## **SETTING AN ASSESSMENT CYCLE FOR AN SLO**

- 1. Go to your Courses Unit.
- 2. Click on the **<u>Course Planning</u>** menu.
- 3. Click on Course Assessment Plan.



4. Select a Course (orange arrow).

? i 🖃 T 🖌	purses (LLRCC) - LIB > Course Planning > Course Assessment Plan
🖀 Home	CSLO changes must be submitted through Curricunet as an update of the Course Outli
🏦 Program 🗸 🖌	LIBV00 - Library Instruction/Reference
Course Planning ~	* Asterisk next to a Course in the dropdown indicates that the Course is not owned by Prog © CSLOS
Course Assessment Plan	OCSLO-1 Students and faculty will develop skills in information literacy t
Findings	CSLO-2 Students and faculty will find that the library collection support
🔲 Reports 🗸 🗸	instructional faculty populations. (Archived)
🗅 Documents 🗸 🗸	Students will be provided library instruction via multiple delive

- 5. To set the assessment cycle, click on the *Edit* icon *ext* to the CSLO and set these items (see illustration on next page):
  - i. Assessment Cycle
  - ii. CSLO Status: Active
  - iii. Be sure there is a start date there. You do NOT need to change it. The date should reflect when the SLO was originally created. The date can just be approximate.
  - iv. Do not enter an Archived Date. That date is for retiring an SLO that will no longer be assessed.
  - Repeat this process for every CSLO in the course.
  - Repeat this process for the ISLO assigned to this course.

* CSLO Name	
* CSLO	
CSLO Status	<ul><li>✓</li></ul>
CSLO Assessment Cycle	
Start Date	
Archived Date	

6. Repeat step 5 for all courses for which you want to set or change an assessment cycle.

## Assessment Tools

7. Review the assessment tool you previously used for the SLOs. If you want to continue to use it, you don't have to enter another one. If you want a new tool or you want to change the performance target, archive the existing tool and create a new one.

<ul> <li>CSLO-2 Demonstrate the use of credible resources interviews. (Active)</li> </ul>	at will support research analysis from online sources, periodical guides and credible and reliable	♂ 42 前
CSLO Assessment Cycle: 201403 (Spring 2014) Start Date: 01/27/2014 Archived Date:		
III Assessment Tool		•
Interpretation Oral Presentation (Active)		区伯前

- 8. You may upload a new rubric at this point or wait until you enter your findings. You may upload rubrics using the Documents Menu and selecting Document Repository.
- 9. You may find it helpful to run a report showing your Rotational Plan to see the assessment cycles for all SLOs for all of your courses.
  - 1. Go to the Reports Tab.
  - 2. Click on Ad Hoc.
  - 3. Select the report titled "*Rotational Plan*" by clicking on the report title (it is a hyperlink). The report should open automatically.
- 10. If you have a program unit, repeat the same process to set assessment cycles for PSLOs but go to your Program Unit to do so.