How to complete the Academic SLO Assessments:

Log into My Union and select the Academic Tab.

Select the Assessment Management System by clicking on one of the two areas shown below. If you are reporting regular class SLO data, click on Program SOL Assessment. If you are reporting QEP SLO data, click on QEP Assessment. Or, if you are reporting Liberal Learning Core data, click on Liberal Education Core Assessment.
Select Program SLOS Survey Class Assessment if your assessment is associated with a course imbedded assessment such as research projects, tests and quizzes, arts performance, Lab assignment, etc. Select Program SLOS Survey Non-Class submissions if your assessment is not associated with a course imbedded assessment such as Employer rating of student performance licensure exam pass rate, capstone project, internship supervisor rating, portfolio, etc. My Program SLO Survey Class and Non-Class submissions is where you view your stored submissions.

1-5 Select you’re department’s name, the annual year and course associated with the, and the goal being reported from the drop-down menus. Next, paste using the word paste feature, or paste as plain text, or type the goal description in the box provided. Remember, a separate form must be completed for each SLO. For example, if your department has four SLOs, you would complete and submit four forms. This allows IE to compile reports that show progress on all SLOs or each SLO separately. Also, if you cannot complete the entire submission at once, your submission will automatically save so you can log in and complete your submission as time allows.
6. Next, paste using the word paste feature, or paste as plain text, or type the in type in the instrument used to collect SLO data the box provided. This could be a research projects, tests and quizzes, arts performance, lab assignment, or some other way of documenting that you are collecting data.

7. Select the Link to Union 2020, the College’s Strategic Plan. The drop-down menu has the numbered and lettered goals. Please look in My Union under Union 2020 to see a description of these goals and subsets.
8. Select your benchmark. The benchmark setting depends on your program. It is the average level of performance you expect from your students. The scale ranges from 2-4 in increments of .25. For example, a 4 benchmark would mean you want your students to score perfect on your SLO assessment. While a benchmark of 2 means that you want students to score an average 50% on the assessment.

9-61 Record the students’ scores from the indicated class in these areas. You will notice that it is a four scale. Your students, names and IDs will be self-populated for the class you indicated in #3 above.
62. After you have recorded all of your student’s scores for this SLO, this area is where you list specific changes made, concerning this SLO, to your course as a result of data collected from last year’s assignment this data is found under *My Program SLOS Survey - Class Assessment submissions*. Remember you may have a submission for each SLO you reported. If you did not make any changes, explain why.

63. Next chose the timeframe you expect to see results from the changes you described above.
64. Inter your success indicators here. These are what has to happen to let you know the changes you made are working. For example, you added an extra assignment to a course and your SLO score raised by .5. Your success indicator would be a rise in SLO average score.

65. After you have completed all sections you click “Next Page--->” at the bottom of the page on the right hand side. Your will be taken to the completed form and be able to review and submit the form if you are satisfied with your entries.

66. If all required sections are complete and you are satisfied with your answers, you now press submit. If some required sections were not completed you will see a page similar to the one below that highlights the incomplete sections with red font. Remember if you cannot complete the entire submission at once, your submission will automatically save so you can log in and complete your submission as time allows.
67. Select the < -- Pervious Page at the bottom left hand side to return to the previous screen to correct the errors. The sections with the errors will show up in red font as shown below.

8. Benchmark:

68. Once the errors, if any were encountered, are corrected, you select the “Next Page-- >” button again at the right hand bottom of the page and if there are no more errors, you can select the ‘Submit Form’ button at the bottom cent of the page.

69. If you have successfully submitted the report, you will be taken back the Assessment Management System (AMS) page with a note that states, “Your form has been successfully submitted.” Also, you will be able to view and print your submissions for future reference.

If you have any questions, please contact Dr. Barry Pelphrey at bpelphrey@unionky.edu (606) 564-1299 or technical support at support@unionky.edu (606) 546-1626.