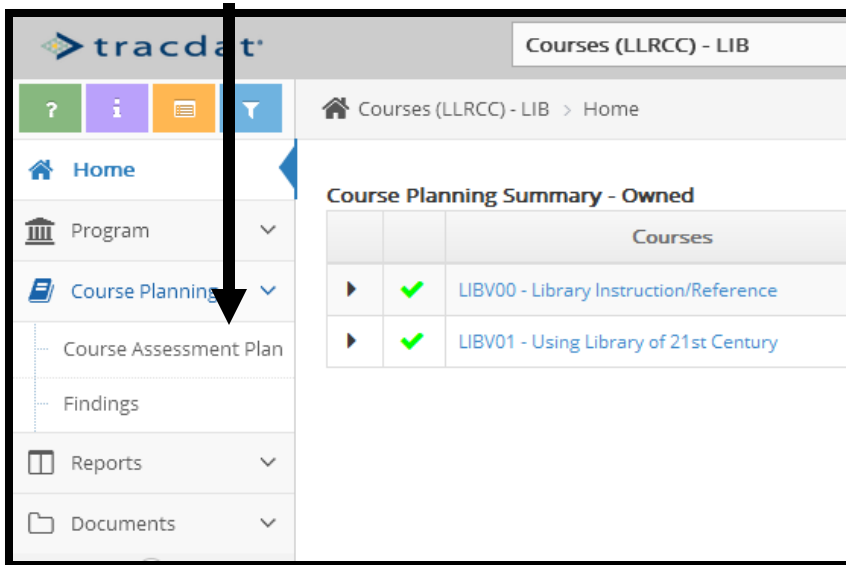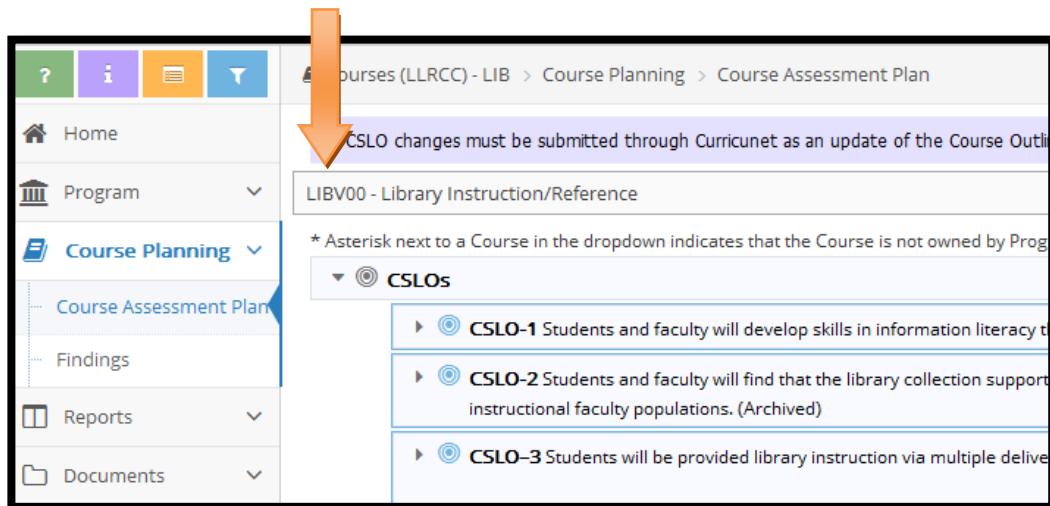# SETTING AN ASSESSMENT CYCLE FOR AN SLO

1. Go to your **Courses Unit**.
2. Click on the **Course Planning menu.**
3. Click on **Course Assessment Plan**.

4. Select a Course (**orange arrow**).

5. To set the assessment cycle, click on the ***Edit*** icon next 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.

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.

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.