Modifying and Creating Course-Level SLOs in CurricUNET

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Table of Contents

Introduction ........................................................................................................................................................................... 3
Modify a Course-Level SLO in CurricUNET ....................................................................................................................... 4
Adding SLOs for a NEW COURSE into CurricUNET ........................................................................................................ 23
Introduction

CurricUNET is where will be housing the course-level SLOs. Results for SLOs should be input once a year, by the third Friday of September of the following academic year. Once SLOs are input by the initiator, they need to be approved by Department Chair, and then by the EPA Chair.

Modify SLOs is what you do to add or revise SLOs for courses that already have SLOs associated with them. Therefore, you would use this if you want to simply add SLO results and if you want to add entirely new SLOs. The only time you need to use Create SLOs is when a new course has been input into the system.
Modifying a Course-Level SLO in CurricUNET

1. Log onto CurricUNET. From the left-hand menu bar go to Build and then select SLOs.
2. You will then see the following screen. In the left-hand menu go to SLOs and then select Modify SLOs.
3. The screen below will appear. Type in your department prefix and select the course you want to modify. For the title, type in the official course number (Ex: ANTH 5) and the year for which these SLOs are being submitted (EX: 2009-2010). You can add comments if you like. Insert the date on which you are modifying the SLO. To add the date easily, just click on the calendar icon next to the text field. Be sure to put in the correct date for the day you are inputting or you will receive an error message.
4. **Hit the Submit button at the bottom of the page.**
5. The following screen will appear. Select **Institutional Outcomes** from the right-hand menu under SLO Checklist.
6. The following screen will appear. Scroll down to the bottom of the page.
7. After you scroll down, click on the pencil next to the SLO you want to modify.

NOTE: There may be extraneous partial SLOs listed, often only with an old core competency shown (as there are below). You can delete these by clicking on the scissors. Remember, though, that this act is irreversible, so be careful.
8. You will then get the following screen. Use the scroll down fields at the top to update the Institutional Outcome so it matches the current list (see Appendix A). There are two levels of Institutional SLOs, so be sure to populate both fields, as shown on the next page.
9. Once you update the Institutional Outcome, fill in your “Assessment Results.”
10. Then fill in your “Use of Results” to complete the 5-columns for the SLO. Hit the **Save** button at the bottom of the screen.
11. You will then see the revised SLO at the bottom of the screen. 
NOTE: It will only show the institutional outcomes and the course-level outcome. It will not show the other columns.
12. Go back out to CurricUNET Home from the left-hand menu. Then click back on SLOs.
13. Make sure your department prefix is indicated in the left-hand menu. If it is, you should see a list of your course SLOs, including the one you just modified. Hit the **Submit** button next to the SLO.
14. You will then get a screen telling you that your proposal is complete and to click onto the **My Approvals** link to approve the SLO modifications. Click the link.

**NOTE:** You can also reach **My Approvals** from the CurricUNET home page in the left-hand menu.
15. You first need to approve the course as the initiator, so make sure that role is indicated in the top scroll down field. Click the Next button if you had to change the role. Then hit the Action button under SLO Reviews.
16. Select “Approve” from the scroll down field next to Action, then hit the **Save** button.
17. You now need to approve the modification as the Department Chair. Change the role to “Department Chair” in the top scroll down field and hit the Next button. You will then see a list of SLOs awaiting your approval. Hit the Action button on the SLO you would like to approve.
18. Select “Approve” from the scroll down menu by Action and hit the **Save** button.

**NOTE:** If the modifications were proposed by another faculty member, as Department Chair you also have the option to “Request a Change” to the modification (under the Action scroll down field). In this case, write a comment as to why you are not approving at this time. The request will be sent back to the initiator for further action.
Congratulations! Your SLO has now been modified. Remember, the results for course-level SLOs need to be input into CurricUNET by the 3rd Friday in September of the academic year following the assessment.
Adding SLOs for a NEW COURSE into CurricUNET

1. Select SLOs under Build in the left-hand menu bar.
2. The following screen will appear. Select Create SLOs from the left-hand menu bar.
3. The following screen will appear. Select your course prefix from the scroll down menu at the top and highlight the course to which you want to add an SLO. If there are multiple versions of a course (DE and traditional, for example), be sure to highlight all versions. For SLO Title, type in the official course number (Ex: Anth 5).

NOTE: A at the end of a course means that it is active; P means it is proposed.
4. Put in the date and hit the **Create** button.
5. The following screen will appear. Select **Institutional Outcomes** from the right-hand menu under SLO Checklist.
6. The next screen is where you will add all of the information for the new SLO. If this is an SLO which has not yet been assessed, you will only include the Institutional Outcome, the Student Learning Outcome, and the Assessment Method and Criteria.
7. Once you fill in all the information, hit the **Add** button at the bottom of the screen.
8. Once you add the SLO, you will then be able to see it at the bottom of the screen. From this screen, you can continue to add additional SLOs if you like using the same procedures as above beginning with Step 6.
Now, just follow Steps 12-18 from the procedures on Modifying a Course-Level SLO in CurricUNET above and you will complete the addition of SLOs to your new course.

If you need any further assistance, please contact Claire Cesareo-Silva at ccesareosilva@saddleback.edu or x4739. Thank you!
Appendix A:
Institutional Student Learning Outcomes

Students completing a degree or transfer program will be able to demonstrate:

- **Effective Communication**
  - Reading Competency
  - Written Communication
  - Oral Communication

- **Intellectual and Practical Skills**
  - Computer Literacy
  - Scientific and Quantitative Reasoning
  - Information Competency
  - Critical and Creative Thinking
  - Teamwork and Problem Solving
  - Skills for Lifelong Learning

- **Community/Global Consciousness and Responsibility**
  - Knowledge of Cultural Diversity
  - Interpersonal Skills
  - Civic Knowledge and Engagement
  - Ethical Reasoning and Action

- **Breadth of Subject Area Knowledge**
  - Natural Sciences and Mathematics
  - Arts and Humanities
  - Social and Behavioral Sciences