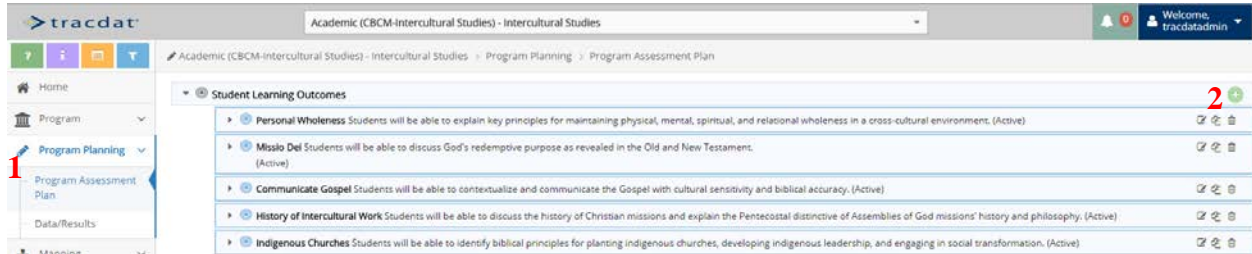
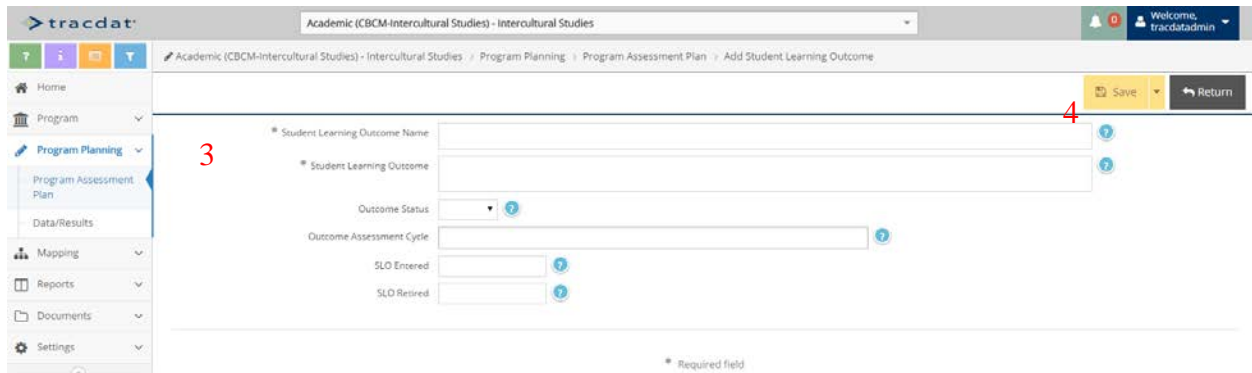


ADDING A NEW SLO, ASSESSMENT TOOL, AND TARGET

1. From the home page, go to your program's "Program Assessment" Plan page.
2. To Add a new SLO- click on the plus sign to the far right of the "Student Learning Outcomes" field. This will open the SLO entry page.



3. Enter the SLO name, SLO, Outcome Status (Active), and an entered date.
4. Click "Save" in the upper right hand corner of the page- then click "Return."



6. Once you return to the "Program Assessment Plan" page, you can add assessment tools and targets by clicking on the plus sign to the far right of the "Assessment Tools" field. This will open the Assessment Tool and Achievement Target entry window.

7. Enter your Assessment Type, a thoroughly described Assessment Tool, and a meaningful Achievement Target. This process can be repeated for each new Assessment Tool.

8. Click "Save" in the upper right hand corner of the page- then click "Return."

