

# Using the SLOlutions Software: A Primer

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This handout provides a basic introduction to the SLOlutions software, which we will be using at Rio Hondo College to assess student learning outcomes (SLOs) and to respond to the results. Work on the software is almost complete; all features should be completely functional by the beginning of Spring Break, 2010.

## Accessing the SLOlutions System

The system can be accessed using a web browser at the location below:

<http://rio.slolutions.com> (note that there is no “www” in the URL!)

You are directed to enter a username and password at the login page. Your username is the first letter of your first name combined with your full last name (for example, George Jetson would be gjetson). If your last name is fairly common, there may be a number attached to the end of the username (for example, jsmith2, jsmith3, etc.) In any case, you can always email Matt Koutroulis ([mkoutroulis@riohondo.edu](mailto:mkoutroulis@riohondo.edu)) to verify this and/or change your username to something more convenient.

Everyone’s password is initially set to their 9-digit employee ID (this is the *username* you use to get into Banner – it is not your PIN nor is it your Rio Hondo email password). All system passwords have been reset to these values, regardless of whether or not they were changed in the system in the past. Changing your password is easy to do; simply click on the “Your Account” link, and then the “Change your password” link and follow the provided instructions.<sup>1</sup> All users should also click on the “Update Your Information” link to ensure that their name and primary email is correctly entered into the system.

You may return to the homepage at any time by clicking on “Home” at the upper-left of the page. Also, you may log out by clicking on “Logout”; these links are built into every page in the system. The “About” and “Contact Us” links are not currently active but will be updated in the near future.

## The Course Outcomes Menu

The “Course Outcomes” menu is accessed by clicking the corresponding link on the sidebar to the left or on the homepage. Each option on this menu is explained below.

### *Viewing SLOs for a Course*

All users may view the SLOs for any course by clicking on “View SLOs for a Course.”<sup>2</sup> You may then select a department and a course to view these outcomes. *Only the text of the outcomes is shown here; rubrics, assessment methods, and additional comments are hidden.* You may print out a list of all SLOs

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<sup>1</sup> In the near future I intend to have the site automatically direct users to change their password if they have not changed it from their 9-digit ID. At this point, you should email Matt if you need your password to be reset.

<sup>2</sup> Soon it will be possible for anyone on the web to access the SLOs, although I have not yet activated this feature.

for the course as a .pdf file by clicking the “Create PDF” button. This allows you to quickly generate an SLO page to attach to a course syllabus.

#### *Viewing SLOs for your Courses*

Any faculty member may view the SLOs for courses they are teaching or have taught in the past (assuming these outcomes have been put into the system).<sup>3</sup> Begin by selecting the term, and then click on the section for which you would like to view the outcomes. Note that, although multiple sections of the same course may appear, the SLOs will be the same for each. Those outcomes which are currently designated as “active” (that is, currently being assessed) appear in yellow; those which are inactive appear in pink. Clicking on the SLO brings up additional information about the outcome, including assessment methods, additional comments, and access to the rubric if it exists. You may also render this information as an Adobe Acrobat (.pdf) document.

#### *Entering Assessment Data for Courses*

Each faculty member may enter assessment results for their courses by clicking on the corresponding link. Begin by selecting the term and then the section for which you would like to enter data. Finally, click on the text of the SLO. This will take you to a copy of the rubric containing embedded textboxes. In each box, enter the number of students who assessed at the given level for each proficiency standard. Enter a zero (0) if no students fall under the given category. Do not leave any boxes blank, or you will not be allowed to submit your results! The data values are stored in the system and may be updated by revisiting the section and SLO where you may view the data you entered before.

When the faculty member in charge for a given course begins work on an assessment report for the outcome, the submitted values will be locked to prevent any future changes to the data.

#### *Emailing Other Users Teaching a Course*

Clicking on this link will allow you to either send an email to all faculty teaching a course that you are teaching in a given term or to prepare a quick distribution list with their email addresses which you may copy and paste into some other email program. Users with “faculty in charge” permissions and administrators may also email any faculty teaching a particular course for which they have access or selectively send a reminder email to those users who have not yet submitted assessment results for a given term.

***All remaining features require some level of administrative credentials. Users designated as a “Faculty in Charge” (FIC) may carry out these tasks for specific, assigned courses, while users with administrative access may perform them for all courses in a given department and/or division.***

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<sup>3</sup> The schedules for instructors in the Arts, Math/Sciences, and Social Sciences divisions go back to Fall 2009; all others begin from Spring 2010. Winter classes are not currently included, but summer classes will be added soon.