

Downloading SLO/AUO Timelines from SharePoint

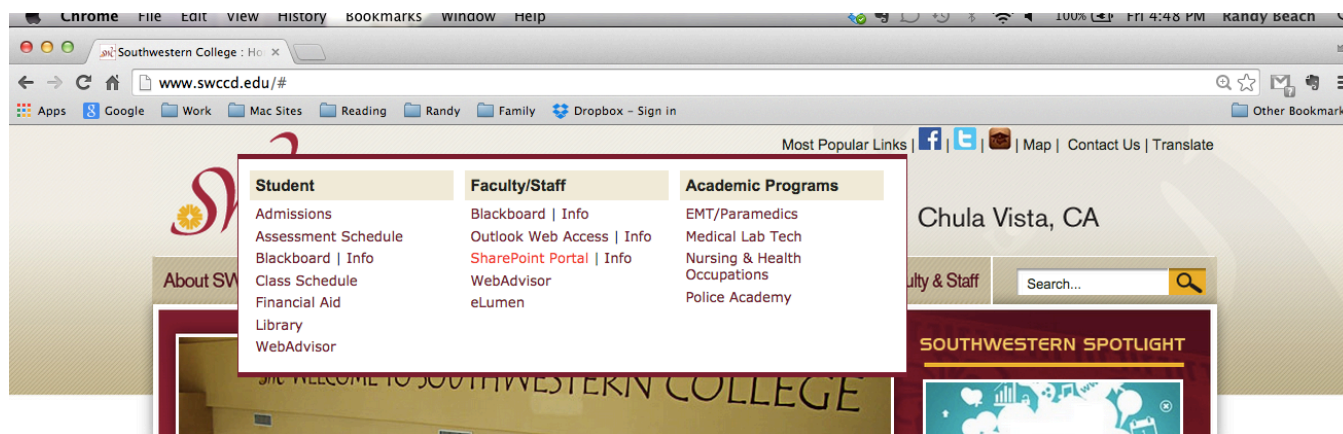


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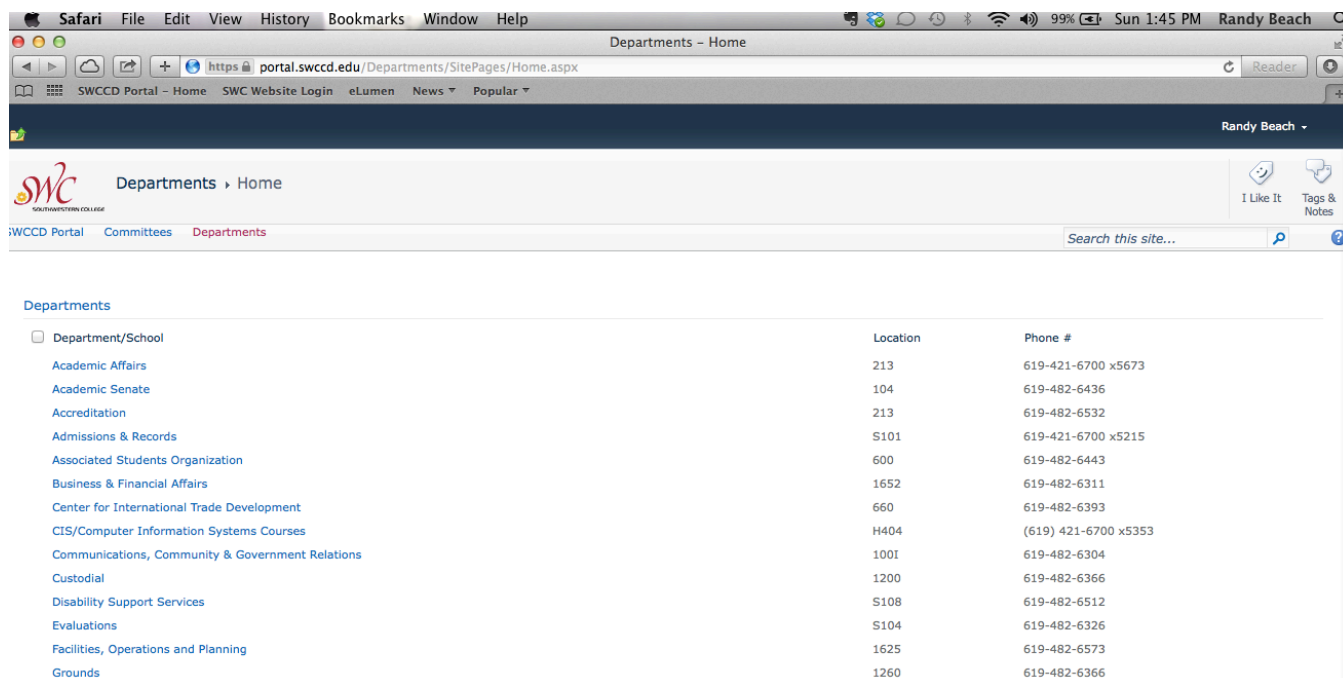
Every program review, regardless of level, must turn in an **“Outcome Assessment Timeline”** with their program review, whether they are completing a comprehensive or a snapshot. Most units simply need to update their timeline to reflect the dates in their assessment plan. All assessment timelines are currently stored in SharePoint

How can I find my timeline? Follow these steps:

1. Log on to SharePoint: You can find the portal for SharePoint on the SWC Main Page under “Most Popular Links” at the top of the screen. Your login username and password are the same as your email login credentials.



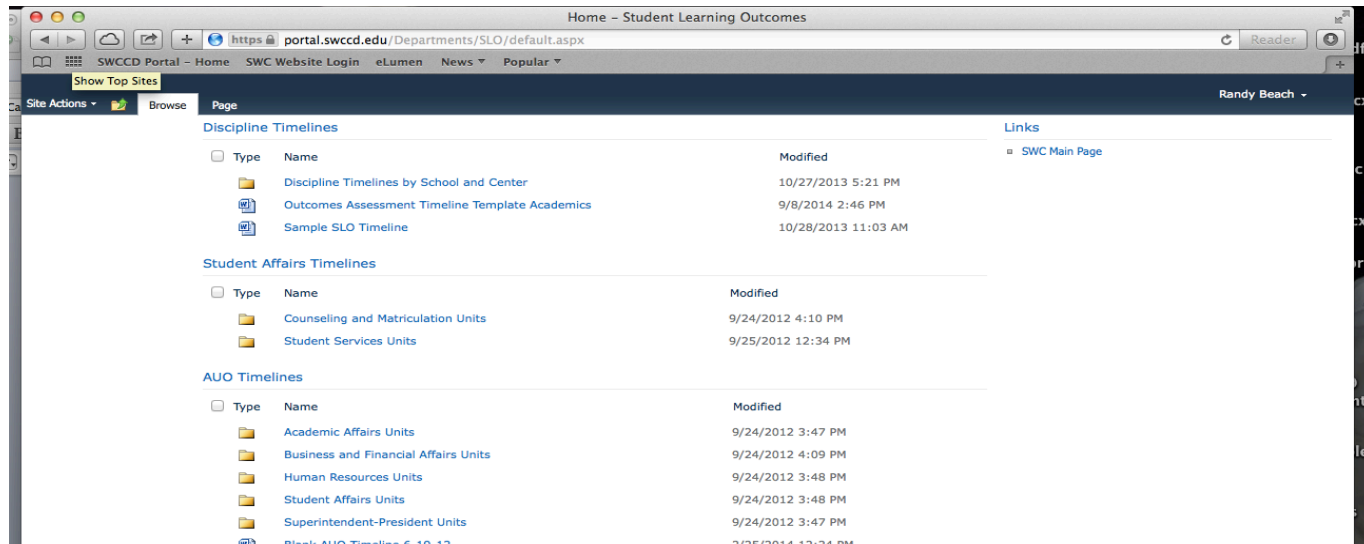
2. Once in SharePoint, find the tab labeled **“Departments”** and click on it. Locate the **“Student Learning Outcomes”** site near the bottom of the list and click on it.



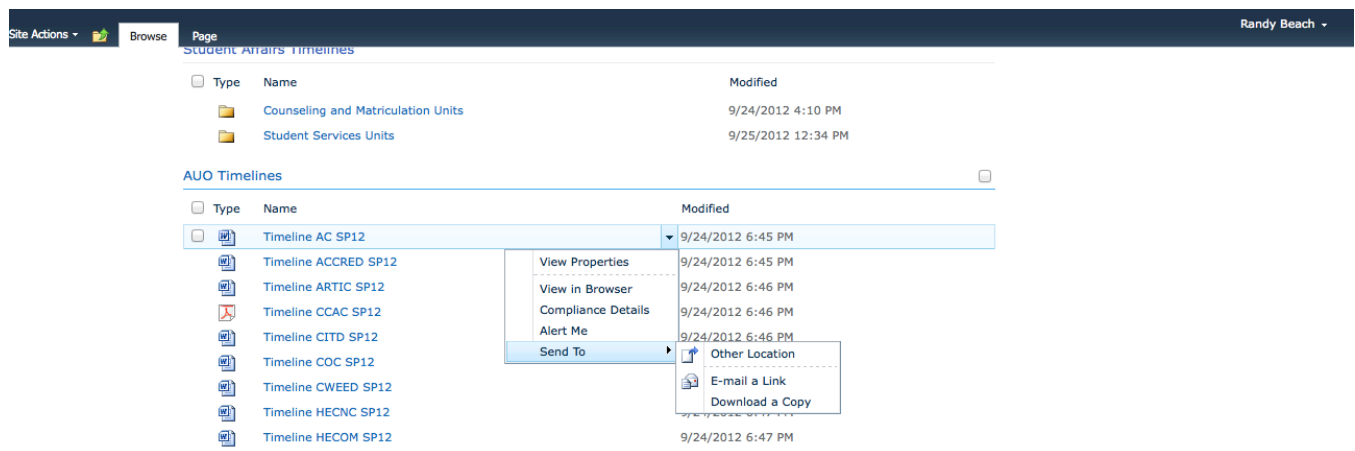
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3. Once on the Department site, find the collection of timelines that house your SLO information. Choose from **Discipline Timelines** for instructional outcomes in all schools and centers, **Student Affairs Timelines** for Student Services areas, and **AUO Timelines** for all other departments and offices.



4. Once you find the file you are searching for allow your mouse to hover over the title until a black, dropdown arrow appears. Click on that dropdown arrow and choose **"Send To"** followed by **Download a Copy."** Then, follow the prompts to save your timeline to your computer. A blank AUO timeline information sheet is provided for you as well.









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5. Also, on this site you will find **AUO Plans of Improvement**. These can be downloaded similarly and should be reviewed and updated as you prepare your program review for this cycle.

Blank AUO-Timeline 6-19-12 2/25/2014 12:24 PM

AUO Plans of Improvement

<input type="checkbox"/> Type	Name	Modified	<input type="checkbox"/> Modified By
	Academic Affairs Units	10/1/2012 10:07 AM	Rebecca Wolniewicz
	Business and Financial Affairs Units	10/1/2012 10:08 AM	Rebecca Wolniewicz
	Human Resources Units	10/1/2012 10:08 AM	Rebecca Wolniewicz
	Student Affairs Units	10/1/2012 10:08 AM	Rebecca Wolniewicz
	Superintendent-President Units	10/1/2012 10:09 AM	Rebecca Wolniewicz
	Blank AUO-Plan of Improvement 6-20-12	2/25/2014 12:24 PM	Rebecca Wolniewicz

For more assistance downloading your SLO timelines please contact Training Services Coordinator Andre Ortiz at ext. 6430 or aortiz@swccd.edu, or contact Institutional Program Review and Outcomes Coordinator Randy Beach at ext. 5897 or rbeach@swccd.edu.