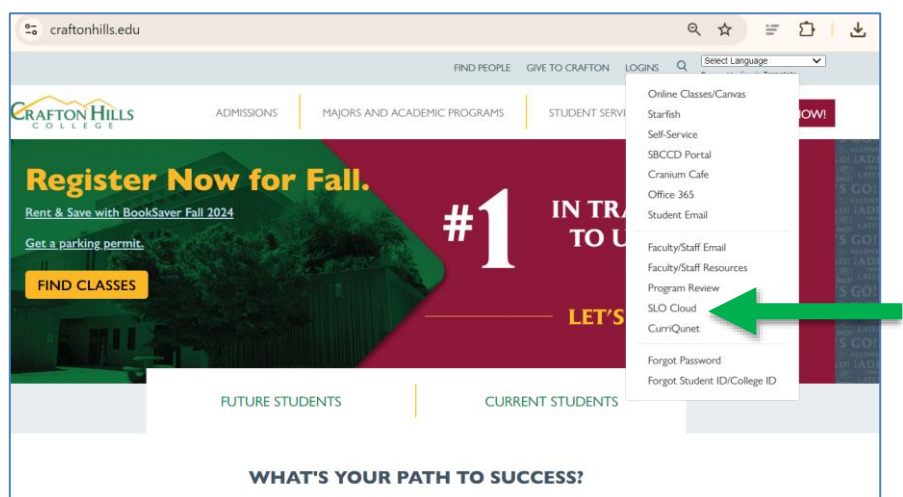


SLO Cloud: Quick Guide to Student Level Reporting

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. A green arrow points to the 'Username Format' section, which provides instructions on how to format the username for students and faculty/staff. The page includes fields for Username and Password, and buttons for Login and Forgot Password?.A screenshot of the 'MULTI-FACTOR LOGIN REQUIRED' screen. It displays a message: 'A Duo Push has been initiated to:' followed by a blurred area. Below this, it says 'Please complete this login on your enrolled device. Screen control will automatically be restored in 60 seconds.' There is a text input field for the Username and two buttons: 'Login' and '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)

SLOcloud Crafton Hills College

SLO Submission SLO Submission Reports Exports Logout

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:** **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.**

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 --

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	%
	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 = 69-0% or D and F

Met

--

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

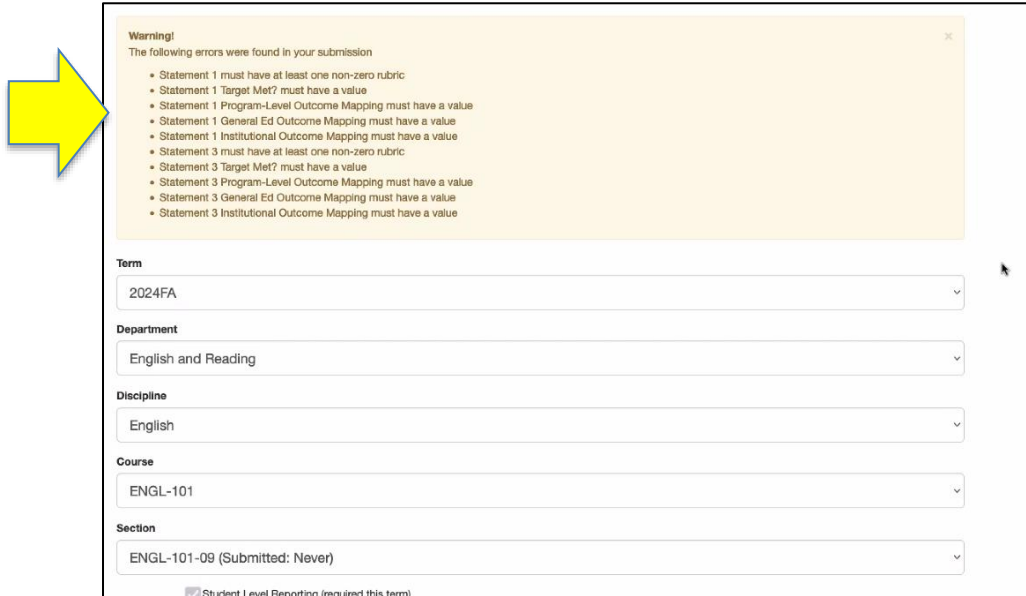
Common Errors

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**



Warning!
The following errors were found in your submission

- Statement 1 must have at least one non-zero rubric
- Statement 1 Target Met? must have a value
- Statement 1 Program-Level Outcome Mapping must have a value
- Statement 1 General Ed Outcome Mapping must have a value
- Statement 1 Institutional Outcome Mapping must have a value
- Statement 3 must have at least one non-zero rubric
- Statement 3 Target Met? must have a value
- Statement 3 Program-Level Outcome Mapping must have a value
- Statement 3 General Ed Outcome Mapping must have a value
- Statement 3 Institutional Outcome Mapping must have a value

Term
2024FA

Department
English and Reading

Discipline
English

Course
ENGL-101

Section
ENGL-101-09 (Submitted: Never)

☒ Student Level Reporting (required this term)

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.

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 -- [X] [+]

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.

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.

Assessment Methods
& Criteria

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

Class SLOs

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

#	Outcome Statement	# of Students Meeting SLO Rubric				Total Assessed	% Assessed 3 or Higher	Target Met?
		1	2	3	4			
<div><div>✖</div><div>1</div></div>	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			Outcomes Mapping General Ed		Institutional	
		-- ▾			-- ▾		-- ▾	
<div><div>✖</div><div>2</div></div>	Identify, discuss and critically analyze important and relevant works of art and architecture in Modern Art.	0	0	0	0	0	0.0	-- ▾
		Program-Level			Outcomes Mapping General Ed		Institutional	
		-- ▾			-- ▾		-- ▾	