

## Instructions for Managing Program-Level SLOs

*Includes General Education, Degrees/Certificates, Student-Services and other higher-level outcomes*

### Creating a New Program-Level SLO

1. From the SLOlutions main menu, click on “Program/Institutional Outcomes”.
2. Click on “Create a New Program SLO”
3. From the “Program Type” menu, select the type of program (e.g. General Education, Degree/Certificate, etc.) that you are interested in.
4. A new drop down menu should appear, titled “Program”, which is populated with all programs of this type for which you have administrator-level access. If you do not have access to the program you need, contact someone with global administrative access to the SLOlutions program.
5. Enter the text of the SLO, proposed assessment methods, and (if you wish) any comments related you would like to store about this outcome.
6. If you intend to derive all your data from courses, click on the checkbox by “Data is Derived from Courses.”  
*This should be checked for most program-types, especially GE and Degree outcomes. Most student services outcomes will not derive their data from courses.*
7. Indicate whether or not you would like this SLO to be designated as “Active.” As with course SLOs, any “active” SLO must have a rubric available for entry of data. The software will prevent you from making this SLO active unless you finish creating a rubric. You can always come back at any point and create a rubric if you wish to do so at a later time.
8. Click “Submit”. If you chose to make the SLO active, you will then be prompted to proceed and create the rubric.
9. The process for creating a rubric is the same for programs as for course-level outcomes. Review the instructions under “Course-Level Outcomes” before proceeding.

### Linking a Program-Level SLO with a Course

*Before linking a program-level SLO, it is very important that the SLO be designated as “Active”. Make sure the outcome is active before beginning. The process for activating Program-Level outcomes is the same as that for course-level outcomes, and can be found in the “Using SLOlutions” primer.*

1. From the SLOlutions main menu, click on “Program/Institutional Outcomes.”
2. Click on “Link a Program Outcome with a Course.”
3. Select the Program Type, Program, and Term for which the link should be effect. Note that if you link an outcome in the current semester, the link will automatically be rolled over to the next (and subsequent) semesters as they are entered into the program until they are unlinked.
4. Select the SLO you wish to link.
5. Select the department which offers the course you wish to link.
6. From the menu to the left, click on any course you would like to link with this outcome. To select more than one course at a time, hold the “Control (Ctrl)” key down while clicking, then

click on the “Link” button. This has the effect of adding the SLO to the course and copying any rubrics associated with it to the course as well.

7. Change the department if you wish to add courses from another department.
8. All changes are performed in the database as you link or unlink courses. When you are finished, you may log out or navigate elsewhere in the software.