ORTA DOĞU TEKNİK ÜNİVERSİTESİ
MIDDLE EAST TECHNICAL UNIVERSITY

ODTÜSYLLABUS PROGRAM USER GUIDE FOR DEPARTMENT CHAIR TO COMPLETE "PROGRAM OUTCOME MATRIX" FOR NON-DEPARTMENTAL MUST COURSES IN UNDERGRADUATE PROGRAMS©

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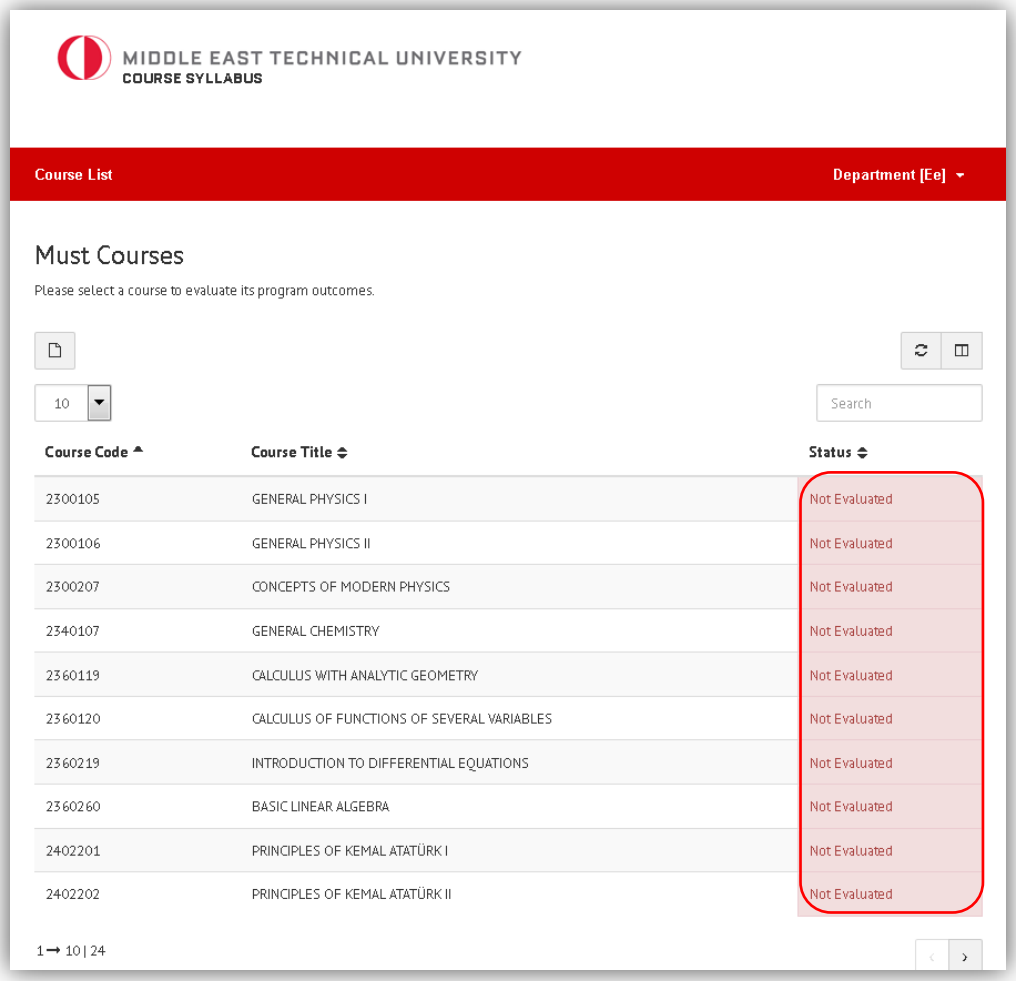
As a department chair, you can evaluate the Program Outcome Matrix tables for the department's must courses taken from other departments by signing in the prepared ODTÜSyllabus program via department user-id and password. In order to sign in:

- ✓ Open any web browser and type https://odtusyllabus.metu.edu.tr/ into address bar.
- ✓ As shown in Figure 1, enter department username and password into the upper right-hand corner of opened window and click on "Sign in".

Figure 1

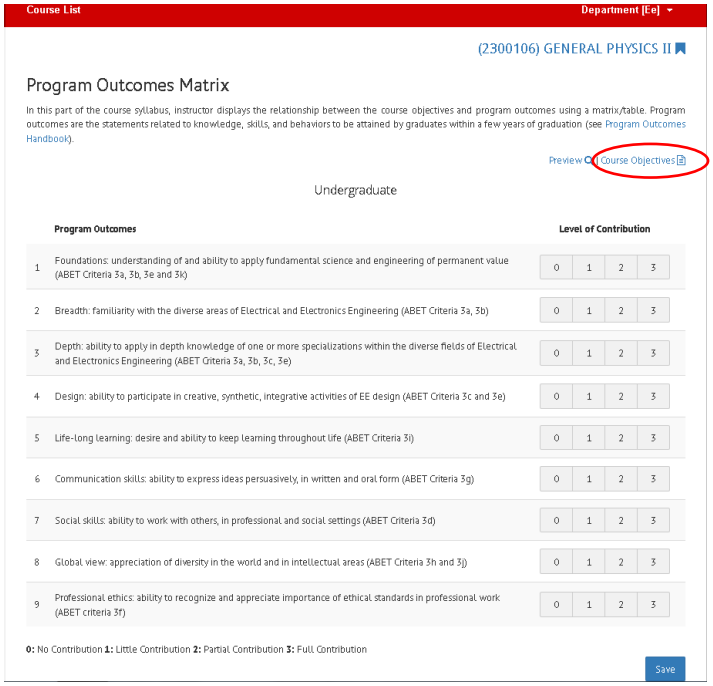
Here, on the page, you can view the titles of must courses taken from other courses. If you have not evaluated the program outcome matrix for a course yet, then you will see the statement "not evaluated" across the course title.

Figure 2



When you click any of the courses in *Figure 2,* the program outcomes are listed on the screen with a rating scale (from 0 to 3) for each of the outcomes. You can also view the objectives of that specific course by clicking the “Course Objectives” on the right-top corner of the page (Figure 3). If “course objectives” cannot be viewed, it indicates that course objectives have not been entered yet by the Coordinator of the course.

Figure 3



In this part, you can evaluate the relationship between the course objectives and program outcomes on the matrix by considering the level of contribution of the course objectives for each program outcome (see Program Outcomes Handbook and Course Objectives Handbook). After rating all of the outcomes, you need to save your evaluation by clicking the “save” button on the right-bottom corner of the page (see Figure 4). Clicking the “Preview” button, you can also possible preview your evaluation of the program outcome matrix as seen in Figure 5.

Figure 4

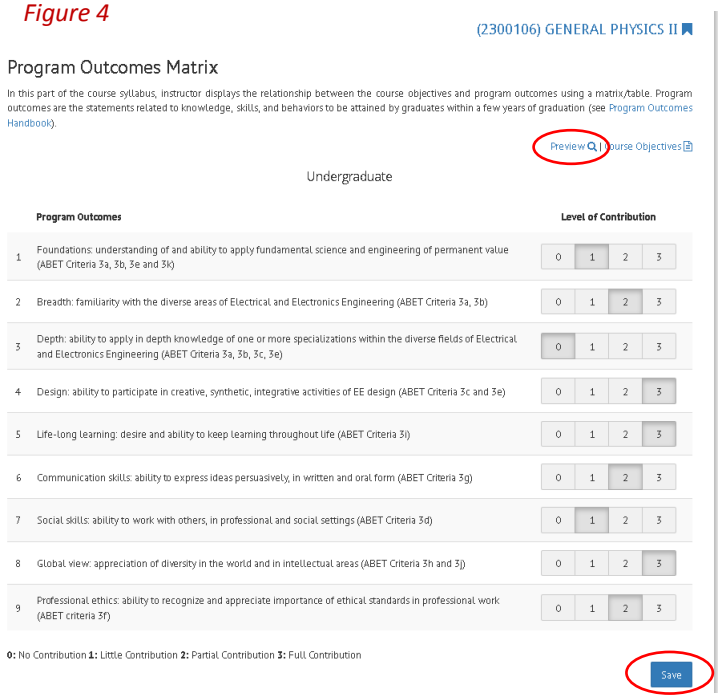
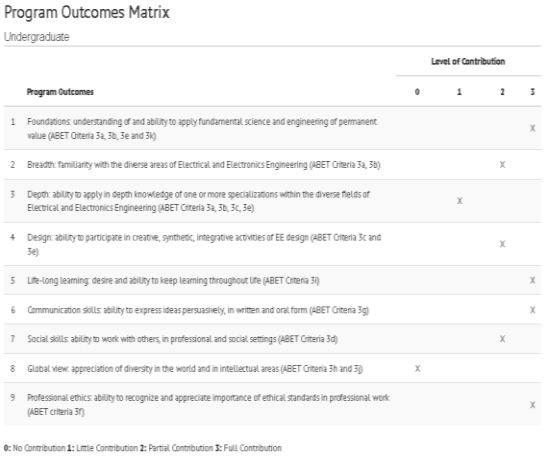
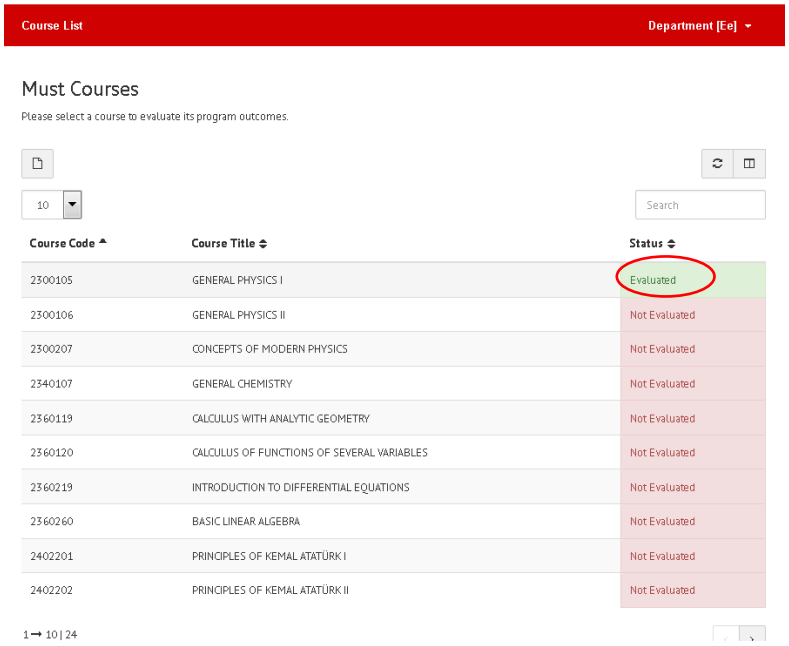


Figure 5

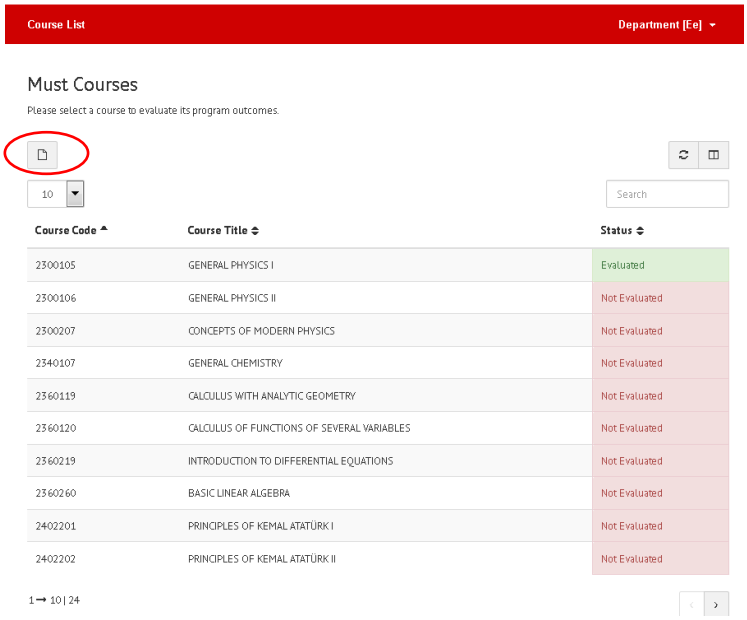


As a department chair, you need to follow the same procedure for all must courses taken from other departments. When you evaluate a course using the matrix, then the “not evaluated” statement across the course title will turn to “evaluated” (Figure 6).

Figure 6



It is also possible to save all your evaluation on an excel sheet to your computer by clicking the button as shown in Figure 7.



You can also list courses to evaluate by course code, course title, or status (evaluated and not evaluated) as shown in Figure 8 below.