SLOAC Quick Guide

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 next to 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.

Course ID   **Course Title**

ADMJ 1 [E] [SLOAC]   Introduction to Administration of Justice

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Your Team Members: [Add Team Member] ❓

1. (D) Anu Khanna (x5787) ICS
2. (D) Coleen Lee-Wheat (x8744) P E
3. (D) 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: ❓

Utilize purpose and audience to structure technical data into instructions and functional descriptions editing for spelling, grammar, and syntax.

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

(Save) (Clear/Reset)

Add a new outcome:

(Save New Outcome)

SLOAC Quick Guide

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.

ECMS: Course Outline & SLOAC Management
For Authorized Use Only (TRAINING)

Logout

Return to Main Menu | Manage All SLOAC(s) | Back

SLOAC Print View (Opens in new, second window. Use browser controls to close when finished.)

SLO Assessment Cycle for CHEM 12A
Organic Chemistry SLO Modified: [6/7/2010] [Outline Edit View]
(Assessment Only)

Hide All | Expand All

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

[Number of Outcomes for CHEM 12A: **4**]

ECMS v6.7

Need Help?

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