



AUGUSTA UNIVERSITY

Campus Labs Planning Module User Guide
for
Student Learning Outcome (SLO) Assessment

Division of Institutional Effectiveness

augusta.edu/ie

Fall 2018



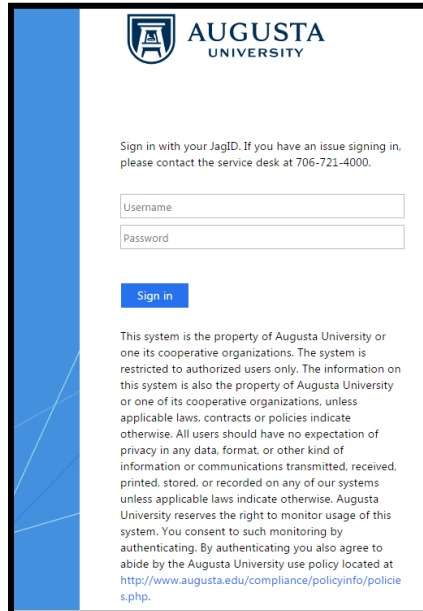
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Note: Use the Bookmark feature to locate specific areas of support.

BASIC LOGIN/LOGOUT INFORMATION

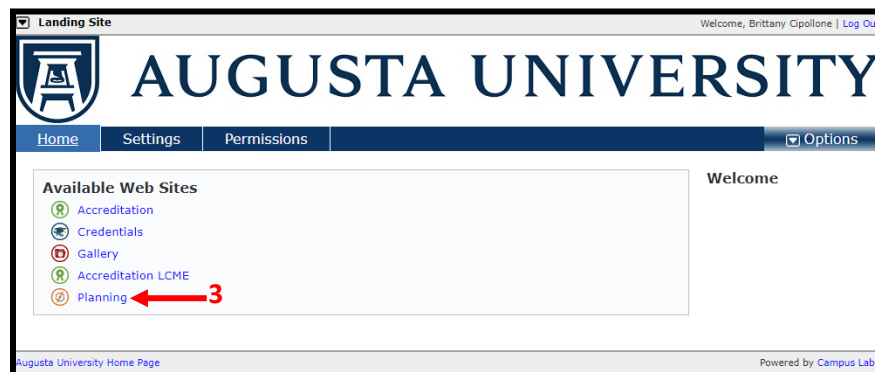
1. To get started, open your internet browser and go to:
<https://augusta.campuslabs.com/planning>.
(This link is also available on the Institutional Effectiveness website at www.augusta.edu/ie.)
2. You will then be brought to the AU portal. Enter your Jag/NetID and password at this screen:



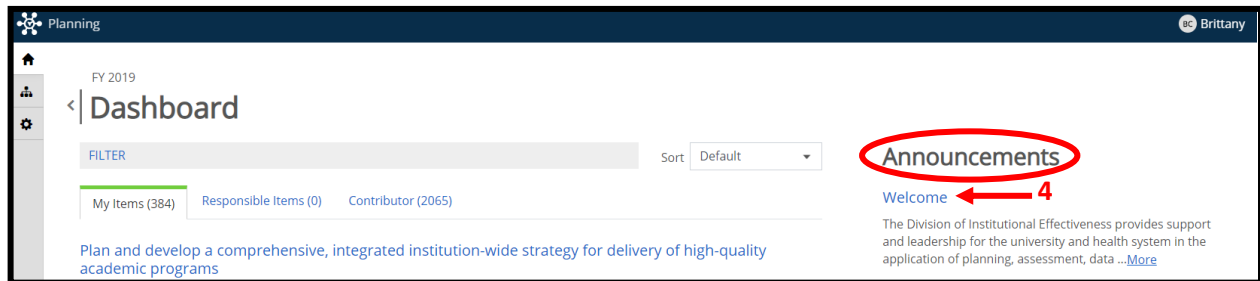
The login portal features the Augusta University logo at the top. Below it, a message states: "Sign in with your JagID. If you have an issue signing in, please contact the service desk at 706-721-4000." There are two input fields labeled "Username" and "Password". A blue "Sign in" button is positioned below the password field. A detailed disclaimer follows, stating that the system is the property of Augusta University or its cooperative organizations, restricted to authorized users, and that users consent to monitoring upon authentication. The disclaimer includes a link to the Augusta University use policy at <http://www.augusta.edu/compliance/policyinfo/policies.php>.

TIP: If you need assistance with your Jag/NetID password or to have it reset, please contact the ITS Service Desk at 706-721-4000

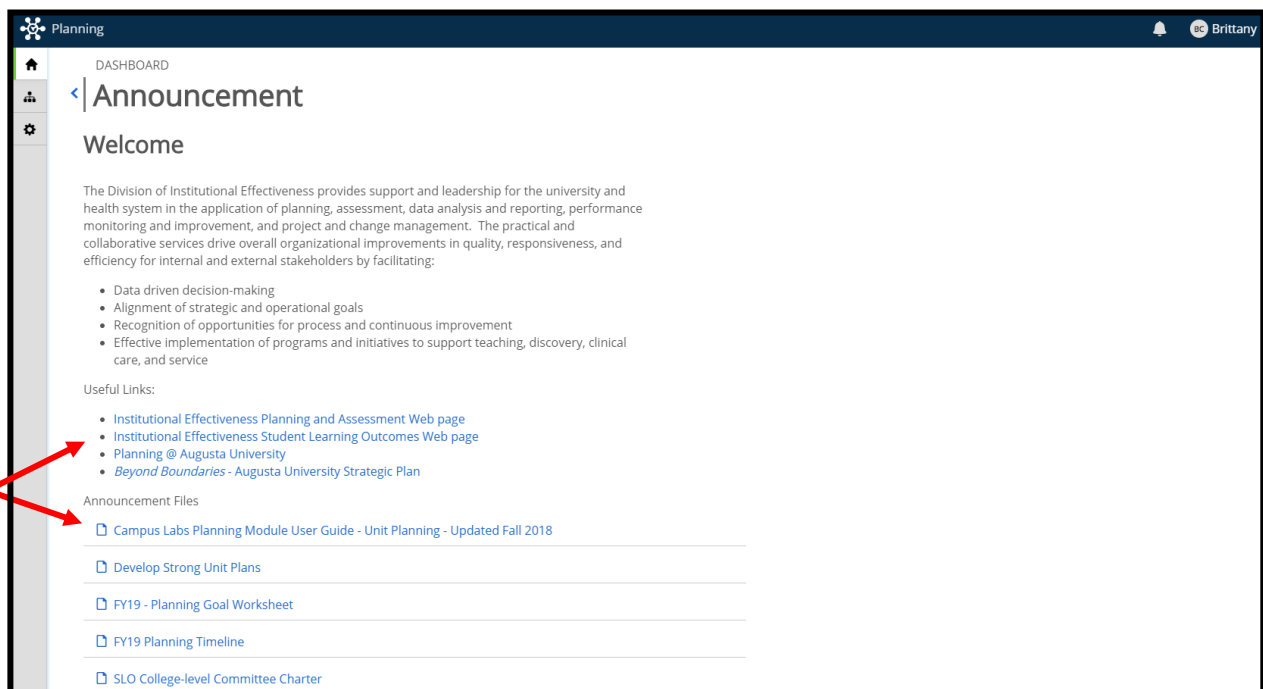
3. Once you have logged in, you will be taken to the following landing page. Click **Planning** to be taken into the Planning and Assessment portal:



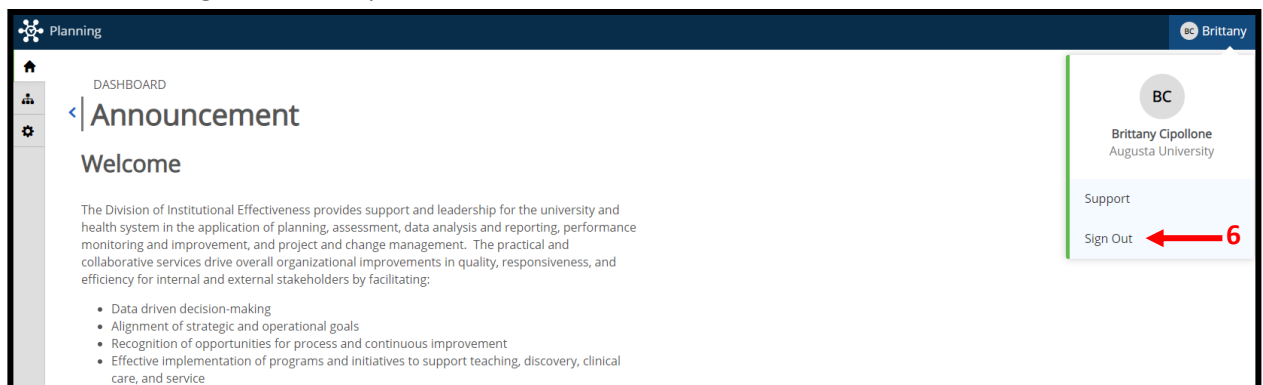
- Additional announcements and documents relevant to the planning process are located in the Announcements section. Click **Welcome** to access the Announcements section and its corresponding resources.



- Helpful links and resources pertaining to planning and assessment are found on this page.



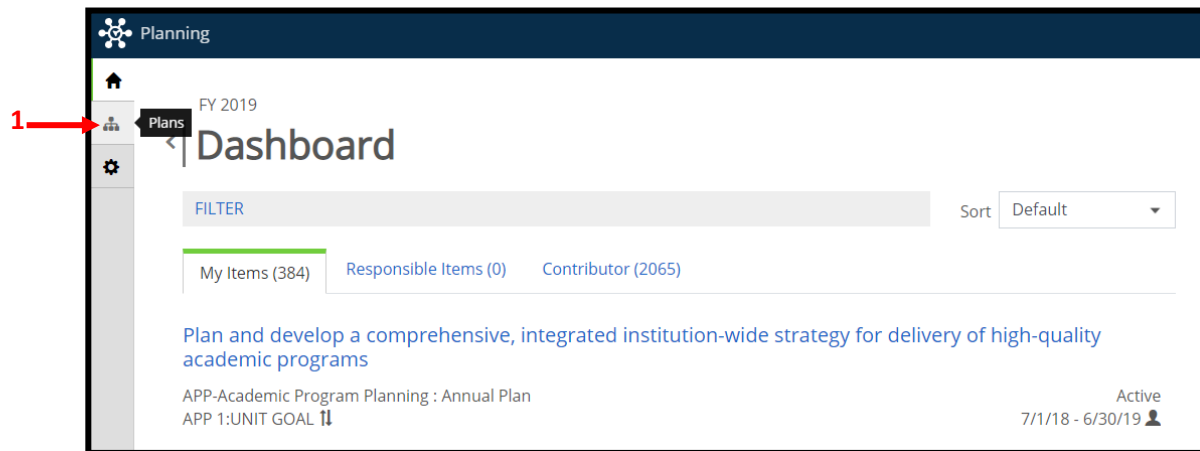
- To log out of the system, click on your name in the top right corner of your screen and then click **Sign Out**. Close your internet browser.



ENTERING STUDENT LEARNING OUTCOME (SLO) EVALUATION

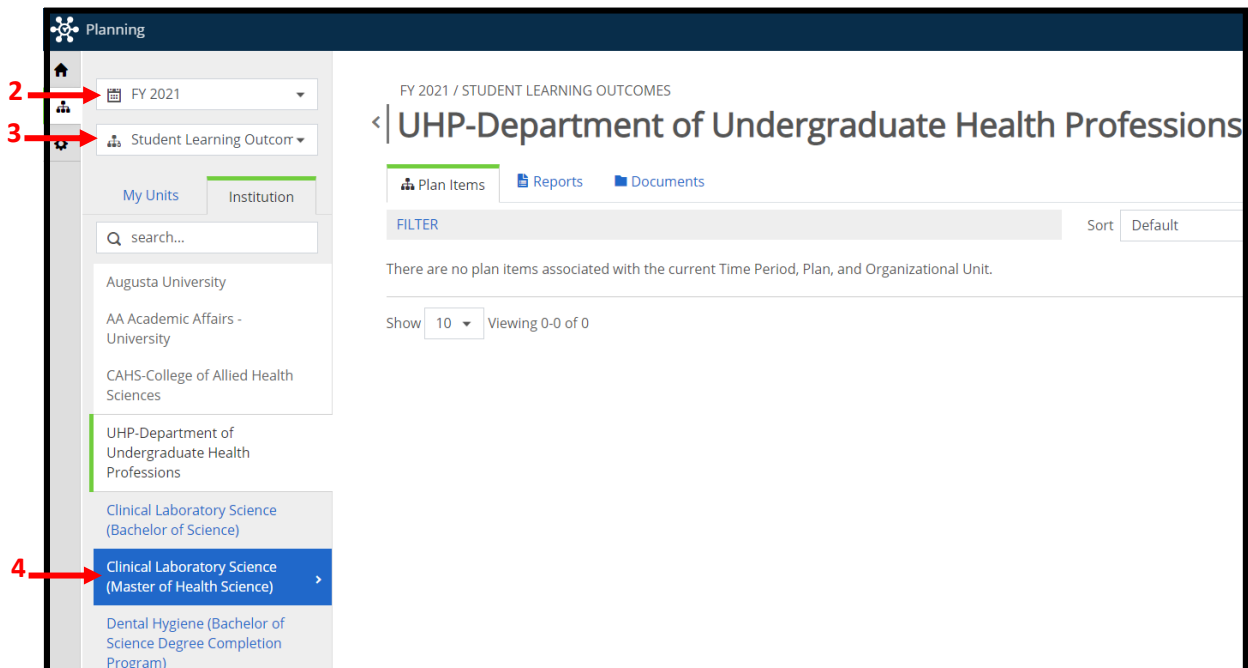
To begin entering your Student Learning Outcome Assessment plan, you need to start by logging into the system. Click on *Planning* as described above.

- 1) Click on the **Plans** icon. 



- 2) Select the appropriate **Fiscal Year** from the drop-down list.
- 3) Select **Student Learning Outcomes** from the drop-down list.
- 4) Select the **Program** from the organizational structure on the left for which you are entering information.

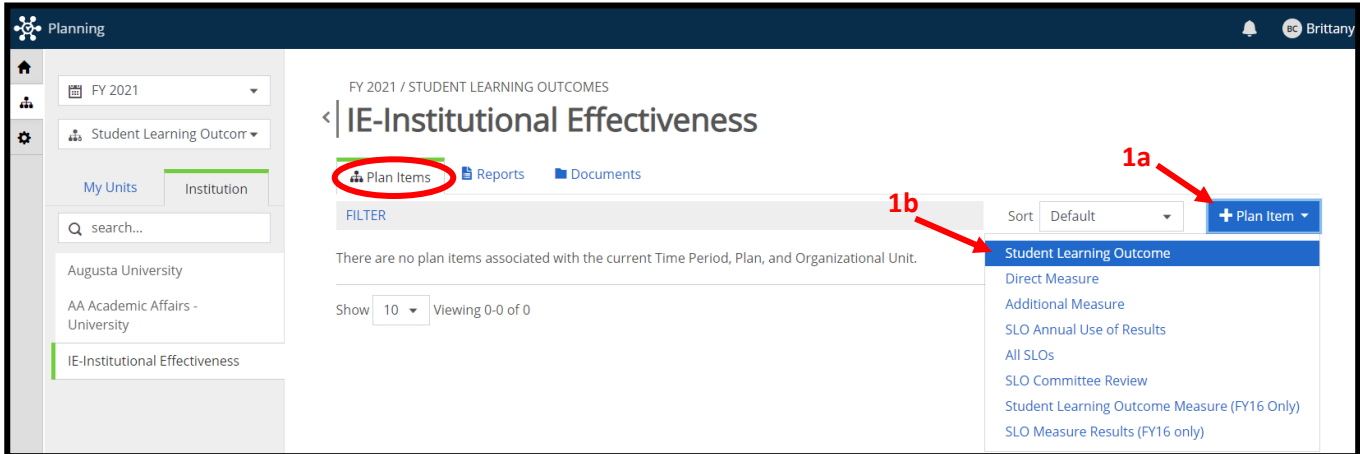
NOTE: Your program is embedded in another college/unit. You will need to click through to locate your program. For example, for Clinical Laboratory Science (MHS), click on AA Academic Affairs – University → CAHS-College of Allied Health Sciences → UHP-Department of Undergraduate Health Professions → Clinical Laboratory Science (MHS).



ENTERING STUDENT LEARNING OUTCOMES (SLOs)

Once the program is selected, the webpage defaults to the **Plan Items** tab.

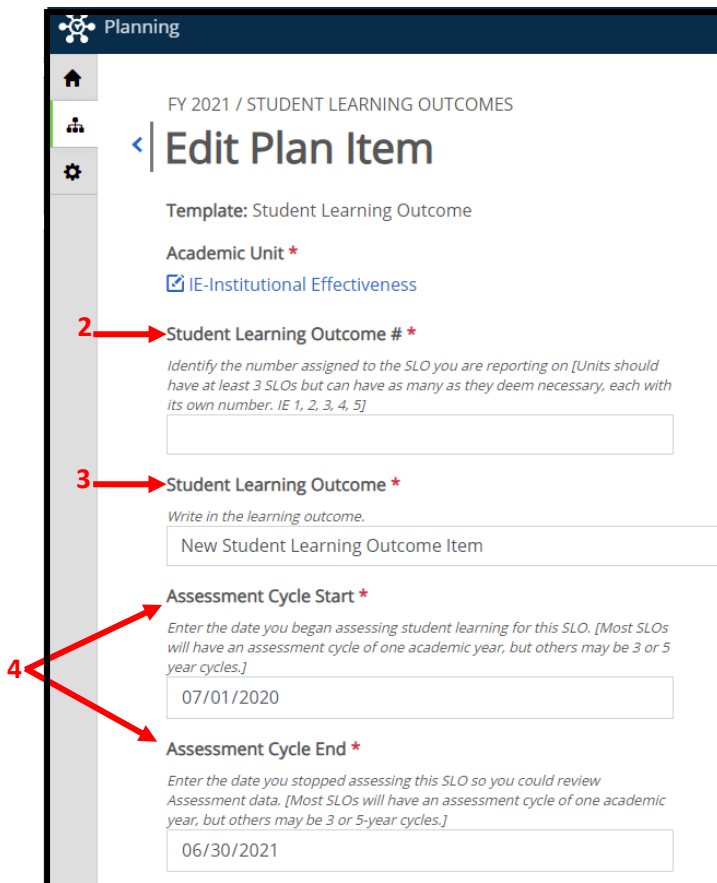
- 1) Click on **+ Plan Item**, and select the **Student Learning Outcome** template.



The screenshot shows the 'Planning' system interface. On the left sidebar, 'FY 2021' is selected under 'Student Learning Outcomes'. The main content area is titled 'FY 2021 / STUDENT LEARNING OUTCOMES' and 'IE-Institutional Effectiveness'. The 'Plan Items' tab is selected and circled in red. Below the tabs, a message states: 'There are no plan items associated with the current Time Period, Plan, and Organizational Unit.' A red arrow labeled '1a' points to the '+ Plan Item' button, and a red arrow labeled '1b' points to the 'Student Learning Outcome' option in the dropdown menu.

Next, you will complete the **Student Learning Outcome** template. The academic unit will be generated at the top.

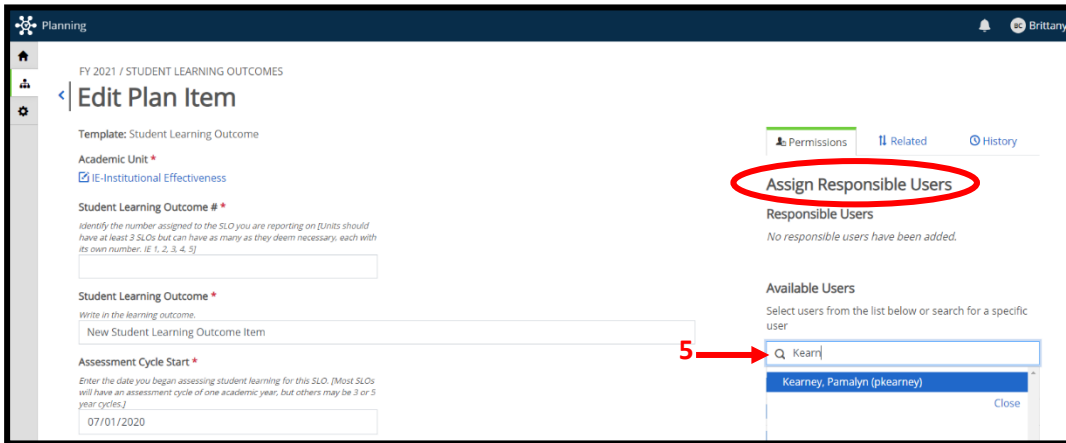
- 2) **Student Learning Outcome #:** Identify the number assigned to the SLO you are reporting. (Units should have at least 3 SLOs but can have as many as deemed necessary. Ex: "HIST 1")
- 3) **Student Learning Outcome:** Write the learning outcome clearly identifying what the student will be able to do through the course of your program up to graduation.
- 4) **Assessment Cycle Start and Assessment Cycle End:** The dates are pre-populated.



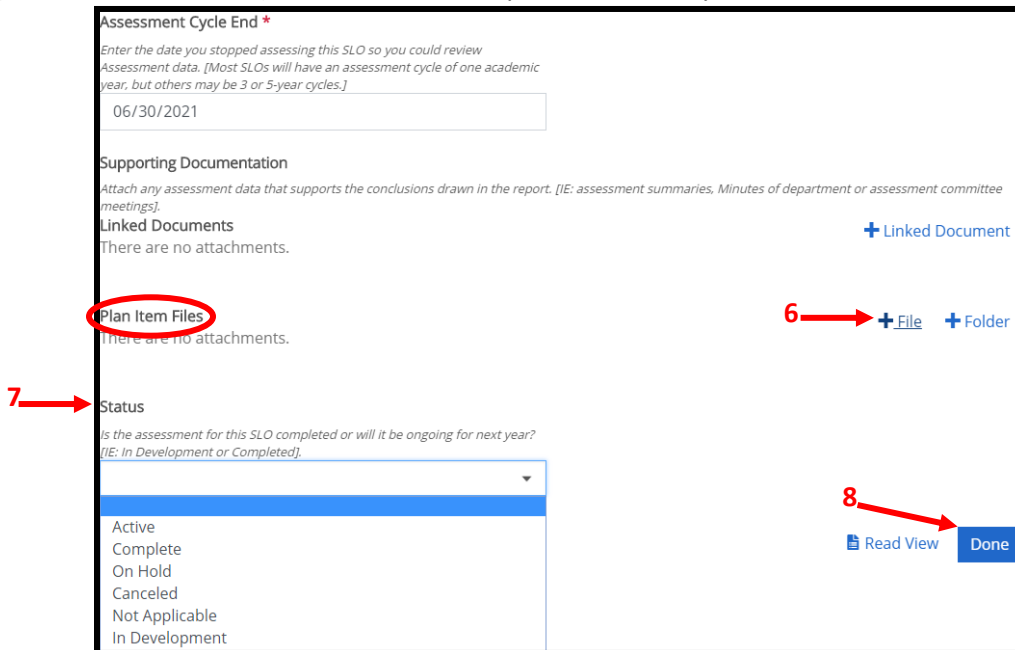
The screenshot shows the 'Edit Plan Item' form in the Planning system. The form is titled 'FY 2021 / STUDENT LEARNING OUTCOMES' and 'Edit Plan Item'. The template is 'Student Learning Outcome'. The 'Academic Unit' is 'IE-Institutional Effectiveness'. The form contains the following fields:

- Student Learning Outcome # *** (Field 2): Identify the number assigned to the SLO you are reporting on [Units should have at least 3 SLOs but can have as many as they deem necessary, each with its own number. IE 1, 2, 3, 4, 5]
- Student Learning Outcome *** (Field 3): Write in the learning outcome. New Student Learning Outcome Item
- Assessment Cycle Start *** (Field 4): Enter the date you began assessing student learning for this SLO. [Most SLOs will have an assessment cycle of one academic year, but others may be 3 or 5 year cycles.] 07/01/2020
- Assessment Cycle End *** (Field 4): Enter the date you stopped assessing this SLO so you could review Assessment data. [Most SLOs will have an assessment cycle of one academic year, but others may be 3 or 5-year cycles.] 06/30/2021

- 5) **Department Chair:** To the right of the screen under the **Assign Responsible Users** section, begin typing the last name of the Department Chair. The system will begin to populate users. Select the Department Chair when his or her name appears. Multiple people can be entered if needed.



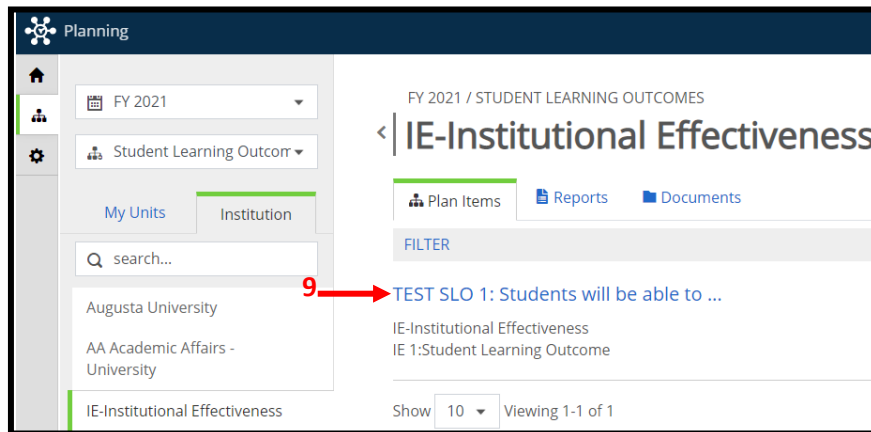
- 6) **Supporting Documentation:** (Optional) Under the Plan Item Files section, click **+ File**. Select the document you wish to upload. Repeat this process until all documents are uploaded.
NOTE: Please ensure that **no identifiable information** is in any supporting document. Redact any sensitive information *before* uploading the file.
- 7) **Status:** Select the **Status** of the SLO. From the drop-down list, select whether this SLO is Active, Complete, On Hold, Canceled, Not Applicable, or In Development. (Refer to the legend below.)
- 8) **Finish:** Click **Done**. (There is no "Save" option since the system has an auto-save feature.)



NOTE: Select the Status based on the following legend:

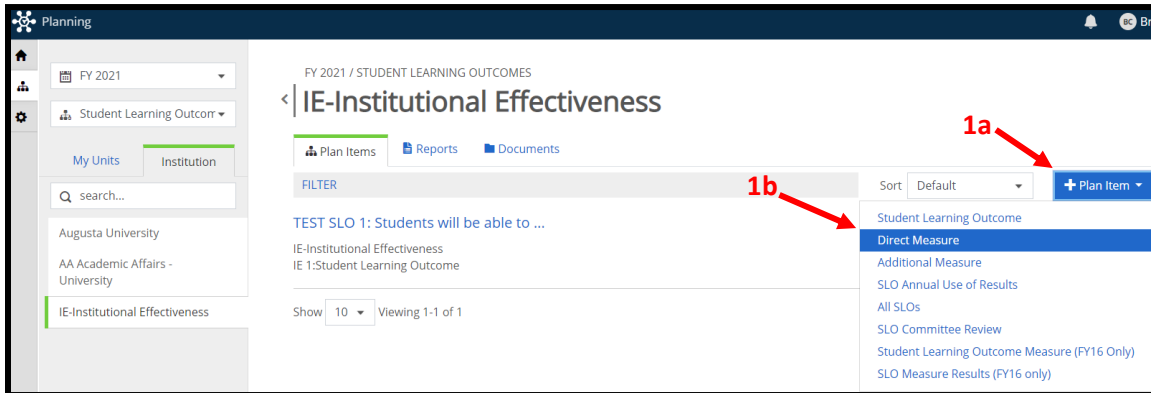
Active	– To be assessed this year
Complete	– Completed assessment for the year
On Hold	– Will be assessed in future years
Canceled	– SLO canceled
Not Applicable	– No longer applicable and requires no further action
In Development	– Plans in process to assess in a future year

- 9) **Editing:** To edit the SLO you just created, click on the item. Make edits to any of the fields, and click **Done** at the bottom of the screen.



ENTERING DIRECT MEASURES

- 1) Click on **+ Plan Item**, and select the **Direct Measure** template.



Next, you will complete the **Direct Measure** template. The academic unit will be generated at the top.

- 2) **Direct Measure Number**: Identify the number assigned to the SLO Direct Measure you are reporting. SLOs are numbered 1, 2, & 3. SLO Direct Measures are numbered 1.1 and 1.2 (EX: HIST 1.1).
- 3) **Direct Measure (Title)**: Provide a short description of the method used to assess student learning for the identified SLO (Ex: Course-embedded exam, writing assignment, etc.).
- 4) **Start Date and End Date**: The dates are pre-populated.

Template: Direct Measure

Academic Unit *
☒ IE-Institutional Effectiveness

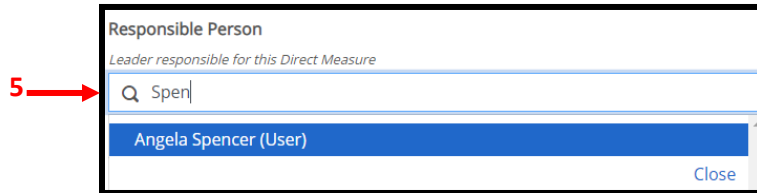
2 → Direct Measure Number *
Identify the number assigned to the SLO measure you are reporting. SLOs should be numbered 1.0, 2.0, 3.0. SLO measures should be numbered 1.1, 1.2, 1.3.

3 → Direct Measure (Title) *
Short description of the method used to assess student learning for the identified SLO [IE: Course embedded exam].

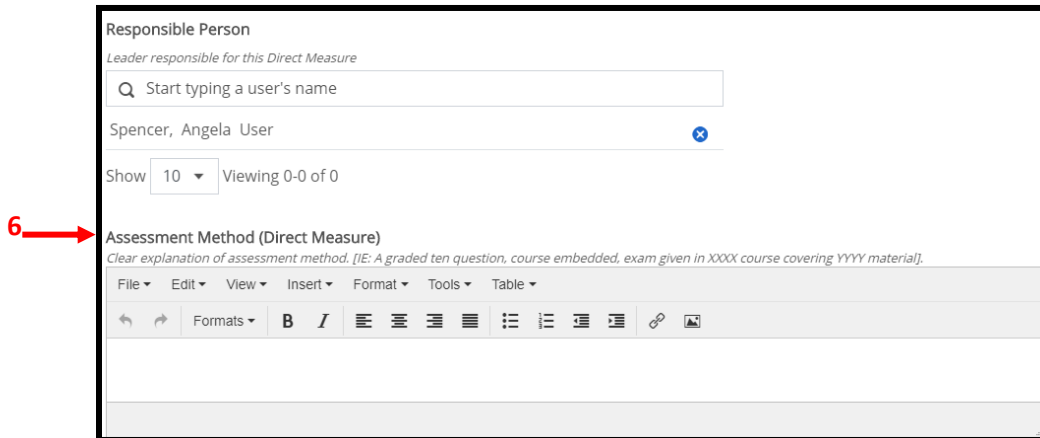
4 → Start *
Enter the date you began assessing student learning for this SLO. [Most SLOs will have an assessment cycle of one academic year, but others may be 3 or 5-year cycles.]

End *
Enter the date you stopped assessing this SLO so you could review Assessment data. [Most SLOs will have an assessment cycle of one academic year, but others may be 3 or 5-year cycles.]

- 5) **Responsible Person:** (*Optional*) Begin typing the last name of the Responsible Person for this Direct Measure. The system will begin to populate users. Select the Responsible Person when his or her name appears. Multiple people can be entered if needed.



- 6) **Assessment Method (Direct Measure):** Provide a clear explanation of the assessment method. (Ex: A graded ten-question, course-embedded exam given in XXXX course covering YYYY material of the SLO, etc.)



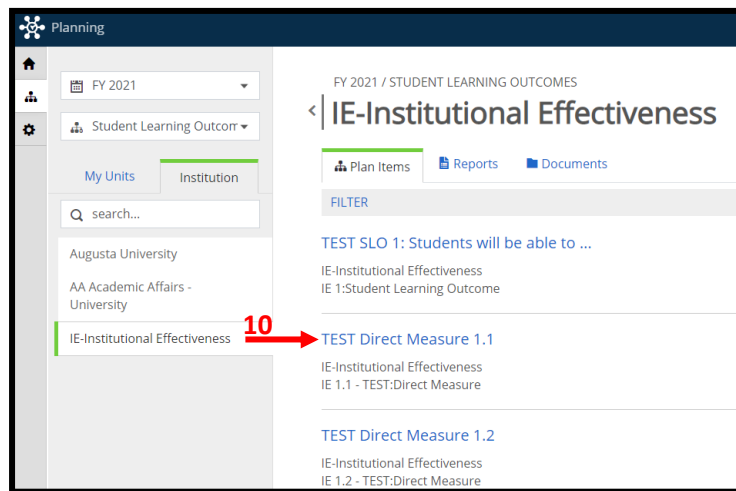
- 7) **Supporting Documentation:** (*Optional*) Click on **+ File**. Select the document you wish to upload. Repeat this process until all documents are uploaded.

NOTE: Please ensure that **no identifiable information** is in any supporting document. Redact any sensitive information *before* uploading the file.

- 8) **Status:** Select the **Status** of the SLO. From the drop-down list, select whether this SLO is Active, Complete, On Hold, Canceled, Not Applicable, or In Development. (Refer to the legend on page 7 of this user guide.)
- 9) **Finish:** Click **Done**. (There is no "Save" option since the system has an auto-save feature.)



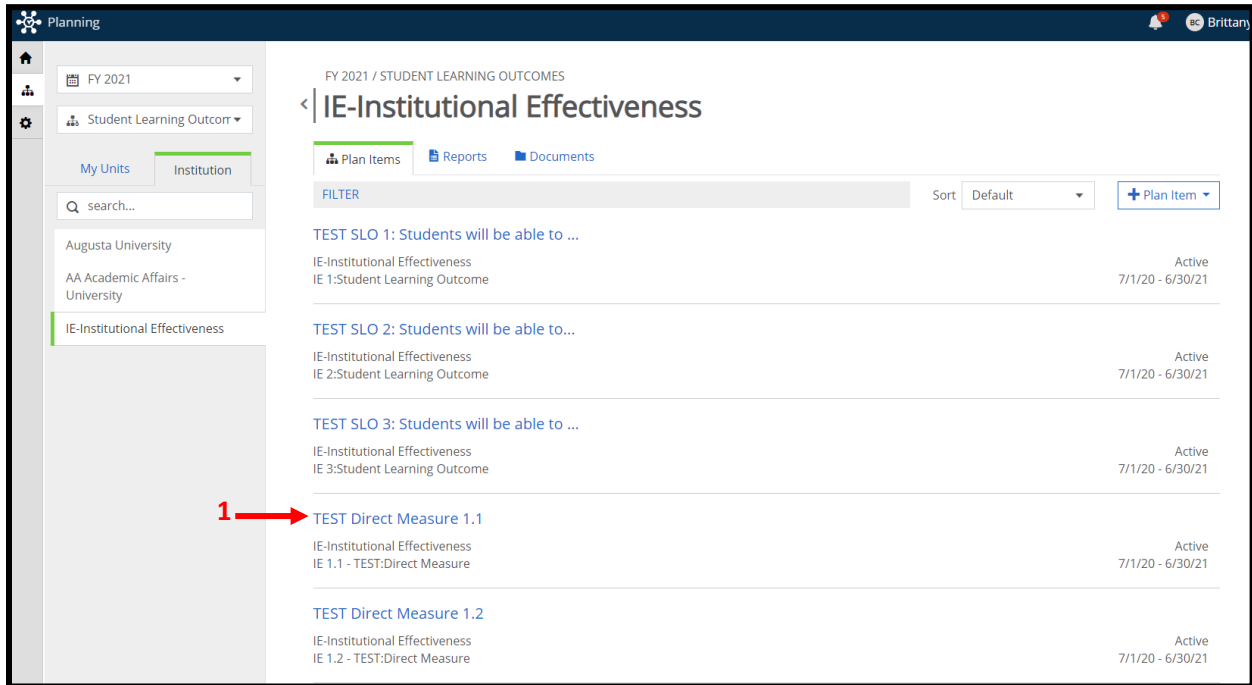
10) **Editing:** To edit the Direct Measure you just created, click on the item. Make edits to any of the fields, and click **Done** at the bottom of the screen.



NOTE: The instructions above can be completed to create an “Additional Measure” for the SLO Report. These may include additional Direct Measures beyond the two Direct Measures that are required or Indirect Measures, which may assist with interpretation of data from the Direct Measures.

ENTERING MEASURE RESULTS

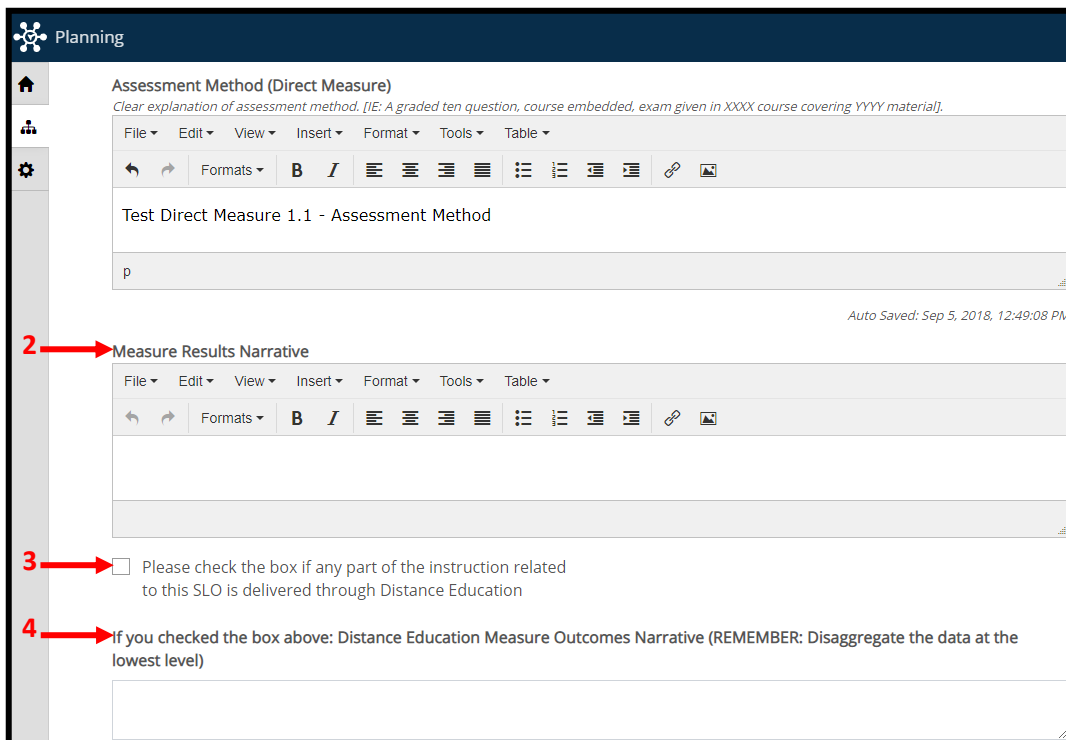
- 1) Select the **Direct Measure** on which you will report results.



The screenshot shows the 'Planning' interface for 'FY 2021 / STUDENT LEARNING OUTCOMES'. The main heading is 'IE-Institutional Effectiveness'. Below it, there are tabs for 'Plan Items', 'Reports', and 'Documents'. A 'FILTER' bar and a 'Sort' dropdown are visible. A list of measures is shown, including 'TEST SLO 1: Students will be able to ...', 'TEST SLO 2: Students will be able to ...', 'TEST SLO 3: Students will be able to ...', and 'TEST Direct Measure 1.1'. A red arrow labeled '1' points to 'TEST Direct Measure 1.1'.

Next, you will complete the **Direct Measure** template. The academic unit will be generated at the top.

- 2) **Measure Results Narrative:** Explain in clear terms the findings of this Measure. (Tables and charts may be uploaded as supporting documentation.)
- 3) **Checkbox for Dist. Ed.:** Check the box if any part of the instruction related to the SLO is delivered through Distance Education.
- 4) **If you checked the Dist. Ed. Box:** Explain in clear terms the findings of this Measure related to students at a distance. Disaggregate the data at the lowest level.



The screenshot shows the 'Assessment Method (Direct Measure)' form. It includes a text area for the assessment method, a rich text editor for the 'Measure Results Narrative', a checkbox for 'Please check the box if any part of the instruction related to this SLO is delivered through Distance Education', and a text area for the 'Distance Education Measure Outcomes Narrative'. Red arrows labeled 2, 3, and 4 point to these respective fields.

- 5) **Supporting Documentation:** *(Optional)* Click on **+ File**. Select the document you wish to upload. Repeat this process until all documents are uploaded.
NOTE: Please ensure that **no identifiable information** is in any supporting document. Redact any sensitive information *before* uploading the file.
- 6) **Status:** Select the **Status** of the SLO. From the drop-down list, select whether this SLO is Active, Complete, On Hold, Canceled, Not Applicable, or In Development. (Refer to the legend on page 7 of this user guide.)
- 7) **Finish:** Click **Done**. (There is no “Save” option since the system has an auto-save feature.)

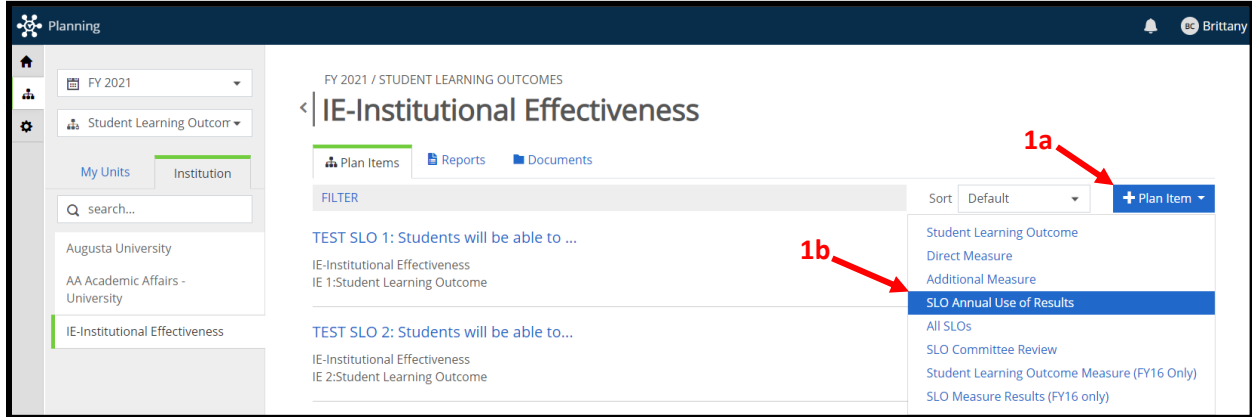


The screenshot shows a web form titled "Supporting Documentation" with the instruction "Attach meeting records and assessment summaries." Below this is a section for "Linked Documents" which currently shows "There are no attachments." To the right of this section are two buttons: "+ Linked Document" and "+ File + Folder". A red arrow labeled "5" points to the "+ File + Folder" button. Below the "Linked Documents" section is a status dropdown menu. A red arrow labeled "6" points to this menu, which is open and shows options: Active, Complete, On Hold, Canceled, Not Applicable, and In Development. The "Active" option is selected. At the bottom left of the form is a "Delete" button with a trash icon. At the bottom right are two buttons: "Read View" and "Done". A red arrow labeled "7" points to the "Done" button.

NOTE: The instructions above can be completed to input results for an “Additional Measure” for the SLO Report.

ENTERING SLO ANNUAL USE OF RESULTS

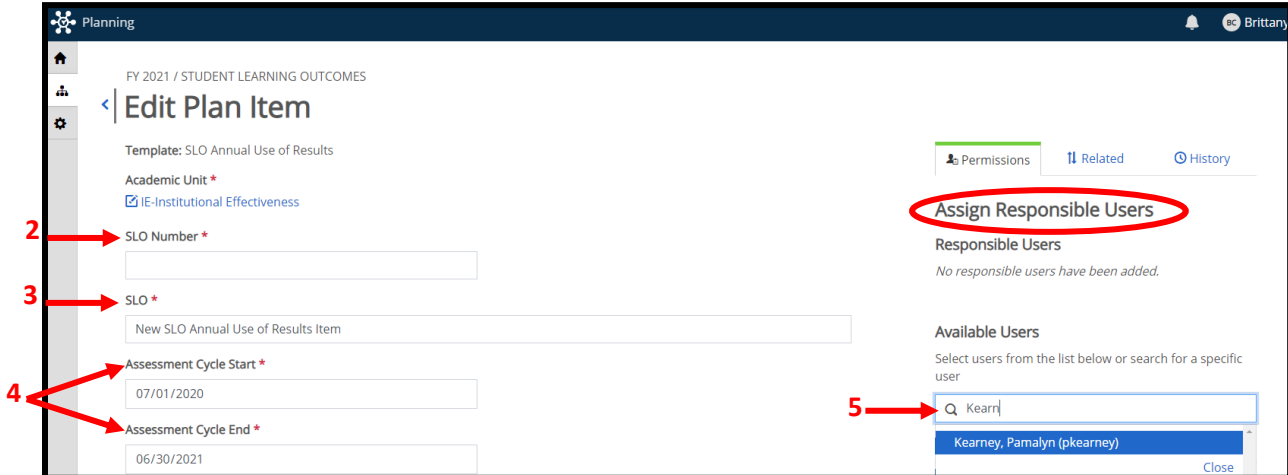
- 1) Click on **+ Plan Item**, and select the **SLO Annual Use of Results** template.



The screenshot shows the 'Planning' interface for 'FY 2021 / STUDENT LEARNING OUTCOMES'. The main section is titled 'IE-Institutional Effectiveness'. On the right, there is a '+ Plan Item' button. A dropdown menu is open, showing options like 'Student Learning Outcome', 'Direct Measure', 'Additional Measure', and 'SLO Annual Use of Results' (which is highlighted). Red arrows labeled '1a' and '1b' indicate the steps to click the button and then select the template.

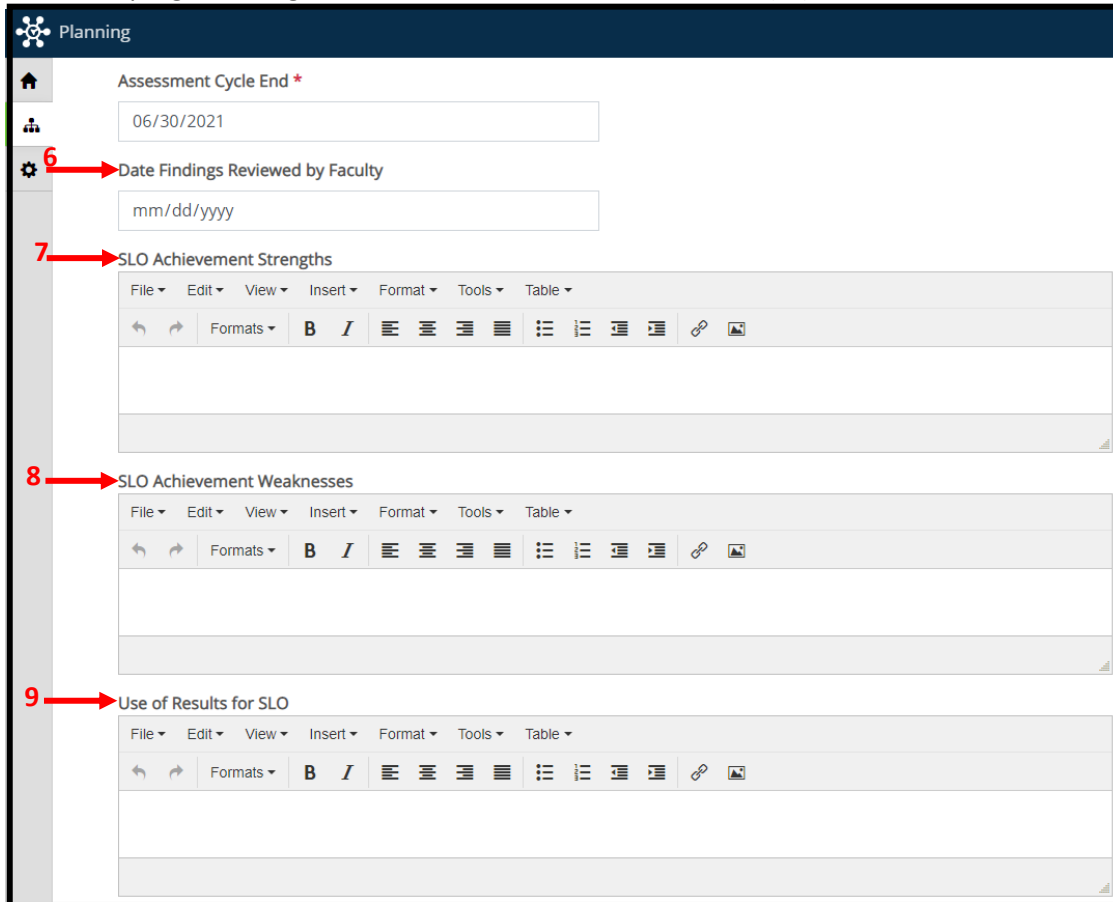
Next, you will complete the **SLO Annual Use of Results** template. The academic unit will be generated at the top.

- 2) **SLO Number**: The **SAME** as the SLO Number (Example: "HIST 1")
- 3) **SLO**: The **SAME** as the SLO description
- 4) **Assessment Cycle Start and Assessment Cycle End**: The dates are pre-populated.
- 5) **Department Chair**: To the right of the screen under the **Assign Responsible Users** section, begin typing the last name of the Department Chair. The system will begin to populate users. Select the Department Chair when his or her name appears.



The screenshot shows the 'Edit Plan Item' form. The template is 'SLO Annual Use of Results'. The 'Academic Unit' is 'IE-Institutional Effectiveness'. On the right, the 'Assign Responsible Users' section is circled in red. Below it, the 'Available Users' section shows a search bar with 'Kearn' entered, and a list of users including 'Kearney, Pamalyn (pkearney)'. Red arrows labeled 2, 3, and 4 point to the 'SLO Number', 'SLO', and 'Assessment Cycle Start/End' fields respectively. A red arrow labeled 5 points to the search bar in the 'Available Users' section.

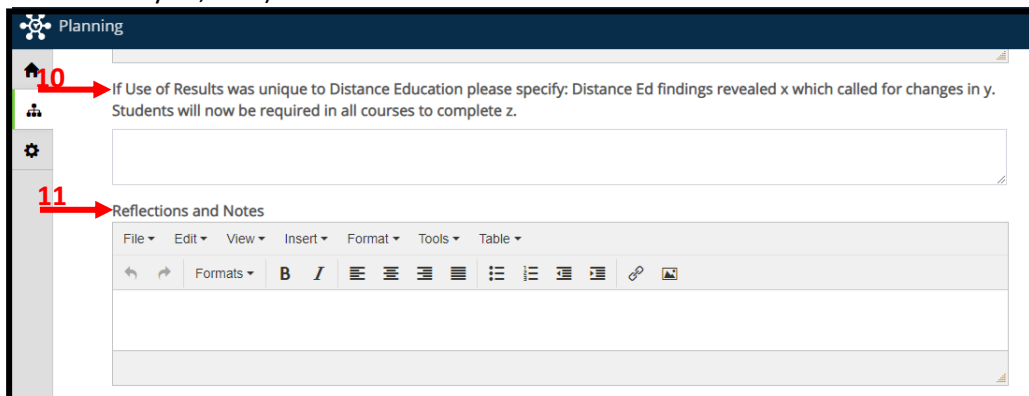
- 6) **Date Findings Reviewed by Faculty:** Enter the date (MM/DD/YYYY).
- 7) **SLO Achievement Strengths:** Record areas of success identified in student performance.
- 8) **SLO Achievement Weaknesses:** Record areas of concern to address to improve student learning.
- 9) **Use of Results for SLO:** Explain the changes made in the delivery of an academic element of a class or program designed to address the identified weakness(es).



The screenshot shows the 'Planning' form with the following sections:

- Assessment Cycle End ***: A text box containing '06/30/2021'.
- 6** → **Date Findings Reviewed by Faculty**: A text box with a placeholder 'mm/dd/yyyy'.
- 7** → **SLO Achievement Strengths**: A rich text editor with a toolbar and a large text area.
- 8** → **SLO Achievement Weaknesses**: A rich text editor with a toolbar and a large text area.
- 9** → **Use of Results for SLO**: A rich text editor with a toolbar and a large text area.

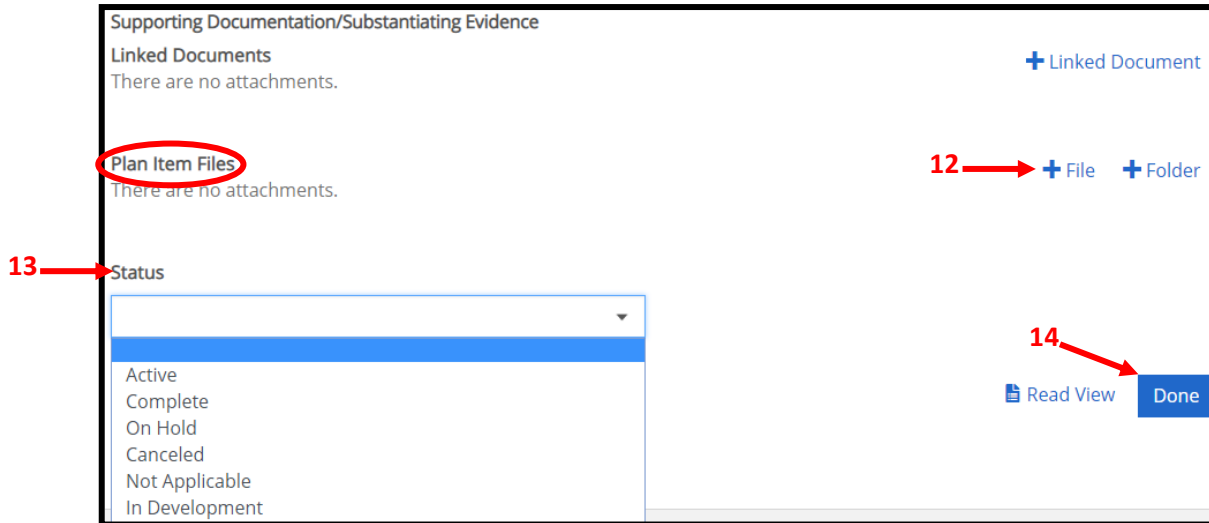
- 10) **If Use of Results was unique to Distance Education please specify: Distance Ed findings revealed x which called for changes in y. Students will now be required in all courses to complete z:** Explain the changes made in the delivery of an academic element of a class or program for students taught at a distance to address the identified weakness(es) unique to these students.
- 11) **Reflections and Notes: (Optional)** Record any notes (Ex: Rubric changes, justification of using longitudinal data to no longer evaluate an SLO and to review a different SLO during the next assessment cycle, etc.).



The screenshot shows the 'Planning' form with the following sections:

- 10** → **If Use of Results was unique to Distance Education please specify: Distance Ed findings revealed x which called for changes in y. Students will now be required in all courses to complete z.**: A text box.
- 11** → **Reflections and Notes**: A rich text editor with a toolbar and a large text area.

- 12) **Supporting Documentation:** (Optional) Under the Plan Item Files section, click on **+ File**. Select the document you wish to upload. Repeat this process until all documents are uploaded.
NOTE: Please ensure that **no identifiable information** is in any supporting document. Redact any sensitive information *before* uploading the file.
- 13) **Status:** Select the **Status** of the SLO. From the drop-down list, select whether this SLO is Active, Complete, On Hold, Canceled, Not Applicable, or In Development. (Refer to the legend on page 7 of this user guide.)
- 14) **Finish:** Click **Done**. (There is no “Save” option since the system has an auto-save feature.)



Supporting Documentation/Substantiating Evidence

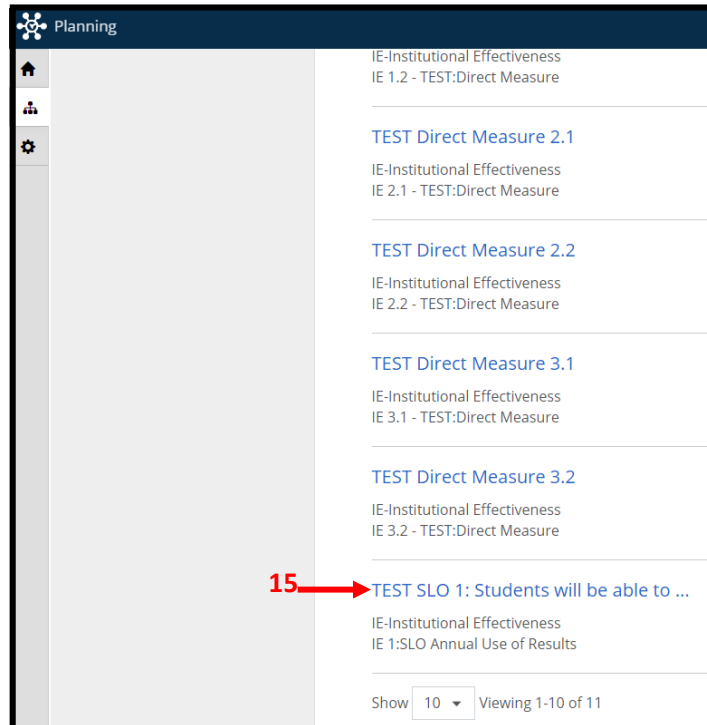
Linked Documents
There are no attachments. [+ Linked Document](#)

Plan Item Files
There are no attachments. [+ File](#) [+ Folder](#)

Status
 Active
 Complete
 On Hold
 Canceled
 Not Applicable
 In Development

[Read View](#) [Done](#)

- 15) **Editing:** To edit the SLO Annual Use of Results you just created, click on the item. Make edits to any of the fields, and click **Done** at the bottom of the screen.



Planning

IE-Institutional Effectiveness
IE 1.2 - TEST:Direct Measure

[TEST Direct Measure 2.1](#)
IE-Institutional Effectiveness
IE 2.1 - TEST:Direct Measure

[TEST Direct Measure 2.2](#)
IE-Institutional Effectiveness
IE 2.2 - TEST:Direct Measure

[TEST Direct Measure 3.1](#)
IE-Institutional Effectiveness
IE 3.1 - TEST:Direct Measure

[TEST Direct Measure 3.2](#)
IE-Institutional Effectiveness
IE 3.2 - TEST:Direct Measure

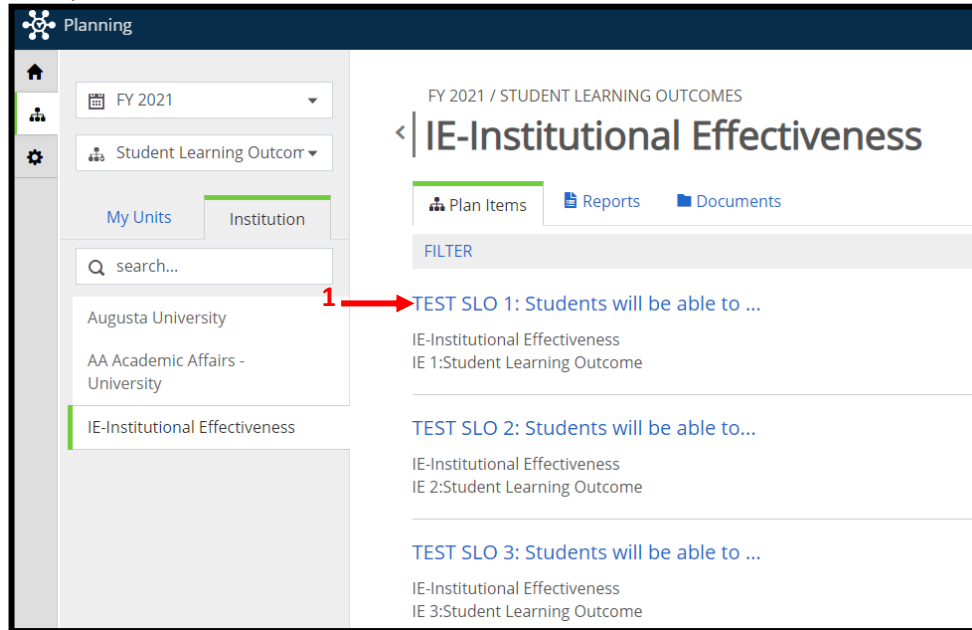
TEST SLO 1: Students will be able to ...
IE-Institutional Effectiveness
IE 1:SLO Annual Use of Results

Show 10 Viewing 1-10 of 11

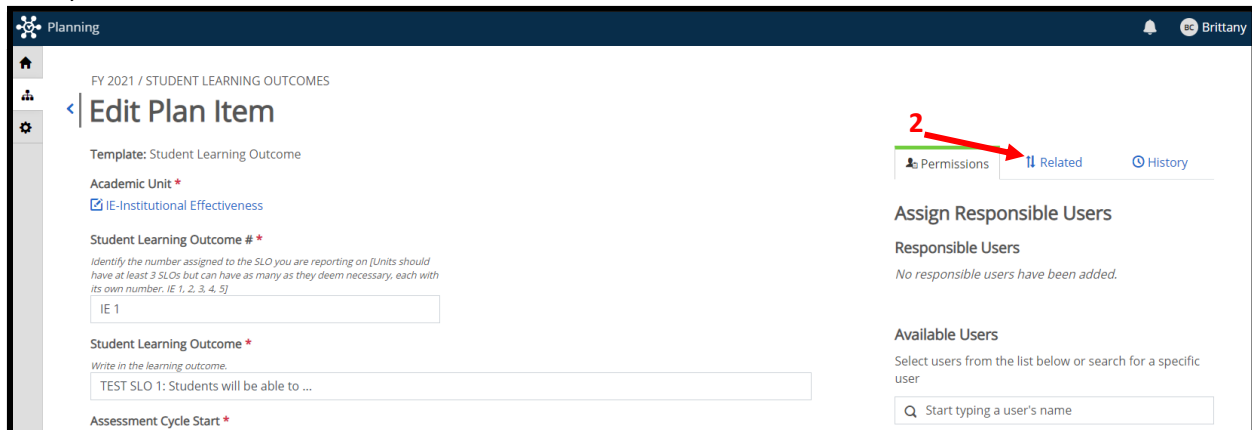
RELATING ITEMS

After entering your SLOs, Direct Measures, Additional Measures (*optional*), and SLO Annual Use of Results, the items need to be “Related” or linked.

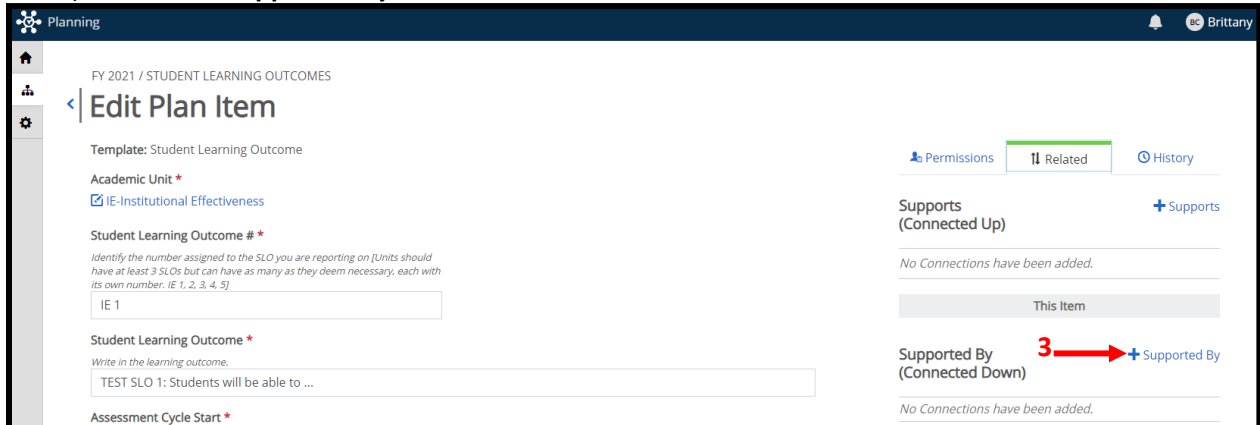
- 1) Click on your first SLO.





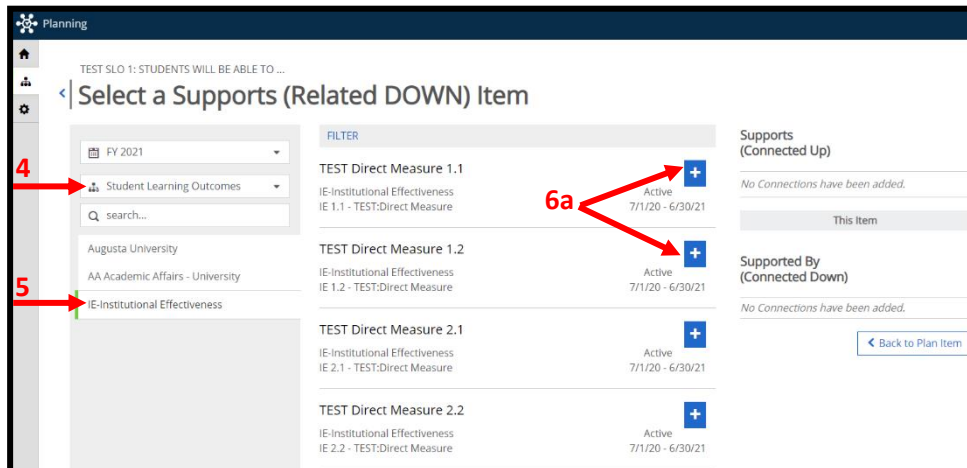
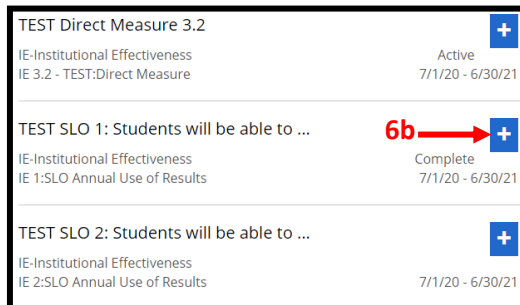
- 2) Click on the **Related** tab.






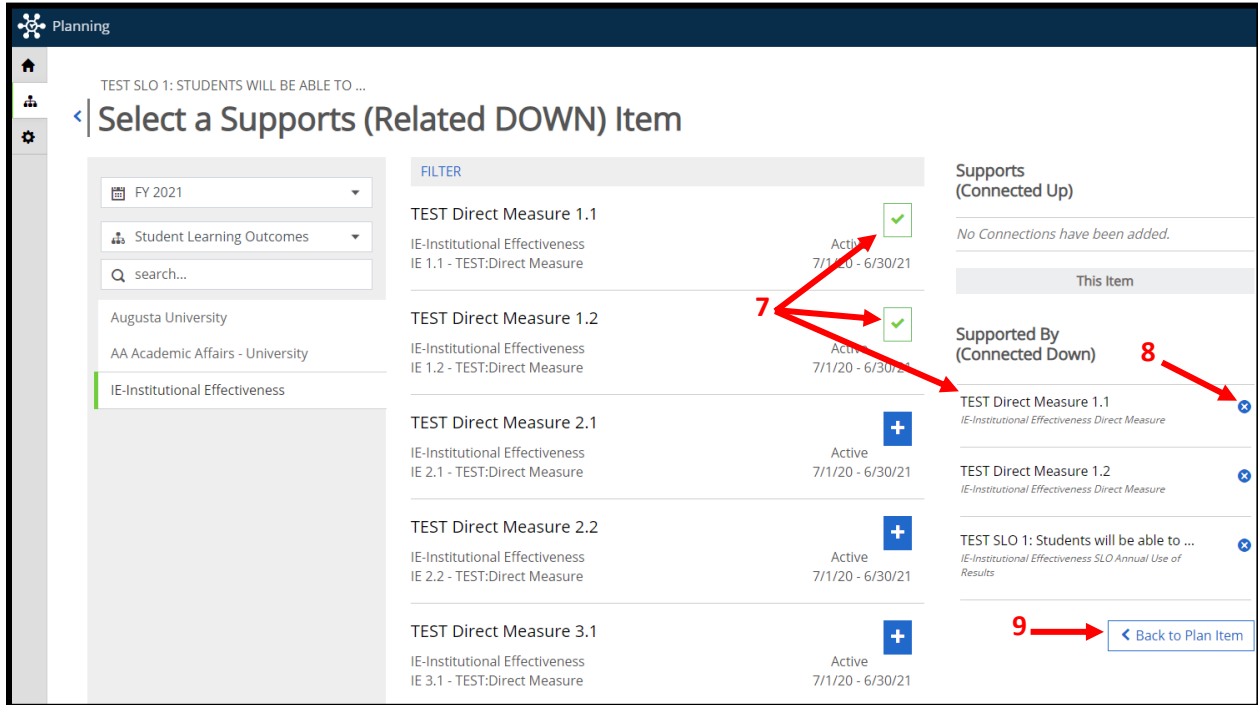
3) Click on + Supported By



- 4) The screen should default to the corresponding year and where Student Learning Outcomes is selected on the left side of the screen. If it is not, select **Student Learning Outcomes** from the drop-down list.
- 5) The screen will default to where Augusta University is selected on the left side of the screen. Select the **Program** for which you are entering information.
NOTE: Your program is embedded in another college/unit. You will need to click through to locate your program. For example, for Clinical Laboratory Science (MHS), click on AA Academic Affairs – University → CAHS-College of Allied Health Sciences → UHP-Department of Undergraduate Health Professions → Clinical Laboratory Science (MHS).
- 6) All of your program's Measures (Direct and Additional) and Annual Use of Results will appear in the middle of the screen.
 - a. Click the  symbol or the Measure's narrative to relate.
 - b. Scroll to find the corresponding Annual Use of Results. Click the  symbol or the Annual Use of Results' narrative to relate.

- 7) Once the Measures and Annual Use of Results are selected, the  symbol will become a  symbol. The Measures and Annual Use of Results will appear on the right side of the screen.
- 8) To remove a Measure or Annual Use of Results which has been selected, click the  symbol.
- 9) Once all Measures and Annual Use of Results have been selected, click **< Back to Plan Item**.



Planning

TEST SLO 1: STUDENTS WILL BE ABLE TO ...

Select a Supports (Related DOWN) Item

FILTER

TEST Direct Measure 1.1
IE-Institutional Effectiveness
IE 1.1 - TEST:Direct Measure

TEST Direct Measure 1.2
IE-Institutional Effectiveness
IE 1.2 - TEST:Direct Measure

TEST Direct Measure 2.1
IE-Institutional Effectiveness
IE 2.1 - TEST:Direct Measure

TEST Direct Measure 2.2
IE-Institutional Effectiveness
IE 2.2 - TEST:Direct Measure

TEST Direct Measure 3.1
IE-Institutional Effectiveness
IE 3.1 - TEST:Direct Measure

Supports (Connected Up)

No Connections have been added.

Supported By (Connected Down)

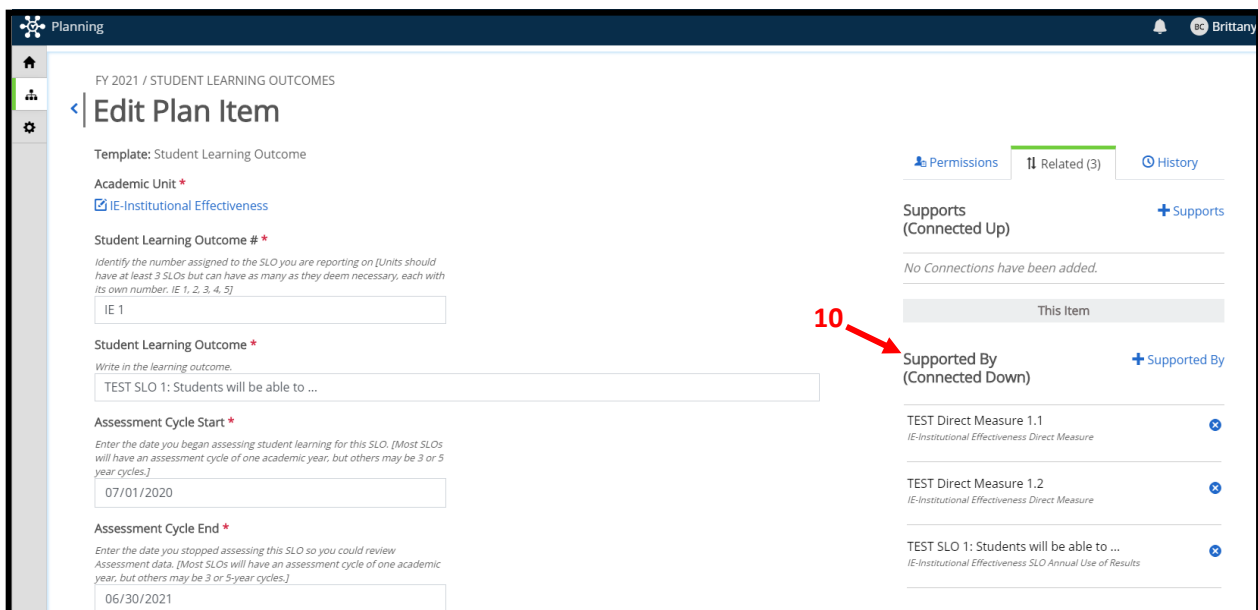
TEST Direct Measure 1.1
IE-Institutional Effectiveness Direct Measure

TEST Direct Measure 1.2
IE-Institutional Effectiveness Direct Measure

TEST SLO 1: Students will be able to ...
IE-Institutional Effectiveness SLO Annual Use of Results

< Back to Plan Item

- 10) The alignment now appears on the right side of the screen under the Supported By (Connected Down) section.



Planning

FY 2021 / STUDENT LEARNING OUTCOMES

Edit Plan Item

Template: Student Learning Outcome

Academic Unit *

☒ IE-Institutional Effectiveness

Student Learning Outcome # *

Identify the number assigned to the SLO you are reporting on [Units should have at least 3 SLOs but can have as many as they deem necessary, each with its own number. IE 1, 2, 3, 4, 5]

IE 1

Student Learning Outcome *

Write in the learning outcome.

TEST SLO 1: Students will be able to ...

Assessment Cycle Start *

Enter the date you began assessing student learning for this SLO. [Most SLOs will have an assessment cycle of one academic year, but others may be 3 or 5 year cycles.]

07/01/2020

Assessment Cycle End *

Enter the date you stopped assessing this SLO so you could review Assessment data. [Most SLOs will have an assessment cycle of one academic year, but others may be 3 or 5-year cycles.]

06/30/2021

Permissions **Related (3)** **History**

Supports (Connected Up)

No Connections have been added.

Supported By (Connected Down)

TEST Direct Measure 1.1
IE-Institutional Effectiveness Direct Measure

TEST Direct Measure 1.2
IE-Institutional Effectiveness Direct Measure

TEST SLO 1: Students will be able to ...
IE-Institutional Effectiveness SLO Annual Use of Results

NOTE: Repeat the steps above as necessary for each SLO. (Each SLO is supported by its Direct Measures and Any Additional Measures. Each SLO is supported by its Annual Use of Results.)

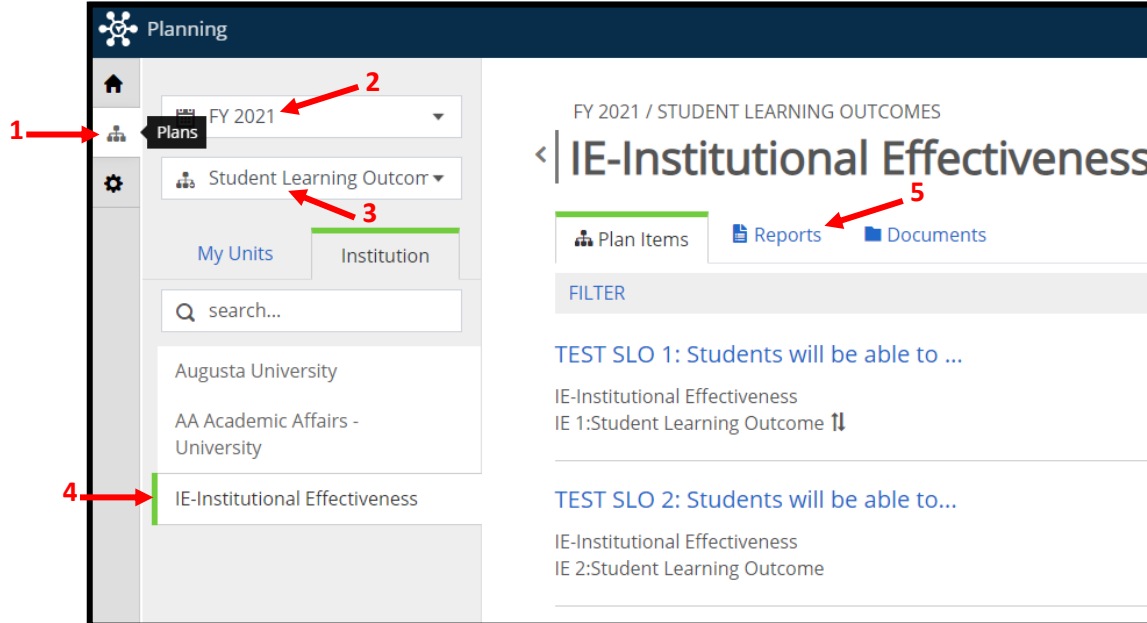
RUNNING REPORTS

Once you enter and relate all of your SLO information, you can generate a report displaying the related SLOs, Measures (Direct and Additional), and Annual Use of Results. Once results are submitted, the report will include that information also.

- 1) Click on the **Plans** icon.
- 2) Select the appropriate **Fiscal Year** from the drop-down list.
- 3) Select **Student Learning Outcomes** from the drop-down list.
- 4) Select the **Program** from the organizational structure on the left for which you are entering information.

NOTE: Your program is embedded in another college/unit. You will need to click through to locate your program. For example, for Clinical Laboratory Science (MHS), click on AA Academic Affairs – University → CAHS-College of Allied Health Sciences → UHP-Department of Undergraduate Health Professions → Clinical Laboratory Science (MHS).

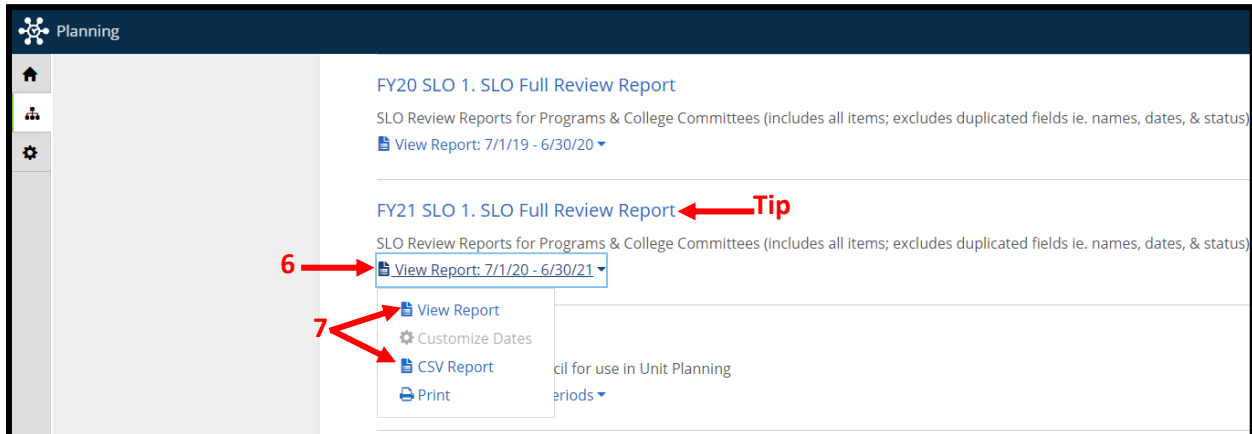
- 5) Click on the **Reports** tab.



The screenshot displays the 'Planning' system interface. On the left sidebar, the 'Plans' icon is highlighted with a red arrow labeled '1'. The 'FY 2021' dropdown menu is selected with a red arrow labeled '2'. The 'Student Learning Outcomes' dropdown menu is selected with a red arrow labeled '3'. The 'IE-Institutional Effectiveness' program is selected in the organizational structure on the left with a red arrow labeled '4'. On the right side, the 'Reports' tab is selected with a red arrow labeled '5'. The main content area shows the 'FY 2021 / STUDENT LEARNING OUTCOMES' report for 'IE-Institutional Effectiveness', including a 'FILTER' section and test results for SLO 1 and SLO 2.

- 6) Scroll through the report options until you locate the “FY__ SLO 1. SLO Full Review Report” you wish to generate. Click **View Report: 7/1/__ – 6/30/__**.
- 7) Reporting options will appear in the drop-down list. To generate a PDF version of the report, click **View Report**. To generate an Excel spreadsheet of the report, click **CSV Report**.

TIP: DO NOT click on the title of the report (Ex: “FY21 SLO 1. SLO Full Review Report”). Clicking on the title enables administrators with report access in Campus Labs to alter the report.



The screenshot shows the Planning system interface. On the left is a sidebar with icons for Home, Users, and Settings. The main content area displays two report entries:

- FY20 SLO 1. SLO Full Review Report**
SLO Review Reports for Programs & College Committees (includes all items; excludes duplicated fields ie. names, dates, & status)
[View Report: 7/1/19 - 6/30/20](#)
- FY21 SLO 1. SLO Full Review Report** ← **Tip**
SLO Review Reports for Programs & College Committees (includes all items; excludes duplicated fields ie. names, dates, & status)
[View Report: 7/1/20 - 6/30/21](#)

Red arrows indicate the following steps:

- Arrow 6 points to the **View Report: 7/1/20 - 6/30/21** link.
- Arrow 7 points to the **View Report** option in the dropdown menu that appears after clicking the link.

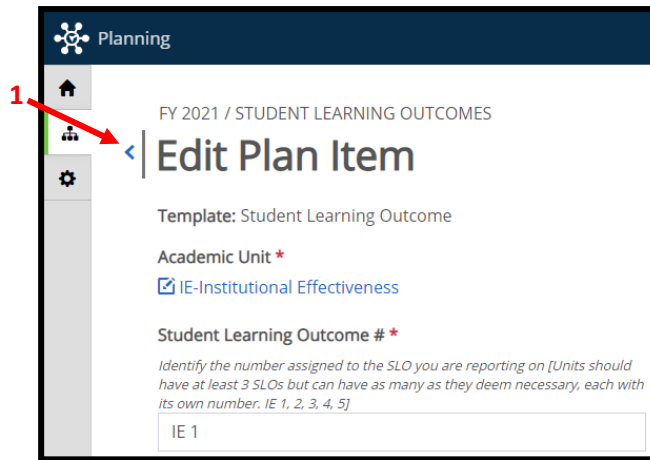
The dropdown menu for the FY21 report includes the following options:


- View Report
- Customize Dates
- CSV Report
- Print

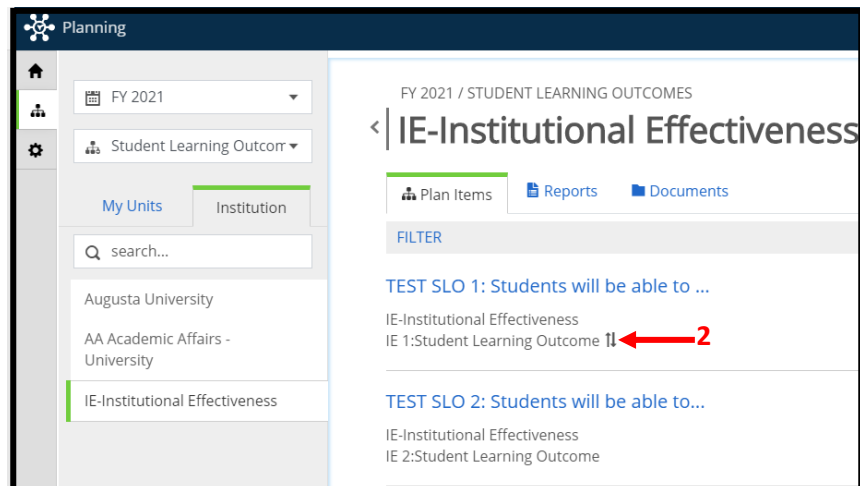
Additional text at the bottom of the dropdown menu reads: "cil for use in Unit Planning" and "periods".

ADDITIONAL TIPS

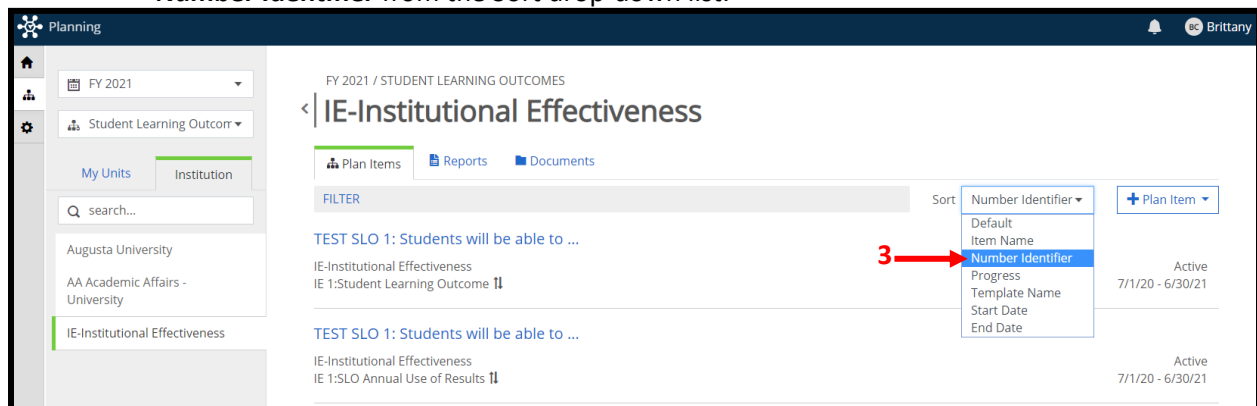
- 1) Click the < **button** to return to the previous page.



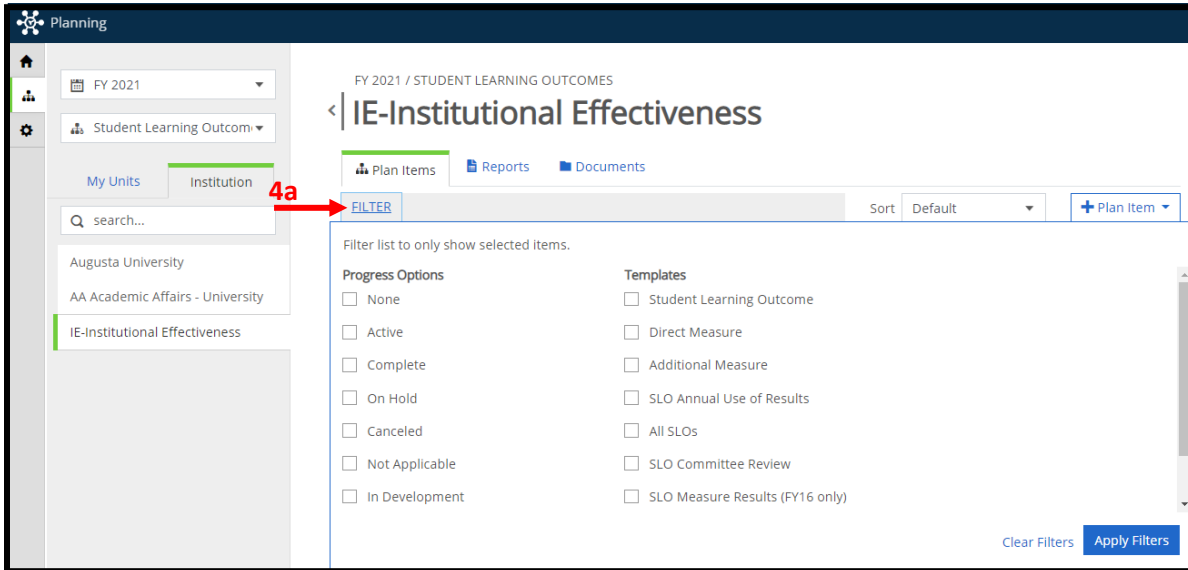
- 2) If an SLO, Measure, or Annual Use of Results is related to another item, it will show a  symbol.



- 3) To sort SLOs, Measures, and Annual Use of Results as they relate to each other, select **Number Identifier** from the Sort drop-down list.



- 4) a. To filter items, click **Filter**.
- b. Select the item(s) you would like to view.
- c. Click **Apply Filters**.
- d. Only the selected items appear.



Planning

FY 2021 / STUDENT LEARNING OUTCOMES

IE-Institutional Effectiveness

Plan Items Reports Documents

4a → FILTER

Filter list to only show selected items.

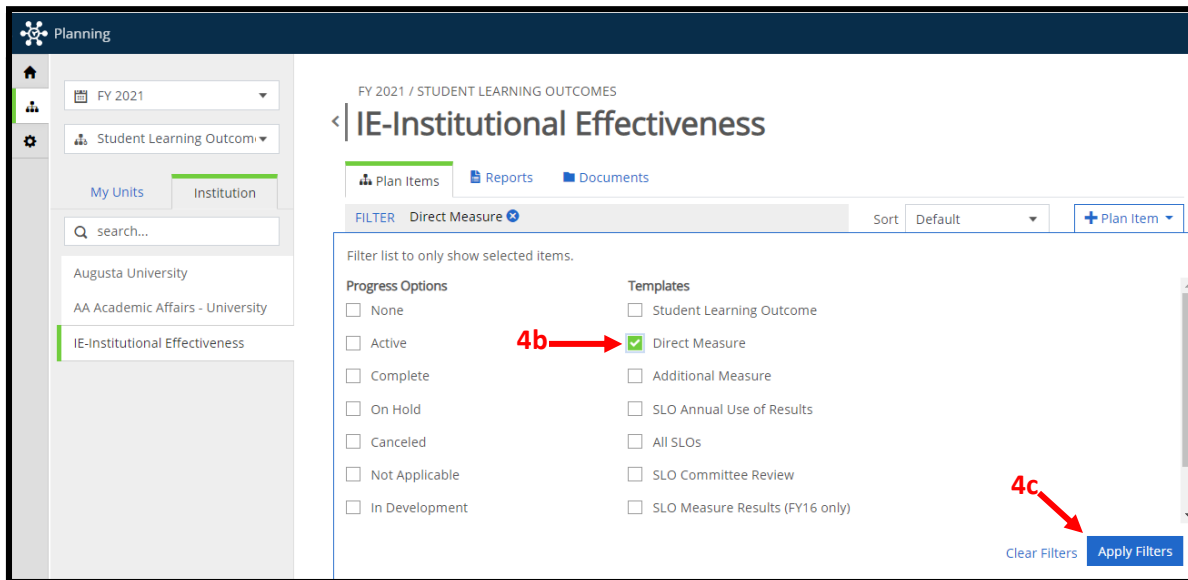
Progress Options

- ☐ None
- ☐ Active
- ☐ Complete
- ☐ On Hold
- ☐ Canceled
- ☐ Not Applicable
- ☐ In Development

Templates

- ☐ Student Learning Outcome
- ☐ Direct Measure
- ☐ Additional Measure
- ☐ SLO Annual Use of Results
- ☐ All SLOs
- ☐ SLO Committee Review
- ☐ SLO Measure Results (FY16 only)

Clear Filters Apply Filters



Planning

FY 2021 / STUDENT LEARNING OUTCOMES

IE-Institutional Effectiveness

Plan Items Reports Documents

FILTER Direct Measure

Filter list to only show selected items.

Progress Options

- ☐ None
- ☐ Active
- ☐ Complete
- ☐ On Hold
- ☐ Canceled
- ☐ Not Applicable
- ☐ In Development

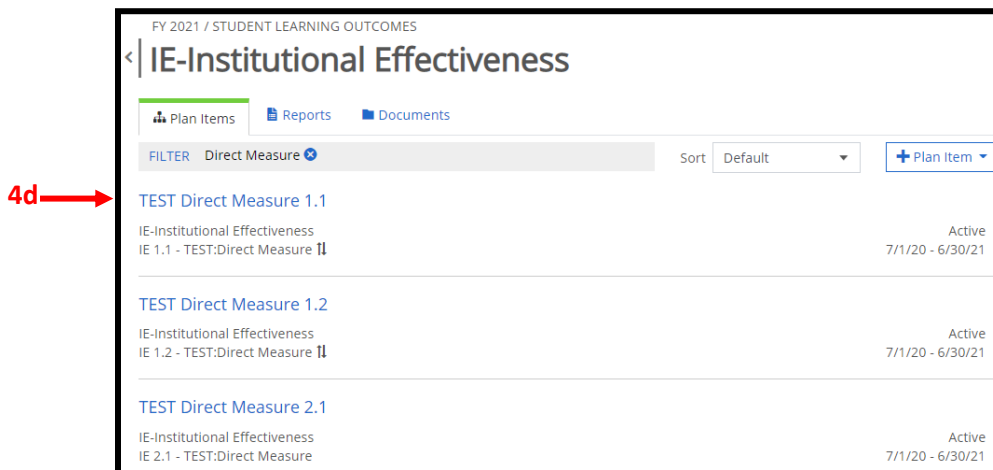
Templates

- ☒ Direct Measure
- ☐ Additional Measure
- ☐ SLO Annual Use of Results
- ☐ All SLOs
- ☐ SLO Committee Review
- ☐ SLO Measure Results (FY16 only)

4b → ☒ Direct Measure

4c → Apply Filters

Clear Filters Apply Filters



FY 2021 / STUDENT LEARNING OUTCOMES

IE-Institutional Effectiveness

Plan Items Reports Documents

FILTER Direct Measure

4d →

TEST Direct Measure 1.1

IE-Institutional Effectiveness
IE 1.1 - TEST:Direct Measure II

Active
7/1/20 - 6/30/21

TEST Direct Measure 1.2

IE-Institutional Effectiveness
IE 1.2 - TEST:Direct Measure II

Active
7/1/20 - 6/30/21

TEST Direct Measure 2.1

IE-Institutional Effectiveness
IE 2.1 - TEST:Direct Measure

Active
7/1/20 - 6/30/21