SLO Cloud Data: "Export"
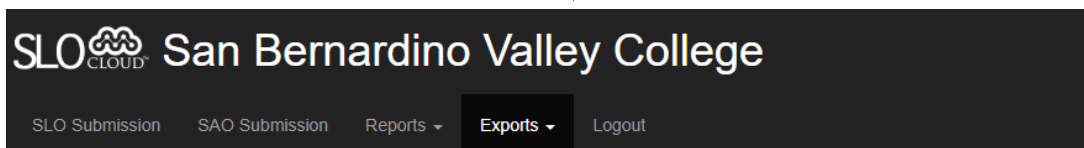
- Log onto the SLO Cloud using either WebAdvisor or the direct link under Faculty Resources

  ⇒ Your username and password is the same as WebAdvisor and Canvas

- Select "Exports" in the top menu

SLO CLOUD San Bernardino Valley College

SLO Submission   SAO Submission   Reports ▾   **Exports ▾**   Logout

- Enter the following information:

  ⇒ Year: This represents the last year you want data. It will count backwards from here

  ⇒ Period: Select either an individual term, annual, or last 3 years

  ⇒ Division: Select your division

  ⇒ Dept: Select your department

  ⇒ Filter: This determines whether you export all reports or the most recently entered reports

  ⇒ Format: Select Comma Separated Values/CSV (.csv)

  ⇒ Encoding: Leave as ANSI

- Select Export.

This creates an Excel sheet with the SLO data for your department within the period you selected. Typically this is a large quantity of information. Take time to determine what will be valuable for your disaggregation.
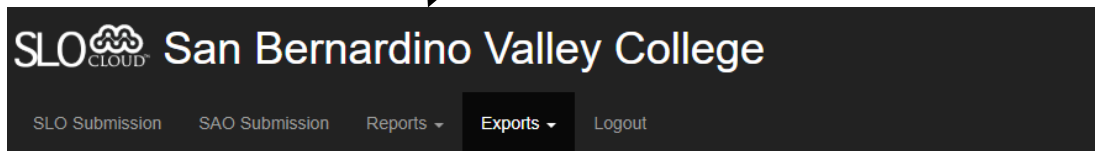
Sample disaggregation groups:

- Time of day (e.g. day vs. night classes)
- Method of instruction (e.g. online vs. face-to-face classes)
- Length of the course (e.g. 16-week vs. 8-week classes)
- Learning communities (e.g. FYE, Puente)
- Level of courses (e.g. 100's vs. 200's)
- Credit-level of courses (e.g. non-credit vs. credit)

Questions?

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SLO Cloud Data: Reports

- Log onto the SLO Cloud using either WebAdvisor or the direct link under Faculty Resources

  ⇒ Your username and password is the same as WebAdvisor and Canvas

- Select "Reports" in the top menu

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- Enter the following information:

  ⇒ Year: This represents the last year you want data. It will count backwards from here

  ⇒ Period: Select either an individual term, annual, or last 3 years

  ⇒ Division: Select your division

  ⇒ Dept: Select your department

  ⇒ Course: Select a *single* course from your department

This creates a quick report of the SLO data for a single course within the period you selected. This is more specific information than Exports would produce. The data is not disaggregated, but it will show you how students met each SLO for one class.

Useful Excel Tools

Exports creates an Excel spreadsheet of your SLO data. The following tools within Excel may help you organize your data into subgroups.

Tool	Location	How to Use It
Sort	Under Data, Sort is located in the middle of the toolbar.	Select the cell range you want to sort, then decide the sorting order (ascending or descending).
Filter	Under Data, Filter is located in the middle of the toolbar.	Select any cell within the range, then select Filter. Select the column header arrow, then enter the filter criteria and select OK.
AutoSum	Under Home, AutoSum is in the top right corner.,	AutoSum will add a column or row of numbers for you. Select the cells you want to add, then click AutoSum.
Multiple Sheets	At the bottom of the sheet.	Select the plus symbol next to the tab at the bottom to add another sheet. You can also rename each tab.