# **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 <u>helpdesk@craftonhills.edu</u>.

[	BECOD PORTAL
Username Fo	ormat
<ul> <li>if a stur- (j.doe1)</li> <li>if a fact (jdoe@e)</li> </ul>	dent, <username>@student.sbccd.edu 234@student.sbccd.edu) ulty or staff, <username>@sbccd.edu sbccd.edu)</username></username>
Username	
ex: jdoe@(sti	udent.)sbccd.edu
Password	
Enter your pa	assword
	Login

A Duo Pus	h has been initiated to:
Please cor will autom Username	nplete this login on your enrolled device. Screen contro atically be restored in 60 seconds.
	Login
	Cancel

# 2. Selecting Course and Section Details

Next, use the dropdown menus to 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)

Instructions	Your SLO Reporting Coordinator
Fit out each section     Completeness is key to orcaring actionable reporting. Fill out all the fields     and be as versions an increasing     Action and the section action actionable reporting.     Fill out all the fields     Fill out all the fiel	SLOCIoud <sup>14</sup> is an open-source higher education innewation project for Crafton Hits College If you have any questions about this application or the contents hereine, level context Glovanni 5633 goosa@craftonhits.edu
2024FA	
Department	
Communication & Language	
Discipline	
Communication Studies	
Course	
COMMST-100	

## 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			a a	
& Criteria	Optional. What your methods of assessment are and what is "Good Enough"?	11		Don't Forget
Class SLOs				
Use the button on the right		$\square$	Select	
Outcome Statement	Statement 1: Construct and organize coherent speeches 🗸	+		"X" to
Construct and organize	11		any SLO not being assessed.	
Program Level Co	mmunicate effectively with individuals of diverse backgrounds	~		
Communicate effectively	/ with individuals of diverse backgrounds			
General Education	Oral Traditions	~		
Students successfully co backgrounds.	9			
Institutional		~		

### 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.



#### 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, ensure each* SLO outcome statement has rubric scores for all students, including PLO, ILO & GEO selections. For any SLOs not being assessed and ensure to disable (X) the statement.)

<ul> <li>Add content?</li> <li>See notable improvement in class performance?</li> </ul>
Identify any learning gaps?
In future will you
Try new strategies?
Save & Submit

FOR COMMOM ERRORS, SEE NEXT PAGE

# **Common Errors**

### Submission Error Message After Clicking "Save & Submit"

**What it means:** If you see this error message (see screenshot), it typically means you have missing SLO outcome statement **rubric scores**, and/or **PLO**, **ILO**, **or GEO** not selected.

#### How to Fix It:

- Ensure each assessed SLO outcome statement has rubric scores for all students and PLO, ILO & GEOs are selected.
- Go back and click the red **"X"** to disable any SLOs that are not being assessed
- Save and Submit

Warning!	X
The following errors were found in your submission	
<ul> <li>Statement 1 must have at least one non-zero rubric</li> </ul>	
Statement 1 Target Met? must have a value	
<ul> <li>Statement 1 Program-Level Outcome Mapping must have a value</li> </ul>	
<ul> <li>Statement 1 General Ed Outcome Mapping must have a value</li> </ul>	
<ul> <li>Statement 1 Institutional Outcome Mapping must have a value</li> </ul>	
<ul> <li>Statement 3 must have at least one non-zero rubric</li> </ul>	
Statement 3 Target Met? must have a value	
<ul> <li>Statement 3 Program-Level Outcome Mapping must have a value</li> </ul>	
<ul> <li>Statement 3 General Ed Outcome Mapping must have a value</li> </ul>	
<ul> <li>Statement 3 Institutional Outcome Mapping must have a value</li> </ul>	
Term	
2024FA	,
Department	
English and Reading	v
Discipline	
English	v
Course	
ENGL-101	~
Section	
ENGL-101-09 (Submitted: Never)	~

### Missing SLO Statement(s) for Course Section

**What it means:** If, after selecting your course and section, the **SLO fields are blank (see screenshot)** and no students appear, this likely means the latest curriculum-approved SLOs haven't been uploaded.

**How to fix:** Email Ruby Zuniga at <u>rzuniga@craftonhills.edu</u>. Include your **semester, course name, section**, and a **screenshot**, if possible.

Assessment Methods & Criteria		
	Optional. What your methods of assessment are and what is "Good Enough"?	1.
class SLOs		
Ise the button on the right to i	ndicate any statements you did not assess. Do not report any information for those students that were not assessed.	
Outcome Statement	× ×	: +
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?	li
	In future will you	
	- To stratagies?	
	Try new strategies?     Make recommendations for content, assessment, or SLO modification?	
	Try new strategies?     Make recommendations for content, assessment, or SLO modification?     Save & Submit	

### **Outdated Version**

The screenshot below shows an **older version of the SLO Cloud** that used aggregate scoring. **As of Fall 2024**, individual student-level scoring is required.

**How to fix:** Email **Ruby Zuniga** at <u>rzuniga@craftonhills.edu</u>. Include your **semester, course name, section**, and a **screenshot**, if possible.

Assess & Crite	iment Methods ria								
lass SL	Optional. What your methods of assessment are and what is "Goo	d Enou	gh"?					h	
se the b	utton on the left to indicate any statements you did not assess. Do not report any informa	tion for	those stu	dents tha	t were no	t assessed.			
	Outcome Statement		# of Students Meeting SLO Rubric®			Total	% Assessed	Target	
			2	3	4	Assessed	3 or Higher	Met?	
X         Students can respond critically from an informed place of formal analysis to wo of arts in the humanities	Students can respond critically from an informed place of formal analysis to works of arts in the humanities	0	0	0	0	0	0.0		
		Program-Level Outco				comes Mapping General Ed Institutional			
		-		$\sim$	-	~	-	~	
2 Identify, discuss and critically analyze important and architecture in Modern Art.	Identify, discuss and critically analyze important and relevant works of art and architecture in Modern Art.	0	0	0	0	0	0.0	- •	
		Outco Program-Level 0			omes Mapping General Ed Institutional				
	1.	-		$\sim$	-	~	-	~	