

# Reporting

## How to Report SLO Assessment Results

After assessments have been carried out, it is important to reflect on the results and report the results. Sometimes the results of the assessment reveal that no changes are needed, other times the instructor/department should reflect on the results and consider making curricular or pedagogical changes to improve student learning in the future. These reflections and the results of the assessment need to be memorialized on the college website located here:

<https://mail1.gavilan.edu/slo/index.html>

What follows is a step by step guide to reporting assessment results and reflections:

After logging it to your MyGav account, go to the above referenced website. Once there, on the left side of the screen, depending on if you have assessed a course-level or program-level learning outcome, click on “Course-Level SLO” or “Instructional” respectively. Here is a screen shot:

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We will proceed as if a course-level SLO has been assessed; program level assessments can be memorialized analogously.

After selecting Course-Level SLO, a new screen will be displayed where you will need to select the academic year in which the SLO was assessed (you can report assessments up to one academic year after they were carried out), and the course that was assessed.

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**Step 1:** Select the appropriate academic year from the drop down menu (see the top green arrow).

**Step 2:** Select the course that was assessed (see the second green arrow).

**Step 3:** Click the “View Course-Level SLO” button (see the bottom green arrow).

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After selecting the appropriate course and year, a new screen will be displayed where you will actually report the assessment results and your reflections. To enter your data, just click the gray “Add/Edit SLO” button near the bottom (see the green arrow on the screen shot above).

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After clicking the “Add/Edit SLO” button, you will be able to edit the relevant cells in the table. Please enter the results of the assessment (e.g. 82% of students met the SLO) and the use of the results (e.g. performance was acceptable, no changes needed **or, for example** department will consider adding a Math 400 advisory). Please see the vertical arrows in the screen shot below.

Once all data and reflections are added to the table, please be sure to save the data by clicking the gray “Save SLO” button near the bottom of the table. Please see the horizontal arrow in the screen shot above.

After adding and saving your data and reflections, you are done!