How to enter a course assessment PLAN for the academic year using WebSLOs 3.0, in 4 steps

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

   ![WebSLOs 3.0](image)

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

   ![User authentication form](image)

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

   ![WebSLOs 3.0 summary](image)

   *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:

   ![WebSLOs 3.0 subjects](image)
...uncheck and choose the subject code you want to access. Scroll down until you see something like this...

...and click any of the **bolded** names. That fires off an email to that person requesting that they grant you edit access to the subject code, cc’ing you. There’s a link in that email that only they can use to grant you instant. You’ll receive an email when that’s been done.

3. Go to the "subjects" page and select the subject code whose plan is to be entered:

4. Check the **actions only** checkbox, and scroll to “Assessment plan -- checked sections have been selected for assessment this academic year” – check **due only**. You’ll see all the sections for all the courses due to be assessed in the academic year. Note that spring and summer sections won’t show up until those schedules are published. Check the sections to be assessed:

That’s it! Anyone without “edit” access will be able to see the selected sections, but not edit them. So all of your staff, signed in or not, can see the plan.

And of course, you can select sections of any course for assessment – just uncheck **due only**.