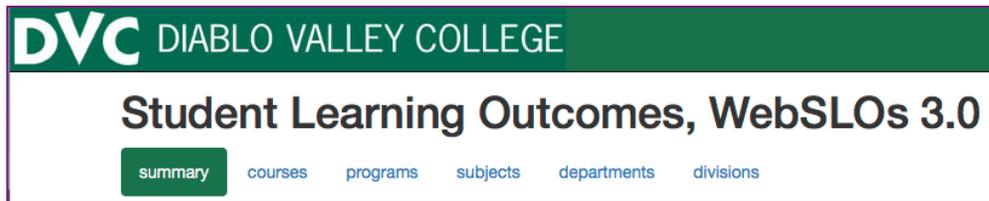


How to enter a course assessment PLAN for the academic year using WebSLOs 3.0, in 4 steps

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

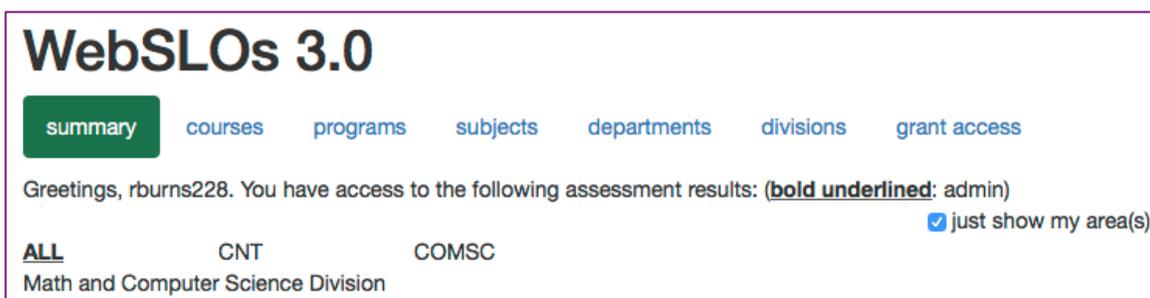


2. Click the “sign in” link to get to the User authentication page and sign in with your network ID and password:

The screenshot shows the 'User authentication form'. It includes a title 'User authentication form' and a prompt: 'Enter your ID and password and press ENTER or RETURN to authenticate...'. There are two input fields: 'Your district ID:' with the value 'ateacher123' and a placeholder 'e.g., jdoe123'; and 'Your password:' with a masked password '.....' and a 'show password' checkbox (unchecked) with the label '(control-option-p)'. A blue arrow points to the 'show password' checkbox.

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
hbretton942	jfisher106	jmason316	jtejada196
khammar759	kkoblik338	kleeper375	kmcdade616
kvalmore628	lbersamina449	llang247	malmaguer380
mcolson488	mkrup999	mlaham031	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 "subjects" page and select the subject code whose plan is to be entered:

Student Learning comes

summary courses programs **subjects** departments

For just mine

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:

Assessment plan -- checked sections have been selected for assessment this academic year:				<input checked="" type="checkbox"/> due only
<input type="checkbox"/> 2015	COMSC-101-0203	Strait, M		TTH 8:00-10:50am
<input type="checkbox"/> 2015	COMSC-101-0204	Martucci, C		MW 11:00-1:50pm
<input checked="" type="checkbox"/> 2015 Fall	COMSC-101-0205	Zandi, F		TTH 11:00-1:50pm
<input checked="" type="checkbox"/> 2015 Fall	COMSC-101-0213	Zandi, F		TTH 2:00-4:50pm
<input checked="" type="checkbox"/> 2015 Fall	COMSC-101-5072	Martucci, C		
<input checked="" type="checkbox"/> 2015 Fall	COMSC-101-5096	Martucci, C		
<input type="checkbox"/> 2015 Fall	COMSC-101-8066	Strait, M		MW 7:00-9:50pm
<input type="checkbox"/> 2015 Fall	COMSC-101-9221	Huynh, L		MW 9:30-10:50am

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**.