STEPS TO USE THE ONLINE SLO SYSTEM – ABBREVIATED

Steps are illustrated on the SLO web page @ www.lamission.edu\SLO

1. Log on to the Faculty/Staff Portal and Click on SLOs.

2. Select the Semester and the Year. Click on the SLOs button for the course you wish to assess.

3. To prepare a new assessment, click on the assessment(s) link.

4. If a rubric is desired, click on the Rubric Manager link.
   (Note: If a rubric is required by your department chair, you will not be able to proceed without first creating the rubric.)

5. If a rubric will be used, either select one from the Rubric Gallery or Create a New Rubric. After saving the rubric and selecting “Ready to Use,” click on the Use in New Assessment link.

6. To enter a new assessment: click on the box for either “Prepare a New Assessment” or “Prepare a New Group Assessment.”

7. Select the Assessment Method from the drop down list, describe the details of the Method of Assessment, select the Year, Semester, and Section, the Sample size, and if a rubric was used, click on the Select button next to the desired Rubric. Save what you have created and continue to the assessments page.

8. Conduct the assessment by clicking on “Assess” for each student. If a rubric was used, click “Show Scored Rubric” to see how the class did overall in each category. Fill in the Assessment Analysis and Curriculum Modifications textboxes, and upload any supplemental files.

VOILA!
“A day without SLOs is a day without sunshine!”