Steps to Completing an SLO Report (Website version)

1. Import SLOs for your class into Canvas
   https://go.screenpal.com/watch/cZfn0xVs6Qk

2. Attach an SLO rubric to an assignment
   https://go.screenpal.com/watch/cZfecvVs6Do

3. Enter SLO data via Speedgrader
   https://go.screenpal.com/watch/cZfec9Vs6qc

4. Go to Insights to write a narrative and decide on action steps
   https://go.screenpal.com/watch/cZfeViVs6qs

Here are some questions to consider in your narrative:
- What was particularly successful in this class?
- What was the biggest challenge, either for you or students?
- Which Outcomes were particularly challenging to assess?
- If you tried something new in this class, how did it turn out? Would you do it again?
- How did students respond to one of your modules?
- Are your course activities appropriate for meeting the learning outcomes?

Here are some action steps to consider taking:
- Update course material
- Revise an assignment
- Revise an assessment method
- Review the COR with your department
- Review academic standards with your department

Steps to Completing an SLO Report (print version)

1. Import SLOs for your class into canvas
   a. Click on Outcomes from the blue menu on the left column.
   b. Use the Search function (the icon is a magnifying glass in the top right corner)
   c. Click on Account standards and/or Santa Rosa Junior College
   d. Find your department and class
   e. Use the "add" button at the end of the Outcome
   f. Click Submit

2. Attach an SLO rubric to an assignment

a. Create and publish an assignment that reflects 1 or more SLOs for your class
b. Click on "add a rubric"
   IMPORTANT: If you use rubrics to grade in Canvas, you can use a preexisting rubric or create a new one with your grading criteria. The Outcomes can be added at the end of a pre-existing rubric.
c. Click on Find an Outcome
d. Select the Outcome that will be measured in the assignment
   IMPORTANT: If you use Canvas's gradebook, be sure to **DESELECT** the blue box so the Outcomes score will **NOT** affect the assignment grade.
e. Select Save

3. Enter SLO data using Speedgrader
   a. Select Speedgrader on the page that lists your assignment
   b. Select View Rubric in the column on the right
   c. Your rubric should now appear, and your first student's name will be at the top of the column.
   d. Select whether the student met or did not meet the Outcome. Use the arrow keys to get to your next student.
      IMPORTANT: If you grade in Canvas using a rubric, you can grade the assignment and record the outcomes at the same time. If you don't grade in Canvas but use Canvas's gradebook, you can enter the points for the student in the box above the Outcomes rubric to the grades and outcomes at the same time.

4. Go to Insights to write a narrative and decide to action steps
   a. Go to the Gradebook
   b. Use the down arrow next to the gradebook title to get a dropdown menu
   c. Select Learning Mastery gradebook, where your Outcomes data have been recorded
   d. Select the Insights button.
      IMPORTANT: If you see a message stating that you are not associated with any academic subjects, fill out a DE ticket.
   e. There is a box in the bottom right corner where you can enter your narrative. The next tab allows you to select action steps.

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