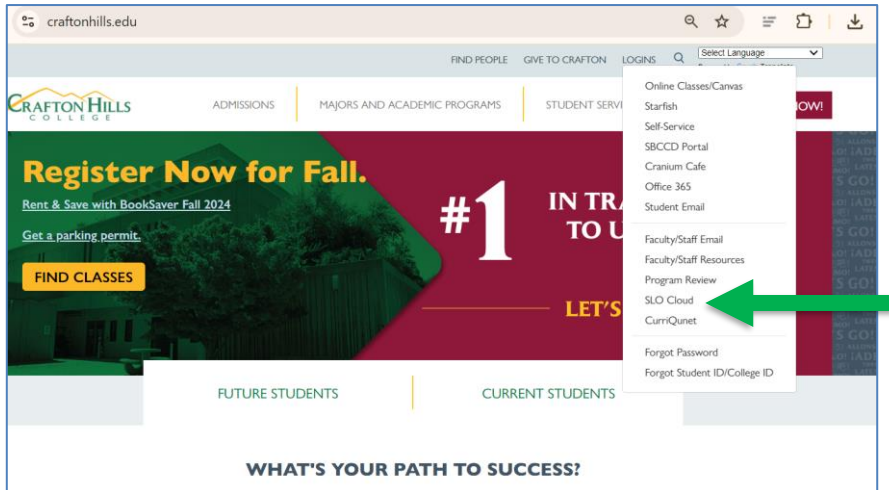


# SLO Cloud: Quick Guide to Student Level Reporting

## 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](mailto:helpdesk@craftonhills.edu).

A screenshot of the SBCCD Portal login page. The page features the SBCCD logo at the top, which includes the text 'SAN BERNARDINO COUNTY COMMUNITY COLLEGE DISTRICT' and 'KVCR - 3531 COLLEGE'. Below the logo, there is a section for 'Username Format' with the following instructions: 'Username must be: • if a student, <username>@student.sbccd.edu (j.doe1234@student.sbccd.edu) • if a faculty or staff, <username>@sbccd.edu (jdoe@sbccd.edu)'. A green arrow points to the 'Username Format' section. Below this, there are input fields for 'Username' (with an example 'jdoe@student.sbccd.edu') and 'Password' (with the placeholder 'Enter your password'). At the bottom, there are two buttons: 'Login' and 'Forgot Password?'.A screenshot of a 'MULTI-FACTOR LOGIN REQUIRED' screen. The screen displays the message 'A Duo Push has been initiated to:' followed by a blurred area representing the user's device. Below this, there is a text prompt: 'Please complete this login on your enrolled device. Screen control will automatically be restored in 60 seconds.' At the bottom, there are 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 table.
- Keep doing what you're doing: Faculty are the backbone to any educational institution. Without you, we'd be nothing!

Your SLO Reporting Coordinator

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:** From the dropdown arrow, select the SLO statement you are assessing. **NOTE: If the Outcome Statement area is blank, stop and contact Ruby Zuniga at [rzuniga@craftonhills.edu](mailto:rzuniga@craftonhills.edu) for assistance.**
- **PLO, GEO, and ILO:** The Program Level, General Education, and Institutional Learning Outcomes (PLO, GEO, and ILO) should pre-populate. If they do not, use the dropdown menus to select. Once all fields are complete, move on 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 Assessments

- **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.
- **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.

**NOTE:** All students default to "NA" until you manually select a rubric score for each student.

Student	SLO Rubric Score?					Target 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"/>	Total	%
<b>Results</b>	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

## 5. Proposed Actions

- 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.
- **NOTE:** *Even if you assess multiple SLOs within a course section, the Proposed Actions only need to be filled out once and should address all SLOs assessed.*
- When done **"Save & Submit"**

**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?

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.