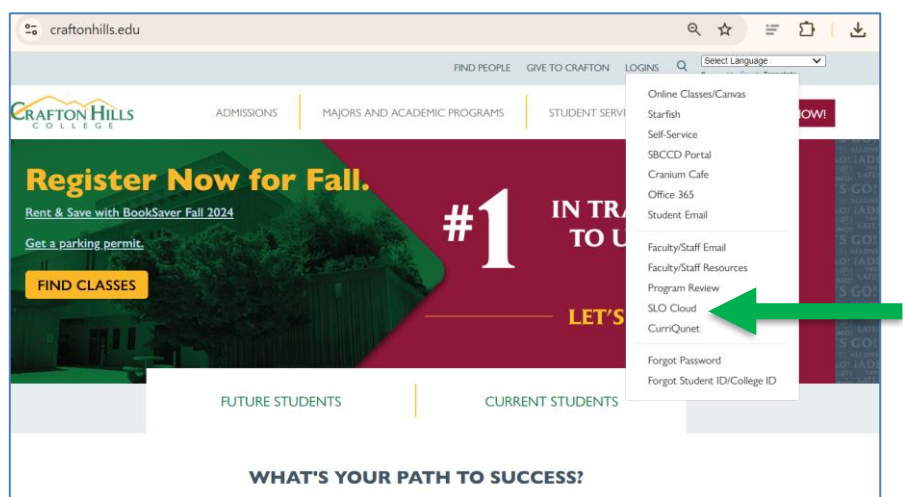


SLO Cloud: Quick Guide to Student Level Reporting

This guide provides easy, step-by-step instructions for submitting student-level course assessment data on the SLO Cloud.

1. Access the SLO Cloud

- First, start by navigating to **Crafton's Homepage** and select **LOGINS** and then select [SLO Cloud](#).



- Log in** using your **SBCCD network login and password**.
- Complete the multi-factor requirement** for added security. *Note: Part-time faculty are not currently required to complete this step; however, this requirement may change in the future.*
- For any login issues**, please **contact the SBCCD technology help desk (909) 384-4357** or submit an email with your first and last name and a description of the issue to helpdesk@craftonhills.edu.

A screenshot of the SBCCD Portal login page. The page features the SBCCD logo at the top. Below the logo, there is a section titled 'Username Format' which explains the required username format for students and faculty. A green arrow points to this section. Below the format section, there are input fields for 'Username' and 'Password', a 'Login' button, and a 'Forgot Password?' link.A screenshot of a 'MULTI-FACTOR LOGIN REQUIRED' screen. It displays a message: 'A Duo Push has been initiated to:' followed by a blurred area representing a mobile device. Below this, it says 'Please complete this login on your enrolled device. Screen control will automatically be restored in 60 seconds.' There is an input field for 'Username' and two buttons: 'Login' and 'Cancel'.

2. Selecting Course and Section Details

Next from the dropdown, select the following:

- **Relevant Academic Term.** (e.g., Fall 2023)
- **Choose your department.** (e.g., Communication & Language)
- **Select specific discipline** (e.g., Communication Studies)
- **Choose the appropriate course** (e.g., COMMST-100)
- **Pick the specific course section.** (e.g., COMMST-100-10)

SLO Submission Form

Instructions

- Fill out each section**
Completeness is key to creating actionable reporting. Fill out all the fields and be as verbose as necessary.
- Discuss your ideas**
Every single proposed action is considered, so use this time to get your best ideas on the plate.
- Keep doing what you're doing**
Faculty are the backbone to any educational institution. Without you, we'd be nothing!

Your SLO Reporting Coordinator

SLOCloud™ is an open source higher education innovation project for Crafton Hills College. If you have any questions about this application or the contents herein, please contact:

Giovanni Sosa
gsosa@craftonhills.edu

Term: 2024FA

Department: Communication & Language

Discipline: Communication Studies

Course: COMMST-100

Section: COMMST-100-10 (Submitted: Never)

Student Level Reporting (required this term)

3. Outcome Statements, PLO, GEO and ILO's

- **Assessment Methods & Criteria (Optional):** This field is for documenting the tools used to assess student learning (e.g., exams, assignments, or projects) and the standards applied to measure achievement (such as passing scores or task completion).
- **Outcome Statement:** **If you're not assessing an SLO, click the red 'X' to disable it.** Then, select the SLO you are assessing from the dropdown menu. **Note:** You must enter student data for each SLO you are assessing before you can save and submit.
- **Program Level, General Education, and Institutional Learning Outcomes (PLO, GEO, and ILO):** These fields will be pre-selected. If not, select from the dropdown, then proceed to the next section.

Assessment Methods & Criteria

Optional. What your methods of assessment are and what is "Good Enough"?

Class SLOs

Use the button on the right to indicate any statements you did not assess. Do not report any information for those students that were not assessed.

Outcome Statement: Statement 1: Construct and organize coherent speeches....

Construct and organize coherent speeches.

Program Level: Communicate effectively with individuals of diverse backgrounds...

Communicate effectively with individuals of diverse backgrounds

General Education: Oral Traditions

Students successfully completing a course in this area will be able to demonstrate effective oral communication skills, including speaking and listening to individuals of diverse backgrounds.

Institutional: --

DON'T FORGET

Click on "X" to disable SLOs not being assessed to avoid an ERROR

4. Individual Student Level Rubric Scores

- **SLO Rubric Score:** Use the checkboxes to assign the appropriate rubric (e.g., 1-4) based on their performance. Use "NA" for students who are not being assessed. **NOTE: All students default to "NA" until you manually select a rubric score for each student.**
- **TOTAL:** Represents the total number of students who received a rubric score from 1-4.
- **Percentage (%):** Represents the percentage of students who received a rubric score of 3 or higher.
- **Target Met:** Use the drop-down menu to select whether the course met the SLO target.

Student	SLO Rubric Score?					Total	Met
	NA <input checked="" type="checkbox"/>	1 <input checked="" type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input checked="" type="checkbox"/>	4 <input checked="" type="checkbox"/>		
Results	33	0	0	0	0	0	0.0
Name: <input type="text"/> Id: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name: <input type="text"/> Id: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Name: <input type="text"/> Id: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

4 = 90-100% or A
 3 = 80-89% or B
 2 = 70-79% or C
 1 = 60-69% or D and F

5. Proposed Actions (Complete this section once for ALL SLO's ASSESSED)

- Lastly, **Proposed Actions** is where you reflect on the successes and challenges of the class, considering whether you tried new strategies, added content, identified learning gaps, or plan to recommend changes for future improvements.
- When done **"Save & Submit"** (**NOTE: To avoid an ERROR message, disable (X) any SLOs not being assessed and ensure all scores are entered for those that are.**)

➔

Proposed Actions

Reflect and comment on the successes and challenges in this class. Did you:

- Try new strategies?
- Add content?
- See notable improvement in class performance?
- Identify any learning gaps?

In future will you

- Try new strategies?
- Make recommendations for content, assessment, or SLO modification?

Save & Submit

When you're finished, click the "Save & Submit" button below. If you have a new SLO report to make, the form will clear and you can begin reporting again. When you click the button below, your input is encrypted and saved into the database.