



Improve – Adding, Editing SLOs & Assessment Methods

This guide will help you add and/or edit the SLOs in your course and the assessment methods for your active SLOs.

If you have questions about how to access and use Improve, please contact Allison Hughes:

Allison Hughes, Instructional Technologist

Email: hughesa@smccd.edu

Phone: 650-306-3213

Office: 13-203

If you have questions about assessing SLOs, please contact Jessica Kaven:

Jessica Kaven, Faculty Assessment Coordinator

Email: kavenj@smccd.edu

Phone: (650) 306-3347

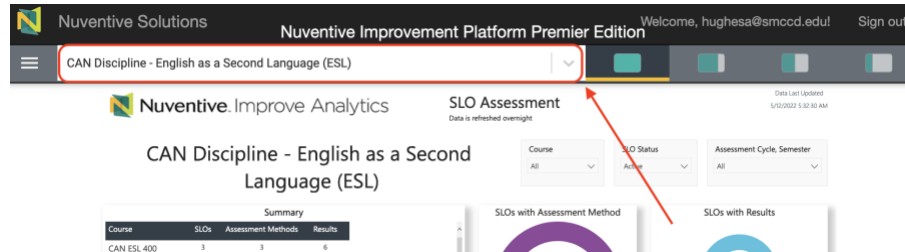
Office: 13-209A

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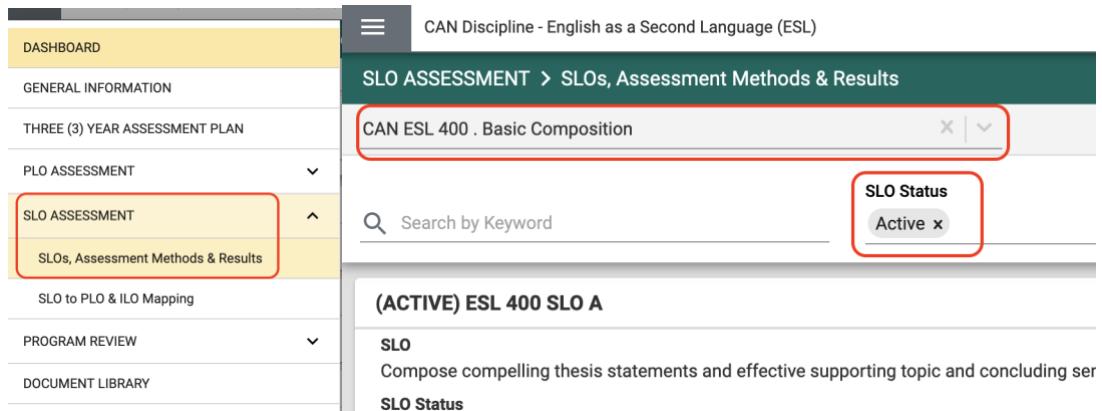
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How to Add SLOs

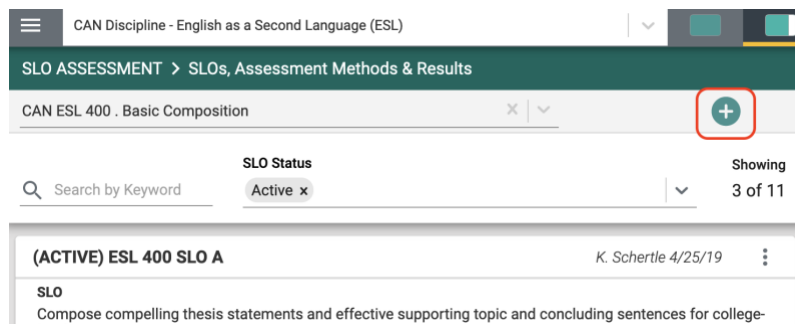
1. Select the unit you would like to work in from the drop down menu at the top. If you don't see the unit you need access to, please contact Allison Hughes.



2. Click on the hamburger icon, or three lines, at the top left. Click on SLO Assessment and then click on SLOs, Assessment Methods & Results. From the drop down at the top of the SLO page, choose the course that you'd like to work on. If you don't see a course you need, contact Allison Hughes at hughesa@smccd.edu. If you are adding SLOs for a student services program, you won't need to select a course from the drop down at the top. You might also use the SLO Status filter at the top to display only your Active SLOs. This can make things a bit easier to navigate.



3. Next, click on the green plus sign icon on the right to add new SLOs.



- Finally, fill out the fields. When you're finished, click 'Save' at the top right.

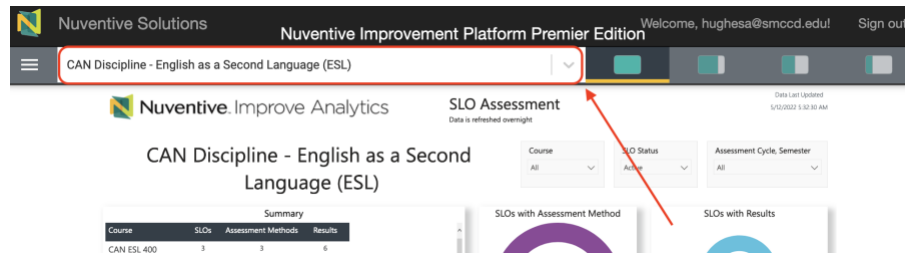
- After adding a new SLO, you want to map your SLO to your PLOs or SAOs and Cañada's ILOs. To map your new SLO, click on the Mapping tab at the top. Click the X to the right of each PLO or SAO that your SLO supports and click Save at the top right. Then choose Cañada ILOs from the drop down at the top left. Click the X to the right of each ILO that your SLO supports and click Save at the top right.

- If you'd like to add an SLO to another course, you can click on Close at the top right and then use the course drop down at the top left to choose the course you'd like to add an SLO to.

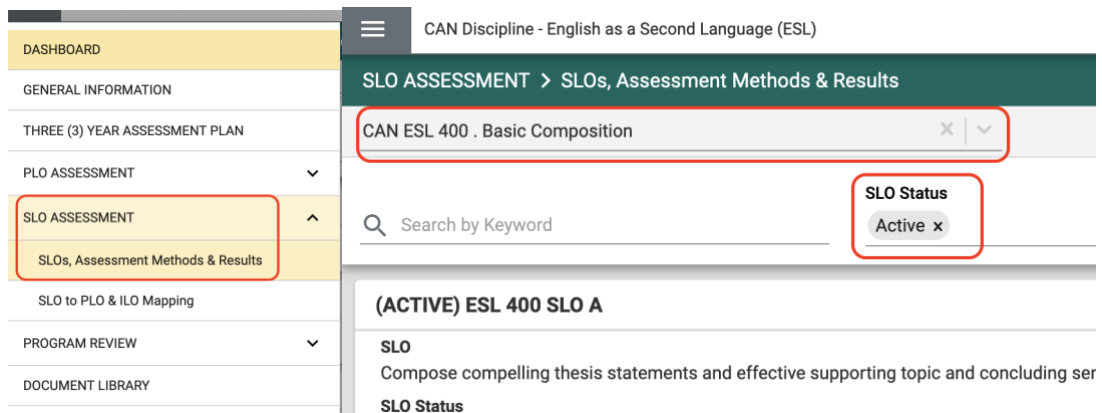
How to Edit* Existing SLOs

*SLOs should always match those listed on your COR, so edits should be minor, like spelling corrections. If you need to completely change SLOs, this should first be done through the Curriculum Committee and then updated in Improve. For clarification, please contact Jessica Kaven at kavenj@smccd.edu.

1. Select the unit you would like to work in from the drop down menu at the top. If you don't see the unit you need access to, please contact Allison Hughes.



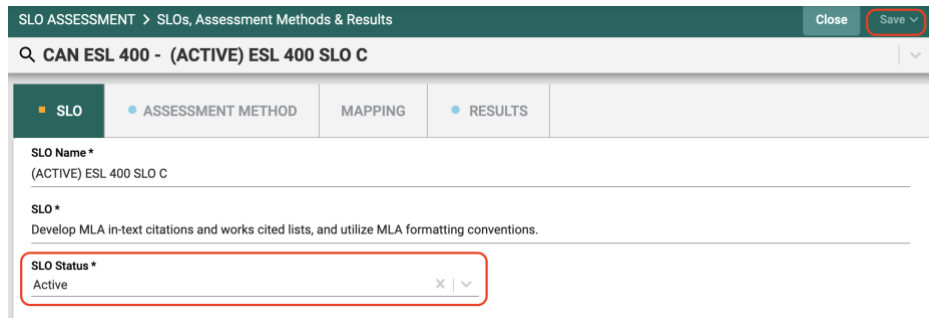
2. Click on the hamburger icon, or three lines, at the top left. Click on SLO Assessment and then click on SLOs, Assessment Methods & Results. From the drop down at the top of the SLO page, choose the course that you'd like to work on. If you don't see a course you need, contact Allison Hughes at hughesa@smccd.edu. If you are editing SLOs for a student services program, you won't need to select a course from the drop down at the top. You might also use the SLO Status filter at the top to display only your Active SLOs. This can make things a bit easier to navigate.



3. Next, double click the SLO you need to edit.

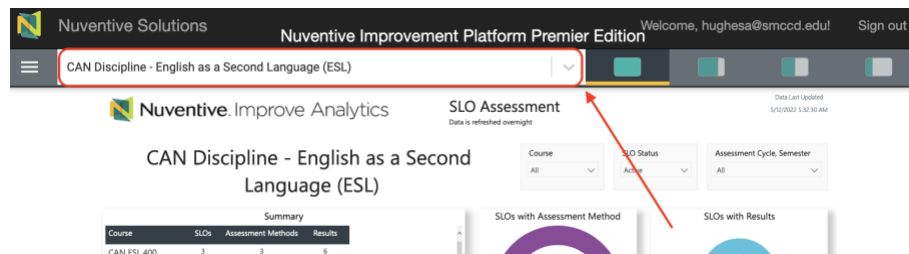


4. Make minor changes, like updating the SLO Status, to the existing SLO and then click 'Save' at the top right.

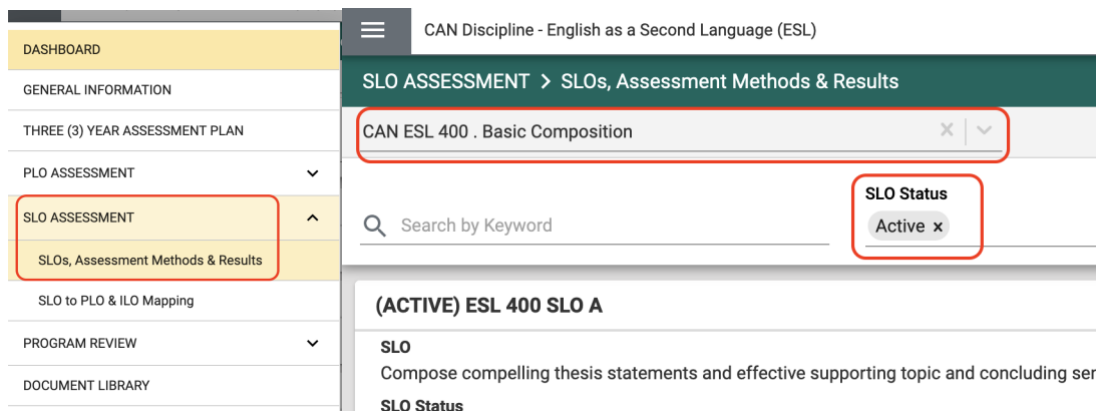


How to Add Assessment Methods

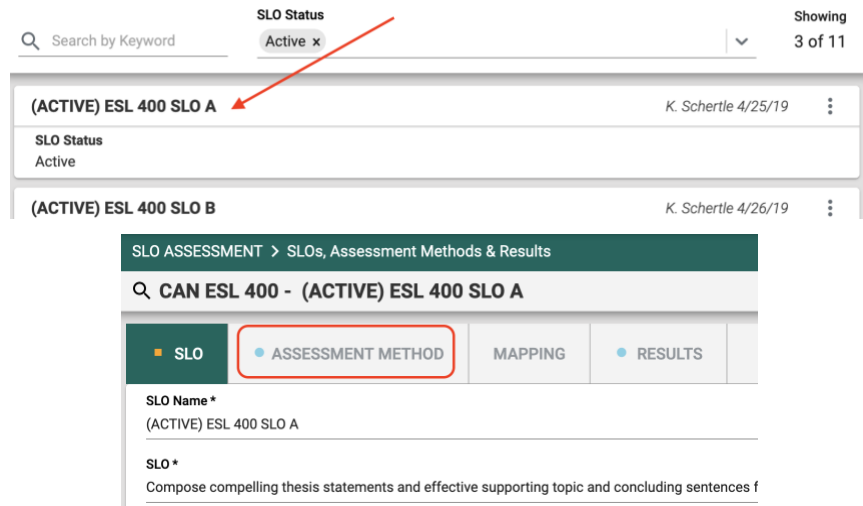
1. Select the unit you would like to work in from the drop down menu at the top. If you don't see the unit you need access to, please contact Allison Hughes.



2. Click on the hamburger icon, or three lines, at the top left. Click on SLO Assessment and then click on SLOs, Assessment Methods & Results. From the drop down at the top of the SLO page, choose the course that you'd like to work on. If you don't see a course you need, contact Allison Hughes at hughesa@smccd.edu. If you are editing SLOs for a student services program, you won't need to select a course from the drop down at the top. You might also use the SLO Status filter at the top to display only your Active SLOs. This can make things a bit easier to navigate.



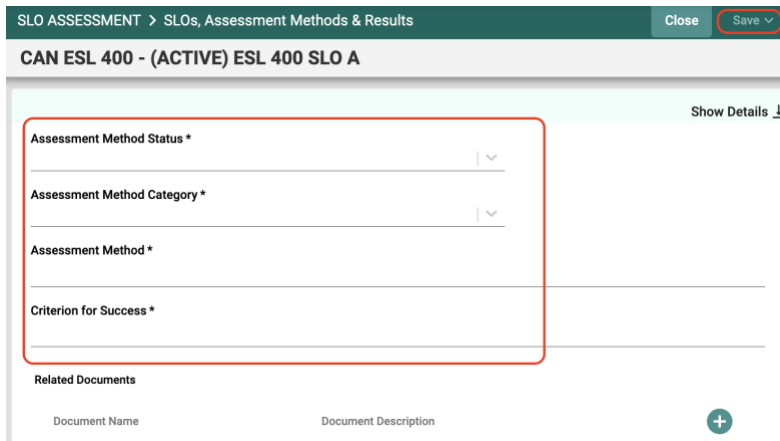
- Next, double click the SLO you need to edit assessment methods for, and click on the Assessment Method tab at the top.



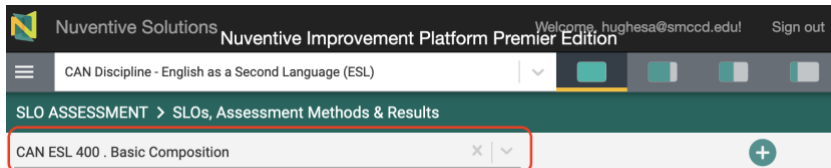
- Next, click on the green plus sign at the top right to add a new assessment method.



- Finally, fill out the fields and when you're finished, click 'Save' at the top right.



- If you'd like to add an assessment method to an SLO in another course, you can click on Close at the top right and then use the course drop down at the top left to choose the course you'd like to add an assessment method for.



How to Edit* Existing Assessment Methods

**Feel free to edit assessment methods as needed. However, if the edits you are making to an assessment method change it enough that the previous results listed under it no longer make sense with the assessment method, you may want to consider creating a new assessment method. For clarification, please contact Jessica Kaven at kavenj@smccd.edu.*

1. Double click on the assessment method you'd like to edit.

Q CAN ESL 400 - (ACTIVE) ESL 400 SLO A

Search by Keyword Assessment Method Status Active x Assessment Method Category View All Showing 1 of 1

SLO ASSESSMENT METHOD MAPPING RESULTS

Essay K. Schertle 9/12/19

Assessment Method

Students utilize research skills and resources to write a 4-6 page persuasive essay examining a significant ethical, social, or political issue and taking a position on that issue. The students must argue their position by researching both sides of the argument and support their position with evidence. The essay must contain a thesis statement which asserts and justifies a specific argument for change regarding the issue they chose. The essay must employ quotes from essays in the course reader as well as three or more references from outside sources obtained through their library research. The essay also must contain a rebuttal of opposing arguments. The essay, (either a hardcopy or an electronic version submitted online via an e-portfolio or class website such as Canvas) must follow MLA style regarding formatting, in-text citations, and a works-cited page.

Criterion for Success
Minimum 70% pass with an A, B, or C grade

Assessment Method Status
Active

2. Make minor changes, like updating the Assessment Method Status, to the existing assessment method and then click 'Save' at the top right.

SLO ASSESSMENT > SLOs, Assessment Methods & Results Close Save

CAN ESL 400 - (ACTIVE) ESL 400 SLO A

Show Details ↓

Assessment Method Status *
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Assessment Method Category *
Essay x | v

Assessment Method *
Students utilize research skills and resources to write a 4-6 page persuasive essay examining a significant ethical, social, or political issue and taking a position on that issue. The students must argue their position by researching both sides of the argument and support their position with evidence. The essay must contain a thesis statement which asserts and justifies a