

LO Database Manual

1. Login

1.1. Click Guest to view only

1.2. To submit or edit an assessment: user name: "Coordinator" password: blank

Open database "Outcomes" with:

Guest Account

Account Name and Password

Account Name:

Password:

2. Main Menu

2.1. To view learning outcomes for the college click any of the top row of buttons.

SLO Student Learning Outcomes	PLO Program Learning Outcomes	SSLO Student Services Learning Outcomes	ILO Institutional Learning Outcomes
Biology Division			
Business Division			
Credit ESL Division			

2.2 To view an academic unit, click on any of the buttons in the left column.

SLO Student Learning Outcomes	PLO Program Learning Outcomes	SSLO Student Services Learning Outcomes	ILO Institutional Learning Outcomes
Biology Division			
Business Division			
Credit ESL Division			
English Division			
Health Sciences Division			
Kinesiology			
Language Arts Division			
Library Division			
Mathematics Division			
Noncredit			
Physical Sciences Division			
Social Sciences			
Student Development			
Technology & Aviation Division			
Visual and Performing Arts Division			
GCC LO Website			

3. To view or assess a Course SLO

3.1. Choose your Academic Unit

3.2. In the Courses Tab, choose your course number

Visual and Performing Arts Division							
Courses		Departments		Programs/Areas			
Department	Course Number	Last Offered	Last Assessed	Result	Assessment Priority	Active	
Photography	PHOTO 101	Spring 2017		?	Highest	Active	
Photography	PHOTO 103	Fall 2015	6/1/2013	1 - Expectations Not Met	Highest	Active	
Photography	PHOTO 106	Spring 2017	6/1/2016	3 - Met Expectations	Low	Active	
Photography	PHOTO 107	Spring 2017	6/1/2016	2 - Developing	Low	Active	

3.3. To view or edit a previous assessment, click "VIEW or EDIT Previous Assessment"

Main Menu List View Search

Record number 180 of 222 Division: Visual and Performing Arts Division Department: Photography

Course Number: PHOTO 101 Course Title: Introduction To Photography

The priority to assess this course is: Highest How is priority assigned? Active

PHOTO 101 was last offered in Spring 2017; last assessed on with the result: . This course is Active.
A total of 0 assessment/s have been submitted for this course.

2 SLO in database for this course. All SLO changes must be initiated through C&I.

SLO: PHOTO 101 SLO 2
demonstrate control of exposure tests, weighted exposure, and creative camera controls to obtain technical quality, and design principals to create visual impact

last assessed on with the result:

Last Evaluation

VIEW or EDIT Previous Assessments Submit a NEW ASSESSMENT Active SLO0103000

SLO: PHOTO 101 SLO 3
demonstrate print contrast and density control and finishing skills to obtain technical quality and visual impact

last assessed on with the result:

Last Evaluation

3.4. To submit an assessment, click "Submit a NEW ASSESSMENT." Each SLO assessment must be submitted individually. For example, if you are assessing more than one SLO, you must submit it using a new form.

Main Menu List View Search

Record number 180 of 222 Division: Visual and Performing Arts Division Department: Photography

Course Number: PHOTO 101 Course Title: Introduction To Photography

The priority to assess this course is: Highest How is priority assigned? Active

PHOTO 101 was last offered in Spring 2017; last assessed on with the result: . This course is Active.
A total of 0 assessment/s have been submitted for this course.

2 SLO in database for this course. All SLO changes must be initiated through C&I.

SLO: PHOTO 101 SLO 2
demonstrate control of exposure tests, weighted exposure, and creative camera controls to obtain technical quality, and design principals to create visual impact

last assessed on with the result:

Last Evaluation

VIEW or EDIT Previous Assessments Submit a NEW ASSESSMENT Active SLO0103000

SLO: PHOTO 101 SLO 3
demonstrate print contrast and density control and finishing skills to obtain technical quality and visual impact

last assessed on with the result:

Last Evaluation

3.5. Assessment Form

SLO: MATH190 SLO2
demonstrate knowledge of effective math study skills and test taking techniques

This SLO was last assessed on with the following results: .

Assessment Team

First Name	Last Name	Email	
			Submit Remove

Assessment Date: 4/8/2013 Submission Date: 4/23/2013

Action plan from last assessment

Response to the Last Action Plan (OPTIONAL):

Assessment Method

Final: students asked to list 3 things they can do to be a successful math student.

Evaluation

Mean: 2.8 out of 3 points

Results: 3 - Met Expectations

Action Plan

Continue to monitor.

Cancel this Entry This button will delete this assessment and cannot be undone. **Save and Finish Later** **Submit Assessment**

3.6. There is a new section allows you to respond to the plan from the last SLO assessment to close the loop. This field is currently optional, but highly recommended.

The screenshot shows a form with two main input areas. The top area is labeled "Response to the Last Action Plan (OPTIONAL):" and contains a large, empty text box. To the right of this box is a "Save" button. Below this is another input area labeled "Assessment Method" with an empty text box.

3.7. At the bottom of the SLO Assessment Form, you can cancel the entry, save and finish later, or submit the assessment. If you cancel the entry, it will be deleted and cannot be recovered.

The screenshot shows the bottom of the form with three buttons. The first button is "Cancel this Entry" with a tooltip that reads "This button will delete this assessment and cannot be undone." The second button is "Save and Finish Later". The third button is "Submit Assessment".

3.8. After clicking Submit Assessment, you will be forwarded to a confirmation page. You can review the assessment, go back to make changes, go to the course detail, or the main menu.

If you need further assistance please do not hesitate to email Yvette Ybarra at yybarra@glendale.edu or David Yamamoto at davidy@glendale.edu

4. To view or assess a PLO

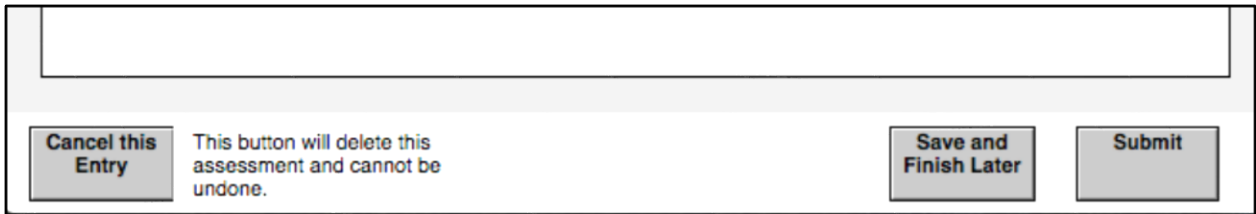
- 4.1. Click your Academic Unit
- 4.2. In the Departments Tab, click your department
- 4.3. Choose which program/area that you wish to view or assess.
- 4.4. On the Program Detail page, your PLOs are listed in the portal. You may view old assessment or submit a new assessment for each PLO. If you do not see all of your PLOs, scroll down in portal.

The screenshot shows a web interface for PLO assessment. At the top, there are navigation buttons for 'Main Menu' and 'Program List', and a 'How is priority assigned?' link. The main content area is divided into sections for 'Biology Division' and 'Biology' department, with a record number of 1 of 181. The program is identified as 'Baja California Field Studies Program'. Below this, there is a section for '2 PLO in database for this Program'. The first PLO is 'PLO 1: BAJA ACADEMIC', which focuses on performing better in field-based courses. It includes a description, a last assessed date of 9/1/2014 with a result of 3 - Met Expectations, and a 'Last Plan' section. Two buttons are highlighted with red boxes: 'VIEW or EDIT Previous Assessments' and 'Submit a NEW ASSESSMENT'. The second PLO is 'PLO 2: BAJA SATISFACTION', which focuses on reporting high levels of satisfaction. It also includes a description, a last assessed date of 9/1/2014 with a result of 3 - Met Expectations, and a 'Last Plan' section.

- 4.5. To submit a new PLO Assessment, click Submit a NEW ASSESSMENT and an assessment form:

The screenshot shows the 'PLO Assessment Form' for the PLO: Photo - Able to produce cohesive photographic project. The form includes a description of the PLO, a last assessed date of 9/28/2016 with a result of 3 - Met Expectations, and a table for entering assessment data. The table has columns for 'First Name', 'Last Name', and 'Email', and buttons for 'Submit' and 'Remove'. Below the table, there are sections for 'Assessment', 'Response to the Last Action Plan', 'Assessment Method', 'Evaluation', 'Results', and 'Action Plan'. The 'Results' section has a dropdown menu with options for '3 - Met Expectations' and '2 - Developing'.

4.6. At the bottom of the PLO Assessment Form, you can cancel the entry, save and finish later, or submit the assessment. If you cancel the entry, it will be deleted and cannot be recovered.



The image shows a screenshot of the bottom section of a PLO Assessment Form. It features a large empty rectangular box at the top. Below this box, there are three buttons arranged horizontally. The first button on the left is labeled "Cancel this Entry" and has a tooltip that reads "This button will delete this assessment and cannot be undone." The second button in the middle is labeled "Save and Finish Later". The third button on the right is labeled "Submit".

4.7. After clicking Submit Assessment, you will be forwarded to a confirmation page. You can review the assessment, go back to make changes, go to the program detail, or the main menu.

If you need further assistance please do not hesitate to email Yvette Ybarra at yybarra@glendale.edu or David Yamamoto at davidy@glendale.edu