

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:



User authentication form

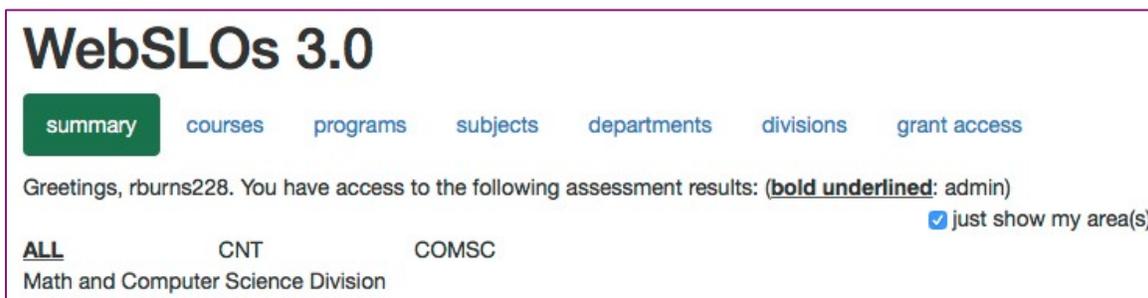
Enter your ID and password and press ENTER or RETURN to authenticate...

Your district ID: e.g., *jd0e123*

Your password: show password (control-option-p)

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...



...uncheck **just mine** and choose the subject code you want to access. Scroll down until you see something like this...

Persons with access to assessment results for this subject code

akivel918	bhewitt797	bmcglynn673	cwilcox760
hbreton942	jfisher106	jmason316	jtejada196
khammar759	kkoblik338	kleeper375	kmcdade616
kvalmore628	lbersamina449	llang247	malmaguer380
mcolson488	mkrup999	malaham031	mmessenger542
mmorrissey571	mtejada550	rburns228	rgodinez204
tarmstrong790	tsugita556		

*click a **bolded** person's ID to request that they grant you "edit" access to ART's assessment results
click a non-bolded person's ID to request that they grant you "view" access to ART's assessment results*

...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 "programs" page and select the program whose results are to be entered, using the menu:

Student Learning Outcomes, Web

summary courses **programs** subjects departments divisions

For just mine

by keyword(s): [apply](#)

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

Program learning outcomes [Last assessed 2013/14]

☰ Action plan for the program.

#1. create computer programming solutions using C++ and OOP.
#2. effectively apply inheritance and polymorphism in C++ class design.
#3. "overload" common C++ operators for objects.

5. Click **view/edit/enter assessment results** to show five edit boxes:

☰ Action plan for the program. new

◀ 2017/18's assessment ▶

Program actions: ?	Course actions: ?	Alignment actions: ?	Assessment actions: ?
Changes to the program and/or to the Program Learning Outcomes.	Changes to the CORs for the courses within the program	Changes to the alignment matrix for the program.	Changes to the course assessments and/or assessment topics in the next cycle of assessment.

For Program Review: ?

Items to include from this program outcome assessment process in the next IPR.

[save](#) [delete](#) [close](#) ?

6. Use the left/right navigation arrowheads to navigate through years to find the one for which you wish to enter results.

◀ 2017/18's assessment ▶

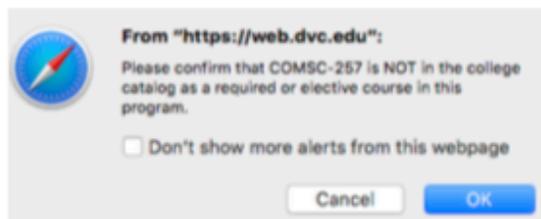
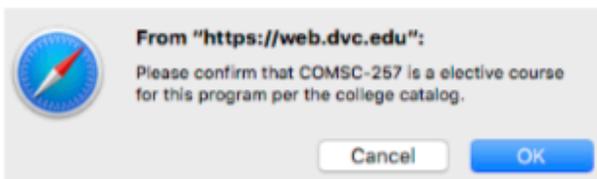
7. Type your results into the five boxes. It's okay to stop in the middle and finish up later.

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 [bold are required courses, else optional] 			
	COMSC	COMSC	COMSC
#	110	255	257
1	X	X	X
2			X
3			X

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 [bold are required courses, else optional] 			
	COMSC	COMSC	COMSC
#	110	255	257
1	X	X	X
2			X
3			X



Click the lock  to enter edit mode  .

You can also edit past results. Use the various help links and  icons on the page for details.