SLO REPORTING SITE

<u>Directions for <mark>"Create"</mark> Student Services <mark>Area Learning Outcomes</mark></u>
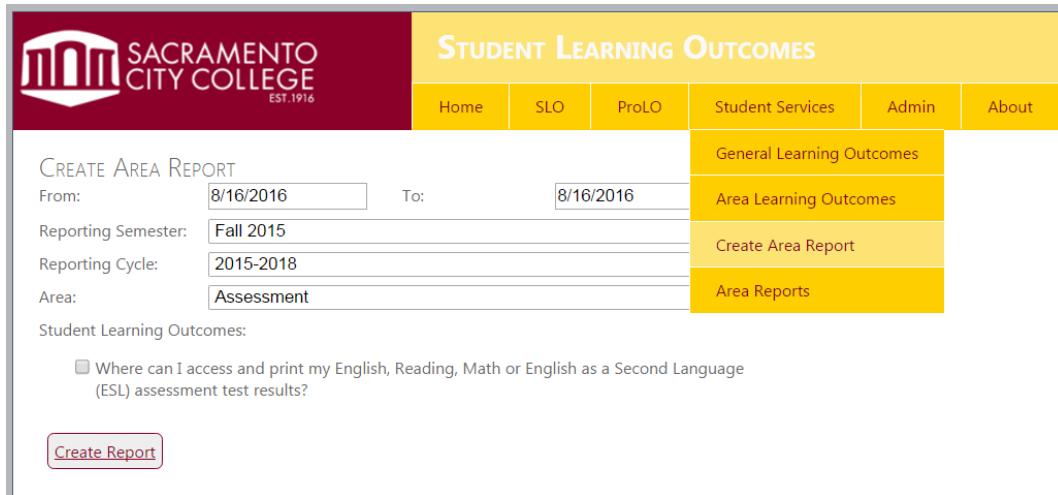
1. Open Google Chrome & go to:
   https://planning.scc.losrios.edu/slo/StudentServices/CreateAreaReport.aspx

   NOTE: 2 people cannot input at the same time. 1st person's info will be erased if someone comes in after.)

2. Enter LRCCD User name & Password

3. Click **"Log In"**

4. From the menu bar, click on **"Student Services"** and select **"Area Learning Outcomes",** and select an appropriate department.

5. Click **"Add/Edit"** to create the Area Learning Outcomes.

6. Select "add"

7. Type in what is the outcome goal, then from the drop down "**Please choose one or more items**" list, select the appropriate of the General Learning Outcomes.

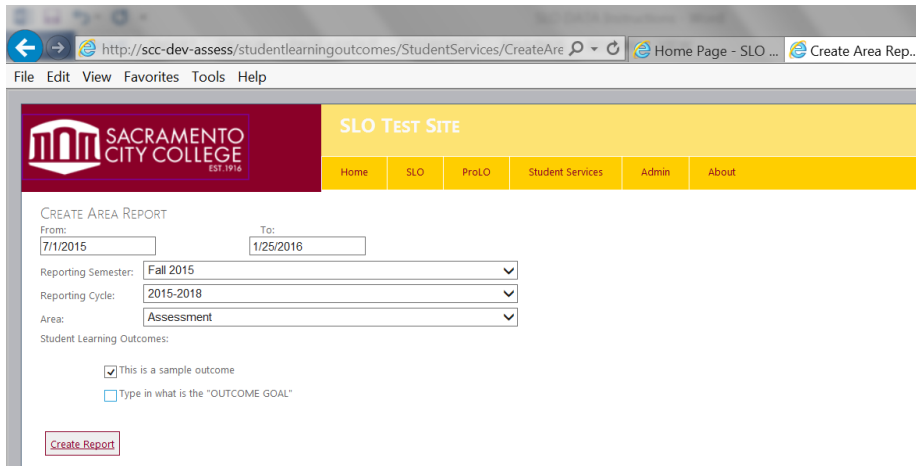**8.** Click "**Add**" then Click "Save".

SLO REPORTING SITE

Directions for <mark>"Create Area Report"</mark>

1. From the menu bar, click on **"Student Services"** and select **"Create Area Report"**

2. Enter the appropriate "**From"** & **"To**" date

3. Choose **"Reporting Semester", "Reporting Cycle" &** select "**Student Learning Outcomes**" box.

4. Click "**Create Report**"

5. (A) Select all the appropriate areas, **"Assessment Methods", "Assessment Activities, Collaborators", "How Does This Link to SSSP", "How Does This Link to Student Equity".**

(B) Scroll down and insert **"Summary of Assessment Results"** & **Plans for Change"**.

6. Click either "Save and Continue", "Save as draft" or "Save as Final" button, which has a same function.

SLO REPORTING SITE

Directions for <mark>"View/Edit/Print Area Report"</mark>

7. From the menu bar, select "Area Reports".

8. "**Choose a Division**" & "**Choose an Area**"

9. Click "**View**" & "**Print**"