

Steps for Completing SLO Assessment:

The OneDrive folder with all SLO assessment documents has been shared with you, however if you have trouble accessing the folder you can go here: [SLO Assessment Folder](#)

1. For each class you are teaching, use the **SLO ROTATION SCHEDULE** to verify what SLO you are responsible for assessing in the particular semester you are in.
2. Download the **DANCE & SLO ASSESSEMENT SUMMARY** form from our shared Onedrive folder. Save it to your device with your name, semester/year, course number, and SLO number being assessed.

Example Label: **RRFrazier_F23_DAN-6_SLO1_Assessment Summary**

At the top of the page, fill out the general information about the course and complete the section labeled **“Pre-Assessment Groundwork.”**

3. Reach out to those instructors teaching/assessing the same course and SLO/s. Have a virtual, in-person, phone, email, voice text conversation about how you plan on evaluating students on that particular SLO. Share ideas, borrow ideas! If you are the only one teaching a course and assessing an SLO, initiate a conversation with those teaching at the same time as you or those who share similar SLOs as you. I am always available as your assessment rep, if you are having trouble finding somebody.
 - FYI: Evaluation and Instructional methods do not always have to coincide with one another; achieving the SLO is the goal and having a post-assessment discussion with your colleagues about the assignment outcomes is the most important step of assessing SLOs.
4. After discussing assessment ideas with your colleagues, go back to your Assessment Summary form and edit/update the **“Pre-Assessment Groundwork”** section, if needed.
5. Deliver your assessment. Make sure to collect student samples for evidence.
6. Complete the section labeled **“Assessment Process & Results”** upon completing your assessment with students.
7. Follow-up with your colleagues regarding your assessment outcomes.
8. Complete the section labeled **“Post-Assessment Wrap-Up & Action Plan”** in the Assessment Summary form.
9. Upload the following items to our shared OneDrive in the folder that was created for your course section:
 - SLO Assessment Summary Page
 - Assignment Details & Rubric
 - Sample of students work (docs, video links, etc).
10. Email Rosa letting her know that you SLO assessment are complete and that all items have been uploaded to the folder. Please note that all assessment paperwork is due no later than **one month** after the semester/intersession ends. Early submissions are always appreciated.

Please complete and upload all forms to the designated course folder in our shared *Onedrive Assessment folder*. If you are uploading student sample work in the form of video, please make sure to properly label each of them. You can always rename videos once they are uploaded. Lastly, if possible, please upload all documents in PDF format to preserve all configurations and content in your form/s. Nevertheless, always keep a copy in Word format, so that you can go back and edit at any time.
