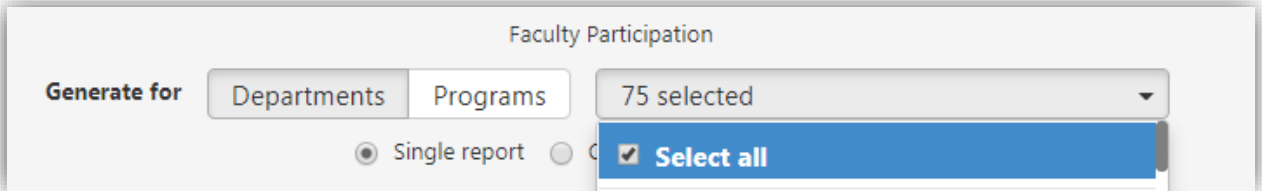


## SLO Status Report

Make sure your role is School Coordinator (the VP role doesn't work).

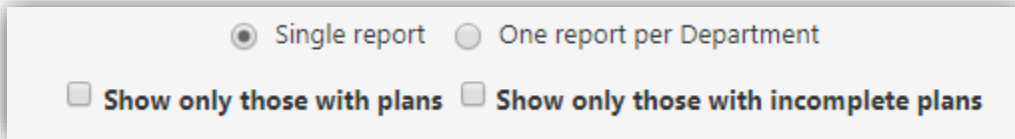
Reports → Faculty Participation Report (If it says Staff Participation Report select an academic department or school near your name and role)

Generate For → Departments (not Programs). Select all, or by school, or by department



The screenshot shows the 'Faculty Participation' report generation interface. It features a 'Generate for' section with two tabs: 'Departments' (selected) and 'Programs'. To the right is a dropdown menu showing '75 selected'. Below these are two radio buttons: 'Single report' (selected) and 'One report per Department'. A blue dropdown menu is open, showing 'Select all' as the selected option.

Single Report, do not check the "Show only..." boxes, these are not working properly.



The screenshot shows the report generation options. It includes two radio buttons: 'Single report' (selected) and 'One report per Department'. Below these are two checkboxes: 'Show only those with plans' (unchecked) and 'Show only those with incomplete plans' (unchecked).

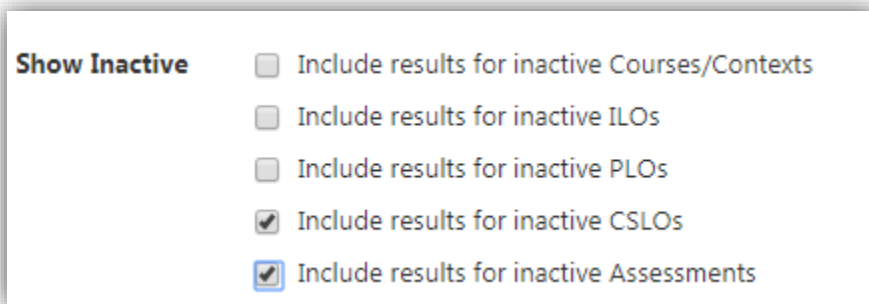
Leave the defaults for Report Title, file name, and terms (unless you want to look at multiple terms).

Show Catalog Courses or Contexts → Courses

Include ILO/PLO counts → Do not show ILO/PLO

Score count method → leave unchecked

Show Inactive → Select "Include results for inactive CLOS and inactive Assessments"



The screenshot shows the 'Show Inactive' options. It includes a section header 'Show Inactive' followed by five checkboxes: 'Include results for inactive Courses/Contexts' (unchecked), 'Include results for inactive ILOs' (unchecked), 'Include results for inactive PLOs' (unchecked), 'Include results for inactive CSLOs' (checked), and 'Include results for inactive Assessments' (checked).

Show results for → only select Assessments and with Scores

**Show results for**

<input checked="" type="checkbox"/> Assessments	<input type="checkbox"/> Planned SLOs	<input type="checkbox"/> Action Plans	<input type="checkbox"/> RFIs
<input checked="" type="checkbox"/> with Scores		<input type="checkbox"/> with Responses	<input type="checkbox"/> with Responses

Show distributions for → uncheck all the blue checkmarks

^ Show distributions for

	Assessments (Sections)	SLOs (Sections)	Departments	Courses	Sections
Assessments					<input checked="" type="checkbox"/>
SLOs					<input checked="" type="checkbox"/>
Action Plans					<input type="checkbox"/>
RFIs					<input type="checkbox"/>

Show Format and Share options → uncheck explanation if you want and select CSV

^ Hide Format and Share options

**Report explanation text**  Include report explanation text

**Output format**  PDF  XLS  DOCX  HTML  CSV

**Link duration**  Hours  Days Link duration configures how long the URL in the report notification email will work after the report is generated.

Make this a Permanent Link

Generate Report.

This will take you to the “Document Library” tab and will take time to queue and process (especially if you are doing an entire school or college). Once completed, select the report and click download.

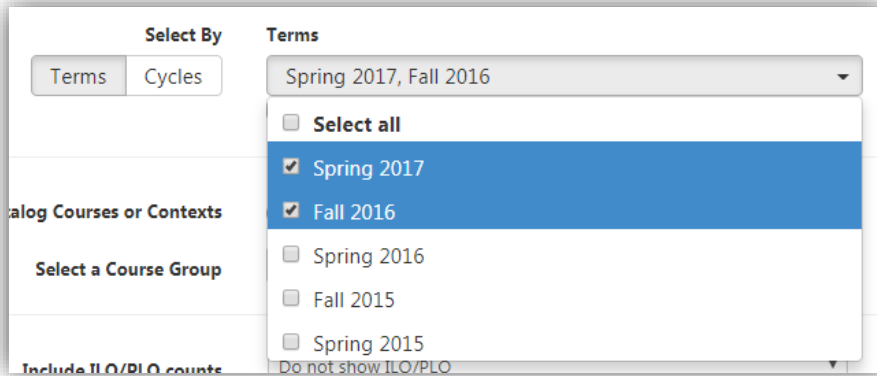
The csv file will open in excel, and to filter for those who are not done look for “0” in the last column “Completed Assessments.”

## Action Plan Status Report

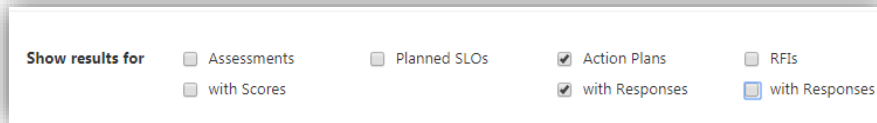
To view who has and has not completed their action plans, you would use this same report but some settings will change, and it will require a little clean up in the csv file.

Repeat the same steps for the SLO Status Report, but:

- Select all the terms you are following up on:



- Show results for action plans with responses:



- Show distributions for: uncheck all the blue except for Action Plans under Courses

