

## SLOAC Quick Guide

### How to Create and Edit a Student Learning Outcome Assessment Cycle

#### Create a new SLOAC

##### Login

1. Login to the ECMS site.
2. Click on the [\[Edit/Create Course Outlines & SLOAC Management\]](#) link.
3. Enter your FHDA email address and ECMS password.
4. Click on the [\[SLOAC\]](#) link below the desired course. By initiating the SLOAC, you become the team leader.

##### Add Team Members

1. Click on the [\[Add Team Members and Info\]](#) button.
2. Click on the [\[Add Team Member\]](#) link. The system opens a list of faculty members.
3. Check the boxes next to each desired team member.
4. Click on the [\[Save Team Members and Info\]](#) button.
5. Click on the [\[Finished with Teams, Back to Main SLOAC Info\]](#) button.

##### Document Student Learning Outcomes Assessment Cycle

###### *Phase I: Input Outcomes*

1. Click on the [\[Create New Outcome\]](#) button.
2. Enter the learning outcome in the text box.
3. Click on the [\[Save\]](#) button. The system automatically opens another text box to allow you to enter a second learning outcome.
4. Enter another learning outcome, if desired.
5. Click on the [\[Save New Outcome\]](#) button. The system saves your second outcome and clears the text box to allow you to enter another learning outcome.
6. Click on the [\[Save\]](#) button to save all outcomes.
7. Click on the [\[Main \\*Course\\* SLOAC Information\]](#) link.

##### Integrate Outcomes into the Course Outline

1. Click on the [\[Integrate Outcomes Into Course Outline\]](#) button.
2. Verify you have completed all SLOs by clicking on the [\[OK\]](#) button.
3. Repeat Phases II and III for any remaining outcomes.
4. Click on the [\[SLOAC Finished\]](#) button when you have completed entering all information.
5. Verify you have completed all phases for each SLO and you have finished the SLOAC by clicking on the [\[OK\]](#) button.

• **ACCT 1A Financial Accounting I**  
[\[O\]](#) [\[N\]](#) [\[C\]](#) [\[All\]](#) [\[Edit\]](#) [\[SLOAC\]](#) Catalog Info Modified: 5/6/2010

Your Team Members: [\[Add Team Member\]](#) ?

1. ☐ [Anu Khanna](#) (x5787) ICS
2. ☐ [Coleen Lee-Wheat](#) (x8744) P E
3. ☐ [Marrietta Reber](#) (x5565) TWRT

[Save Team Members and Info](#)

Additional Team members not on list/notes about team:

Additional Notes:

[Save Team Members and Info](#)

[Finished with Teams, Back to Main SLOAC Info](#)

Enter Outcome: ?

Last Modified: [06/09/2010] by Anu Khanna in ICS

[Save](#) [Clear/Reset](#)

Add a new outcome:

[Save New Outcome](#)

## SLOAC Quick Guide

### How to Create and Edit a Student Learning Outcome Assessment Cycle

#### Editing an Existing SLOAC as a Team Member

##### Login

1. Login to the ECMS site.
2. Click on the [\[Edit/Create Course Outlines and SLOAC Management\]](#) link.
3. Enter your FHDA email address and ECMS password.
4. Click on the [\[Manage Student Learning Outcomes Assessment Cycles \(SLOAC\)\]](#) link.
5. Click on the desired course.

##### Main Menu

- [Start a New Course Outline](#)
- [Find Outlines by Department](#)
- [Manage Student Learning Outcomes Assessment Cycles \(SLOAC\)](#)
- [Personal Profile](#)
- [LOGOUT](#)

##### Document Student Learning Outcomes Assessment Cycle

###### Phase II: Plan Assessments

1. Click on the [\[Create Commitment to Assess\]](#) link next to the desired outcome statement.
2. Indicate in which quarter and year the assessments will be conducted in the drop-down menus.
3. Check the boxes next to the faculty members who will conduct the assessments.
4. Enter the section number(s) of each section the assessment will apply to. If you have more than four sections to be assessed, note them in the "Additional Notes" section on the Main Menu page.
5. Check the boxes next to the assessment tools you plan to use.
6. Click on the [\[Save\]](#) button.
7. Click on the [\[Main \\*Course\\* SLOAC Information\]](#) link.

###### Phase III: Document Reflections and Enhancements

1. Click on the [\[Create Reflection & Enhancement\]](#) link.
2. Answer each question within its corresponding text box.
3. Click on the [\[Save Everything\]](#) button.
4. Click on the [\[Main \\*Course\\* SLOAC Information\]](#) link.

The screenshot displays the ECMS: Course Outline & SLOAC Management interface. At the top, it shows the DeAnza College logo and the title "ECMS: Course Outline & SLOAC Management" with a "Logout" button. Below the title, there are links for "Return to Main Menu", "Manage All SLOAC(s)", and "Back". A "SLOAC Print View" link is also present. The main section is titled "SLO Assessment Cycle for CHEM 12A" and includes a sub-header "Organic Chemistry SLO Modified: [6/7/2010] [Outline Edit View] (Assessment Only)". There are "Hide All" and "Expand All" links. The interface is divided into two columns: "Outcomes:" and "Assessment Cycle Records:". The "Outcomes:" column lists four outcomes with their statements and associated actions. The "Assessment Cycle Records:" column shows the actions for each outcome. At the bottom, it indicates "Number of Outcomes for CHEM 12A: 4" and the version "ECMS v6.7".

Outcomes:	Assessment Cycle Records:
<b>Outcome 1: Statement</b> Predict the product of a chemical reaction.	[ Create Commitment to Assess ] [ Create Reflection & Enhancement ]
<b>Outcome 2: Statement</b> Apply principles of thermodynamics, kinetics, and equilibrium to organic reaction systems.	[ Create Commitment to Assess ] [ Create Reflection & Enhancement ]
<b>Outcome 3: Statement</b> Generate logical stepwise reaction mechanisms.	[ Create Commitment to Assess ] [ Create Reflection & Enhancement ]
<b>Outcome 4: Statement</b> Construct molecular structure from spectroscopic data.	[ Create Commitment to Assess ] [ Create Reflection & Enhancement ]

#### Need Help?

Contact the Electronic Curriculum Management System administrators at [ecmsadmin@fhda.edu](mailto:ecmsadmin@fhda.edu). See also the complete ECMS and SLOAC Users' Manuals at <http://deanza.edu/slo/guides>.