

STEPS TO USE THE ONLINE SLO SYSTEM – ABBREVIATED

Steps are illustrated on the SLO web page @ [www.lamission.edu\SLO](http://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!”