

SLO REPORTING SITE

Directions for “Create” Student Services Area Learning Outcomes

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.

The screenshot shows the Sacramento City College Student Learning Outcomes system interface. The header includes the college logo and navigation links: Home, SLO, ProLO, Student Services, Admin, and About. The main section is titled 'CREATE/EDIT STUDENT SERVICES AREA LEARNING OUTCOMES'. Below this, there are two dropdown menus: 'AVPSS' and 'Assessment'. The 'Assessment' dropdown is currently selected, showing a table with two columns: 'Outcome' and 'Linked SSGLOs'. An 'Edit' button is visible below the table.


6. Select “add”

The screenshot shows the same interface as before, but with the 'Add' button highlighted. The 'Add' button is located below the 'Assessment' dropdown menu. The 'Save' and 'Cancel' buttons are also visible at the bottom of the form.

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.

The screenshot shows the same interface as before, but with the 'Add' button highlighted. The 'Add' button is located below the 'Assessment' dropdown menu. The 'Save' and 'Cancel' buttons are also visible at the bottom of the form.

8. Click “Add” then Click “Save”.



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STUDENT LEARNING OUTCOMES

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CREATE/EDIT STUDENT SERVICES AREA LEARNING OUTCOMES

AVPSS ▼

Assessment ▼

AVPSS

ASSESSMENT

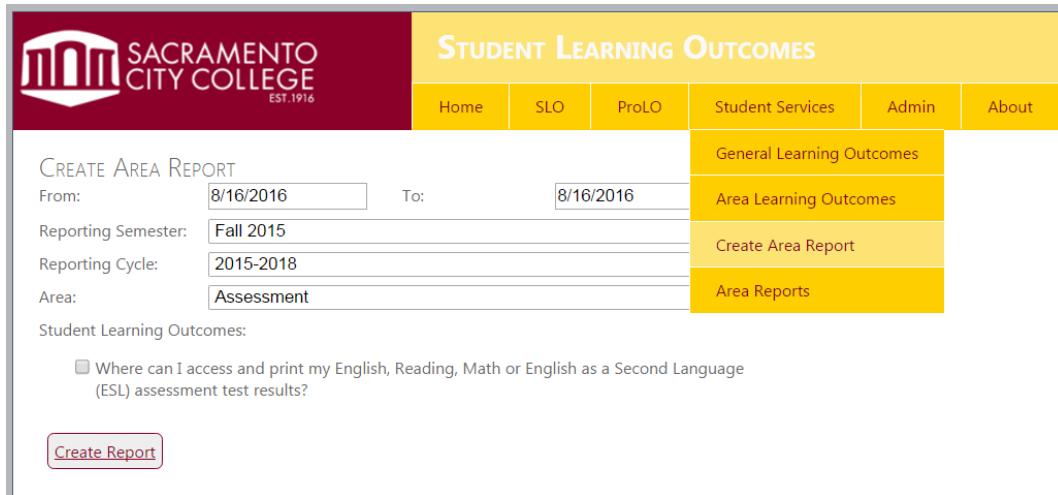
Outcome	Linked SSGLOs
Where can I access and print my English, Reading, Math or English as a Second Language (ESL) assessment test results?	<ul style="list-style-type: none"> Information Competency

[Edit](#)

SLO REPORTING SITE

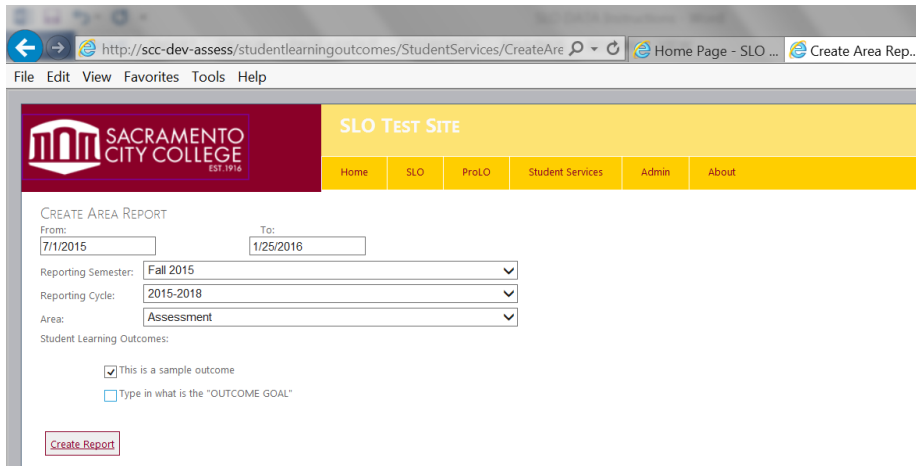
Directions for “Create Area Report”

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



The screenshot shows the Sacramento City College SLO Reporting Site. The header includes the college logo and the text 'STUDENT LEARNING OUTCOMES'. A navigation bar contains links: Home, SLO, ProLO, Student Services, Admin, and About. The 'Student Services' link is highlighted, and a dropdown menu is open, showing options: General Learning Outcomes, Area Learning Outcomes, Create Area Report, and Area Reports. The 'Create Area Report' option is selected. Below the menu, the 'CREATE AREA REPORT' form is visible. It includes fields for 'From:' (8/16/2016), 'To:' (8/16/2016), 'Reporting Semester:' (Fall 2015), 'Reporting Cycle:' (2015-2018), and 'Area:' (Assessment). There is a checkbox for 'Where can I access and print my English, Reading, Math or English as a Second Language (ESL) assessment test results?'. A 'Create Report' button is at the bottom.

2. Enter the appropriate “**From**” & “**To**” date
3. Choose “**Reporting Semester**”, “**Reporting Cycle**” & select “**Student Learning Outcomes**” box.



The screenshot shows the Sacramento City College SLO Reporting Site with a browser window overlay. The browser address bar shows the URL: http://scc-dev-assess/studentlearningoutcomes/StudentServices/CreateArea. The browser menu bar includes File, Edit, View, Favorites, Tools, and Help. The page title is 'SLO TEST SITE'. The navigation bar contains links: Home, SLO, ProLO, Student Services, Admin, and About. The 'Student Services' link is highlighted, and a dropdown menu is open, showing options: General Learning Outcomes, Area Learning Outcomes, Create Area Report, and Area Reports. The 'Create Area Report' option is selected. Below the menu, the 'CREATE AREA REPORT' form is visible. It includes fields for 'From:' (7/1/2015), 'To:' (1/25/2016), 'Reporting Semester:' (Fall 2015), 'Reporting Cycle:' (2015-2018), and 'Area:' (Assessment). There is a checkbox for 'This is a sample outcome' and a checkbox for 'Type in what is the "OUTCOME GOAL"'. A 'Create Report' button is at the bottom.

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”**.

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STUDENT LEARNING OUTCOMES

Home SLO ProLO Student Services Admin About

AVPSS Assessment

ASSESSMENT
Aug 16, 2016 to Aug 16, 2016
2015-2018

Where can I access and print my English, Reading, Math or English as a Second Language (ESL) assessment test results?

ASSESSMENT METHODS

- ☒ Survey
- ☐ Interview
- ☐ Self Assessment
- ☐ Observation
- ☐ Assignment
- ☐ Instruction
- ☐ Other

ASSESSMENT ACTIVITIES

- ☒ Computer
- ☒ Paper/Pencil
- ☐ Clickers
- ☐ Verbal
- ☐ Face to face
- ☐ Internet

COLLABORATORS

- ☒ Admissions & Records
- ☐ Assessment
- ☐ Athletic Counseling
- ☐ AVPSS Division Office
- ☐ CalWORKS
- ☐ Career Center
- ☐ College 2 Career
- ☒ Counseling
- ☐ CSS Division Office
- ☐ Cultural Awareness Center

HOW DOES THIS LINK TO SSSP?

- ☐ Orientation Services
- ☒ Assessment Services
- ☐ Counseling and Advising
- ☐ Follow up with at risk students

HOW DOES THIS LINK TO STUDENT EQUITY?

- ☒ Access
- ☒ Course Completion
- ☒ Basic Skills Completion
- ☐ Degree Completion
- ☐ Transfer

- (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.

☐ Follow up with at risk students ☐ Degree Completion ☐ Transfer

PROFICIENCY RATING

☐ Low ☒ Moderate ☐ High

SUMMARY OF ASSESSMENT RESULTS

Of the 9511 students who took assessments, 96% correctly answered a question about using assessments as prerequisites.

PLANS FOR CHANGE

We have been using this SLO for about 2 years. Counseling is now collaborating with us to find out how many students understand the question once they get to the counselor's office.

Save and Continue Cancel

Save as draft Save as Final Cancel

SLO REPORTING SITE

Directions for “View/Edit/Print Area Report”

7. From the menu bar, select “Area Reports”.

8. “Choose a Division” & “Choose an Area”

9. Click “View” & “Print”

ASSESSMENT Aug 16, 2016 to Aug 16, 2016 2015-2018				
SLO	Assessment	Proficiency Rating	Summary	Plans
Where can I access and print my English, Reading, Math or English as a Second Language (ESL) assessment test results?	<ul style="list-style-type: none"> Methods <ul style="list-style-type: none"> Survey Activities <ul style="list-style-type: none"> Computer <ul style="list-style-type: none"> Paper/Pencil Collaborators <ul style="list-style-type: none"> Admissions & Records <ul style="list-style-type: none"> Counseling SSSP <ul style="list-style-type: none"> Assessment Services Equity <ul style="list-style-type: none"> Access <ul style="list-style-type: none"> Basic Skills Completion Course Completion 	Moderate	Out of 9511 students who took assessments, 96% correctly answered a question about how to obtain the assessment results.	We have been using this SLO for 2 semesters. Counseling is now collaborating with us to find out how many students understand the question once they get to the counselor's office.