Directions for using the assessment reporting site appear below. For more general SLO support, visit the SLO Support Website.

Select a tab on the left to view or edit a Course-level or Program-level SLO (Add screen capture)

**For Course-Level**

- Select academic year (this is the year the assessment data was collected not the year it was reported)
- Then select the course that you would like to view or add detail

**STEP 1: Select an Academic Year**

![Select Academic Year]

**STEP 2: Select a Course**

![View Course-Level SLO]

- If the academic year is still active you may edit
  
  - The Academic stays open for one year after the year is over, for example, the 08/09 academic year closes in July 10

- Click on the edit button
- Then you can edit any of the information

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- If you do not know your course-level SLOs, they can be found by clicking on the link to Refer to your SLOs on record (from Banner)

![Refer to your SLOs on record (from Banner)]

**If you make a modification to your Course-Level SLOs, please submit a Course Modification form (Form C)**

**View Program Outcomes from College Catalog**

- For program outcomes, you can enter the data or access it from the catalogue. The link provided. (Just pick what ever program-level outcome best fits)
Once you have entered your SLOs, Assessment, Results, and Use of Results, click submit.

For Program-Level

- Select an area Instructional, Instructional Support, Student Services, or Administrative Services.

- Select academic year.
- Then select the program that you would like to view or add detail.
- If the academic year is still active you may edit.
  - The Academic stays open for one year after the year is over, for example, the 08/09 academic year closes in July 10.

**STEP 1: Select an Academic Year**

**STEP 2: Select an Instructional Support Program**

- Just click on the edit button.
- Then you can edit any of the information.
- For instructional programs that don't have their outcome, they can be found by linking to the college catalogue.

**AA in Admin of Justice**

**2007-2008 Academic Year**

- Once you have completed your edits, click submit.

The SLO/PLO faculty liaison position is currently vacant.
Please send comments or questions to Dr. Kathleen Rose.
Address of this page is https://mail1.gavilan.edu/slo/index.html.
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