Jaguar P.R.I.D.E. User Guide
Providing Responsibility in Delivering Excellence

Logging into JagPRIDE

Access the reporting system by simply typing jagpride.southtexascollege.edu into the address bar.

You can also access JagPRIDE through the South Texas College website by selecting the FACULTY/STAFF tab on the top right-hand side of the home page. Then, select Jaguar P.R.I.D.E. under Faculty Support.

Log in by entering your STC Username and Password.
Main Menu

The main menu will appear after successfully logging into the system. **Click** on the Activities tab on the left hand side of your screen to take the first step in entering your student learning outcomes information.

Activities: Course & Performance Descriptions

After opening the Activities tab, a section list of all your courses taught for the semester will appear. Boxes next to each course will appear as empty. This means that no activity information has been entered. **Click** and open the first course that appears on your section list.
Activities: Rolling Activities (For Previous Users & Entries)

You have the option to copy and roll prior entries over to the current semester. This option will only work if you have previously entered items for the same course and program learning outcome. If this is the first time using JagPRIDE, you will need to enter information for the activities page and begin with the first PLO listed. See the next section on page 4 for more information. **Click the Roll Activities button to copy and roll prior entries over to the current semester.**

After selecting the Roll Activities button, you can begin to select the course section that you wish to roll over. **First**, select the term and section that has the activity information you wish to copy. **Second**, select the current term that you wish to apply the previous entries. **Third**, click the Roll Activities button.

Go back to the Activities List to see if you now have a check indicating that the activity information has been entered and rolled over. Proceed to Roll Activities for the additional courses in your section list. The Status Bar will turn green once all information has been entered and once all check marks appear for the courses listed. When this appears you can proceed to the Data Entry page.
Activities: Course & Performance Descriptions (For First Time Users & Entries)

After selecting the first course, the program learning outcomes will now appear. **Click** on the **Expand All** tab above the listed program learning outcomes or the **plus symbol** next to the individual program learning outcome to open the page. You can begin to enter the **activity and standard** description after opening the learning outcomes listed. **Note:** Activities and standards descriptions must follow the Program Learning Outcomes Assessment Plan developed by each department. Please contact your department chair to learn more about the activities and standards that should be entered.

To enter the activity and standard description, **Click** on the Add Activity button.
Repeat the steps for every PLO listed. When you are finished, make sure to hit Save and return to the activities homepage by either clicking the Back button or the Activities tab on the left hand side. You should now see a check mark next to the section you just completed. Move on to the next section on your list. Click on the Data Entry tab when the Activities Status bar turns green and when all boxes on your section list have been checked.

Data Entry: Met, Not Met, Not Attempted

Your section list will show after opening the Data Entry page. Boxes next to each course will appear as empty. This means that no data information has been entered. Click and open the first course that appears on your section list. You can begin to indicate if students met program learning outcomes.
Notice that you will see the course roster for the specific section and columns for each PLO. You can click on the individual number to view the description of the PLO.

Begin to indicate whether a student met, not met, or not attempted the particular program learning outcome by selecting the suitable radio button. Remember that students who are classified as “not met” are students who performed the activity or assignment, but fell below the performance standard. Those who are classified as “not attempted” are those students who were never assessed.

When you are finished, make sure to hit Save and return to the Data Entry homepage by either clicking the Back button or the Data Entry tab on the left hand side. You should now see a check mark next to the section you just completed. Repeat the steps for every course section listed. Submit your signature when the status bar turns blue. Click on the Data Analysis tab when the status bar turns green and when all boxes on your section list have been checked.
Data Analysis: Action Plans

Your section list will show after opening the Data Analysis page. Boxes next to each course will appear as empty. This means that no action plans have been entered. Click and open the first course that appears on your section list. Review your course data and examine your results. Then enter your action plans.

Clicking on the Activities button below each learning outcome will prompt you to view the activities entered without leaving the page to access the Activities page. The Completion Percentages column provides data collected for the specific section. Percentages Excluding N/A are most appropriate to use in supporting your plan of action for the learning outcome.
When you are finished, make sure to hit Save and return to the Data Analysis homepage by either clicking the Back button or the Data Analysis tab on the left hand side. You should now see a check mark next to the section you just completed. Repeat the steps for every section listed.

Click on the Signature button and the Submit button to submit your signature when the status bar turns blue. The status bar will turn green after successfully submitting your signature. You are finished entering all learning outcomes information when you submit your data analysis signature.

**All Done!**

You have completed entering information regarding student learning outcomes attainment of your students when you submit the final signature in the Data Analysis tab.

Feel free to print your activities, data entry and action plans by going to the right hand side of your screen and clicking on the Print icon. You can also click on the Export Data icon to transfer the material you entered in an excel spreadsheet.

We hope you found the JagPRIDE system easy to use and navigate. Contact the learning outcomes team if you experience any difficulty by sending an email to pride@southtexascollege.edu or by calling (956) 872-4411.