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A. Opening the Form
Be sure to open the form using Adobe Reader (not Preview or another PDF viewer). The file is called “SLOCourseAssessTool_Sept2013-FORM_distributed.pdf” and can be accessed at


B. Completing the Form
Complete page 1 of the form if you are assessing a course that is in Phase 1 or 3. Complete page 2 of the form if you are assessing a course that is in Phase 2 or 4.

The SLO Cycle includes assessing all SLOs in all courses offered within 4 years (Fall 2013-Spring 2017). Assessment occurs in a 4-semester cycle described below.

PHASE 1: Teach & Assess
PHASE 2: Dialogue & Revision
PHASE 3: Implement Changes & Assess
PHASE 4: Reassessment Dialogue

The SLO course assessment revision process is an ongoing cycle that continuously improves course content and delivery methodologies and is a part of the larger accreditation cycle that the college is engaged in. Each phase is one semester.

PHASE 1: Course is administered and assessed.
PHASE 2: Course assessment results are discussed and changes are decided upon. For example, changes in pedagogy, curriculum, or changing/addition SLOs themselves.
PHASE 3: Course changes are implemented and assessed.
PHASE 4: Reassessment results are discussed to close the loop. For example, do results meet the criterion level? If changes are needed, return to PHASE 3.

PHASES 4 & 3 continue until course SLOs results are satisfactorily met.

While a logical order of the assessment cycle would begin the process during the fall with implementation occurring the following fall, the four-semester cycle has flexibility. For example, some courses are only offered in the spring, for those courses, the cycle would begin then with implementation occurring the following spring.

This sustained improvement process ensures that course content, delivery mechanisms and exams yield the most up-to-date information and achieve the greatest degree of student success.

Rev. May 2013
SLO Committee | Curriculum Committee | Academic Senate
The fields to fill out are highlighted. If the fields are not highlighted, click on the button on the top right. (See the blue box below).

Most fields are text boxes. The text will auto wrap, and the font size will shrink to fit.
Some fields are dropdown menus. To choose a field from a dropdown menu, click on the black upside down triangle to see the other fields. (See the image below).
C. Attaching Documents
If you have a rubric, please attach it to the form.

Attach sample student projects—essays, research projects, skill evaluation forms, department exams, papers, or written exams—to illustrate scores according to the rubric (if available). Submit one sample for each value on the rating/rubric scale. Please remove student names from the samples. **Attach files directly to the form (see direction below) OR submit hard copies to Mary-Jo Apigo’s mailbox #409B.**

To attach a document to the form,

1. Click on Comment (next to Tools).

2. Click on the Paperclip icon.

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*Note: Please submit a separate form for each Course SLO assessed. Be sure to save the file for your records before submitting.*
3. Put your cursor in the #1 box area. Your cursor will change into a paperclip. Click in the #1 box area. A dialogue box will pop up for you to locate what file you want to attach.

4. Click on the file and choose Select. Another dialogue box will appear for you to choose the attachment icon. The Paperclip should be already highlighted. (If not, click on it.) Then click on “OK.”
5. You will see a paperclip icon in the #1 box area.

6. To attach more files, repeat steps 1-5.

7. To view the file(s) you have attached, double click on the paperclip icon. A dialogue box will appear. Chose “Open this file” and click on “OK.”

The file will open up in another window.
D. Saving the Form

When you are done completing the form, save the file for your records.

Click on File in the Menu bar and choose “Save as” → “PDF.”

Choose a file name and location to save the file.
E. Submitting the Form

After you have completed the form and saved it, you are ready to submit it.

Click on “Submit Form” on the top right of the page.

A dialogue box will appear. Enter your email address and name. Then click on “Send.”

![Screen capture of a dialogue box requesting email and name for form submission](image-url)
In the next dialogue box, choose the first option “Desktop Mail Client” and click on “OK.”

An email will open on your Desktop Outlook inbox. It will automatically be addressed to slo@wlac.edu. It will also automatically attach your completed Course SLO Assessment Form. Add a message (if you like) and then click on Send to submit your Course SLO Assessment Form.

Congratulations on submitting your Course SLO Assessment Form!