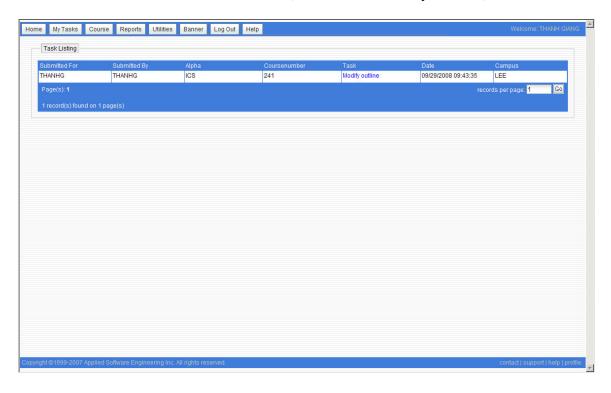
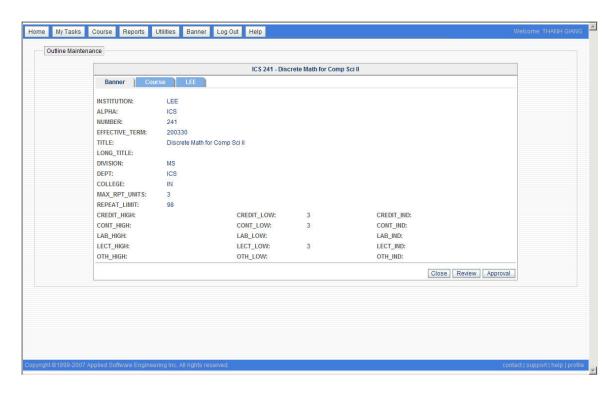
Reviewing SLO

PROPOSER

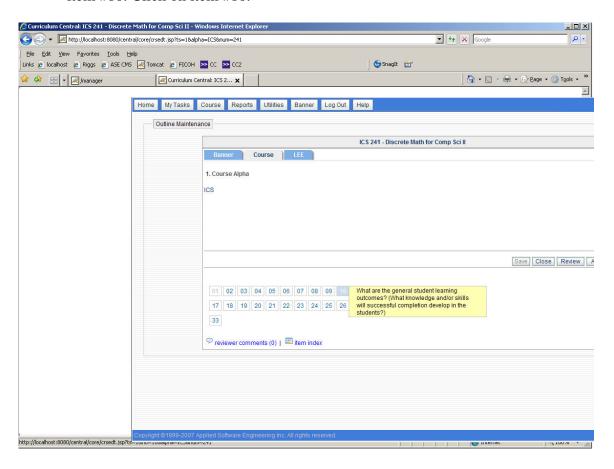
1. Select the outline to add/edit SLO (IE: Click on 'Modify outline')



2. Click on the 'Course' tab from the Outline Maintenance screen

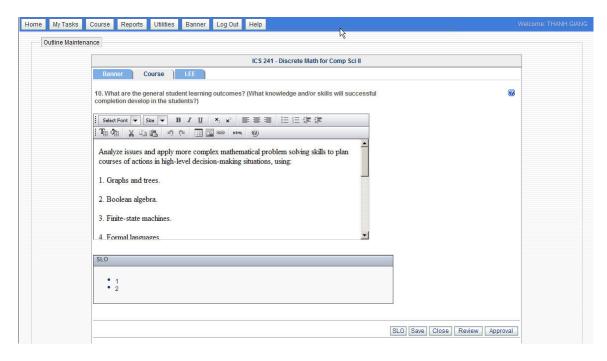


3. Identify the item contain SLOs. In the sample below, LCC SLOs are contained on item #10. Click on item #10.



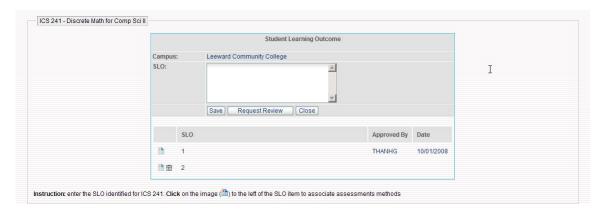
4. On the SLO screen, click the 'SLO' button to bring up the individual SLO edit screen.

NOTE: You may enter SLOs in the larger text box below as one bulletted list or you may enter SLOs individually on the screen behind the 'SLO' button.



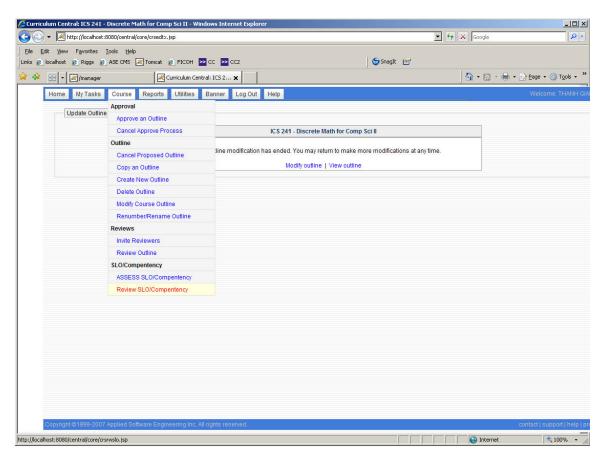
- 5. Enter SLO in the SLO text box, click 'Save' to commit your changes.
 - a. To delete an SLO, click on the trash can image () located to the left of each SLO
 - b. To include assessment methods to an SLO, click on the document image () located to the left of the trash can
 - c. To save and SLO, click the Save button
 - d. Once SLOs are entered, click 'Request Review' to notify reviewers that your SLOs are ready for review. When requesting review, you no longer have access to add/edit your SLO but all other outline items are available for modifications.

NOTE: Approved SLO does not have a trash can image



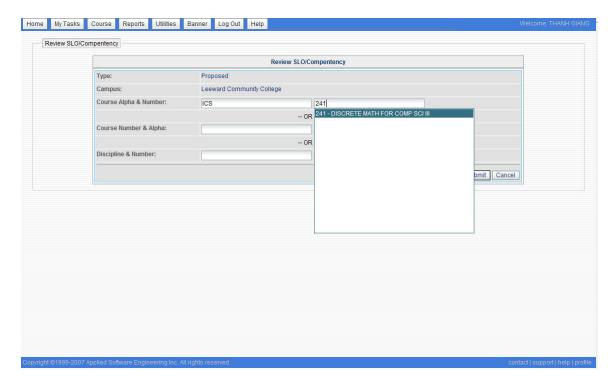
SLO REVIEWER

6. Select 'Review SLO/Competency' from the Course main menu

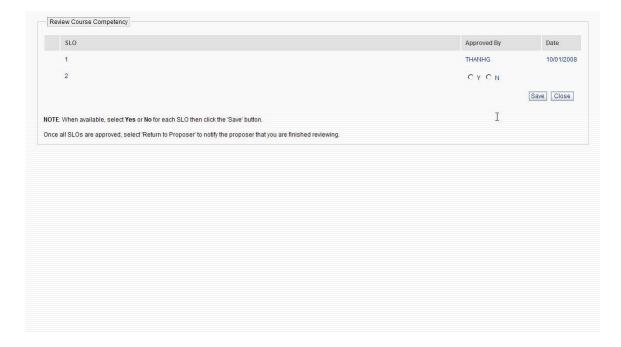


7. Enter the outline alpha and number to review

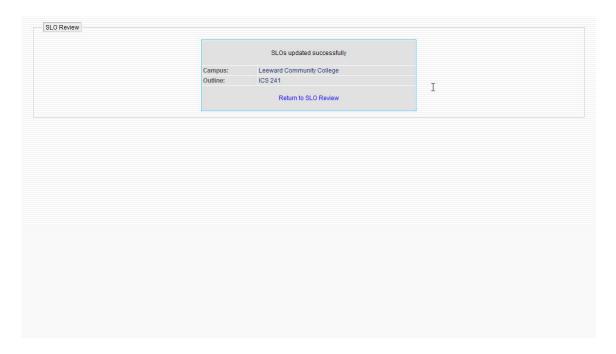
NOTE: Only SLO Reviewers are allowed to proceed at this point. Reviewers are set under UTILITIES >> DISTRIBUTION LIST >> SLOReviewer



8. Select Y or N to indicate your review; Click 'Save'



9. Confirmation screen after click 'Save'



10. When returning to the SLO review screen, the 'Return to Propser' button appears when all SLOs have been reviewed. Click this button to notify the proposer that you are done with reviewing.

