

USER GUIDE

General Education Student Learning Outcome (SLO) Interactive Data Report

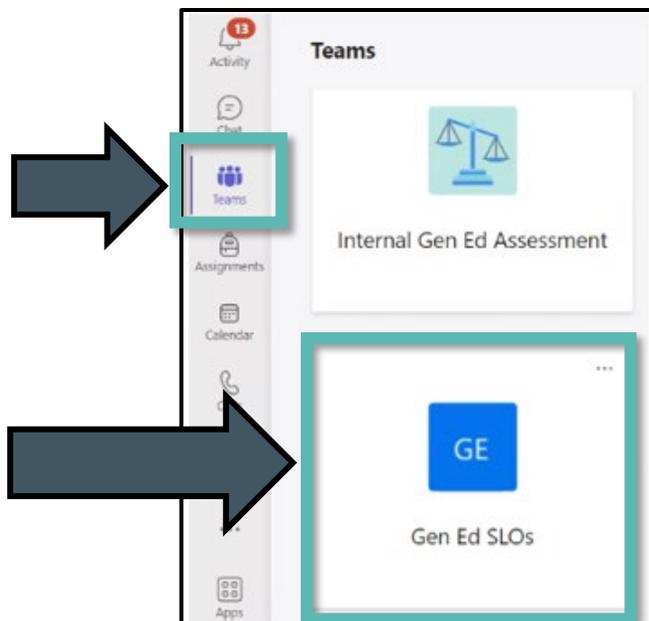
The Gen Ed SLOs Data Report is an interactive Power BI report that shows levels of learning of specific content and skills demonstrated by the students in general education courses in your college/department. Please follow the step-by-step instructions below to access and navigate each page of the report. Note that your view of Microsoft Teams and Power BI may vary from the images in this user guide as both applications receive frequent updates that may impact their look. Reach out to ipa@fsu.edu with any questions and requests for assistance.

Where Can I Find the Report?

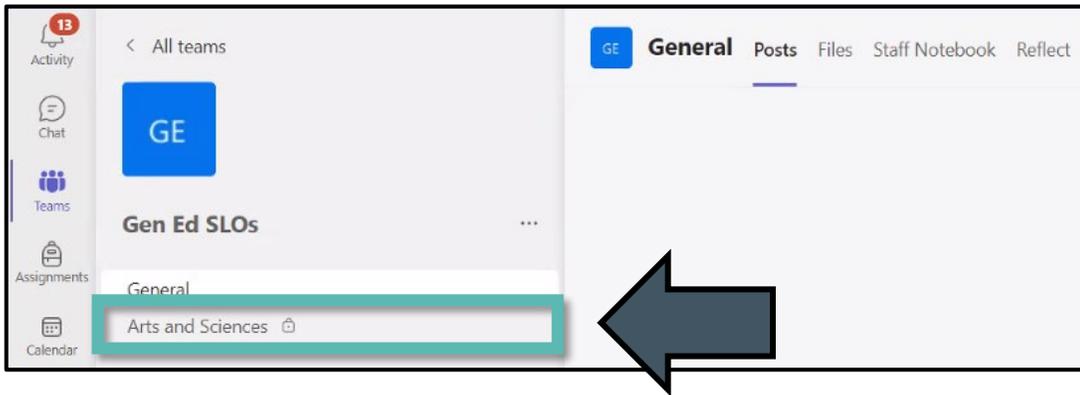
Microsoft Teams Access

1. **FIRST TIME ONLY:** When you are first granted access to the MS Teams site where the reports are located, you will receive two email notifications from Microsoft. The first notification will indicate that you have been added as a new member to **the Gen Ed SLOs** Teams site, and the second notification will tell you that you have been granted access to the private channel for your College.

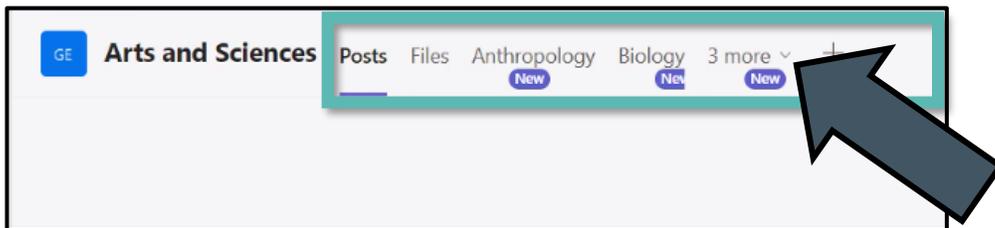
2. Open the MS Teams desktop app and select the **Teams** option on the left-hand side of the page.
3. Once you click on it, you will see a list of all Teams to which you have access. Locate the **Gen Ed SLOs** Team and click on its icon.



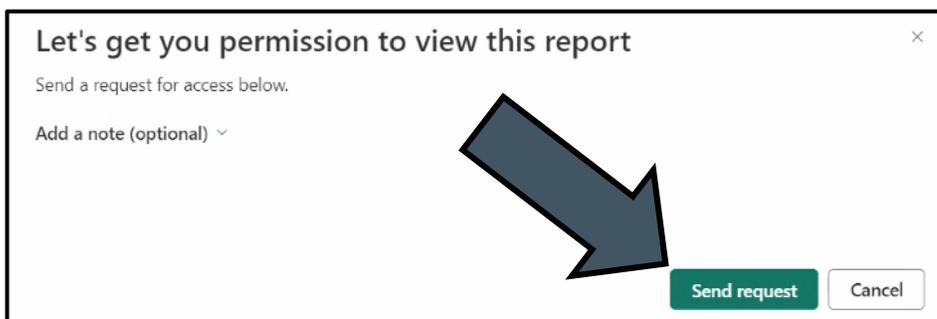
4. On the left side of the Team page, click on the private channel with your College's name (for most users, it will be the only option in the list).



5. On the channel page, locate the **tab options** across the top and click on the one for your department. You may need to select the option to view hidden tabs if you do not see your department in the default view.



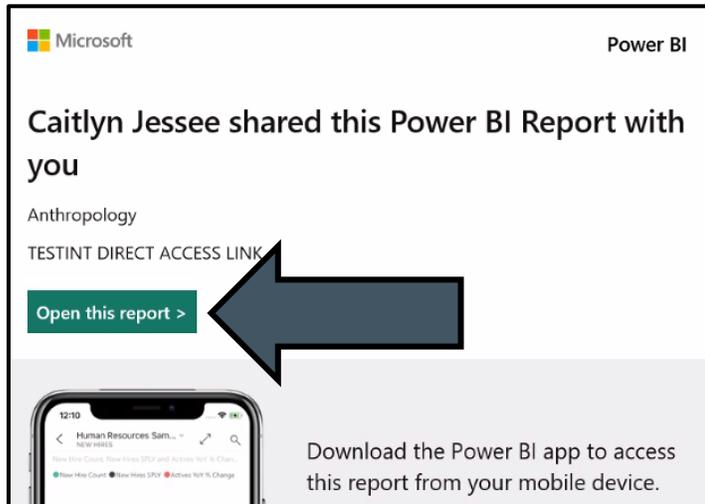
6. **FIRST TIME ONLY:** The first time you access the tab for your department, you may be prompted to request permission to view the report. Click on the link to **Send request** and wait for an email notifying you that your request has been approved. You may need to close and re-open the Teams app for the updated permissions to take effect.



7. Once you've been granted access to the Gen Ed SLOs report under your department's tab, you should be able to see the first page called **User Guide**.

SharePoint Access

1. **FIRST TIME ONLY:** Once you or someone on your behalf reach out to IPA and request access to the Gen Ed SLOs report, we will review the request, and if granted, you will receive an email notification from Microsoft. Locate the email and click on the link to **Open this report**.



2. After you click the link, you will be prompted to login to SharePoint using your FSU employee credentials. If you are already logged in to another SharePoint application, the page will load automatically.

FSU INSTITUTIONAL PERFORMANCE & ASSESSMENT						
Gen Ed SLOs Report User Guide i						
Levels of learning demonstrated by students in Gen Ed courses offered by the Agriculture department						
STEP ONE	STEP TWO	STEP THREE	STEP FOUR	STEP FIVE		
Navigate Report	Select Filter Options	Review Descriptive Statistics	Review Visualizations	Document Analysis		
<p>At the bottom of each page, there are navigation buttons that allow you to move between pages.</p> <p>The page order aligns with the order of questions in the Results, Analysis, Improvements Assessment Report form to be completed using this data report:</p> <p>Questions 1 & 2:</p> <ul style="list-style-type: none"> - SLO Level - Course Level <p>Question 3:</p> <ul style="list-style-type: none"> - Section Level <p>Questions 4 & 5:</p> <ul style="list-style-type: none"> - Assignment Level - Item Level <p>Question 6:</p> <ul style="list-style-type: none"> - Trends 	<p>At the top of each page are multiple filters that change the subset of data displayed in the report. The filters are synched, meaning that once a selection is made on one page, it is automatically applied to all other report pages.</p> <p>Course: View levels of SLO achievement demonstrated by students in each course separately, or in a combination of courses.</p> <p>SLO: This filter requires single selection, as only one Student Learning Outcome (SLO) is to be reported on in a single Results, Analysis, Improvements Assessment Report form.</p> <p>Instructor Location & Course Section Modality: The report only includes course sections taught by Tallahassee based instructors. When applicable, the filter can be used to compare sections offered in the Face-to-Face (F2F) vs. Distance/Online modality.</p>	<p>Unique Students Assessed This headcount represents the number of students contributing assessment scores. If a student participated in assessment in more than one course and/or on more than one assignment, the unique headcount will be lower than the total number of assessment scores in the report dataset. If a student did not participate in assessment for all SLOs assessed in a course, the unique student headcount for individual SLO(s) will be lower than the total unique student headcount for the course overall.</p> <p>Count of Assessment Scores An individual assessment score represents the score a unique student received on a single assignment selected to assess an SLO. Each assessment score is expressed as a percentage and is calculated by dividing the number of points a student earned by the number of points possible on the assignment. Regardless of the point values used across assignments, all scores are standardized to a 0%-100% scale. To ensure that only scores reflecting genuine assessment attempts are included, all missing or zero-point scores are excluded from the report.</p> <p>Percentage of Assessment Scores In the bottom right corner of each page, two sets of percentages are displayed: 1) The average assessment score achieved by the students on assignment(s) used for SLO assessment. 2) The percentage of all assessment scores that were at or above the 70% (C-) threshold (standard benchmark for all Gen Ed curriculum SLOs).</p>	<p>The main visualization in this report is a stacked (vertical or horizontal) column chart showing the distribution of assessment scores achieved by students.</p> <p>The assessment scores are grouped into 5 percentile ranges, each corresponding to a standard letter grade (e.g., range 70%-79% = grade C). The chart displays the proportion of assessment scores that fall into each letter grade range.</p> <p>Each page has a different axis value, providing varying levels of aggregation of student performance (i.e., by SLO, by Course, by Section, by Assignment, by Item, and by Term).</p> <p>In the upper right corner of most pages, a table provides assessment score counts for each percentile range. This information is also visible when hovering your mouse over a section of the chart.</p>	<p>This interactive report is intended to help analyze how well students achieved Gen Ed Student Learning Outcomes (SLOs) and inform development of improvements.</p> <p>The Results, Analysis, Improvements form provides the specific guiding questions to answer based on the data displayed in this report and internal discussions with department instructors about the data.</p> <p>The Results, Analysis, Improvements form can be accessed in the Gen Ed SLOs Team site on the files tab of the college specific channel. IPA has prepared templates for each SLO. If you have any trouble accessing the forms please contact ipa@fsu.edu for assistance.</p> <p>Note that one form is required per SLO, and should include all applicable modalities.</p>		
User Guide	SLO Level	Course Level	Section Level	Assignment Level	Item Level	Trends

3. To make sure you can access the report again in the future, add the page to your favorites/bookmarks. You can also save the original email link in your inbox.

How Do I Use The Report?

Alignment with Assessment Report Form

The Gen Ed SLOs Data Report is designed to help you answer questions pertaining to the six 'Analysis of Results' sections on the accompanying fillable Assessment Report Form. With both the Data Report and Assessment Report open at the same time, you can navigate them simultaneously and document your findings as you explore the Data Report.

Overview of Report Pages

There are seven interactive pages in the Gen Ed SLOs Data Report:

- **Page 1: Gen Ed SLOs Report User Guide (User Guide)**

The first page of the report provides an overview of the steps for navigating the report and interpreting the main report elements and descriptive statistics. Please review the information on the first page before moving forward to any other pages in the report.

- **Page 2: SLO Levels Overall Performance (SLO Level)**

The second page of the report shows levels of learning demonstrated by students on each of the SLOs, aggregated for the overall college/department. This page provides information to help compare student performance across SLOs at the department level.

- **Page 3: SLO Levels by Gen Ed Course (Course Level)**

The third page of the report shows levels of learning demonstrated by students in each of the courses. This page provides information to help compare student performance across courses for a single SLO.

- **Page 4: SLO Levels by Gen Ed Course Sections (Section Level)**

The fourth page of the report shows levels of learning demonstrated by students in each of the course sections. This page provides information to help compare student performance across sections and modalities for a single SLO.

- **Page 5: SLO Levels by Assignment (Assignment Level)**

The fifth page of the report shows levels of learning demonstrated by students on each unique assessment instrument. This page provides information to help compare student performance across assignments for a single SLO.

- **Page 6: SLO Levels by Item (Item Level)**

The sixth page of the report shows levels of learning demonstrated by students on each unique part of an assessment instrument (e.g., individual questions, rubric criterion, assignment sections, etc.). This page provides information to help compare student performance across parts of the same assignment for a single SLO.

- **Page 7: SLO Levels by Term (Trends)**

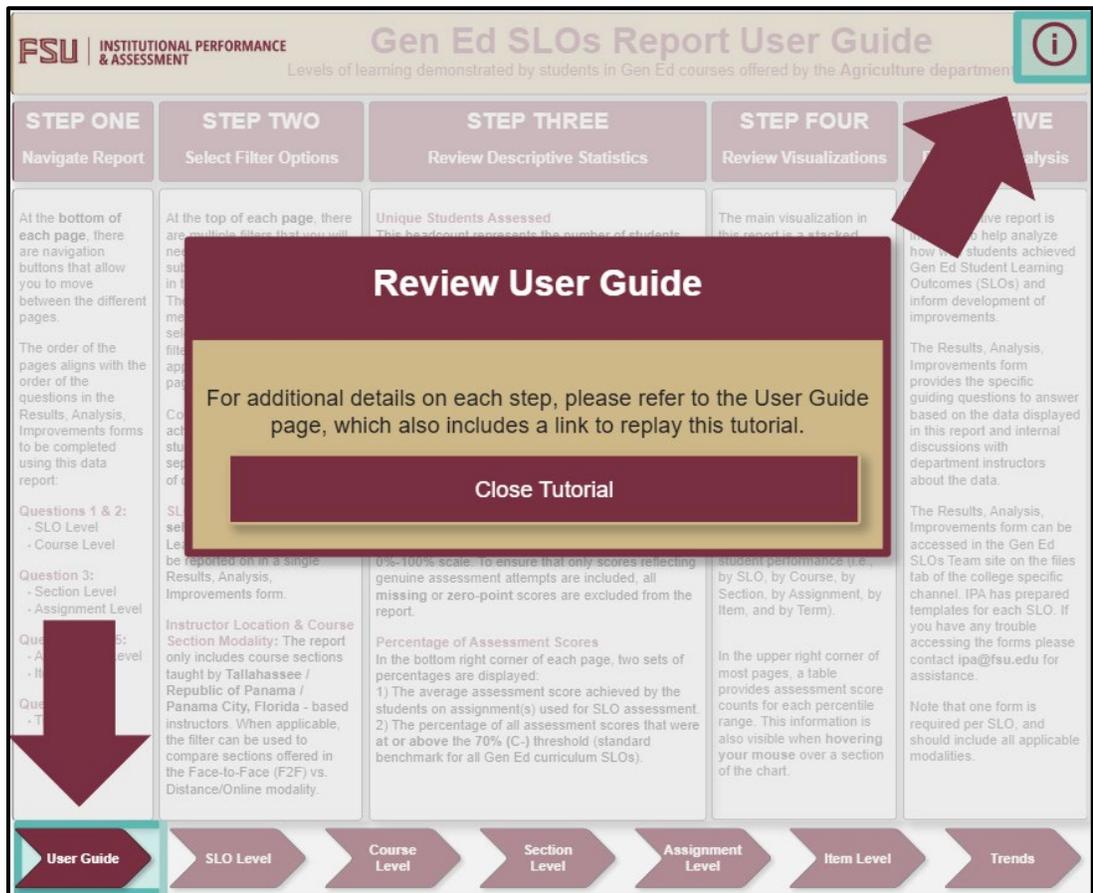
The seventh page of the report shows levels of learning demonstrated by students in the Fall 2022 and Fall 2025 terms. This page provides information to help compare student performance across terms for a single SLO.

User Guide

1. When you open the Gen Ed SLOs Data Report, you will have the option to view a five step tutorial with information on how to navigate and interpret elements on the following pages.



2. At the end of the tutorial, you will be taken to the first page of the report named User Guide, which elaborates on the steps covered in the tutorial. The option to replay the tutorial is available on all report pages by clicking on the information icon located in the upper right corner.



- At the bottom of the page, click on the button called **SLO Level**.

FSU INSTITUTIONAL PERFORMANCE & ASSESSMENT **Gen Ed SLOs Report User Guide** i
Levels of learning demonstrated by students in Gen Ed courses offered by the Agriculture department

STEP ONE Navigate Report	STEP TWO Select Filter Options	STEP THREE Review Descriptive Statistics	STEP FOUR Review Visualizations	STEP FIVE Document Analysis		
<p>At the bottom of each page, there are navigation buttons that allow you to move between pages.</p> <p>The page order aligns with the order of questions in the Results, Analysis, Improvements Assessment Report form to be completed using this data report:</p> <p>Questions 1 & 2: - SLO Level - Course Level</p> <p>Question 3: - Section Level</p> <p>Questions 4 & 5: - Assignment Level - Item Level</p> <p>Question 6: - Trends</p>	<p>At the top of each page are multiple filters that change the subset of data displayed in the report. The filters are synched, meaning that once a selection is made on one page, it is automatically applied to all other report pages.</p> <p>Course: View levels of SLO achievement demonstrated by students in each course separately, or in a combination of courses.</p> <p>SLO: This filter requires single selection, as only one Student Learning Outcome (SLO) is to be reported on in a single Results, Analysis, Improvements Assessment Report form.</p> <p>Instructor Location & Course Section Modality: The report only includes course sections taught by Tallahassee based instructors. When applicable, the filter can be used to compare sections offered in the Face-to-Face (F2F) vs. Blended/Online modality.</p>	<p>Unique Students Assessed This headcount represents the number of students contributing assessment scores. If a student participated in assessment in more than one course and/or on more than one assignment, the unique headcount will be lower than the total number of assessment scores in the report dataset. If a student did not participate in assessment for all SLOs assessed in a course, the unique student headcount for individual SLO(s) will be lower than the total unique student headcount for the course overall.</p> <p>Count of Assessment Scores An individual assessment score represents the score a unique student received on a single assignment selected to assess an SLO. Each assessment score is expressed as a percentage and is calculated by dividing the number of points a student earned by the number of points possible on the assignment. Regardless of the point values used across assignments, all scores are standardized to a 0%-100% scale. To ensure that only scores reflecting genuine assessment attempts are included, all missing or zero-point scores are excluded from the report.</p> <p>Percentage of Assessment Scores In the bottom right corner of each page, two sets of percentages are displayed: 1) The average assessment score achieved by the students on assignment(s) used for SLO assessment. 2) The percentage of all assessment scores that were at or above the 70% (C-) threshold (standard benchmark for all Gen Ed curriculum SLOs).</p>	<p>The main visualization in this report is a stacked (vertical or horizontal) column chart showing the distribution of assessment scores achieved by students.</p> <p>The assessment scores are grouped into 5 percentile ranges, each corresponding to a standard letter grade (e.g., range 70%-79% = grade C). The chart displays the proportion of assessment scores that fall into each letter grade range.</p> <p>Each page has a different axis value, providing varying levels of aggregation of student performance (i.e., by SLO, by Course, by Section, by Assignment, by Item, and by Term).</p> <p>In the upper right corner of most pages, a table provides assessment score counts for each percentile range. This information is also visible when hovering your mouse over a section of the chart.</p>	<p>This interactive report is intended to help analyze how well students achieved Gen Ed Student Learning Outcomes (SLOs) and inform development of improvements.</p> <p>The Results, Analysis, Improvements form provides the specific guiding questions to answer based on the data displayed in this report and internal discussions with department instructors about the data.</p> <p>The Results, Analysis, Improvements form can be accessed in the Gen Ed SLOs Team site on the files tab of the college specific channel. IPA has prepared templates for each SLO. If you have any trouble accessing the forms please contact ipa@fsu.edu for assistance.</p> <p>Note that one form is required per SLO, and should include all applicable modalities.</p>		
User Guide	SLO Level	Course Level	Section Level	Assignment Level	Item Level	Trends

SLO Level

This page should be used to engage in the **College/Department Level Analysis** on the Assessment Report form.

- At the top of the page, locate the three filters for **Term**, **Course**, and **Instructor Location & Course Section Modality**.

SLO Levels Overall Performance i

Fall 2022
 Fall 2025

Course
 All

Instructor Location & Course Section Modality
 All

Score Counts by SLO

Score Range	SLO #11	SLO #12	SLO #13
Range 90%-100%	17	26	30
Range 80%-89%	54	56	45
Range 70%-79%	31	31	15
Range 60%-69%	16	5	6
Range 1%-59%	4	2	
Total	122	120	96

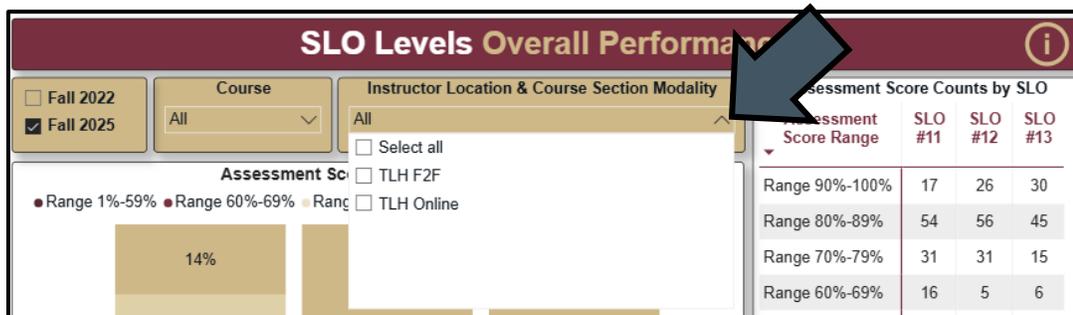
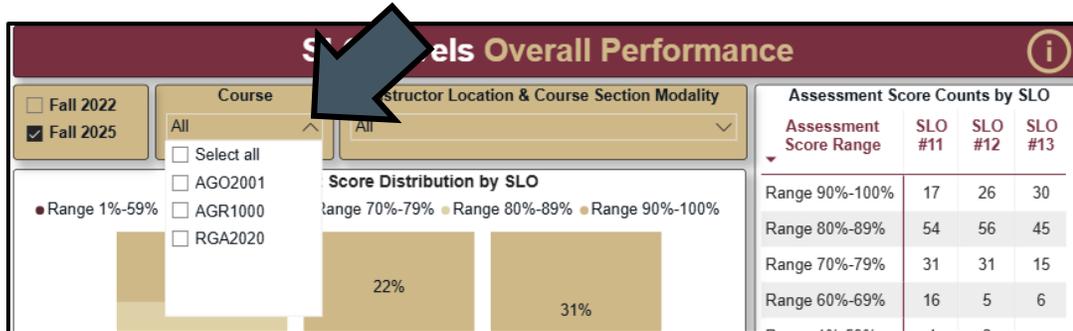
Assessment Score Distribution by SLO

● Range 1%-59% ● Range 60%-69% ● Range 70%-79% ● Range 80%-89% ● Range 90%-100%

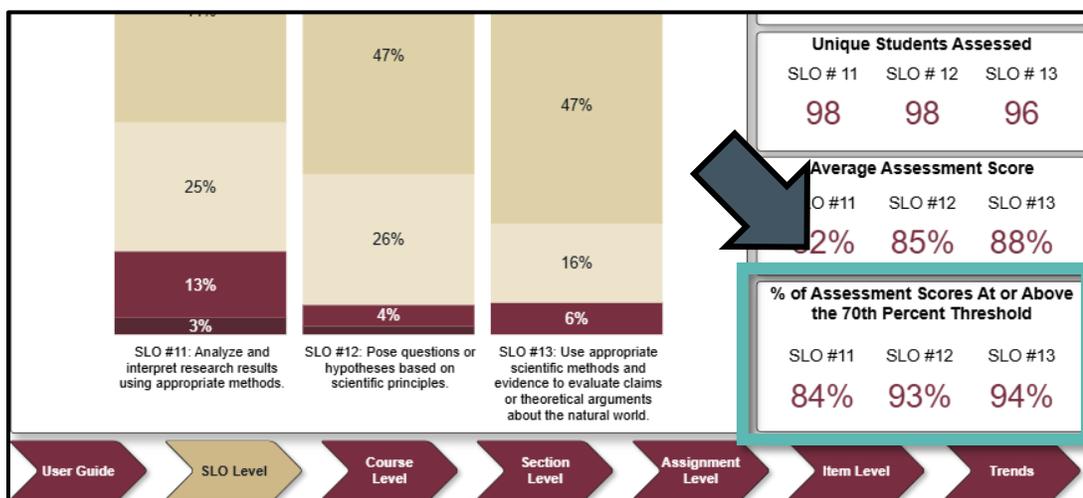
Unique Students Assessed

SLO #	SLO #11	SLO #12	SLO #13
Unique Students Assessed			

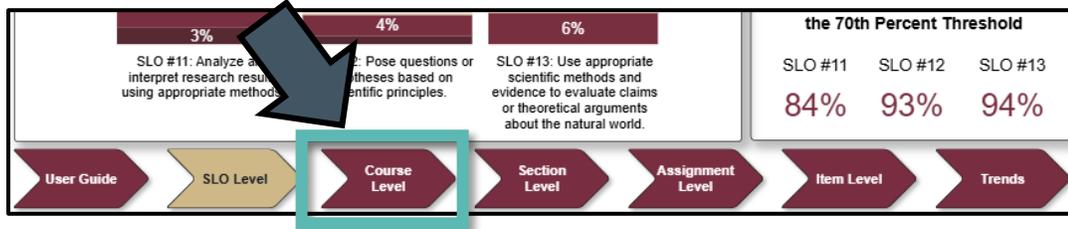
2. Ensure that the **Term** filter is set to include **Fall 2025** only. To select and de-select a filter option, click on the check box next to the term name.
3. Ensure that the **Course** and the **Instructor Location & Course Section Modality** filters are set to include all options. To verify, click on the drop-down 'carrot' to expand each filter's list of options. If either no option or all options are chosen, this means that the page view is set to display SLO data at the College/Department level.



4. To identify the percentage requested in **Question 1**, review the summary statistics presented in the lower right corner of the page. These percentages indicate what proportion of all assessment scores are at or above the 70% (C-) threshold. The goal for all general education SLOs at FSU is that at least 80% of assessment scores will meet the 70% threshold (i.e., the percentage displayed in the report is greater than or equal to 80%). The value for each SLO should be documented in its respective Assessment Report form.



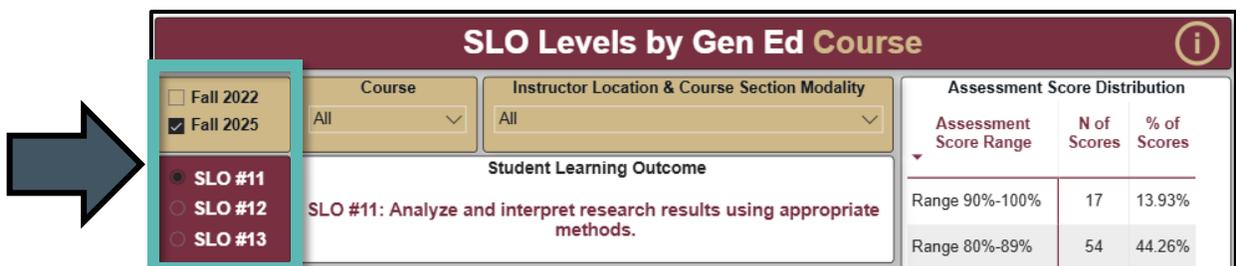
- There are no further questions in the Assessment Report forms pertaining to this page, though any notable discrepancies in performance between SLOs may be documented in the respective SLOs form where applicable.
- At the bottom of the page, select the navigation button named **Course Level**.



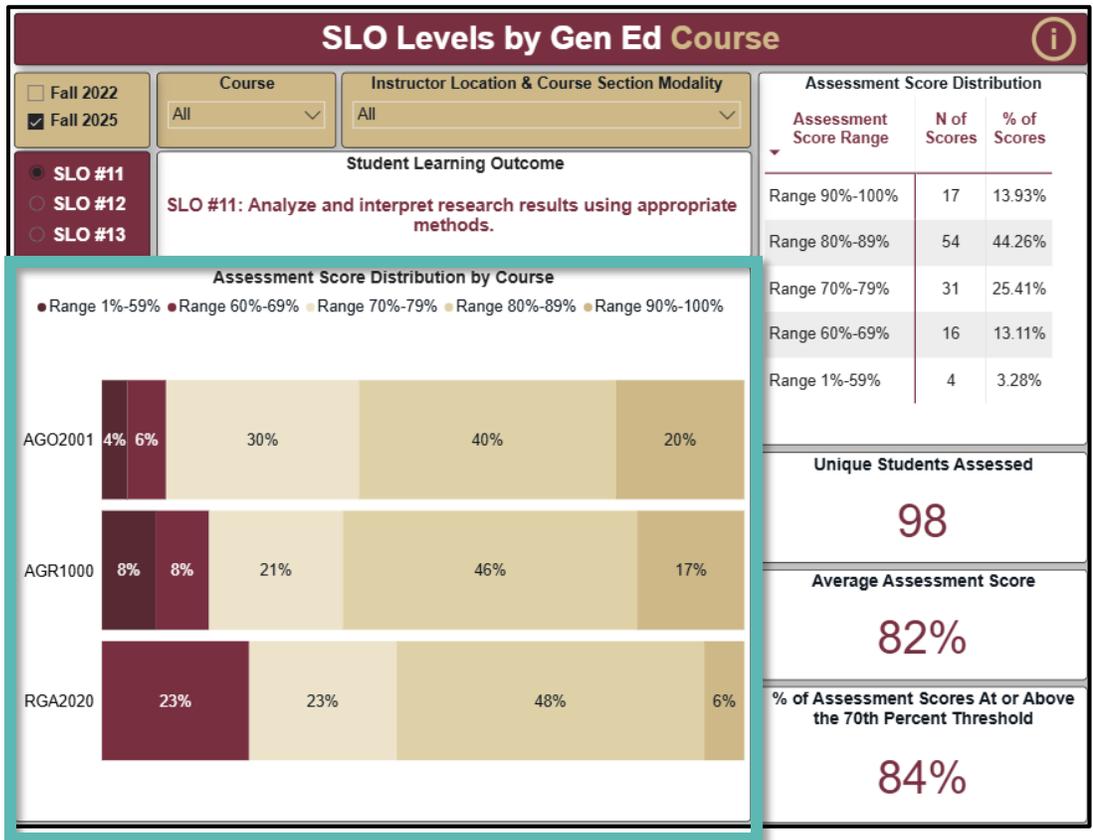
Course Level

This page should be used to engage in the **Course Level Analysis** on the Assessment Report form.

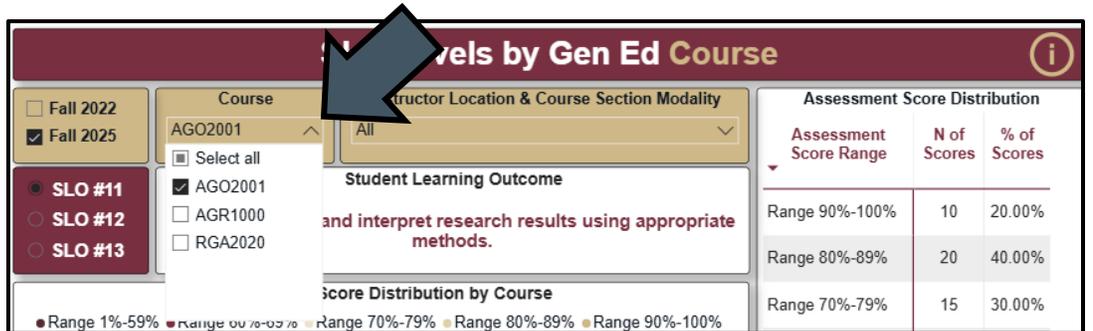
- At the top of the page, locate the four filters **Term**, **SLO**, **Course**, and **Instructor Location & Course Section Modality**.
- Ensure that the **Term** filter is set to include **Fall 2025** only, and that the selected **SLO** matches the Assessment Report form you are working on (the SLO # is provided in the name of the Assessment Report form as well as the table on the first page and footer on every page).



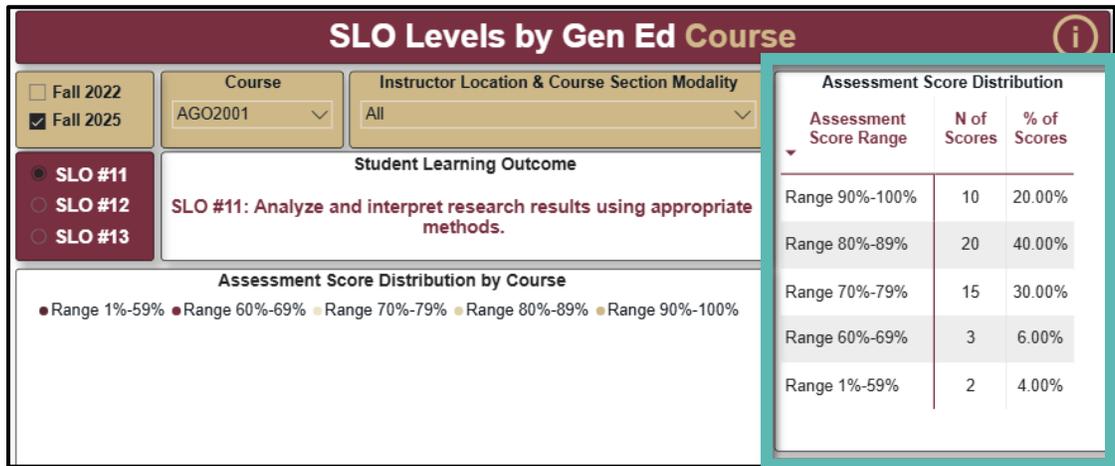
- Start analyzing data by reviewing the **main visualization** on the page that displays the assessment score distribution for each course. This 100% stacked column chart breaks down assessment scores by letter grade range. It is important to note that all other elements on the page (i.e., tables, counts, and percentages) aid in the interpretation of the main visualization and are directly tied to it.
 - Additional details will appear when hovering your mouse over a section of the chart.
 - For information on scores that were excluded, see the Count of Assessment Scores section in Step 3 on the User Guide page. the of main chart (side by side comparison).



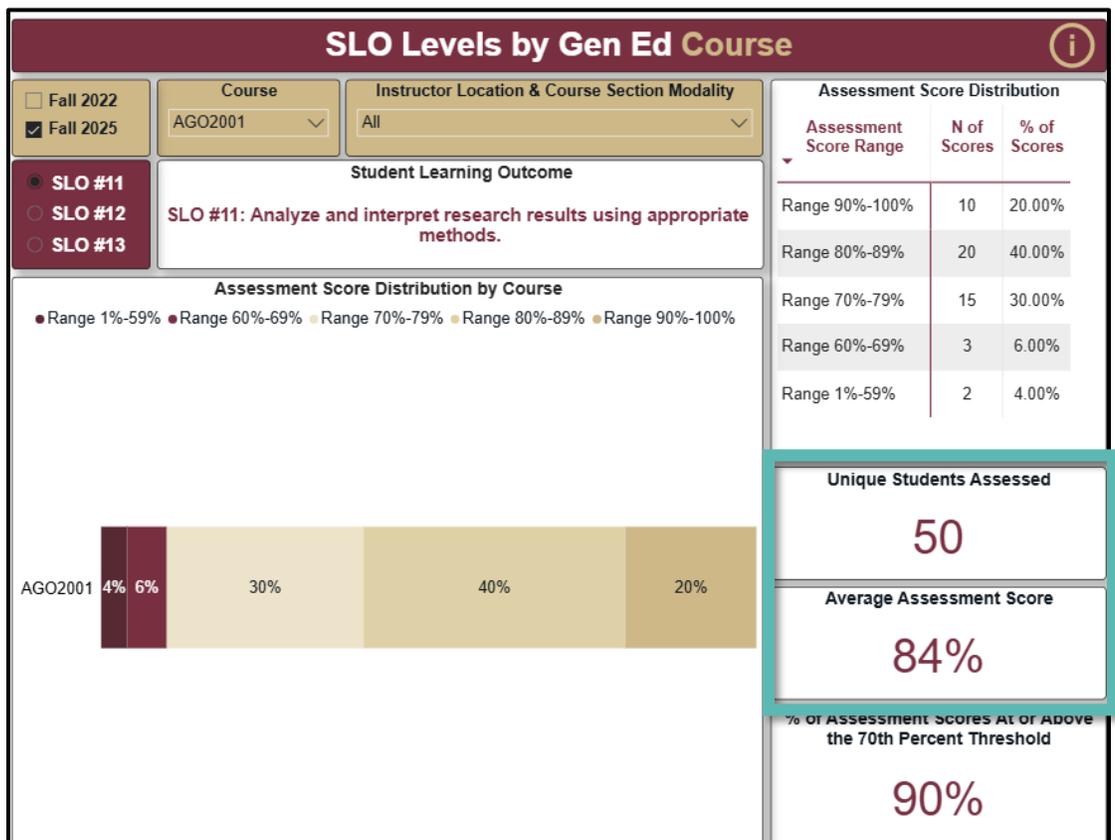
- At the top of the page, click on the 'carrot' to expand the list of options for the **Course** filter and select a single course. Steps 5 – 7 below should be repeated for each course.



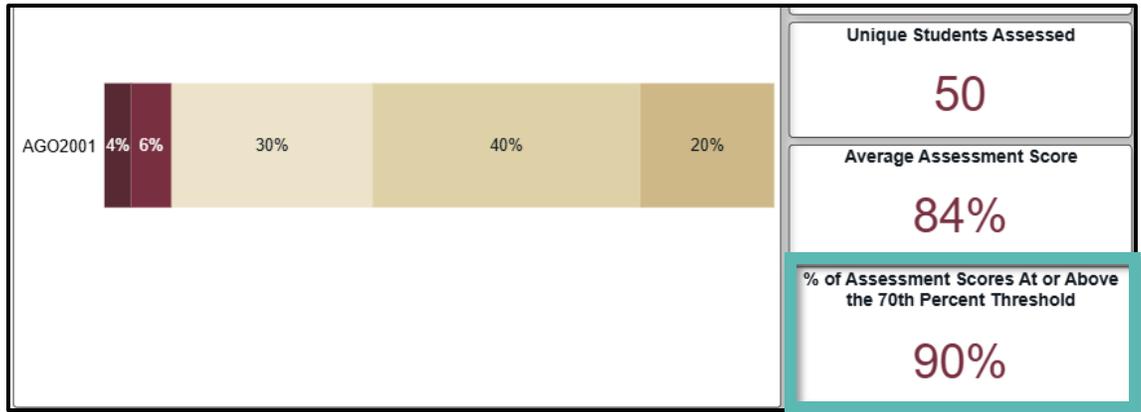
- Review the **table** in the upper right corner of the page for the corresponding count of assessment scores that fall within each of the five possible letter grade ranges. Information presented in the chart and in the table can help determine whether the distribution of assessment scores is different between courses, or if it appears to be similar.



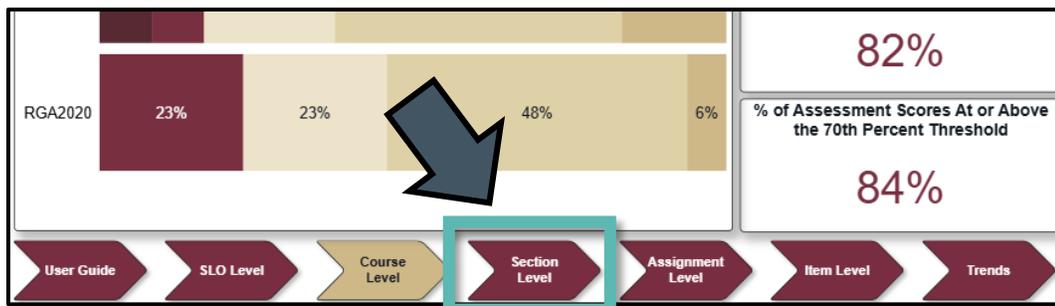
6. Investigate the **summary statistics** presented in the lower right corner of the page.
- **Students Assessed:** Number of unique students contributing assessment scores within the current filter selection.
 - **Average Assessment Score:** The mean score across all assessment scores, with each score equally weighted.



- To identify the percentage(s) requested in **Question 2**, review the third value presented in the lower right corner of the page, which indicates the proportion of assessment scores that are at or above the 70% (C-) threshold. The goal for all general education SLOs at FSU is that at least 80% of assessment scores will meet the 70% threshold (i.e., the percentage displayed in the report is greater than or equal to 80%). The value for each course should be documented separately in the Assessment Report form.



- Repeat steps 5 – 7 for each course in which SLO assessment took place. Information from the main visualization, the table, and the summary statistics can help determine whether demonstrated levels of learning were consistent across the different courses.
- At the bottom of the page, select the navigation button named **Section Level**.



Section Level

This page should be used to engage in the **Section Level Analysis** on the Assessment Report form.

- At the top of the page, locate the four filters **Term**, **SLO**, **Course**, and **Instructor Location & Course Section Modality**.
- Ensure that the **Term** filter is set to include **Fall 2025** only, and that the selected **SLO** matches the Assessment Report form you are working on (the SLO # is provided in the name of the Assessment Report form as well as the table on the first page and footer on every page).

- At the top of the page, click on the 'carrot' to expand the list of options for the Course filter and select a single course. Steps 4 – 6 below should be repeated for each course.

SLO Levels by Gen Ed Course Section

Fall 2022
 Fall 2025

Course: AGR1000
 Instructor Location & Course Section Modality: All

Select all
 AGO2001
 AGR1000
 RGA2020

SLO #11
 SLO #12
 SLO #13

Student Learning Outcome: Analyze and interpret research results using appropriate methods.

Assessment Score Range	TLH F2F	TLH Online
Range 90%-100%	1	3
Range 80%-89%	8	3

- Start analyzing data by reviewing the **main visualizations** on the page that display the assessment score distribution for each course section for Face-to-Face and Distance/Online modalities. This 100% stacked column chart breaks down assessment scores by letter grade range.
 - Although the course number (e.g., ENC2135) will be listed, the individual course sections will be masked using random letters to help minimize identification of individual instructors.
 - Data in this report is drawn from Canvas course sites. As a result, the number of course sections appearing in this report may vary, depending on whether and how instructors combined sections in Canvas.

SLO Levels by Gen Ed Course Section

Fall 2022
 Fall 2025

Course: AGR1000
 Instructor Location & Course Section Modality: All

SLO #11
 SLO #12
 SLO #13

Student Learning Outcome: Analyze and interpret research results using appropriate methods.

Assessment Score Range	TLH F2F	TLH Online
Range 90%-100%	1	3
Range 80%-89%	8	3
Range 70%-79%	3	2
Range 60%-69%	1	1
Range 1%-59%	2	
Total	15	9

Unique Students Assessed

TLH F2F	TLH Online
15	9

Average Assessment Score

TLH F2F	TLH Online
82%	85%

% of Assessment Scores At or Above the 70th Percent Threshold

TLH F2F	TLH Online
80%	89%

Assessment Score Distribution by Course Section

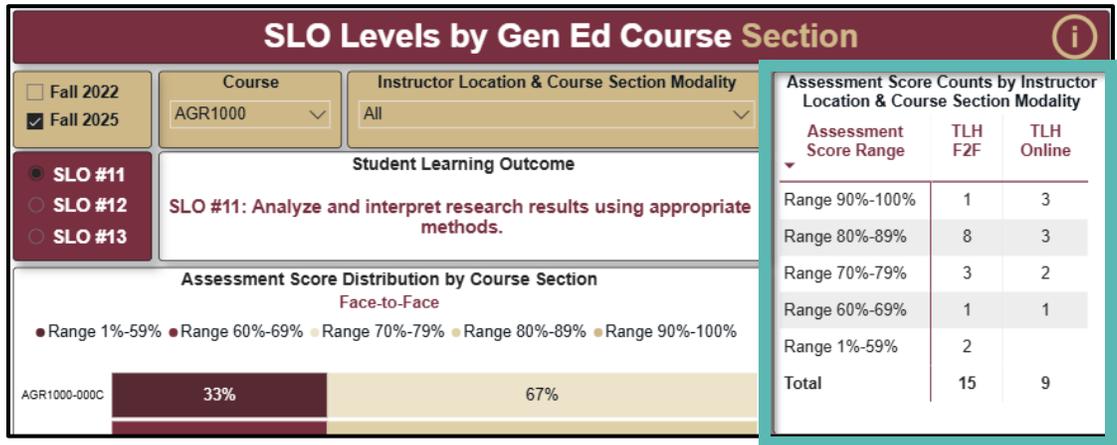
Face-to-Face

Course Section	Range 1%-59%	Range 60%-69%	Range 70%-79%	Range 80%-89%	Range 90%-100%
AGR1000-000C			33%	67%	
AGR1000-000D			33%	67%	
AGR1000-000H			33%	67%	
AGR1000-000P		33%	33%	33%	
AGR1000-000X				100%	

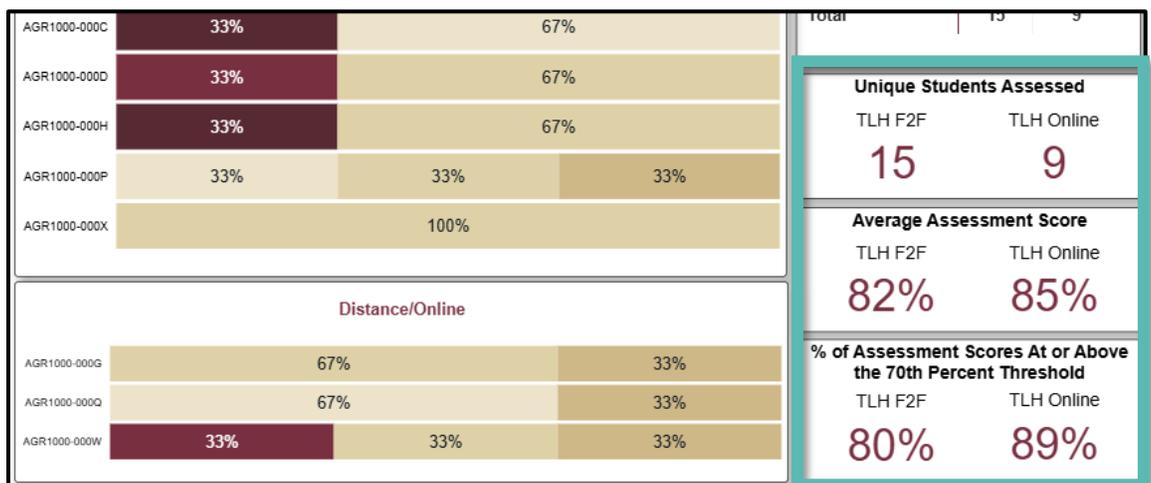
Distance/Online

Course Section	Range 1%-59%	Range 60%-69%	Range 70%-79%	Range 80%-89%	Range 90%-100%
AGR1000-000G			67%	33%	
AGR1000-000Q			67%	33%	
AGR1000-000W		33%	33%	33%	

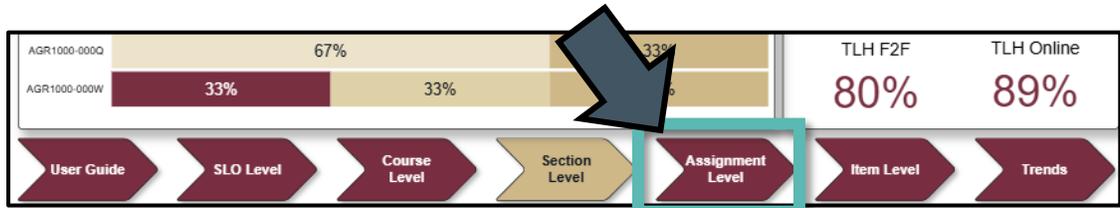
- Review the **table** in the upper right corner of the page for the corresponding count of assessment scores that fall within each of the five possible letter grade ranges. Information presented in the chart and in the table can help determine whether the distribution of assessment scores is different between courses, or if it appears to be similar.



- Investigate the **summary statistics** presented in the lower right corner of the page.
 - Students Assessed:** Number of unique students contributing assessment scores within the current filter selection. Note significant differences in student counts between courses and/or modalities, as they affect how much influence individual students/potential outliers have on the overall results.
 - Average Assessment Score:** The mean score across all assessment scores, with each score equally weighted.
 - Scores Meeting Threshold:** The proportion of assessment scores at or above the 70% (C-) threshold for the current filter selection.



- Repeat steps 4 – 6 for each course in which SLO assessment took place. Information from the main visualization, the table, and the summary statistics can help determine whether demonstrated levels of learning were consistent across the different sections of the same course.
- At the bottom of the page, select the navigation button named **Assignment Level**.



Assignment Level

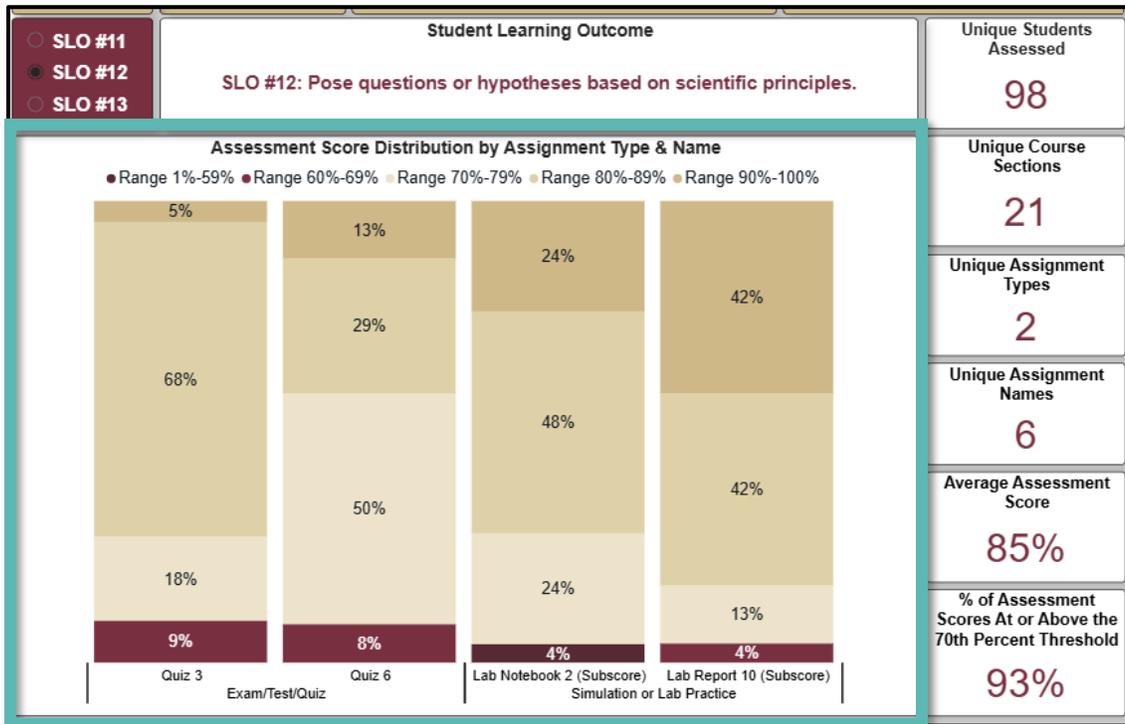
This page should be used to engage in the **Assignment Level Analysis** on the Assessment Report form.

- At the top of the page, locate the five filters **Term**, **SLO**, **Course**, **Instructor Location & Course Section Modality**, and **Assignment Type & Name**.
- Ensure that the **Term** filter is set to include **Fall 2025** only, and that the selected **SLO** matches the Assessment Report form you are working on (the SLO # is provided in the name of the Assessment Report form as well as the table on the first page and footer on every page).
- At the top of the page, click on the ‘carrot’ to expand the list of options for the Course filter and **select a single course**. Steps 4 – 6 below should be repeated for each course.

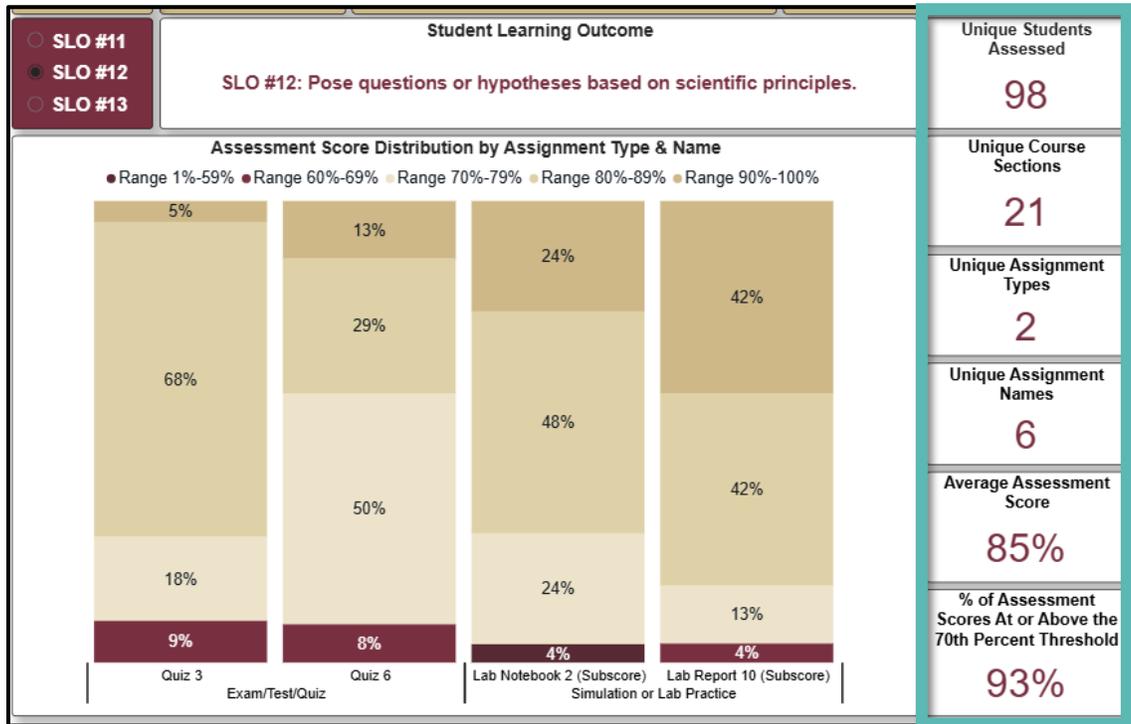
Term	Course	Instructor Location & Course Section Modality	Assignment Type & Name
<input type="checkbox"/> Fall 2022 <input checked="" type="checkbox"/> Fall 2025	RGA2020 <input type="checkbox"/> Select all <input type="checkbox"/> AGO2001 <input type="checkbox"/> AGR1000 <input checked="" type="checkbox"/> RGA2020	All	All

Student Learning Outcome	Unique Students Assessed
...se questions or hypotheses based on scientific principles.	24

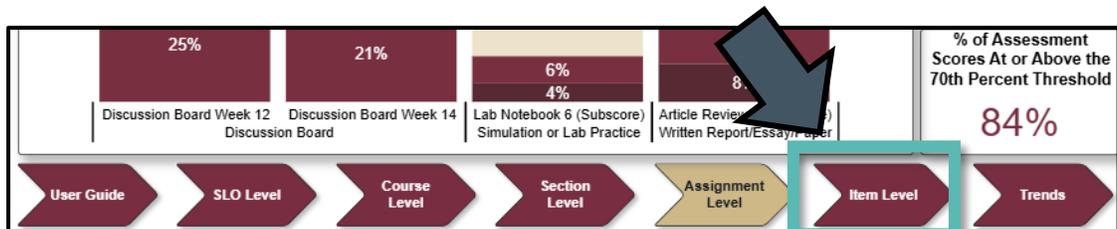
- Start analyzing data by reviewing the **main visualization** on the page that displays the assessment score distribution for each assignment used to assess the selected SLO, grouped by the assignment “type”, a classification made by instructors when providing details on the assignments to include in this report. This 100% stacked column chart breaks down assessment scores by letter grade range. It is important to note that all other elements on the page (i.e., counts and percentages) aid in the interpretation of the main visualization and are directly tied to it.



- Investigate the summary statistics presented on the right side of the page.
 - Students Assessed:** Number of unique students contributing assessment scores within the current filter selection.
 - Course Sections:** Number of unique course sections with documented assessment scores. Depending on whether and how instructors combined sections within Canvas, the number of sections shown in the report may vary.
 - Assignment Types:** Number of unique assignment “types” represented ([see the full list here](#)).
 - Assignment Names:** Number of unique assignment “names”. If multiple sections used the same assignment name, their results are combined into a single bar in the main visualization.
 - Average Assessment Score:** The mean score across all assessment scores, with each score equally weighted.
 - Scores Meeting Threshold:** The proportion of assessment scores at or above the 70% (C-) threshold for the current filter selection.



- Repeat steps 4 & 5 for each course in which SLO assessment took place. Information from the main visualization and summary statistics can help determine whether demonstrated levels of learning were relatively high or low across different assignments.
- At the bottom of the page, select the navigation button named **Item Level**. Note that this page is only included when data for a single assessment instrument is broken out by individual question/part/section/etc.



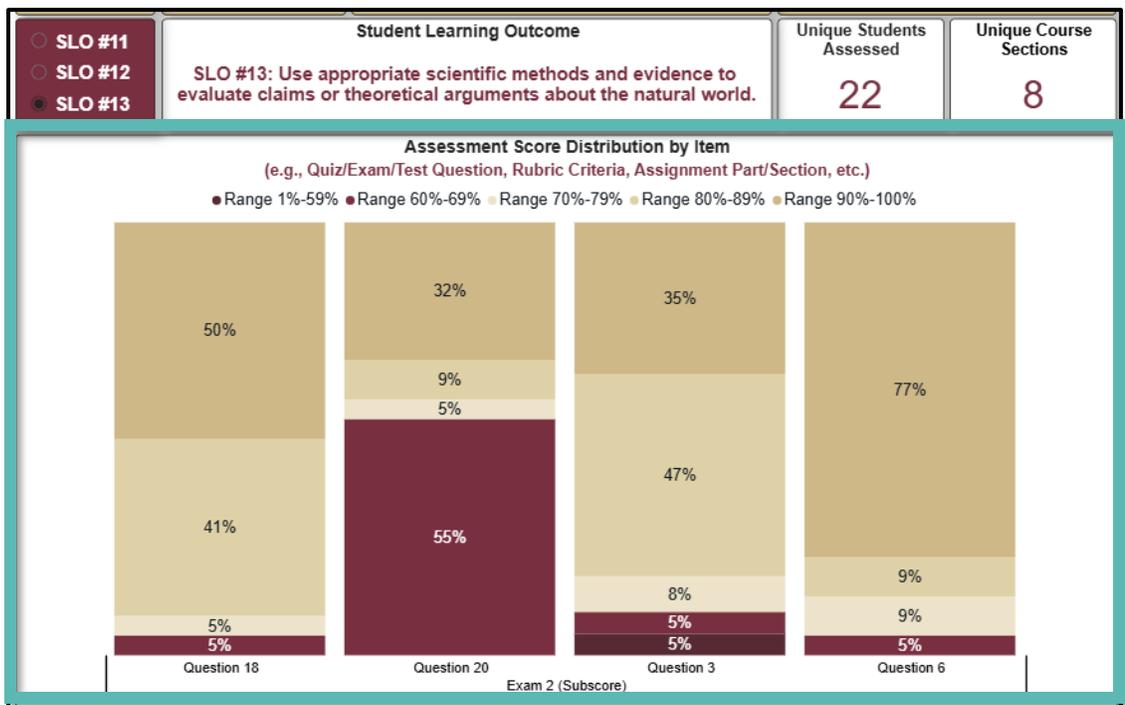
Item Level

This page should be used to engage in the **Assignment Level Analysis** on the Assessment Report form. This report page may not be included in your Data Report and/or this page may not display every assignment. It only includes assessment scores reflecting a component of a larger assignment (e.g., individual questions on an exam/test/quiz, specific rubric criteria, or designated sections/parts of a broader assignment).

- At the top of the page, locate the five filters **Term**, **SLO**, **Course**, **Instructor Location & Course Section Modality**, and **Item Group & Name**.

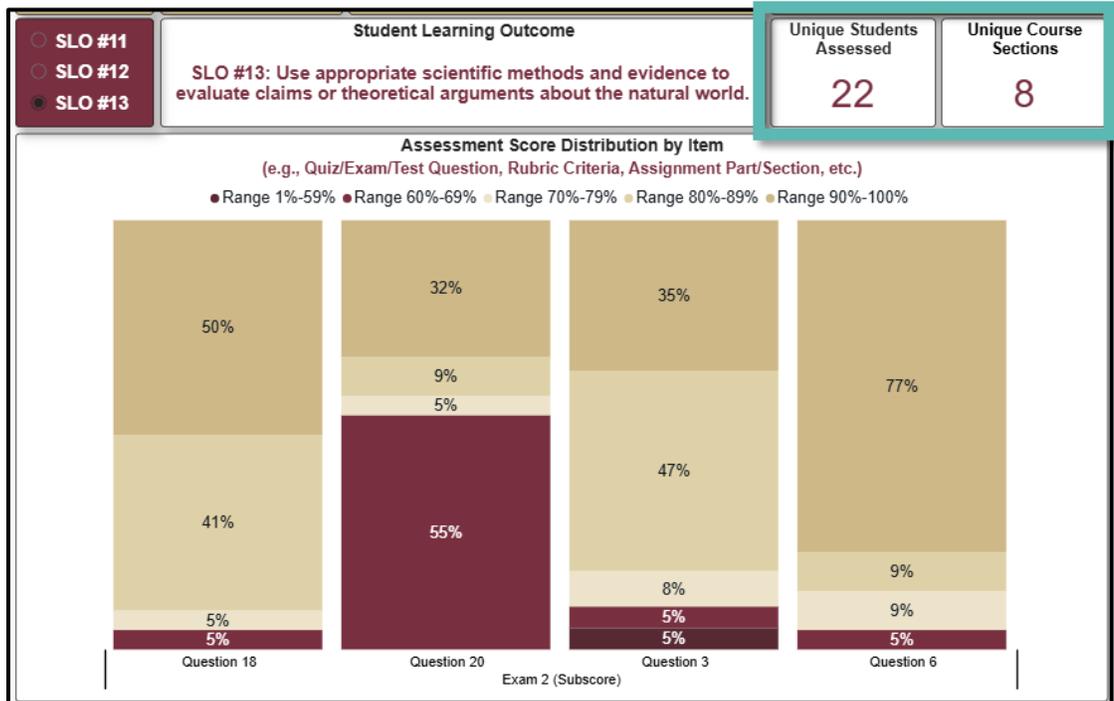
2. Ensure that the **Term** filter is set to include **Fall 2025** only, and that the selected **SLO** matches the Assessment Report form you are working on (the SLO # is provided in the name of the Assessment Report form as well as the table on the first page and footer on every page).
3. At the top of the page, click on the 'carrot' to expand the list of options for the Course filter and **select a single course**. Steps 4 – 6 below should be repeated for each course.

4. Start analyzing data by reviewing the **main visualization** on the page that displays the assessment score distribution for each component of the assessment instrument(s) used to assess the selected SLO, grouped by the overall assessment instrument name, which appears as a single column on the prior Assignment Level page. This 100% stacked column chart breaks down assessment scores by letter grade range. It is important to note that all other elements on the page (i.e., counts and percentages) aid in the interpretation of the main visualization and are directly tied to it.



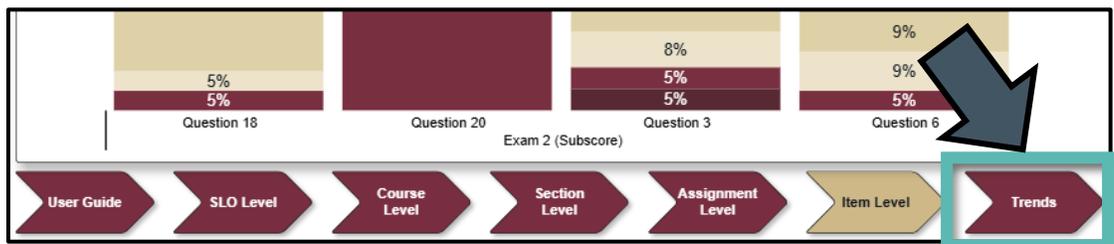
5. Investigate the summary statistics presented in the upper right corner of the page.

- **Students Assessed:** Number of unique students contributing assessment scores within the current filter selection.
- **Course Sections:** Number of unique course sections with documented assessment scores. Depending on whether and how instructors combined sections within Canvas, the number of sections shown in the report may vary.



6. Repeat steps 4 & 5 for each course in which SLO assessment took place. Information from the main visualization and summary statistics can help determine whether demonstrated levels of learning were relatively high or low across different part(s) of the same assignment(s).

7. At the bottom of the page, select the navigation button named **Trends**.



Trends

This page should be used to engage in the **Trends Analysis** on the Assessment Report form.

1. At the top of the page, locate the three filters **SLO**, **Course**, and **Instructor Location & Course Section Modality**.
2. Ensure that the selected **SLO** matches the Assessment Report form you are working on (the SLO # is provided in the name of the Assessment Report form as well as the table on the first page and footer on every page).
3. At the top of the page, click on the 'carrot' to expand the list of options for the Course filter and select a single course. Steps 4 – 6 below should be repeated for each course.

SLO Levels by Term

Course: RGA2020
 Instructor Location & Course Section Modality: All
 Student Learning Outcome: SLO #13: Use appropriate scientific methods and evidence to evaluate claims or theoretical arguments about the natural world.

Assessment Score Range	Fall 2022	Fall 2025
Range 90%-100%	15	6
Range 80%-89%	4	14
Range 70%-79%	1	1

4. Start analyzing data by reviewing the **main visualization** on the page that displays the assessment score distribution for the Fall 2022 and the Fall 2025 terms. This 100% stacked column chart breaks down assessment scores by letter grade range.

SLO Levels by Term

Course: RGA2020
 Instructor Location & Course Section Modality: All
 Student Learning Outcome: SLO #13: Use appropriate scientific methods and evidence to evaluate claims or theoretical arguments about the natural world.

Assessment Score Distribution by Term

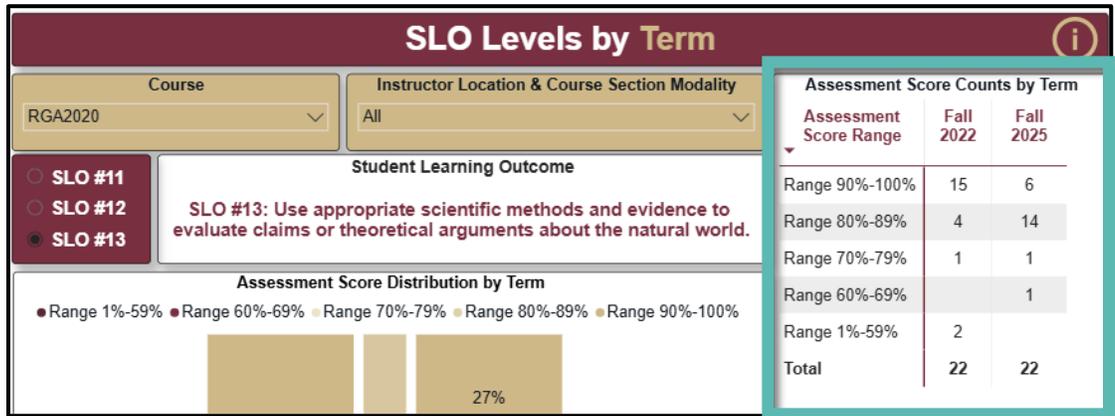
Assessment Score Range	Fall 2022	Fall 2025
Range 90%-100%	27%	6%
Range 80%-89%	68%	64%
Range 70%-79%	18%	5%
Range 60%-69%	5%	5%
Range 1%-59%	9%	5%
Total	22	22

Unique Students Assessed	
Fall 2022	Fall 2025
22	22

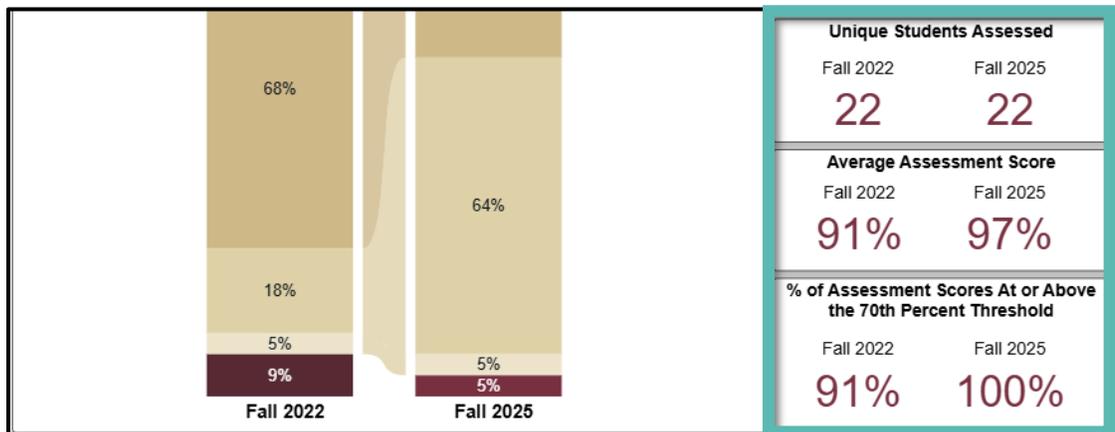
Average Assessment Score	
Fall 2022	Fall 2025
91%	97%

% of Assessment Scores At or Above the 70th Percent Threshold	
Fall 2022	Fall 2025
91%	100%

- Review the **table** in the upper right corner of the page for the corresponding count of assessment scores that fall within each of the five possible letter grade ranges. Information presented in the chart and in the table can help determine whether the distribution of assessment scores is different between terms, or if it appears to be similar.



- Investigate the **summary statistics** presented in the lower right corner of the page.
 - Students Assessed:** Number of unique students contributing assessment scores within the current filter selection. Note significant differences in student counts between courses and/or modalities, as they affect how much influence individual students/potential outliers have on the overall results.
 - Average Assessment Score:** The mean score across all assessment scores, with each score equally weighted.
 - Scores Meeting Threshold:** The proportion of assessment scores at or above the 70% (C-) threshold for the current filter selection.



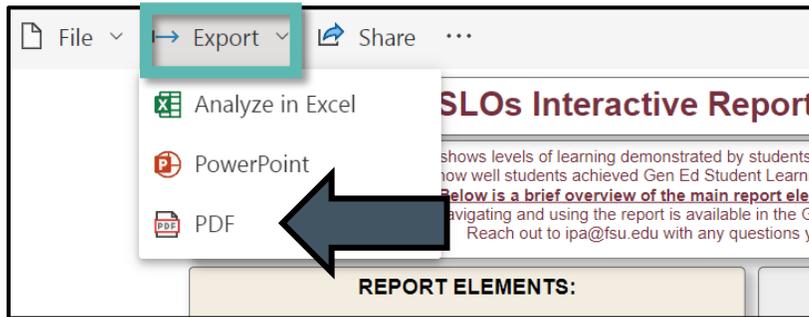
- Repeat steps 4 – 6 for each course in which SLO assessment took place. Information from the main visualization, the table, and the summary statistics can help determine whether demonstrated levels of learning were consistent across the different terms.

How Do I Save and Share The Report?

Export to PDF

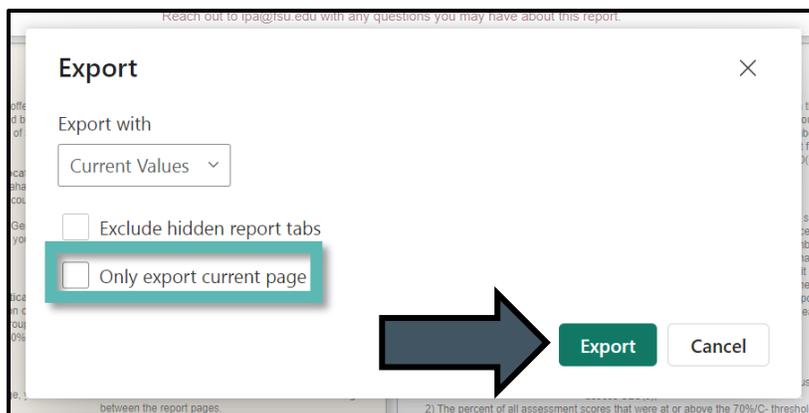
1. To export only one specific page of the report, start by navigating to that page. To include all pages of the report in the export, start on any page of the report.

In the upper left corner, locate the **Export** dropdown menu. Click on the 'carat' to view all options and select "PDF" from the list.



2. When the pop-up window opens, adjust the export options as necessary. If you are exporting only one page of the report, select the checkbox next to the option to "Only export current page".

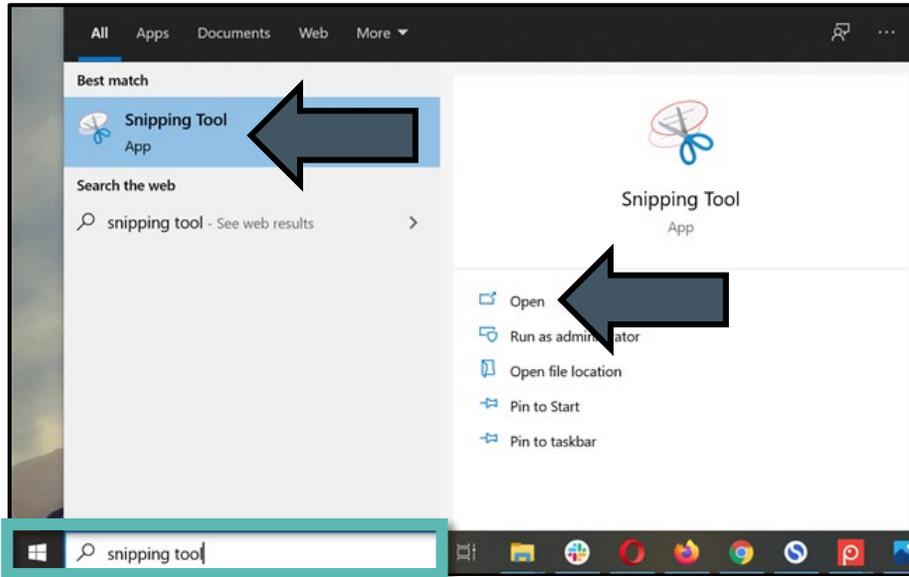
If you are exporting all pages of the report, keep the default selections and do not make any changes. Click on the **Export** button to extract the report page(s) into one PDF document that you can save and share.



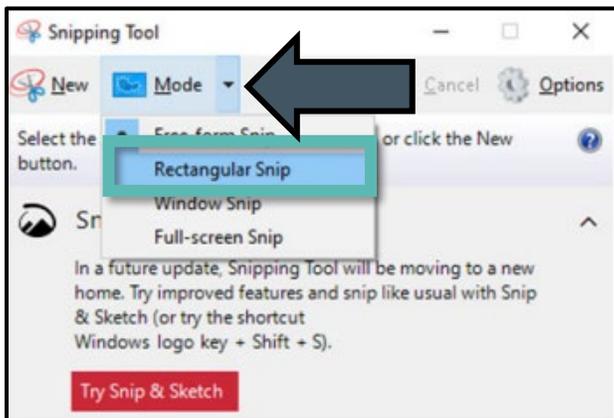
Take a Screenshot

The **Snipping Tool**, readily available on most computers as a pre-installed utility, offers a straightforward approach for capturing and sharing specific areas displayed on your computer screen. You can use this tool to capture specific elements of the report to then save and/or share as images and/or insert them as images into an email, a word document, etc.

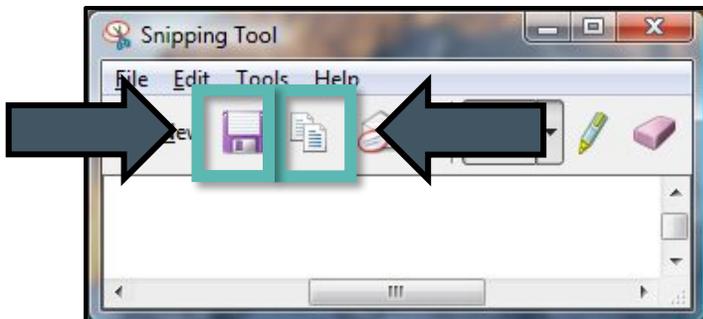
1. In the **Search Bar** type "Snipping Tool" and click the option to open the app.



2. Click the dropdown arrow next to **Mode** and select "Rectangular Snip".



3. Click and drag your mouse to select the area of your screen you want to capture.
4. Once the screenshot appears in the snipping tool, click on the **Copy** button. You can now paste (using CTRL+V or right-click paste) this screenshot into other media (e.g., email, a word document, power point slide). Alternatively, click on the **Save** button to save the screenshot as an image file on your computer.



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If you have any further questions, please contact the Office of Institutional Performance and Assessment at ipa@fsu.edu.