STEPS TO POST A PROGRAM LEARNING OUTCOME (PLO) ASSESSMENT IN THE ONLINE SLO SYSTEM:

1. Log on to the Faculty Portal.
2. Click on SLOs in the left column.
3. From the Drop Down List Box, select your department.
4. Scroll down to “Discipline Programs” (below the course listing).
5. Click on the red underlined PLO(s).
6. On the PLO screen, click on “Roll-Up Assessment(s)” for the PLO you would like to assess. See Sample below.

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**English (AA) Learning Outcomes**

**Add New PLO**

**Program Learning Outcome (PLO)**

Develop a well-organized paper that develops cogent main ideas stated in a thesis and which has adequate support for statements made.

View/Edit: 1 PLO Assessment(s) 0 Roll-Up Assessment(s) 4 Related SLOs

**Utilize and document diverse sources of information, to research a topic. According to MLA style**

View/Edit: 1 PLO Assessment(s) 0 Roll-Up Assessment(s) 4 Related SLOs

**Evaluate arguments for validity, objectivity and soundness.**

View/Edit: 2 PLO Assessment(s) 0 Roll-Up Assessment(s) 7 Related SLOs

**Critique text in terms of style and relate a text to the period in which it was written.**

View/Edit: 1 PLO Assessment(s) 0 Roll-Up Assessment(s) 13 Related SLOs

7. Click on “Prepare a New Roll-Up Assessment.”
8. On the new PLO Assessment Report screen, select the semester/year range for the PLO assessment that you want to do. See sample below.

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**Roll-Up Assessment**

**SAMPLE**

**English - English (AA)**

**PLO - Develop a well-organized paper that develops cogent main ideas stated in a thesis and which has adequate support for statements made.**

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**Current Year/Semester:**

- Fall 2014

**Assessment Year/Semesters:**

- Fall 2011 to Fall 2014
9. Note the **Average Rubric Assessment Score** (based on previous assessments for the time period selected.)

Average Rubric Assessment Score: **76 %**

Non-Rubric Assessment Method

Scroll down to the **bottom of the screen** to see all the assessments on which this average is based.

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**SAMPLE**

**ENGLISH 101 - College Reading and Composition I**

SLO 1 Produce a unified essay of 1,000 words that shows a mastery of critical thinking, logical organization, and mechanics.

<table>
<thead>
<tr>
<th>Assessor</th>
<th>Assessment Method</th>
<th>Section</th>
<th>Class Size</th>
<th>Sample Size</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxxxxx</td>
<td>Essay</td>
<td>0242</td>
<td>39</td>
<td>13</td>
<td>75 %</td>
</tr>
<tr>
<td>xxxxxx</td>
<td>Essay</td>
<td>0244</td>
<td>36</td>
<td>12</td>
<td>87 %</td>
</tr>
<tr>
<td>xxxxxx</td>
<td>Essay</td>
<td>0225</td>
<td>24</td>
<td>10</td>
<td>74 %</td>
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<tr>
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<td>Essay</td>
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<td>40</td>
<td>14</td>
<td>73 %</td>
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</tbody>
</table>

10. Click on "**View Assessment**" to see the detailed report of the assessment.

11. **Select a random sample of assessments to view. Discuss** the **results** and **what has been learned** with your discipline/department colleagues.

12. Fill in the **Assessment Results textbox**.

13. Fill in the **Modifications and Improvements textbox**.

14. Fill in the **Resource Request textbox**.

15. Upload any **Supplemental Files** desired.

16. Click on the **Save/Add button** under the Supplemental Files Textbox to save the assessment.

**Congratulations on successfully completing a PLO roll-up Assessment!**