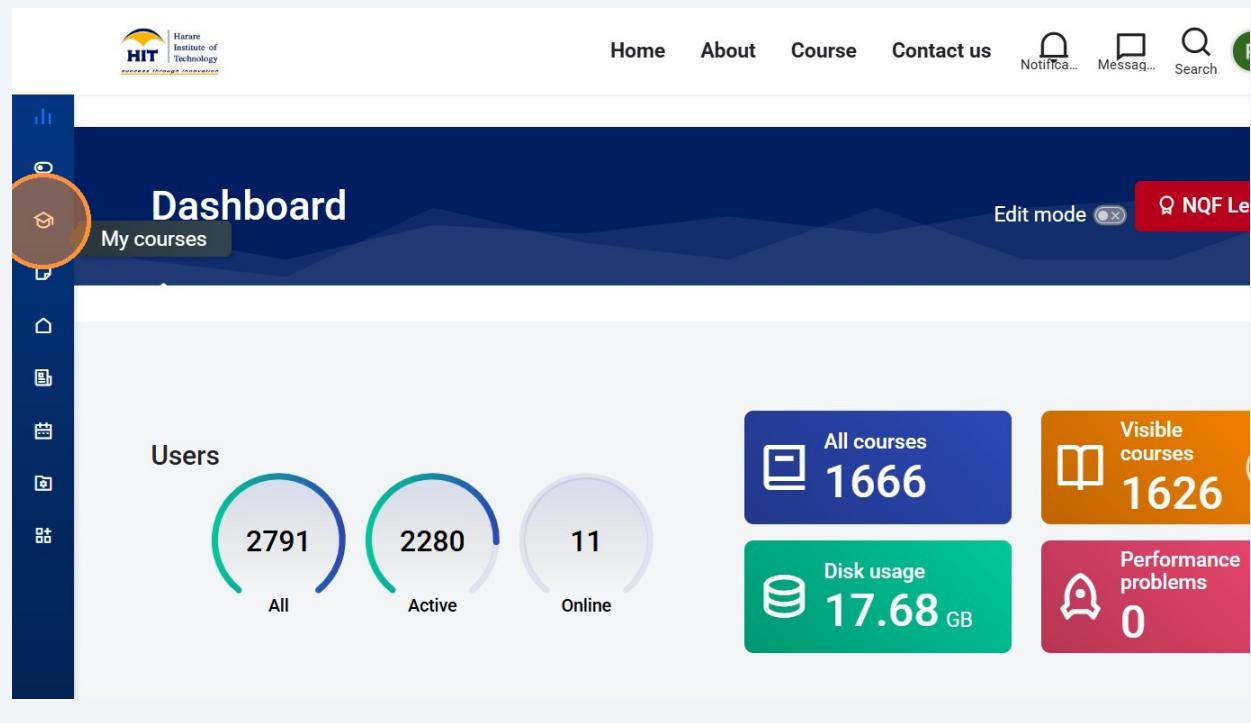


The screenshot shows the Scribe Dashboard with the following data:

Category	Value	Icon
Users	2791	User icon
Users	2280	User icon
Users	11	User icon
All courses	1666	Course icon
Visible courses	1626	Course icon
Disk usage	17.68 GB	Disk icon
Performance problems	0	Bell icon

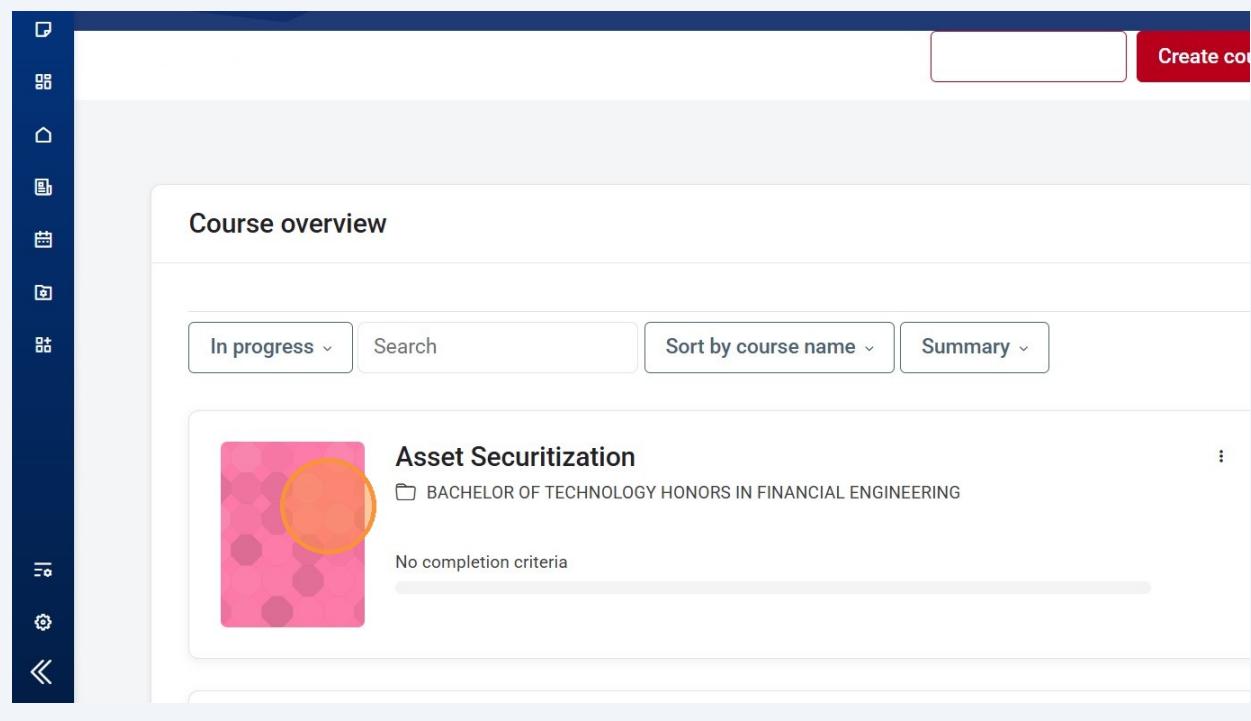
Latest announcements

2 Click "My Courses".



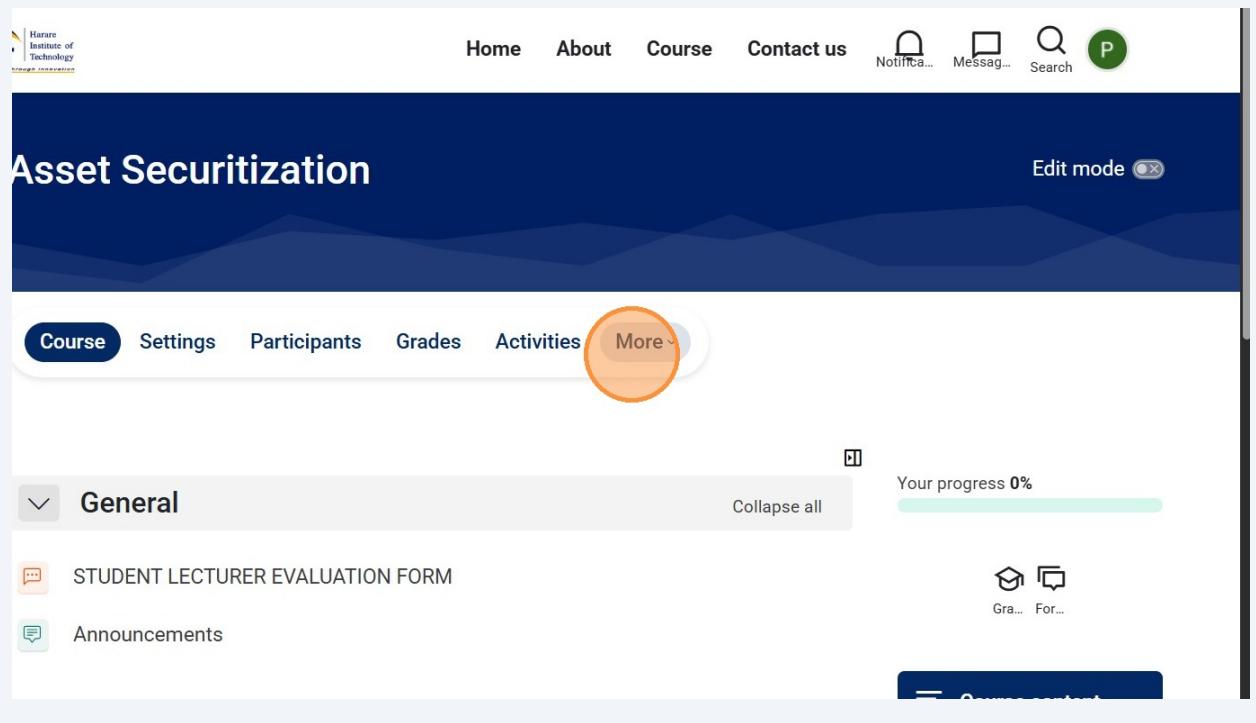
The screenshot shows the HIT (Harare Institute of Technology) dashboard. At the top, there is a navigation bar with links for Home, About, Course, Contact us, and a search bar. Below the navigation bar is a dark blue header with the text "Dashboard" and "My courses". On the left, there is a vertical sidebar with various icons. The main area displays user statistics: "All users" (2791), "Active users" (2280), and "Online users" (11). To the right, there are four cards: "All courses" (1666), "Visible courses" (1626), "Disk usage" (17.68 GB), and "Performance problems" (0).

3 Select the course you want to add the course portfolio.



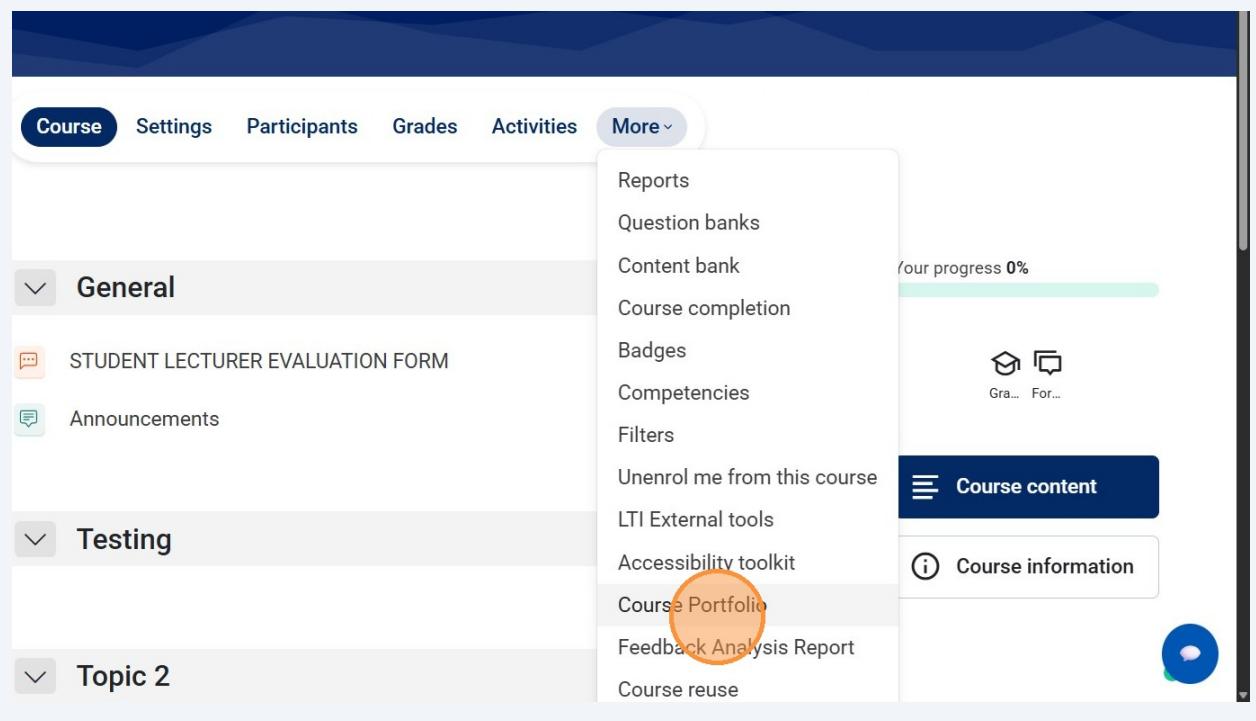
The screenshot shows the "Course overview" page. At the top, there is a search bar and a "Create course" button. Below the search bar are four filter buttons: "In progress", "Search", "Sort by course name", and "Summary". The main area displays a course card for "Asset Securitization" (Bachelor of Technology Honors in Financial Engineering). The course card includes a thumbnail image, the course name, the degree program, and a note that says "No completion criteria".

4 Click "More" in Course Menu.



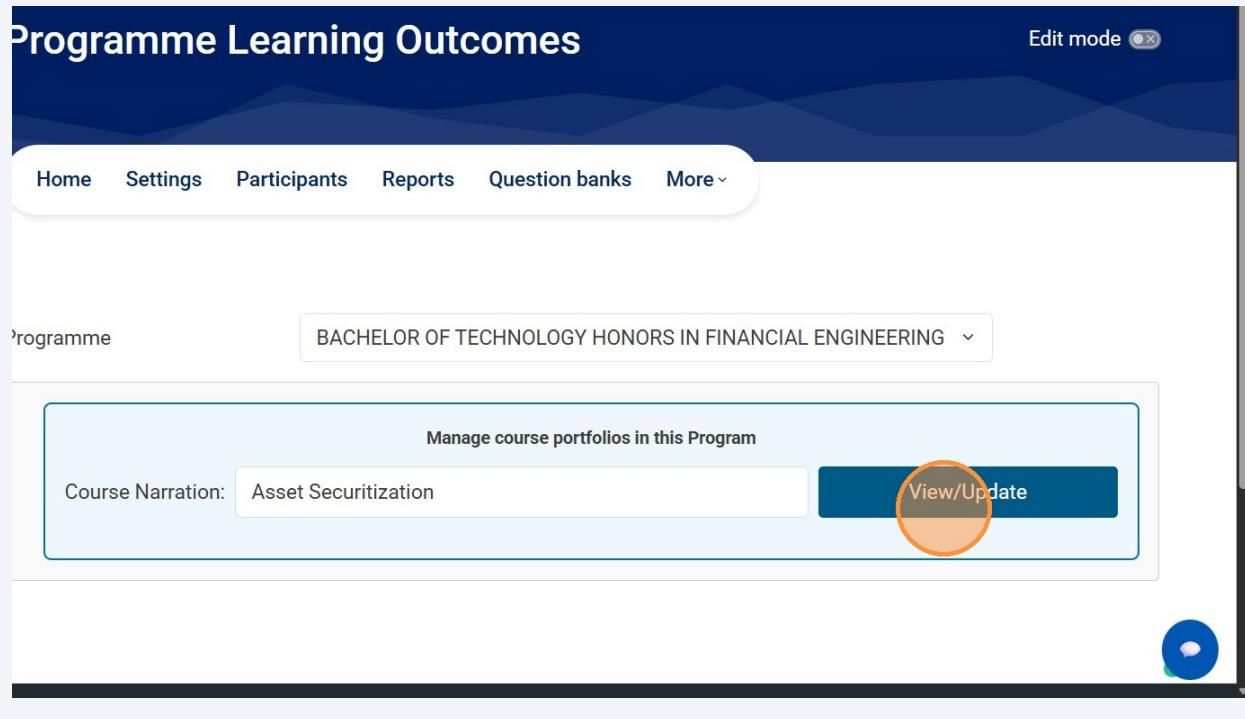
The screenshot shows the course page for 'Asset Securitization'. At the top, there is a navigation bar with links for Home, About, Course, Contact us, and notifications. Below the navigation is the course title 'Asset Securitization' and an 'Edit mode' button. The main content area has tabs for Course, Settings, Participants, Grades, Activities, and More. The 'More' tab is highlighted with an orange circle. Below these tabs, there is a section titled 'General' with a 'General' button, a 'STUDENT LECTURER EVALUATION FORM' link, and an 'Announcements' link. To the right of the announcements, there are icons for a home page, a message, and a feedback form, with text indicating 'Your progress 0%'.

5 Click "Course Portfolio" from the menu.



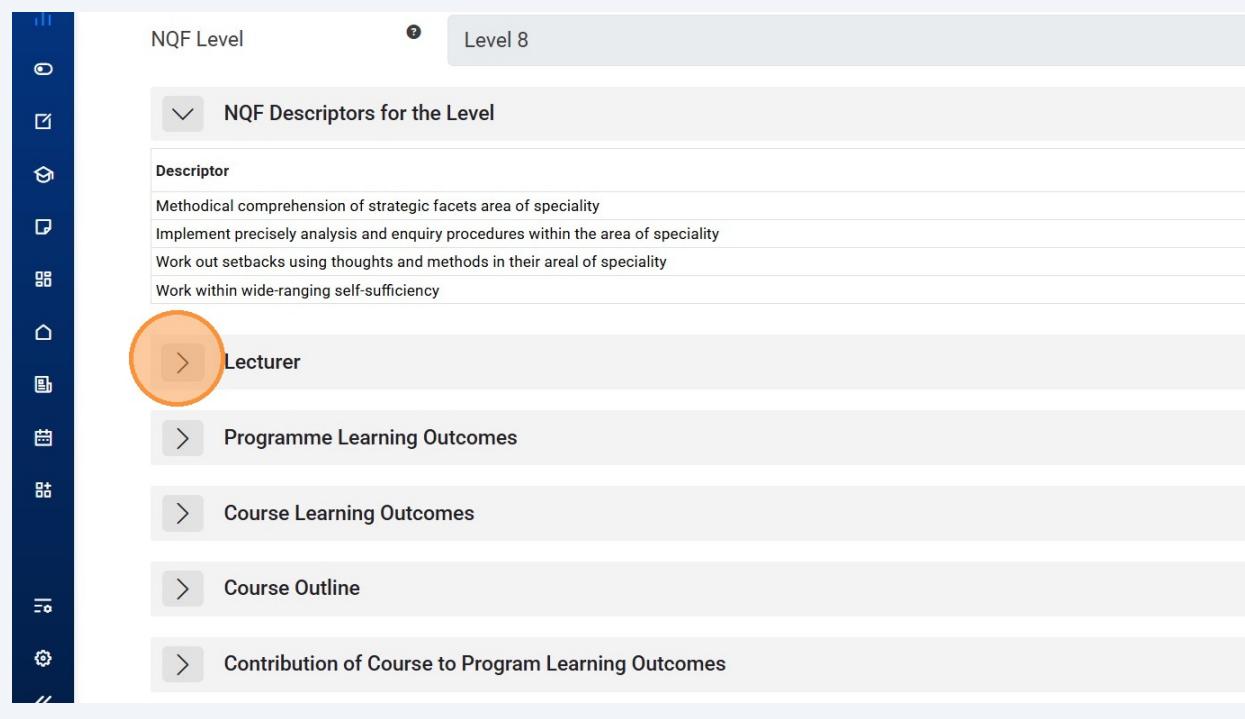
The screenshot shows the course menu with the 'More' tab selected. A dropdown menu is open, listing various course management options: Reports, Question banks, Content bank, Course completion, Badges, Competencies, Filters, Unenrol me from this course, LTI External tools, Accessibility toolkit, Course Portfolio, Feedback Analysis Report, and Course reuse. The 'Course Portfolio' option is highlighted with an orange circle. To the right of the menu, there are sections for 'Course content' and 'Course information', along with a message icon.

6 Click "View/Update" to view or update your course portfolio.



The screenshot shows the 'Programme Learning Outcomes' interface. At the top, there is a navigation bar with links: Home, Settings, Participants, Reports, Question banks, and More. The 'Edit mode' button is in the top right corner. Below the navigation bar, there is a breadcrumb trail: Programme > BACHELOR OF TECHNOLOGY HONORS IN FINANCIAL ENGINEERING. A dropdown menu is open for the programme. In the center, there is a box titled 'Manage course portfolios in this Program'. It contains a 'Course Narration' field with the value 'Asset Securitization' and a 'View/Update' button. The 'View/Update' button is highlighted with an orange circle.

7 Fill in all the appropriate fields.



The screenshot shows the 'NQF Level' descriptor interface. On the left, there is a vertical sidebar with various icons. The main area shows the 'NQF Level' descriptor for 'Level 8'. The descriptor text includes: 'Methodical comprehension of strategic facets area of speciality', 'Implement precisely analysis and enquiry procedures within the area of speciality', 'Work out setbacks using thoughts and methods in their areal of speciality', and 'Work within wide-ranging self-sufficiency'. Below this, there is a section titled 'Lecturer' with a list of sub-items: 'Programme Learning Outcomes', 'Course Learning Outcomes', 'Course Outline', and 'Contribution of Course to Program Learning Outcomes'. The 'Lecturer' section is highlighted with an orange circle.

8

NQF Descriptors for the Level

Descriptor

Methodical comprehension of strategic facets area of speciality
Implement precisely analysis and enquiry procedures within the area of speciality
Work out setbacks using thoughts and methods in their areal of speciality
Work within wide-ranging self-sufficiency

> Lecturer

> **Programme Learning Outcomes**

> Course Learning Outcomes

> Course Outline

> Contribution of Course to Program Learning Outcomes

> Mapping Course Learning Outcomes to Program Learning Outcomes

9

Home About Course Contact us Notifica... Messag... Search

Implement precisely analysis and enquiry procedures within the area of speciality
Work out setbacks using thoughts and methods in their areal of speciality
Work within wide-ranging self-sufficiency

> Lecturer

> **Programme Learning Outcomes**

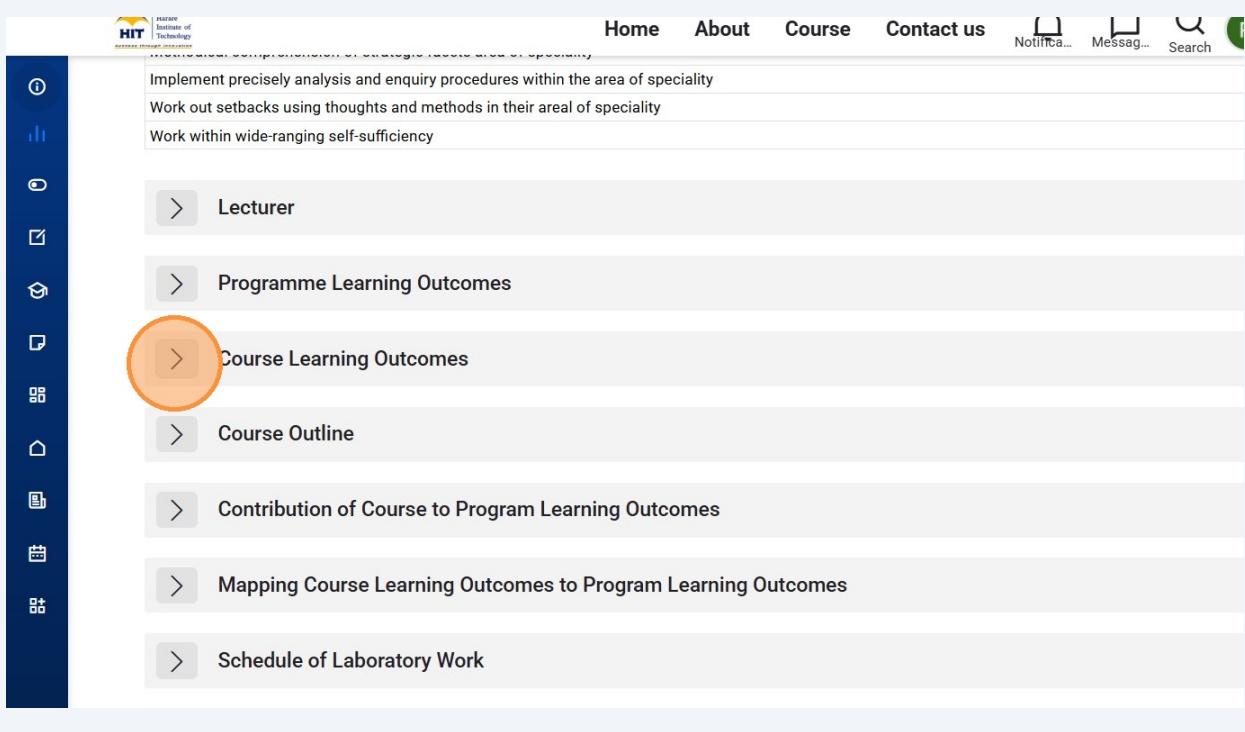
ID Programme Learning Outcome

178	Develop innovative financial solutions that meet the needs of enterprises and economies both locally and internationally.
181	Develop knowledge of theoretical and practical understanding in the formulation, implementation, and evaluation of financial models and systems.
182	Develop modern financial instruments for use in the financial markets.
183	Develop advanced techniques for use financial engineering i.e. data analytics, product structuring, programming, numerical analysis, statistics, financial economics, risk management, corporate financial engineering, and investment management strategies.
184	Create employment through application of acquired technopreneurial skills.

> Course Learning Outcomes

> Course Outline

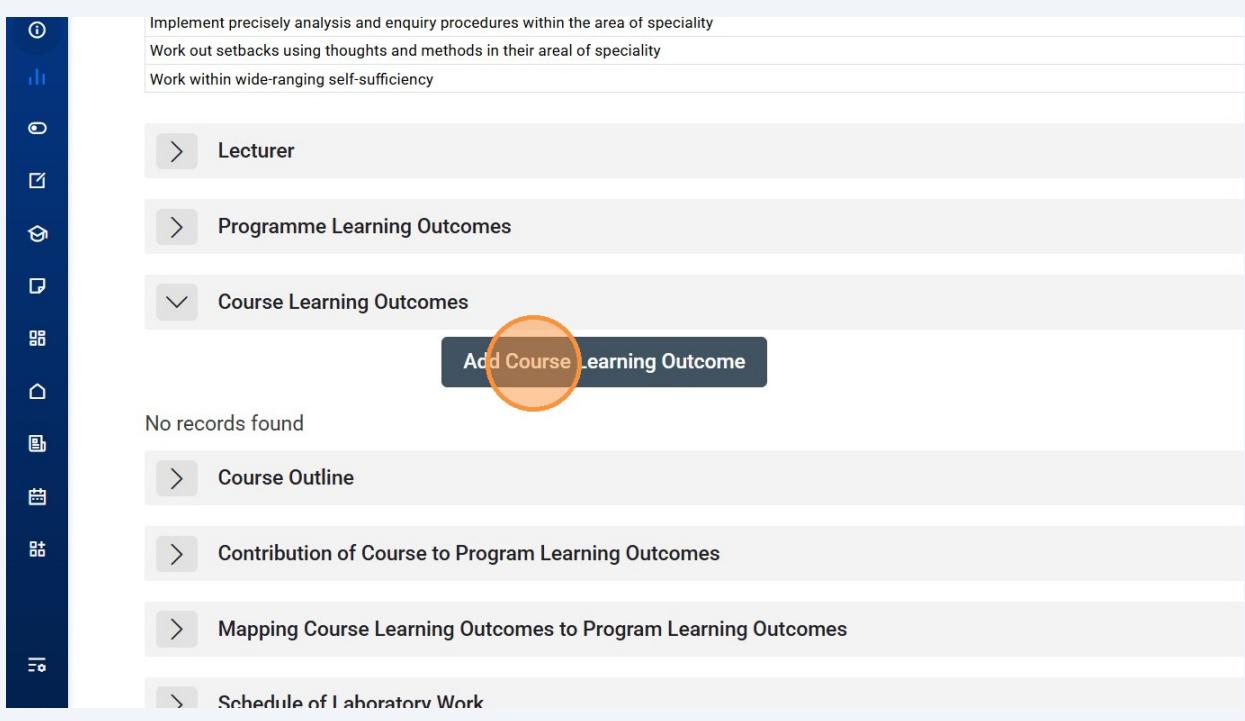
10



Implement precisely analysis and enquiry procedures within the area of speciality
Work out setbacks using thoughts and methods in their areal of speciality
Work within wide-ranging self-sufficiency

- > Lecturer
- > Programme Learning Outcomes
- > **Course Learning Outcomes**
- > Course Outline
- > Contribution of Course to Program Learning Outcomes
- > Mapping Course Learning Outcomes to Program Learning Outcomes
- > Schedule of Laboratory Work

11



Implement precisely analysis and enquiry procedures within the area of speciality
Work out setbacks using thoughts and methods in their areal of speciality
Work within wide-ranging self-sufficiency

- > Lecturer
- > Programme Learning Outcomes
- > Course Learning Outcomes
- Add Course Learning Outcome**
- No records found
- > Course Outline
- > Contribution of Course to Program Learning Outcomes
- > Mapping Course Learning Outcomes to Program Learning Outcomes
- > Schedule of Laboratory Work

12

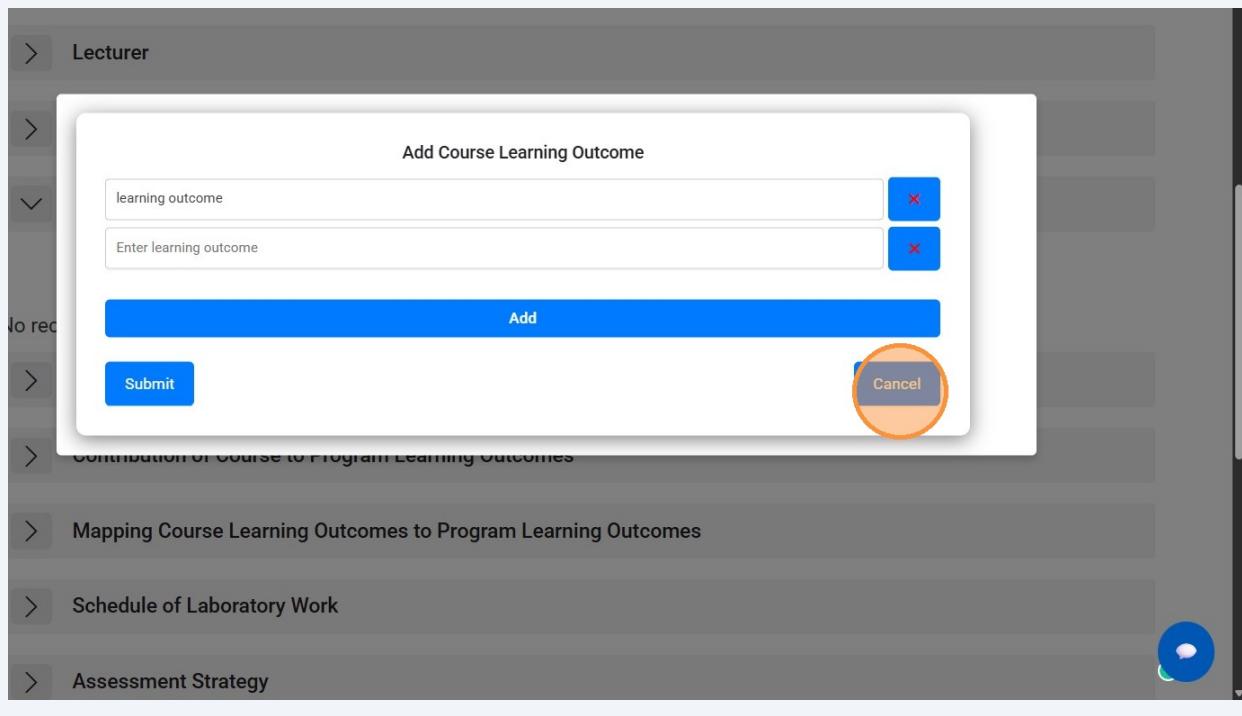
The screenshot shows a web application interface for a lecturer. At the top, there is a navigation bar with links for Home, About, Course, Contact us, Notifications, Messages, and Search. Below the navigation bar, there is a list of course learning outcomes: "Implement precisely analysis and enquiry procedures within the area of speciality", "Work out setbacks using thoughts and methods in their areal of speciality", and "Work within wide-ranging self-sufficiency". The main content area is titled "Lecturer" and contains a sub-section titled "Contribution of Course to Program Learning Outcomes". A modal window titled "Add Course Learning Outcome" is open in the center. The modal has a text input field labeled "Enter learning outcome" with the placeholder "learning outcome" and a red "X" button. Below the input field is a blue "Add" button. At the bottom of the modal are "Submit" and "Cancel" buttons. The background of the application shows a sidebar with various icons and a message "No records found".

13

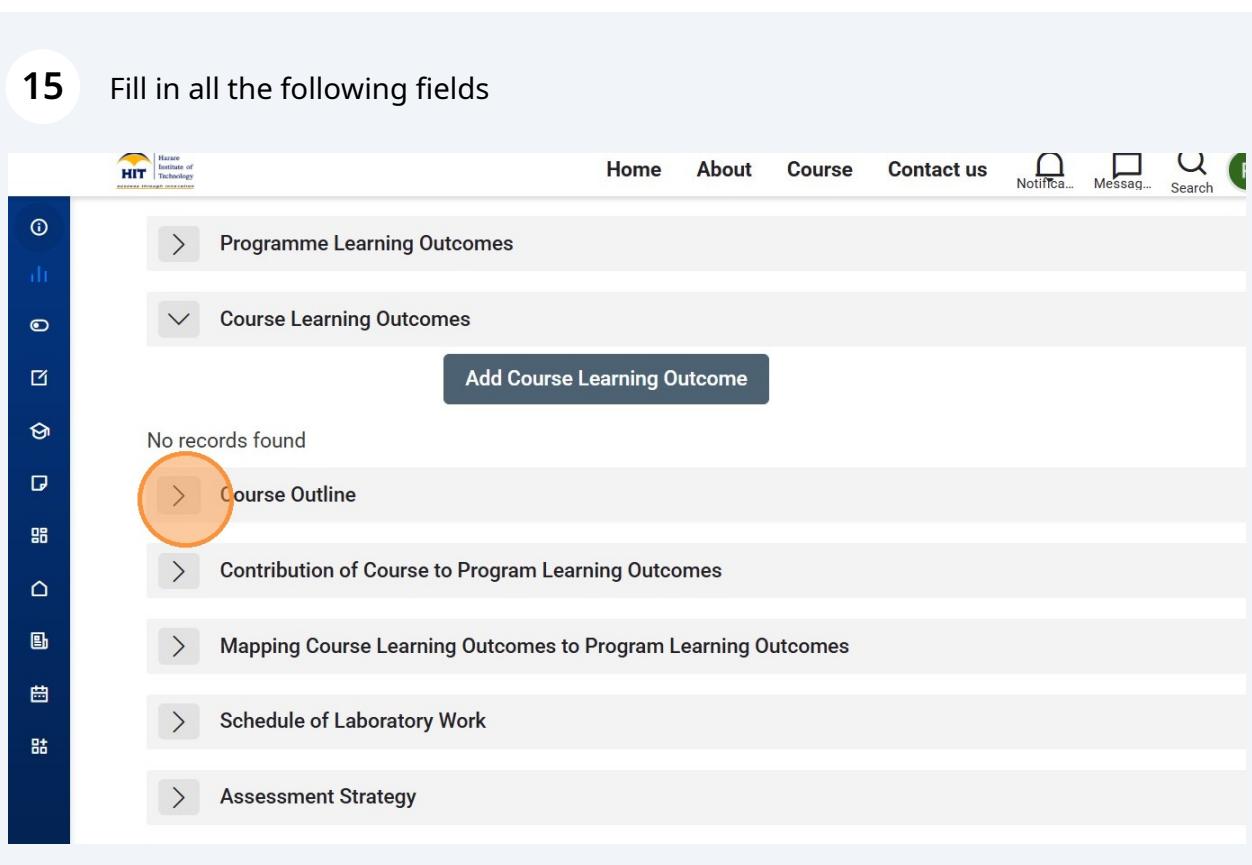
Add your course learning outcomes, more than one course learning outcome at once

The screenshot shows the same web application interface as the previous one, but with a different input in the "Enter learning outcome" field. Instead of a single entry, the field contains the text "learning outcome" repeated multiple times, separated by commas. The rest of the interface, including the navigation bar, course learning outcomes list, and sidebar, remains the same.

14 Click "Submit" to add all course learning outcomes to your table



15 Fill in all the following fields



16

Course Learning Outcomes

Add Course Learning Outcome

No records found

Course Outline

Week Number	Course (Content/Topic) Outline	Teaching & Learning Methods	Time Allocated (hrs)	Weight (%)	Course Learning Outcome (CLO)
					--select--
	Testing				--select--
	Topic 2				--select--
	Topic 3				--select--
	Topic 4				--select--
					--select--
					--select--
					--select--

17

Topic 2	Topic 3	Topic 4	Total:
			0 0

Contribution of Course to Program Learning Outcomes

- > Mapping Course Learning Outcomes to Program Learning Outcomes
- > Schedule of Laboratory Work
- > Assessment Strategy
- > Course Resource Information

18

					--select--
					--select--
Total:		0	0		

Contribution of Course to Program Learning Outcomes

Programme Learning Outcome

Develop innovative financial solutions that meet the needs of enterprises and economies both locally and internationally.

Emphasis in Course

--Select--

Develop knowledge of theoretical and practical understanding in the formulation, implementation, and evaluation of financial models and systems.

--Select--

Develop modern financial instruments for use in the financial markets.

--Select--

Develop advanced techniques for use financial engineering i.e. data analytics, product structuring, programming, numerical analysis, statistics, financial economics, risk management, corporate financial engineering, and investment management strategies.

--Select--

Create employment through application of acquired technopreneurial skills.

--Select--

Mapping Course Learning Outcomes to Program Learning Outcomes

19

Develop innovative financial solutions that meet the needs of enterprises and economies both locally and internationally.	--Select--
Develop knowledge of theoretical and practical understanding in the formulation, implementation, and evaluation of financial models and systems.	--Select--
Develop modern financial instruments for use in the financial markets.	--Select--
Develop advanced techniques for use financial engineering i.e. data analytics, product structuring, programming, numerical analysis, statistics, financial economics, risk management, corporate financial engineering, and investment management strategies.	--Select--
Create employment through application of acquired technopreneurial skills.	--Select--

Mapping Course Learning Outcomes to Program Learning Outcomes

Schedule of Laboratory Work

Assessment Strategy

Course Resource Information

Hardware/Software Requirements

20

The screenshot shows a software interface for managing course learning outcomes. On the left is a vertical toolbar with icons for file operations, navigation, and search. The main area displays three program learning outcomes (PLOs) for a course:

- Develop modern financial instruments for use in the financial markets.
- Develop advanced techniques for use financial engineering i.e. data analytics, product structuring, programming, numerical analysis, statistics, financial economics, risk management, corporate financial engineering, and investment management strategies.
- Create employment through application of acquired technopreneurial skills.

Below these is a section titled "Mapping Course Learning Outcomes to Program Learning Outcomes". It displays a list of mapped outcomes:

- No mapped outcomes found
- > Schedule of Laboratory Work (highlighted with an orange circle)
- > Assessment Strategy
- > Course Resource Information
- > Hardware/Software Requirements
- > Relevant Policies and Procedure Manuals

21

The screenshot shows a software interface for managing course learning outcomes, similar to the previous one. The vertical toolbar on the left is identical. The main area displays the same three program learning outcomes (PLOs) for a course.

Below these is a section titled "Mapping Course Learning Outcomes to Program Learning Outcomes". It displays a list of mapped outcomes:

- No mapped outcomes found
- > Schedule of Laboratory Work
- Add more laboratory work** (a blue button)
- No laboratory work found
- > Assessment Strategy (highlighted with an orange circle)
- > Course Resource Information
- > Hardware/Software Requirements

22

No laboratory work found

Assessment Strategy

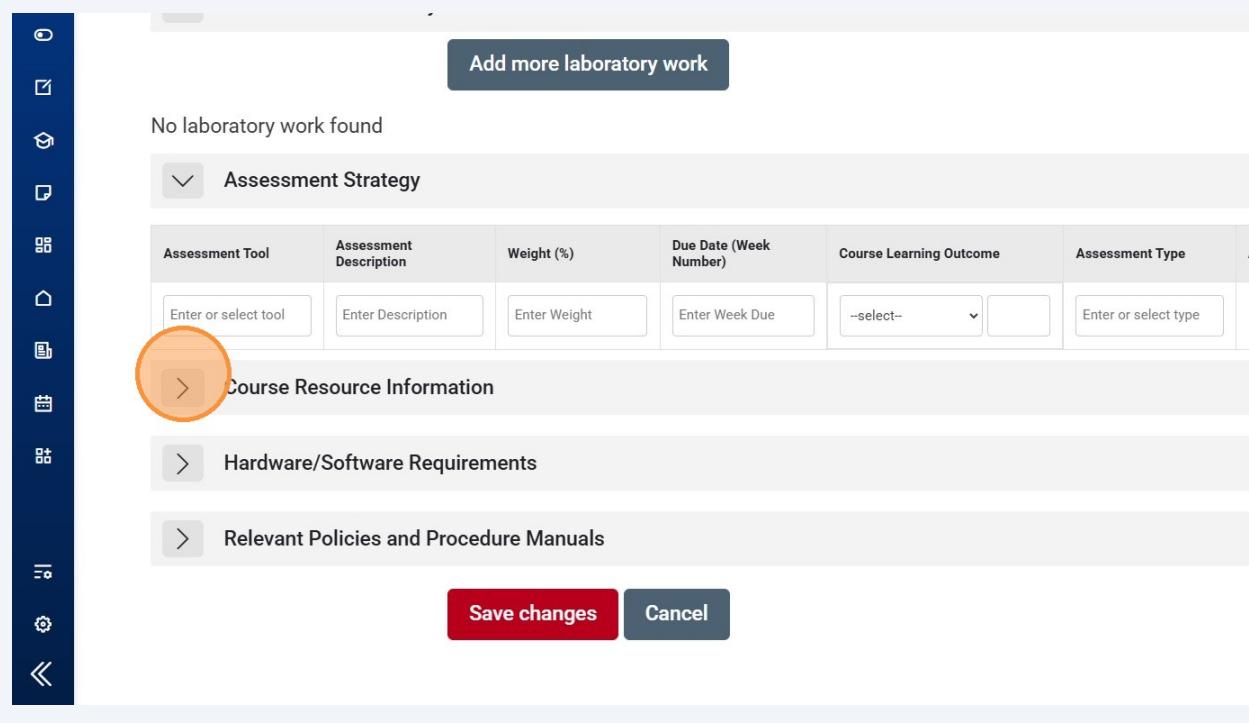
Assessment Tool	Assessment Description	Weight (%)	Due Date (Week Number)	Course Learning Outcome	Assessment Type
Enter or select tool	Enter Description	Enter Weight	Enter Week Due	—select—	Enter or select type

Course Resource Information

Hardware/Software Requirements

Relevant Policies and Procedure Manuals

Save changes **Cancel**



23

No laboratory work found

Assessment Strategy

Assessment Tool	Assessment Description	Weight (%)	Due Date (Week Number)	Course Learning Outcome	Assessment Type
Enter or select tool	Enter Description	Enter Weight	Enter Week Due	—select—	Enter or select type

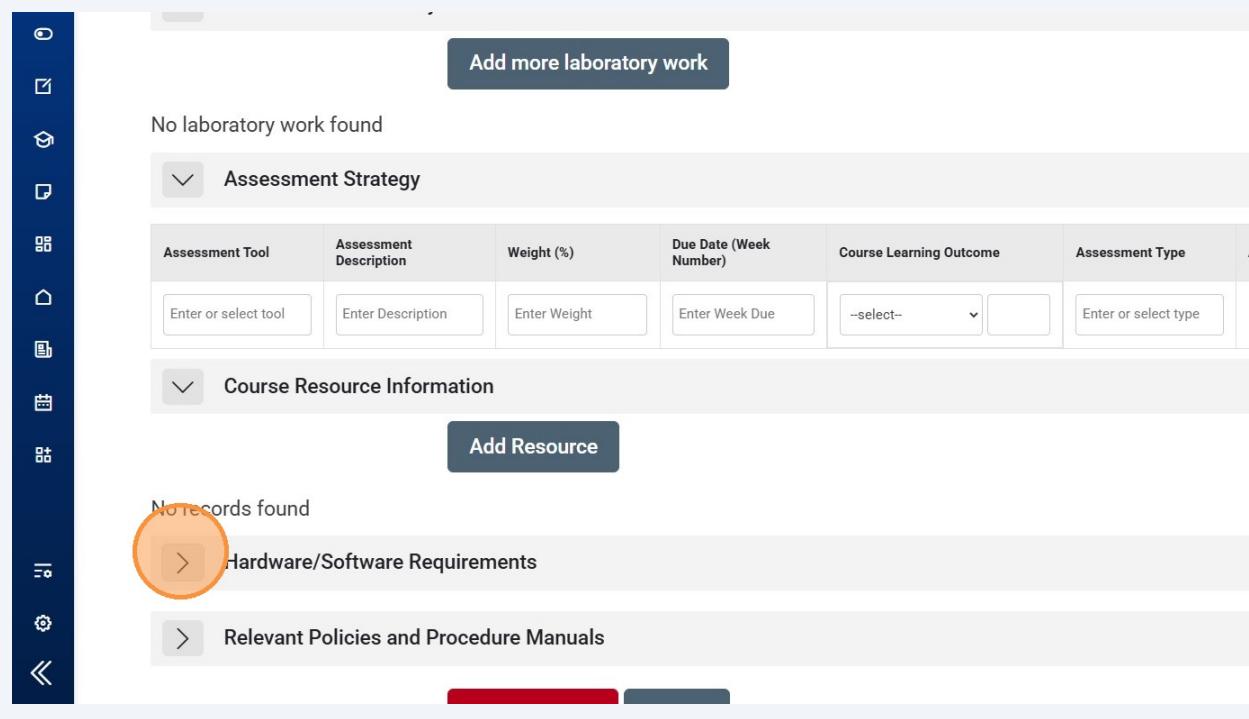
Course Resource Information

Add Resource

No records found

Hardware/Software Requirements

Relevant Policies and Procedure Manuals



Course Resource Information

Add Resource

No records found

Hardware/Software Requirements

Hardware/Software Requirements

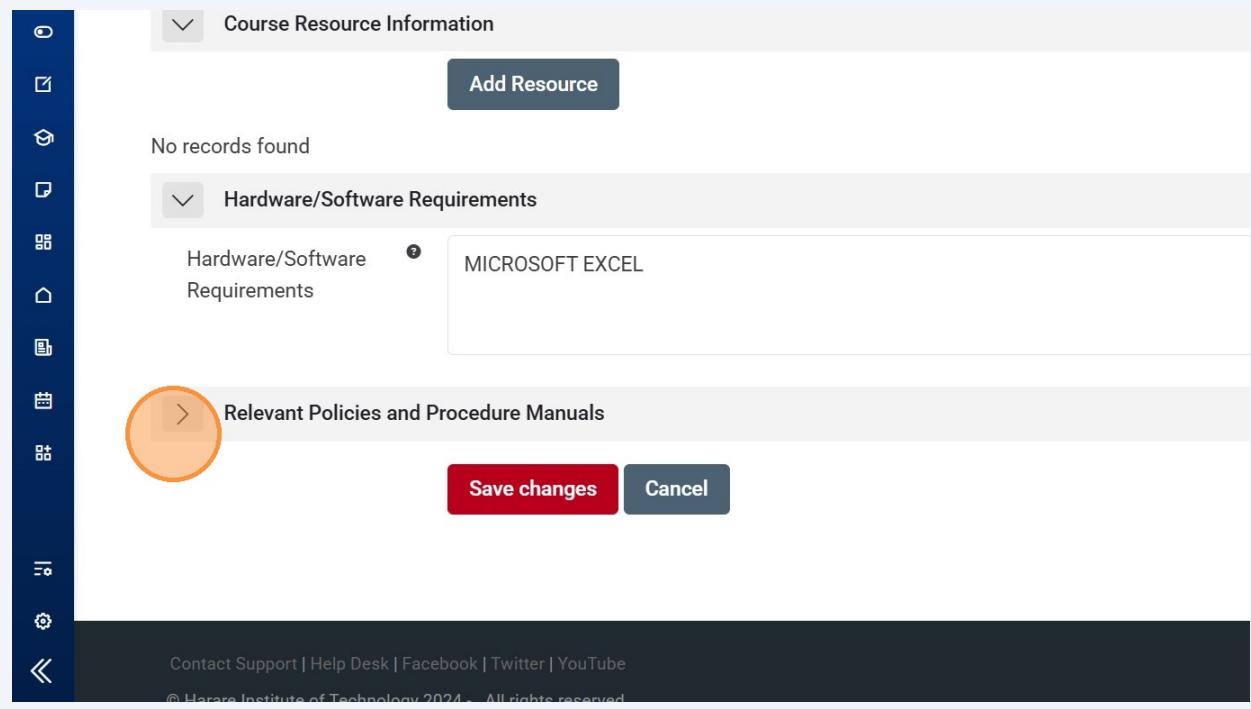
MICROSOFT EXCEL

Relevant Policies and Procedure Manuals

Save changes Cancel

Contact Support | Help Desk | Facebook | Twitter | YouTube

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The screenshot shows a software interface for managing course resources. On the left is a vertical toolbar with various icons. The main area has a header 'Course Resource Information' with a 'Add Resource' button. Below it, a message says 'No records found'. Under 'Hardware/Software Requirements', there is a list with 'Hardware/Software Requirements' and 'MICROSOFT EXCEL'. At the bottom, there's a section for 'Relevant Policies and Procedure Manuals' with 'Save changes' and 'Cancel' buttons. The bottom of the screen has links for support and social media, and a copyright notice. An orange circle highlights the 'Relevant Policies and Procedure Manuals' section.