How to enter PROGRAM assessment results using WebSLOs 3.0 in 9 easy steps

April 9, 2018

1. Go to www.dvc.edu/slos using any browser on any device on the Internet. That takes you to WebSLOs:

2. Click the “sign in” link to get to the User authentication page and sign in with your network ID and password:

   press ENTER to continue

Then you’ll see the areas to which you already have access listed on the “summary” page:

IF YOU DO NOT SEE THE SUBJECT CODE YOU WANT, or if you do and it’s not shown in BOLD, you’ll need to request access. To do so, go to the “subjects” page...
3. Go to the "programs" page and select the program whose results are to be entered, using the menu:

4. Scroll to the "Program learning outcomes", and click the 3-line "hamburger menu" icon.

5. Click **view/edit/enter assessment results** to show five edit boxes:
6. Use the left/right navigation arrowheads to navigate through years to find the one for which you wish to enter results.

7. Type your results into the five boxes. It’s okay to stop in the middle and finish up later.

8. Scroll to the "Alignment matrix" section and verify that the required and optional courses per the DVC catalog are current, and that the X’s are properly placed. If any editing is needed, click the lock:

![Alignment matrix](image1)

9. Click in the matrix to place/remove X’s. Double-click a course name to toggle between required and optional. SHIFT-click to remove a course, and use to add a course.

![Alignment matrix](image2)

Click the lock to exit the edit mode. You can also edit past results. Use the various help links and icons on the page for details.