DIRECTIONS ON HOW TO PLACE SLO DATA INTO DE COURSE PAGE IN CURRICUNET

1. Log onto Curricunet (the curriculum side, NOT the PSR side of Curricunet): www.curricunet.com/chaffey
2. Down the left column of Curricunet’s homepage, look for SEARCH and click on “course.”
3. On the next window, use the drop down menu to select your discipline, and then enter the course number into the space provided, and click “ok.”
   a. On this next screen, if multiple versions of your course appear, select the version in black. WHY?
      Because this means you have a pending modification for your course and this version of your course shall soon become the active version of your course.
   b. If there is no black version, select the course version in RED.
   c. NEVER select the course version in blue, as this is an older, historical version of your course.
4. Once you have located the course for which you have SLO data, click on that pencil icon. Clicking on the pencil icon will give you access to the “course checklist” found in the upper right portion of the next screen.
5. Look midway down the course checklist – you will see the line for student learning outcomes – click on this link. This will open your course SLO page.
6. Click on the UNLOCK button at the VERY bottom of the course SLO page (sometimes your SLO page has been left unlocked, and this step may not be necessary)
7. Once your course SLO page is unlocked, scan through your COURSE SLOs (remember there should be three to five course SLOs here) to locate the SLO statement for which you have data. You will see pencil icons for each course SLO. Click on the pencil icon for the SLO statement you are working with.
8. You will now see a series of fourteen boxes, outlining Chaffey’s SLO process. Box #12 is labelled “Summary of Evidence”. You will notice there is an attachment feature here. Please type up a summary of your DE course’s SLO data on a Word document and attach it to this BOX 12. INCLUDE THE DATE ON THIS WORD DOCUMENT PLEASE!
9. Once you have summarized your DE SLO data, and attached your SLO-summary Word document, please move on to BOX 13, “USE OF RESULTS”. You may do one of two things:
   a. Include the “use of results” summary in your previous created “summary of evidence” document, and just type “See ABOVE ATTACHMENT” in Box 13, or
   b. Type your “use of results” summary directly into BOX 13, DATE YOUR ENTRY and click SAVE.
5. A few words about DE SLO summaries and use of results. There should be dialogue occurring among faculty regarding student success rates between DE and face to face versions of a course. Please document this dialogue as “evidence.” Are there any differences in the assessment results between DE and F2F? Why? What could be changed to enhance success rates in either modality? Please remember that under the little blue question mark icon under Box 11 and 13 there is a little list of possible actions considered for “closing the loop.” Use this list as a starting point for your discussions.
6. Lastly, please adjust your chronological assessment plan (CAP) to include assessment dates for DE courses. The CAP is a SLO scheduling tool to help faculty stay on track with their SLO assessments for both face to face courses and DE courses. The CAP helps the college make its case to ACCJC that Chaffey College has “continuous, ongoing sustainable assessment” occurring throughout the college. This is good thing!

Many thanks for your cooperation!