How to Enter SLO Reports into Compliance Assist

1. Logging In:

2. Click on “My Dashboard” to get started.

3. Click on the “SLO Assessment” tab.
4. Note the blue button and “Fiscal Year.” If the correct year is not appearing, click the button and change to the desired year. All data is organized by calendar/fiscal year. If your area operates on CALENDAR year, “CY” indicates the year in which to enter data. If your area operates on FISCAL year, “FY” indicates the year in which data is entered. The example below indicates the Calendar/Fiscal year for Calendar Year 2016 and Fiscal Year 2016-17.

5. From the Organization Tree on the left, click the unit for which you are entering the SLO Report. You may need to scroll down and click the boxes to expand the tree to access your area. Below, “Example Department” is selected.
6. In the viewing pane to the right of the Organization Tree, last year’s SLO reports for Example Department are visible. Click on the hyperlink of the SLO report to edit. In this example, SLO Number BASAMPLE01 will be selected.

7. The SLO opens in “View” mode. Click on the “Edit” tab to make changes.

8. While in “Edit Mode,” the fields are available to add/edit/delete data. If you are unsure of what information is being requested, or would like more information, click on the “🔍” Icon in the upper right corner of each field for further explanation.
9. The SLO Number and the Learning Outcome Statement should not be changed throughout the life of the SLO. They remain consistent to track progress over time. The “Learning Outcome Additional Description” field provides more space for the outcome statement if needed.

10. The “Start:” and “End:” dates should not be changed, though they refer to Fiscal Year.
11. **OPTIONAL:** The “Responsible Roles” feature may be used to give another Compliance Assist user access and/or accountability for the SLO. When a user is added to the record, the SLO will appear under “My Dashboard” for that user upon logging in. To add a responsible role, click . If you do not wish to add a user to “Responsible Roles,” skip and go to Step 14.

12. Users can be found via three options: entering the name of their roles, their names (last name first), or browsing by departments. In this example, the user is found by entering the last name (Simmons). As the name is being entered, all users with that name begin to appear in a dropdown list. Select the name of the user and click the button.
13. Under “Available Roles,” click the checkbox next to your selection, then click \( \text{Selected} \rightarrow \) until your selection appears under “Selected Roles.” You may repeat the search process to add multiple users to the SLO. When finished adding roles, click \( \text{Save} \). The selected user name(s) will now appear under “Responsible Roles” in the SLO.

14. The “Providing Department” should coordinate with your selected unit and should not be changed.
15. Reflection on the Continuous Improvement of Student Learning

- List the changes and improvements your program planned to implement as a result of last year’s student learning outcomes assessment data.
- Were all of the changes implemented? If not, please explain.
- What impact did the changes have on student learning?
- Reflection is supported with evidence/data. Status and impact of all changes are clear and well-documented.

16. Changes to the Student Learning Outcomes Assessment Plan Since Last Report

If any changes were made to the assessment plan (which includes the Student Learning Outcome, Effectiveness Measure, Methodology and Performance Outcome) for this student learning outcome since your last report was submitted, briefly summarize the changes made and the rationale for the changes.
17. Effectiveness Measure
Identify the data collection instrument, e.g., exam, project, paper, etc. that will be used to gauge acquisition of this student learning outcome and explain how it assesses the desired knowledge, skill or ability. The effectiveness measure is an authentic, and valid measure of the knowledge, skills, and abilities listed in the SLO. It details the criteria on which students are evaluated. A copy of the data collection instrument and any scoring rubrics associated with this student learning outcome are to be submitted electronically under Supporting Documentation at the bottom of this form.

18. Methodology
The methodology field documents how the assessment will be administered and evaluated; details how the assessment data will be collected, analyzed, and disseminated; details the faculty review and decision-making process. Please attach any supporting documentations at the bottom of this form.
19. Expected Performance Outcome
Clearly stated college-level proficiency. The performance outcome is aspirational and achievable.

20. Current Year’s Assessment Data
Report the results of the SLO assessment for the current year.
21. Changes to be Implemented Next Year as Result of This Year’s Assessment

Based upon this year’s assessment data included in this annual report, what changes/improvements will the program implement during the next year to improve performance on this student learning outcome? Provide documented, collaborative, and meaningful evidence.

22. Dropdown Boxes for Changes to Academic Process, Changes to Curriculum, and Changes to Assessment Plan

Important for Institutional-Level Reporting—Choose at least one selection from each of the three dropdown boxes.

Tip: Click the actual check box to keep the box open and select multiple selections—for the last selection, click on the actual words of the selection to select and close the box.
23. Notes
This field can be used for miscellaneous notes or reviewer comments.
Tip: Each contributor to the Notes field may use a different color font and provide date/initials.

24. Supporting Documentation
A copy of the data collection instrument, scoring rubrics, and documentation of results associated with this student learning outcome are attached in the File Library under Supporting Documentation. Click [Upload File(s)] to add the files from your computer (Word, PDF, Excel, and PowerPoint are all acceptable formats).
25. Single File Uploader

To attach one file, click the button, locate the file on your computer, select the file, and left-click the “Open” button.
25. Single File Uploader, Continued:

When the file has been attached, it will appear next to a green dot on the uploader screen. It can be renamed in the field below it if needed for identification purposes. Click **Upload** to complete the upload.

26. Multiple File Uploader

To upload multiple files simultaneously, click **“multiple file uploader”** in the blue box. A screen will open to drag and drop files, or, while holding down the control key, select multiple files from your computer and click the “Open” button.
26. Multiple File Uploader, Continued:
Select multiple files while pressing the Control key, or use the mouse to drag and drop files onto the multiple file uploader screen (pictured in the bottom screenshot).

Once the files appear next to green dots on the screen, click the "Upload Files" button to complete the upload. Once you see this green message ribbon at the top of the window:

Success: All provided files were uploaded. You can continue to upload files using the form below or click this window.

Click the "Close" button to return to the SLO form. The files will appear in the File Library box under “Supporting Documentation.”
27. Connecting to a Baseline Data Source

The results of a Baseline survey may be attached to this SLO to support your results and analysis. A text box accompanies the file for further discussion/explanation. Click Add Baseline to locate the survey.

Enter the name or first letters of the Baseline Project to perform a search. Here, the letters “xyz” are typed to locate a sample project for illustration purposes.
27. Baseline Data Source, Continued:

Click the name of the project to select it, and when the project name appears in the right viewing pane, click “All project data.” When both are selected and highlighted in blue, click to attach the project data to the SLO record.

Once the project has been added, its hyperlink appears on the SLO form. When the hyperlink for the project is clicked, a PDF document of the Baseline project results appears in a separate window.
28. When finished entering data and attaching supporting documentation, click to return to the main screen.