

RUNNING AD HOC REPORTS

To see which SLOs were scheduled to be assessed but for which no findings have been entered, follow these steps.

1. In the **Selected Unit** box at the top of the screen, select your **DIVISION UNIT**.
2. Click on the **Reports Tab** from the main menu.
3. Click on **Ad Hoc** on the secondary menu.
4. Choose from the reports listed.
 - For **CSLOs and ISLOs** not assessed from Fall 2012 through Spring 2014, choose the report called ***Courses without Assessments from Fall 2012 - Spring 2014***.
 - For **CSLOs and ISLOs** not assessed in Fall 2014 & Spring 2015, choose the report called ***Courses without Assessments Fall 2014 & Spring 2015***.
5. For **PSLOs** not assessed from Fall 2012 through Spring 2014, choose ***PSLOs without Assessments from Fall 2012 - Spring 2014***.
6. For **PSLOs** not assessed in Fall 2014 & Spring 2015, choose ***PSLOs without Assessments from Fall 2014 - Spring 2015***.
7. Click on **Edit**.
8. In the **"Related Assessment Units"** box, choose your courses unit(s).
9. Click the **Open Report** button at the bottom of the screen.
10. All SLOs not assessed per your chosen cycle will appear with the assessment cycle you had selected in your rotational plan.

For all other customized reports, go to your Courses

1. Click on the **Reports Tab** from the main menu.
2. Click on **Ad Hoc** on the secondary menu.
3. Choose the reports that meets your needs. Here are some options.
 - **Rotational Plan** – shows your complete 5-year plan with assessment cycles you have set for all course and SLOs.
 - **SLOs to be Assessed in Fall 2015** – shows SLOs due to assess in Fall 2015
 - **NEW!** Get ready for next spring: **SLOs to be Assessed in Spring 2016**
 - **Initiatives for Course SLOs** – Shows SLO assessments (including the findings and assessment cycle) for which you created initiatives, the initiative date, and whether or not you have "closed the loop" (Follow-up column). This report will allow you to see where you can close the loop.
 - **Courses with their SLOs** – shows all of the courses in your unit and their SLOs. Great to pass out to faculty and even appropriate to post on your department web page.
4. You can also edit these reports and create new customized reports by copying them, changing the name, and editing the data that will appear.

Similar reports that are customized to programs and PSLOs, are available on the Ad Hoc Reports tab in your Program Unit.

For help with customizing reports to meet your needs, attend one of the SLO Training sessions or contact one of the facilitators.