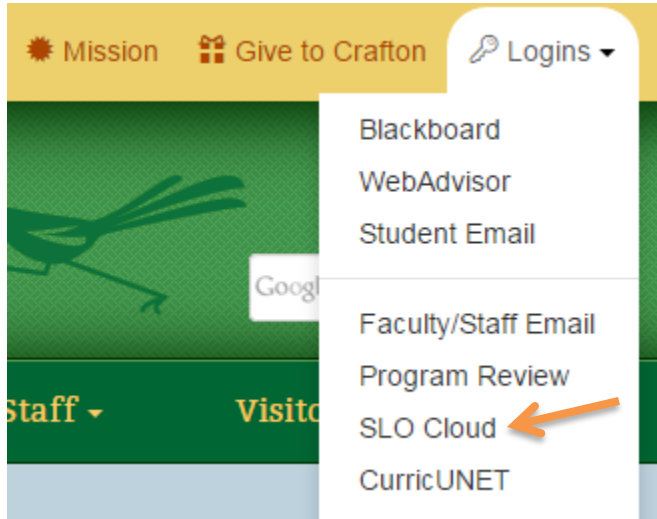


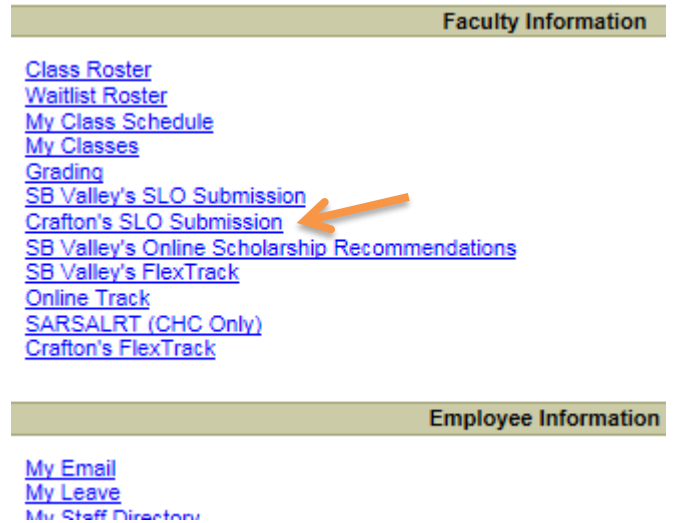
A Step-by-Step Guide Sheet for Using the Crafton Hills College SLOCloud Assessment Reporting Tool

Step 1: Log in. The assessments are reported through a secure log in to maintain the security of the data being reported. Your Username and Password are the same as your email, computer, and WebAdvisor log in credentials. If you need help resetting your password, please visit the [password reset self-service tool](#). There are three ways to login: at www.craftonhills.edu/slocloud . . .

Through the [Crafton Hills College Website](#) . . .



OR . . . Through the [WebAdvisor](#) Faculty Page



Step 2: Select your course section. Once you log in, you will be forwarded directly to the Submission Form. In the drop-down box, select the Term. As you make a selection another drop-down box appears for Subject. Continue selecting the Class and Section you are reporting. In the example below, we have selected the FIRET-100-15 section taught in Spring 2015.

Term	2015SP ▼
Subject	FIRET ▼
Class	FIRET-100 ▼
Section	FIRET-100-15 (Submitted: Never) ▼

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Step 3: Report your assessments. The appropriate SLO statements should automatically appear¹. In the example below, a biology SLO statement appears.

1. Enter the number of students meeting each level of the 4-scale rubric. In this example, 18 students met a level 4, nine students met a level 3, three students met a level 2, and two students met a level 1. The SLO Cloud calculated a total of 32 students assessed with 84.4% assessing at a level 3 or higher. (Visit the [CHC website](#) for additional information on rubrics.)
2. Select whether the SLO statement assessment target was met. The faculty member selected "Yes" in the example below.
3. Select which [Program-Level](#), [General Education](#), and [Institutional-Level](#) Outcomes the SLO statement maps to.
4. Repeat steps 1 through 3 for all of the SLO statements you are assessing for this section. Be sure to disable any SLO statements not being assessed for this section. To disable any SLO statements not being assessed, click the **x** (red x) button. To re-enable any disabled SLO statements, click the **+** (green plus) button.
5. Lastly, enter any proposed actions you believe will help students learn better in the "Proposed Actions" box at the bottom of the screen.

Class SLOs								
#	SLO Statement	# of Students Meeting SLO Rubric				Total Assessed	% Assessed 3 or Higher	Target Met?
		1	2	3	4			
<input type="checkbox"/> x 1	Students will be able to critically evaluate biological information published in popular science sources.	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="9"/>	<input type="text" value="18"/>	32	84.4	Yes ▾
Outcomes Mapping								
Program-Level			General Ed			Institutional		
<input style="width: 100%;" type="text" value="BIOL#3: Demc"/>			<input style="width: 100%;" type="text" value="GEO#1: Natur"/>			<input style="width: 100%;" type="text" value="ILO#1: Critical"/>		

Step 4: Click Save & Submit. Yes, really. That's it!

Thank you for actively participating in assessing student learning outcomes. Your work will continue to improve the learning experience of your students at Crafton Hills College!

¹ If your course SLO statements are missing, please contact Keith Wurtz (kwurtz@craftonhills.edu) or Ben Gamboa (bgamboa@craftonhills.edu) for additional assistance.