

Seaport 3: SLO Reporting for Courses Using Outside Gradebooks

This guide is for faculty who are using an outside Gradebook (publisher's website for example) instead of using Seaport's online Gradebook.

Reporting Student Learning Outcomes (SLOs) for a course involves five tasks.

1. Determine how you will measure student SLO achievement
2. Set up the Seaport Gradebook Assessments List
3. Distribute SLO weights
4. Enter grades for each student
5. Enter SLO Qualitative Notes

Task #1 should be done before the course begins. Tasks #2 and #3 can be done any time during the term. Tasks #4 and #5 are done at the end of the term.

Task #1: Determine How You Will Measure Students' SLO Achievement

Determining how you measure SLO achievement should have been done when you first designed your course. However, you may not have been aware of the Institutional or Program level SLOs associated with your course. Follow the steps below to see all the SLOs you are to report on for your course.

1. After logging in to Seaport and selecting your course, click Student Learning Outcomes (Figure 1).
2. Select **Section SLOs** (Figure 2).

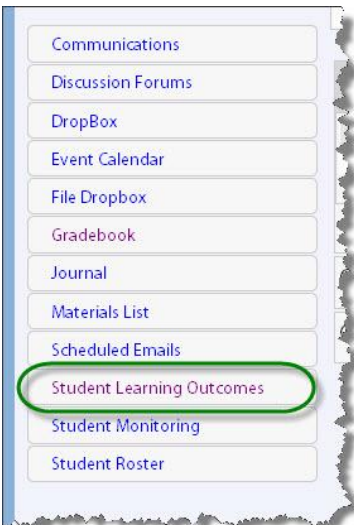


Figure 1

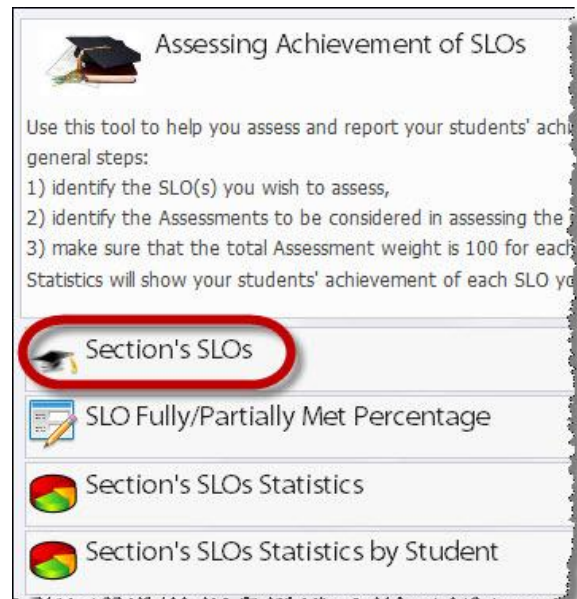


Figure 2

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- The three levels of SLOs are listed under each level heading. Click on **Institutional**, **Program**, or **Course** to expand or collapse the list or click **Expand All** to see the entire list at once (Figure 3).

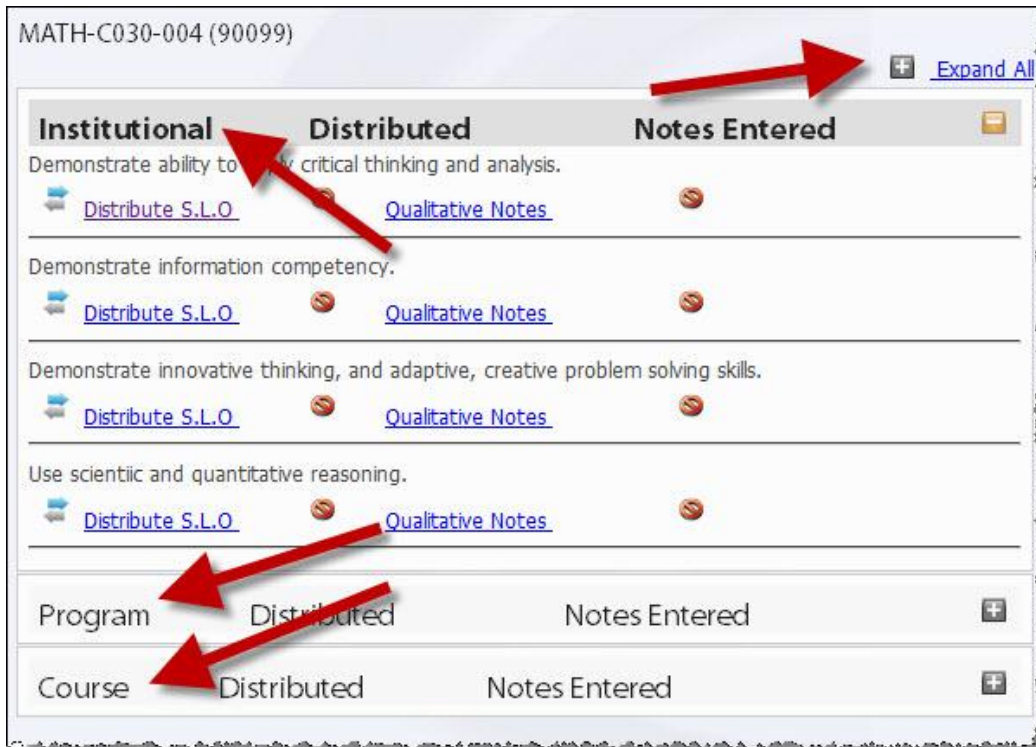


Figure 3

Look at each SLO and determine which assessment(s) in the course measure students' achievement for each outcome. You may decide that the student's overall grade in the course measures their achievement of each SLO or just the midterm and final exam scores. If you use only a few assessments to measure your SLOs, continue with this guide to manually create the Gradebook and enter grades. If you use the entire Gradebook from your outside source to measure SLOs, it may save you time to use the Import Grades tool in Seaport instead.

Task #2: Set up the Seaport Gradebook Assessments List

You will need to create an assessment in the Seaport Gradebook for each assessment that measures SLOs as determined in Task #1. If student achievement for all the SLOs can be measured by the final grade, create one assessment in the Seaport Gradebook (titled, "Total Course Score" for example). Follow the steps below to set up the Seaport Gradebook Assessments List.

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1. Click **Gradebook** in the left navigation menu (Figure 4).

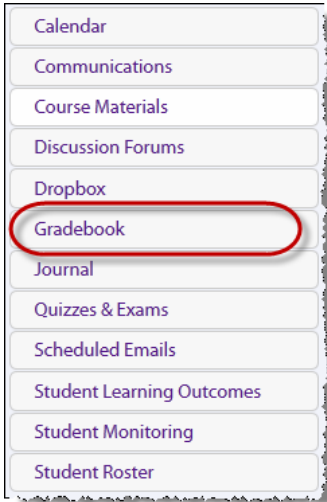


Figure 4

2. Click **Assessments List** (Figure 5).

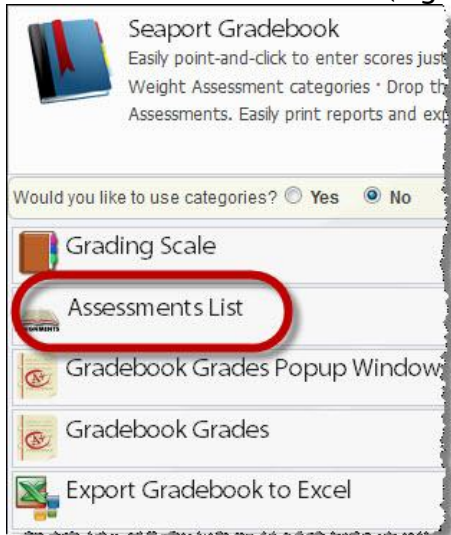


Figure 5

3. In the **Assessments** window click **Add New Assessment** (Figure 6).

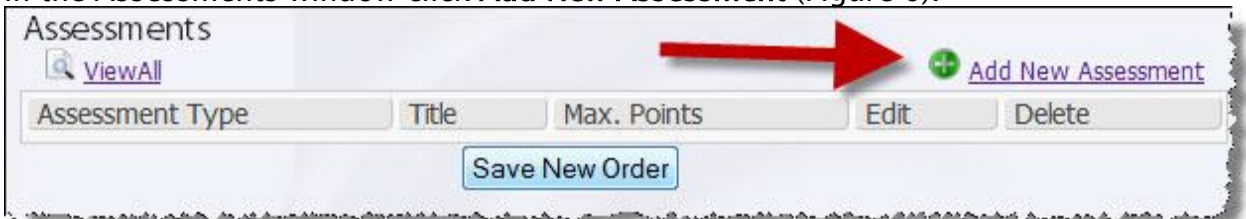


Figure 6

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4. Complete the Create Assessment dialog box (Figure 7). If SLO achievement can be measured by the final grade as mentioned in Task #1, it is suggested you use the following settings:
 - a. Title: Total Course Score
 - b. Total Points: 100
 - c. Grade Status: Regular
 - d. Tool Type: Others
 - e. Tool Title: no selection

The screenshot shows the 'Edit Assessment' dialog box with the following fields and callouts:

- Title:** Total Course Score (Callout: Enter Assessment Title)
- Total Points:** 100 (Callout: Enter Total Points)
- Grade Status:** Regular (Callout: Set Grade Status to Regular)
- Tool Type:** Others (Callout: Set Tool Type to Others)
- Tool Title:** --Select-- (Callout: Click Save)

Buttons: Cancel, Save

Figure 7

5. Click **Save**.

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Task #3: Distribute SLO Weights

For each SLO, identify SLO achievement by distributing weights for course assessments. Follow the steps below to set up the SLO distribution.

1. Click Student Learning Outcomes (Figure 1).
2. Select **Section SLOs** (figure 2).
3. Locate the desired SLO and click **Distribute SLO** (Figure 8).

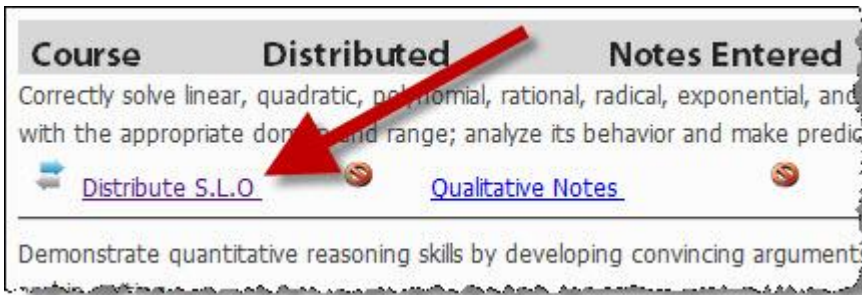


Figure 8

4. The selected SLO will open along with the course assessments list and the **Weight** column. Enter the weight that each assessment has in determining if the SLO is achieved. Enter numerical values without a percent % sign. The total in the weight column must add up to 100%. If you only have one assessment in the list, enter 100 in the weight column (Figure 9).
5. Click Save (Figure 9).

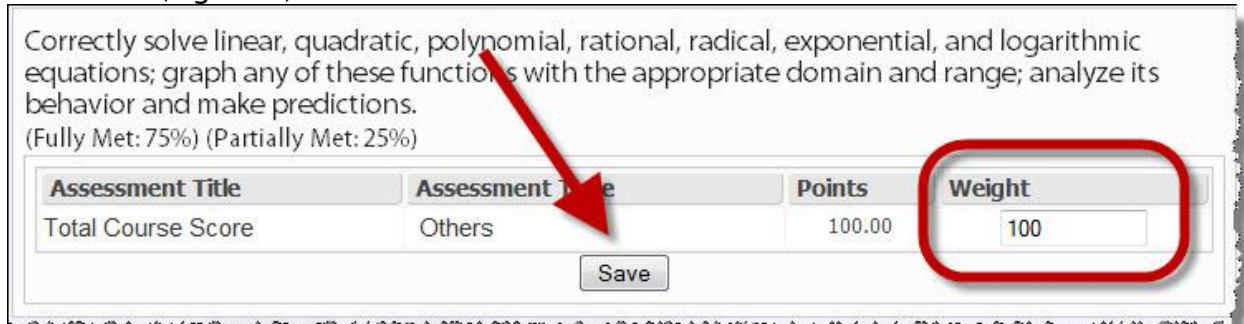


Figure 9

6. Repeat steps 1 through 5 until all the SLOs have been distributed (indicated by green check marks).

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Task #4 Enter Grades for Each Student

Then SLO statistics will be automatically calculated based on the SLO distribution and the grades entered in the Seaport gradebook. These grades are point values, not the final letter grades that are reported in MyCCC. Follow the steps below to enter grades for each student.

1. Click Gradebook (Figure 4).
2. Click Gradebook Grades (Figure 10).
3. In each assessment column, enter the point value for each student (Figure 11). You may need to refer to the grades that students have in your outside gradebook (MyMathLab for example).

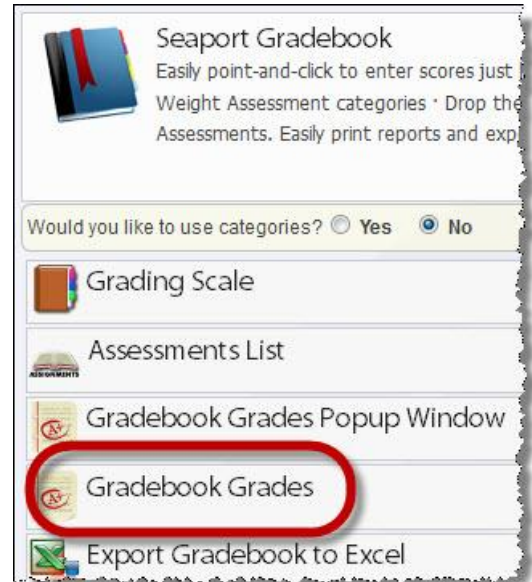


Figure 10

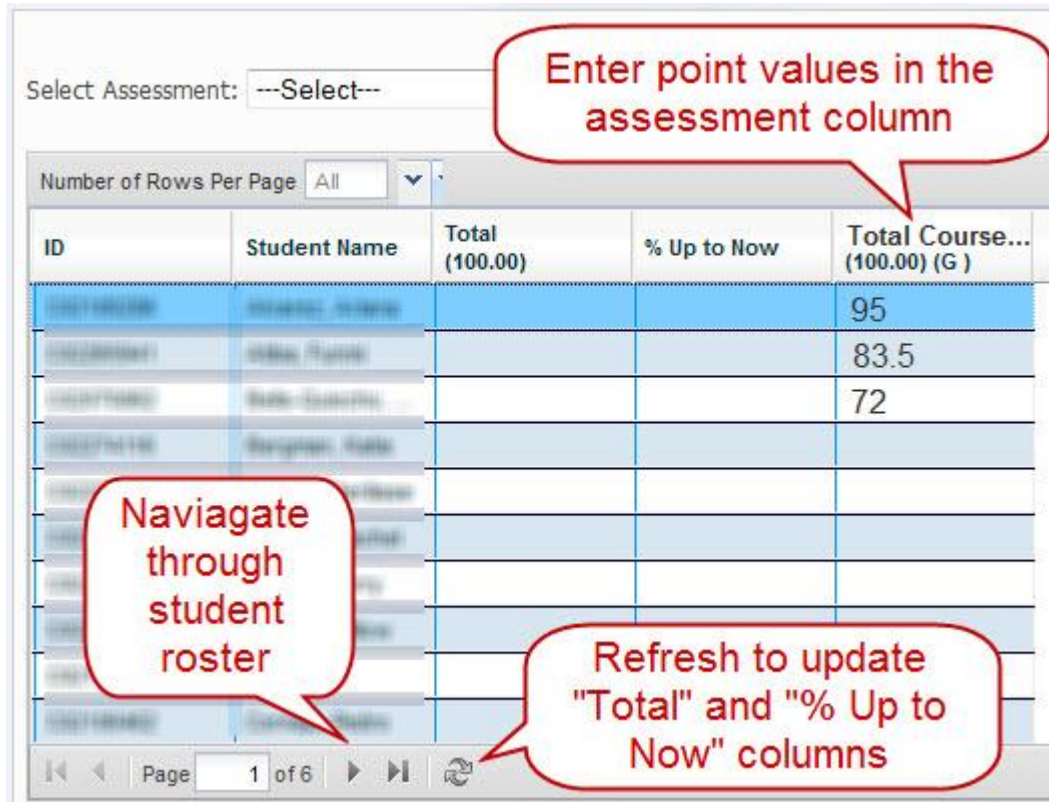


Figure 11

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Task #5: Enter SLO Qualitative Notes

Enter SLO qualitative notes for each SLO associated with the course (course-level, program-level, and institutional-level). After reviewing SLO statistical results, note any needed changes to course instruction, assessment, resources, etc. to improve future outcomes. Include any comments that would be relevant to curriculum, planning, and budgeting discussions. Follow the steps below to enter SLO Qualitative Notes.

1. Click Student Learning Outcomes (Figure 1).
2. Select Section SLOs (Figure 2).
3. Locate the desired SLO and click Qualitative Notes (Figure 12).

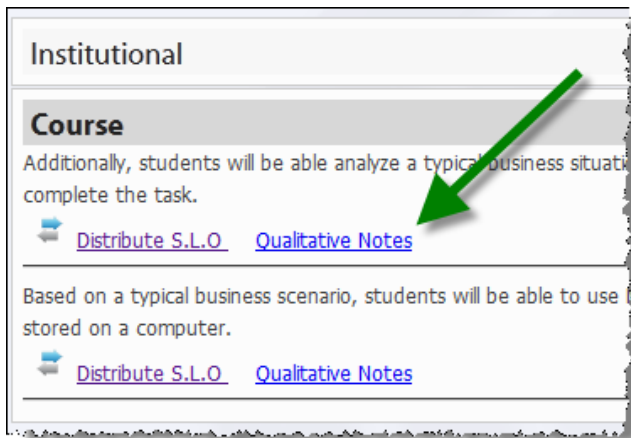


Figure 12

3. A pop-up window will appear (Figure 13). Enter your notes directly in the text box.
4. When you are finished, click Save (Figure 13).

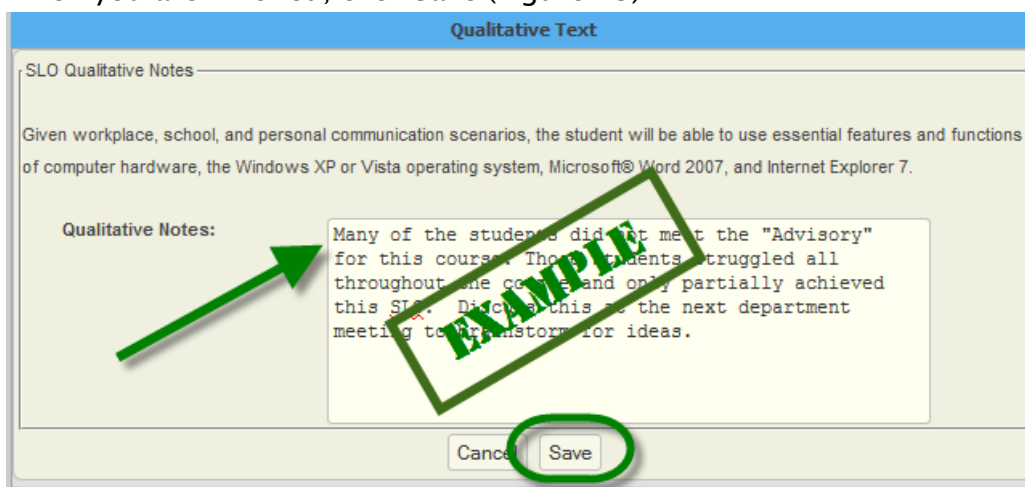


Figure 13

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- Repeat steps 1 through 5 until all the SLOs have Qualitative Notes (indicated by green check marks).

When all the SLOs have been distributed and Qualitative Notes entered, green checkmarks will appear in the “Distributed” and “Notes Entered” columns (Figure 14).

Institutional	Distributed	Notes Entered
Demonstrate ability to apply critical thinking and analysis.		
Distribute S.L.O.		Qualitative Notes
Use scientific and quantitative reasoning.		
Distribute S.L.O.		Qualitative Notes
Program	Distributed	Notes Entered
Adequately explain thinking and mathematical processes, and justify mathematical solutions		
Distribute S.L.O.		Qualitative Notes
Select and apply correct quantitative methods to find the correct solution to a problem in fam		
Distribute S.L.O.		Qualitative Notes
Course	Distributed	Notes Entered
Correctly solve linear, quadratic, polynomial, rational, radical, exponential, and logarithmic eq		
with the appropriate domain and range; analyze its behavior and make predictions.		
Distribute S.L.O.		Qualitative Notes
Demonstrate quantitative reasoning skills by developing convincing arguments and by commu		
in writing.		
Distribute S.L.O.		Qualitative Notes

Figure 14