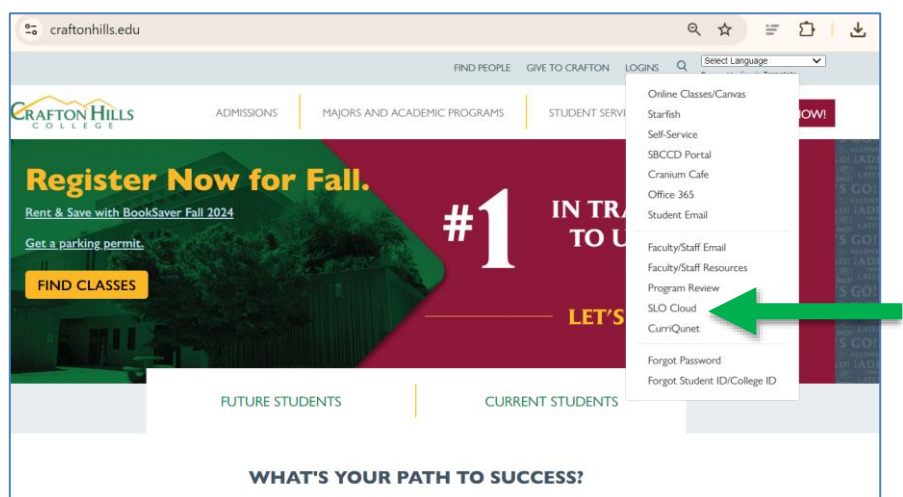# SLO Cloud: Quick Guide to Student Level Reporting

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.

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)

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:** **Select the SLO you are assessing from the dropdown menu. You must enter student data for each SLO you are assessing before you can save and submit (in bold).** If you're not assessing an SLO, you may click the red 'X' to disable it.
- **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.

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.

4 = 90-100% or A
3 = 80-89% or B
2 = 70-79% or C
1 = 69-0% or D and F

SLO Rubric Score

Met

Student	NA ☑	1 ☑	2 ☑	3 ☑	4 ☑	Total	%
Results	33	0	0	0	0	0	0.0
Name: ___ Id: ___	☑	☐	☐	☐	☐		
Name: ___ Id: ___	☑	☐	☐	☐	☐		
Name: ___ Id: ___	☑	☐	☐	☐	☐		

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, please ensure each* SLO outcome statement has rubric scores for all students, including PLO, ILO & GEOs. Not doing so will cause an error*.)*

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.
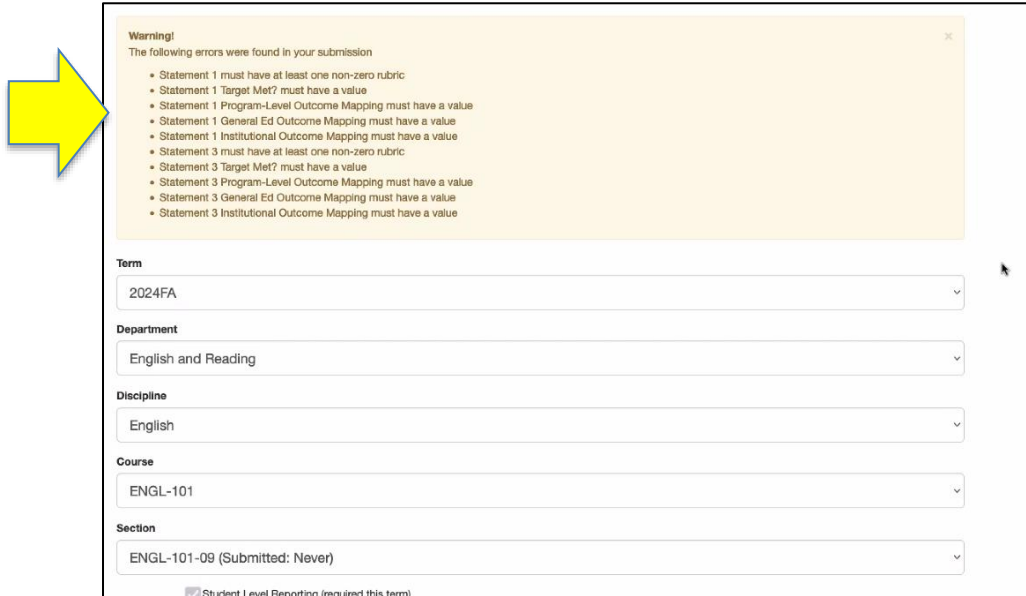
FOR COMMON ERRORS, SEE NEXT PAGE

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.
- If you're not assessing an SLO, you may click the red 'X' to disable it.
- **Save and Submit**

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 rzuniga@craftonhills.edu. Include your **semester, course name, section**, and a **screenshot**, if possible.

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 rzuniga@craftonhills.edu. Include your **semester, course name, section**, and a **screenshot**, if possible.