



USER GUIDE: General Education Curriculum Student Learning Outcomes (SLOs) Report

The Gen Ed SLOs Report is an interactive Power BI dashboard that shows levels of learning of specific content and skills demonstrated by the students in general education courses in your department. The SLOs data is presented in a way that allows for optimal analysis of student learning to answer questions on the accompanying template. Please follow the step-by-step instructions below to access and navigate each page of the dashboard. 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.

Click on a section below for quick navigation:

1. WHERE CAN I FIND THE REPORT?

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- b. Overview of Report Pages**
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 - ii. Page 2: SLO Levels in Gen Ed Courses**
 - iii. Page 3: SLO Levels in Gen Ed Course Sections**
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3. HOW DO I SAVE AND SHARE THE REPORT?

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- b. Take a screenshot**
- c. Request access for a new user**

SECTION 1: WHERE CAN I FIND THE REPORT?

There are two main ways to access the Gen Ed SLOs report for your department:

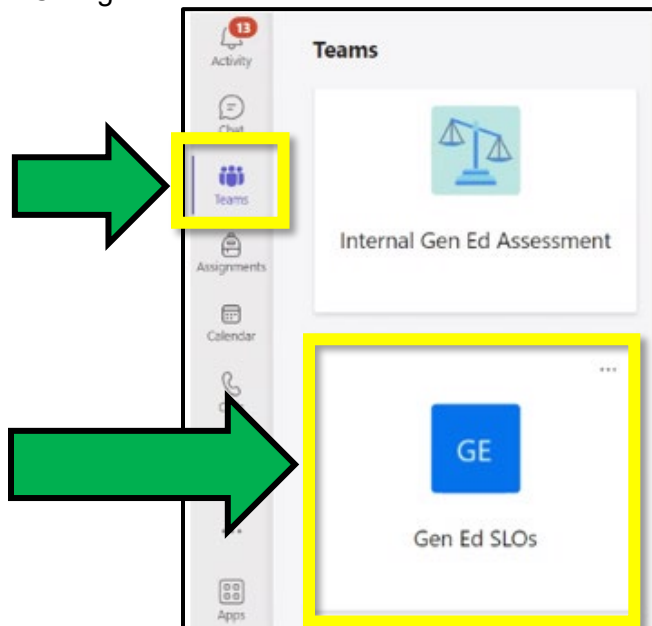
- ❖ **Access Via Microsoft Teams Desktop Application:** If you already have Microsoft (MS) Teams desktop app installed on your computer.
- ❖ **Access Via SharePoint Browser-Based Application:** If you do not already have (or prefer not to use) MS Teams Desktop Application.

Access Via Microsoft Teams Desktop Application

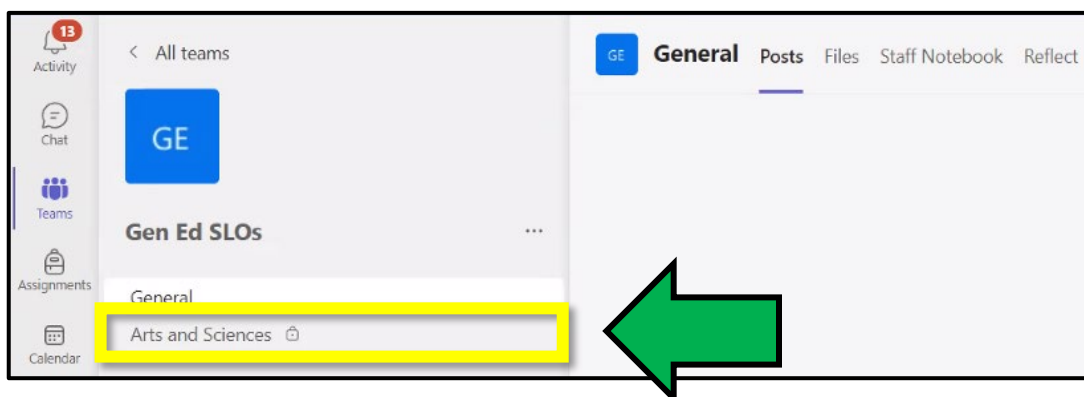
1. **FIRST TIME ONLY:** When you are first granted access to the MS Teams site where the reports are located, you will receive two email notifications from Microsoft. The first notification will indicate that you have been added as a new member to **the Gen Ed SLOs** Teams site, and the second notification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

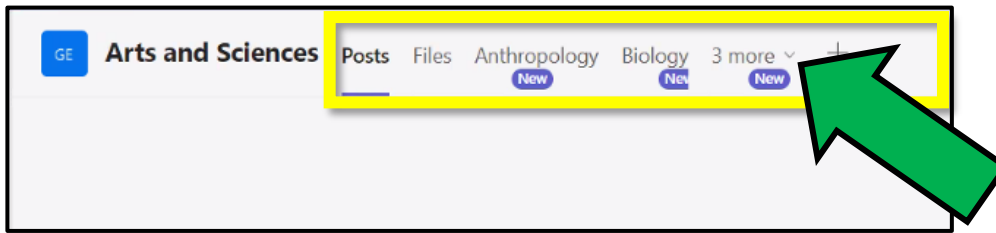


4. On the left side of the Team page, click on the private channel with your College's name (for most users, it will be the only option in the list).

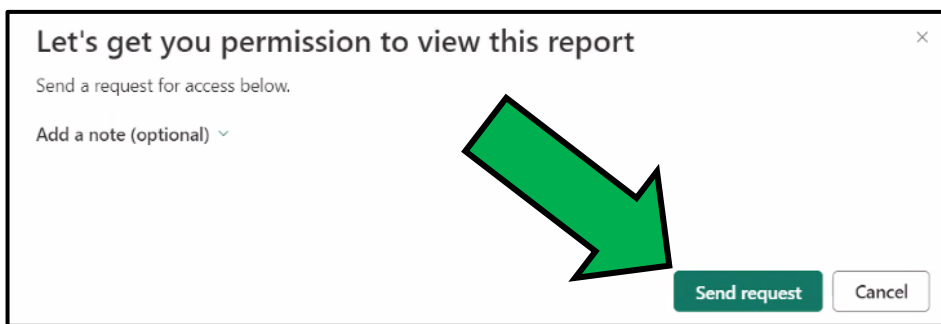


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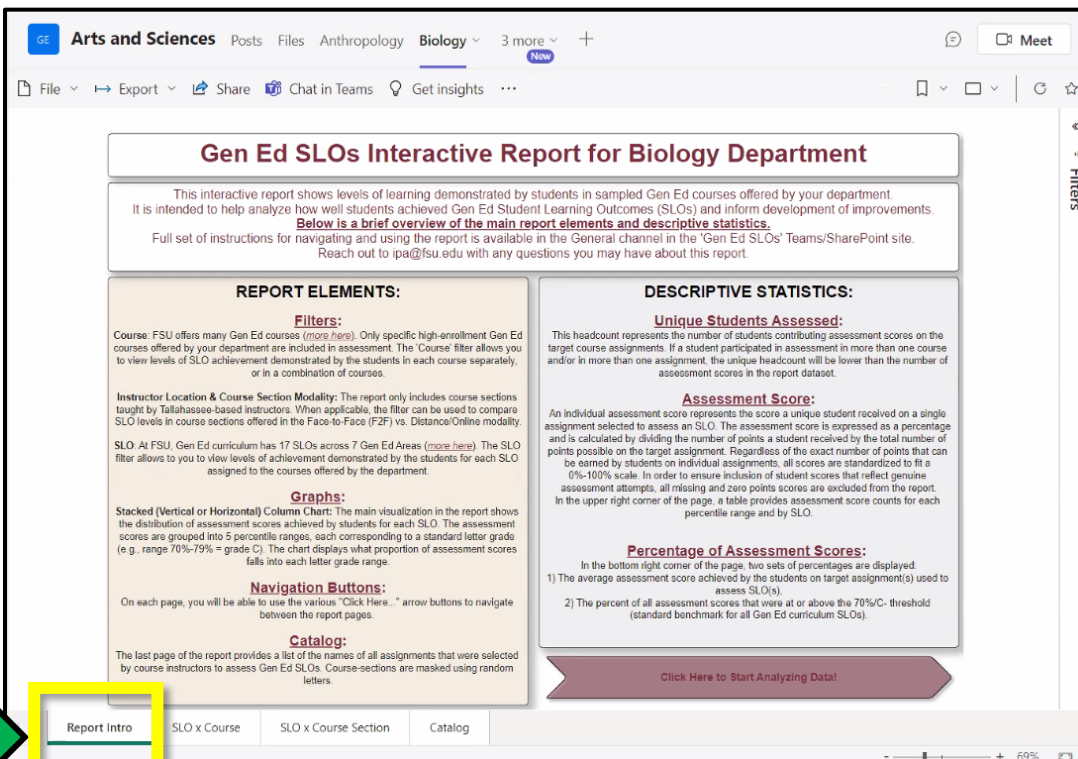
- On the channel page, locate the **tab options** across the top and click on the one for your department. You may need to select the option to view hidden tabs if you do not see your department in the default view.



- FIRST TIME ONLY:** The first time you access the tab for your department, you will 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.



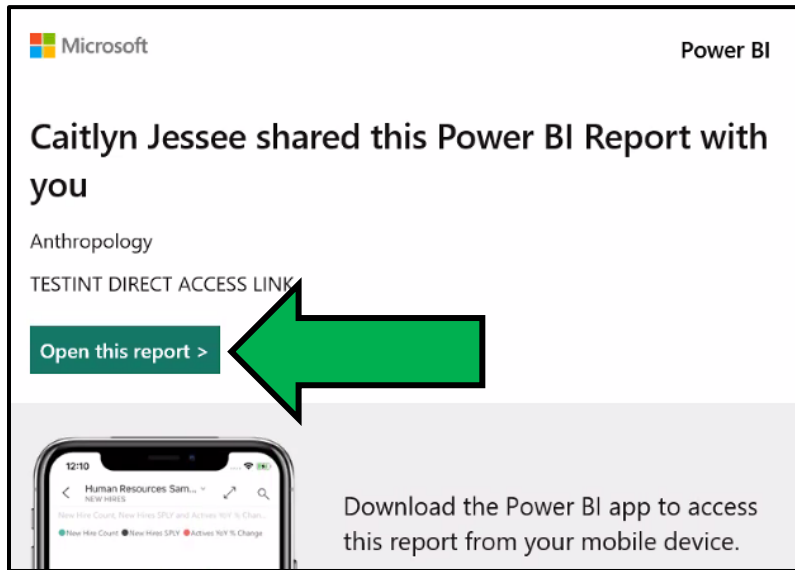
- Once you've been granted access to the Gen Ed SLOs report under your department's tab, you should be able to see the first page called **Report Intro**.



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Access Via SharePoint Browser-Based Application

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.

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.

SECTION 2: HOW DO I USE THE REPORT?

Alignment with Reporting Template

The Gen Ed SLOs report is designed to help you answer questions pertaining to the four 'Analysis of Results' sections on the accompanying fillable template. With both the interactive report and the template 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 four interactive pages in the Gen Ed SLOs report:

❖ **Page 1: Landing Page ('Report Intro')**

The first page of the report provides an introduction to 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 in Gen Ed Courses ('SLO x Course')**

The second page of the report shows levels of learning demonstrated by students on each of the SLOs, aggregated for the overall department, and by individual courses. This page provides data to help answer Level 1 and Level 2 questions on the template for analysis and improvement plans.

❖ **Page 3: SLO Levels in Gen Ed Course Sections ('SLO x Course Section')**

Building on the prior, this page shows levels of learning demonstrated by students on each of the SLOs, now aggregated by individual courses, and with a breakdown by section. This page provides data to help answer Level 3 questions on the template for analysis and improvement plans.

❖ **Page 4: Catalog ('Catalog')**

The last page of the report contains a catalog of the assignments chosen by instructors to assess each of the SLOs in their course-section(s). This page provides information that helps answer the Catalog questions on the template for analysis and improvement plans.

Page 1: Landing Page ('Report Intro')

When you open the Gen Ed SLOs report, you will be taken to the first page called Report Intro, that serves as the landing page, and provides an important introduction to the rest of the report.

1. First, review the information about the various report elements, including the different filters, the main interactive graph, and the navigation buttons.
2. Next, read the details on the key descriptive statistics presented in the report, including an explanation of the terms: Unique Students Assessed, Assessment Score, and Percentage of Assessment Scores.
3. Finally, click the button in the lower right corner of the page called **Click Here to Start Analyzing Data**.

Gen Ed SLOs Interactive Report for Biology Department

This interactive report shows levels of learning demonstrated by students in sampled Gen Ed courses offered by your department. It is intended to help analyze how well students achieved Gen Ed Student Learning Outcomes (SLOs) and inform development of improvements. **Below is a brief overview of the main report elements and descriptive statistics.** Full set of instructions for navigating and using the report is available in the General channel in the 'Gen Ed SLOs' Teams/SharePoint site. Reach out to ipa@fsu.edu with any questions you may have about this report.

REPORT ELEMENTS:

Filters:
Course: FSU offers many Gen Ed courses ([more here](#)). Only specific high-enrollment Gen Ed courses offered by your department are included in assessment. The 'Course' filter allows you to view levels of SLO achievement demonstrated by the students in each course separately, or in a combination of courses.

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 SLO levels in course sections offered in the Face-to-Face (F2F) vs. Distance/Online modality.

SLO: At FSU, Gen Ed curriculum has 17 SLOs across 7 Gen Ed Areas ([more here](#)). The SLO filter allows you to view levels of achievement demonstrated by the students for each SLO assigned to the courses offered by the department.

Graphs:
Stacked (Vertical or Horizontal) Column Chart: The main visualization in the report shows the distribution of assessment scores achieved by students for each SLO. 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 what proportion of assessment scores falls into each letter grade range.

Navigation Buttons:
On each page, you will be able to use the various "Click Here..." arrow buttons to navigate between the report pages.

Catalog:
The last page of the report provides a list of the names of all assignments that were selected by course instructors to assess Gen Ed SLOs. Course-sections are masked using random letters.

DESCRIPTIVE STATISTICS:

Unique Students Assessed:
This headcount represents the number of students contributing assessment scores on the target course assignments. If a student participated in assessment in more than one course and/or in more than one assignment, the unique headcount will be lower than the number of assessment scores in the report dataset. If a student did not participate in assessment for all of the 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.

Assessment Score:
An individual assessment score represents the score a unique student received on a single assignment selected to assess an SLO. The assessment score is expressed as a percentage and is calculated by dividing the number of points a student received by the total number of points possible on the target assignment. Regardless of the exact number of points that can be earned by students on individual assignments, all scores are standardized to fit a 0%-100% scale. In order to ensure inclusion of student scores that reflect genuine assessment attempts, all missing and zero points scores are excluded from the report. In the upper right corner of the page, a table provides assessment score counts for each percentile range and by SLO.

Percentage of Assessment Scores:
In the bottom right corner of the page, two sets of percentages are displayed:
1) The average assessment score achieved by the students on target assignment(s) used to assess SLO(s).
2) The percent of all assessment scores that were at or above the 70%/C- threshold (standard benchmark for all Gen Ed curriculum SLOs).

Click Here to Start Analyzing Data!

Page 2: SLO Levels in Gen Ed Courses ('SLO x Course')

- At the top of the second page of the report, locate the filter called **Course** and the filter called **Instructor Location & Course Section Modality**.

Course
All

Instructor Location & Course Section Modality
All

View Report Intro

SLOs Assessed
2

Unique Students Assessed
255

Assessment Score Range	SLO #5	SLO #8
Range 90%-100%	169	127
Range 80%-89%	40	70
Range 70%-79%	30	45
Range 60%-69%	11	9
Range 1%-59%	9	9
Total	259	260

Assessment Score Distribution by SLO

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

SLO #5: Interpret intellectual or artistic works within a cultural context.

SLO #8: Use a cultural, artistic, or philosophical approach to analyze some aspect of human experience.

Click to View Previous Page

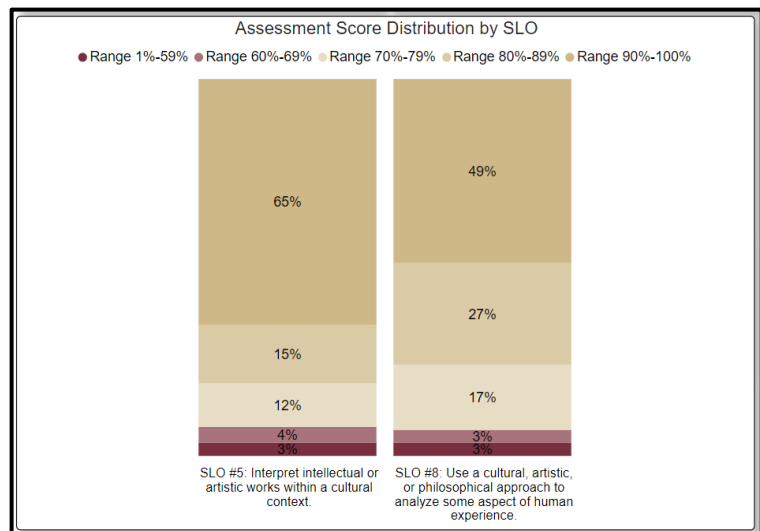
Click to View Next Page

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- To engage in the **Level 1 – Department by SLO** analysis, ensure that both **filters** are set to include all options. To verify, click on the drop-down 'carrot' to expand each filters' list of options. If either no option or all options are chosen, this means that the page view is set to display SLO data for all courses and all applicable locations/modalities.

- Start analyzing the data by reviewing the two **cards** at the top of the page. The first card presents the number of SLOs assessed in the different Gen Ed courses offered by the department and sampled for assessment. The second card presents the unique number of students who participated in assessment in one or more of those courses. These counts provide important context to keep in mind as you review the rest of the page statistics.

- Locate the **main graph** on the page that displays the assessment score distribution by SLO. This 100% stacked column chart breaks down assessment scores by letter grade range for each of the SLOs. It is important to note that all other elements on the page (i.e., assessment scores table and percentages) aid in the interpretation of the main graph and are directly tied to it. For information on scores that were excluded, see the Assessment Score section on the 'Report Intro' page.



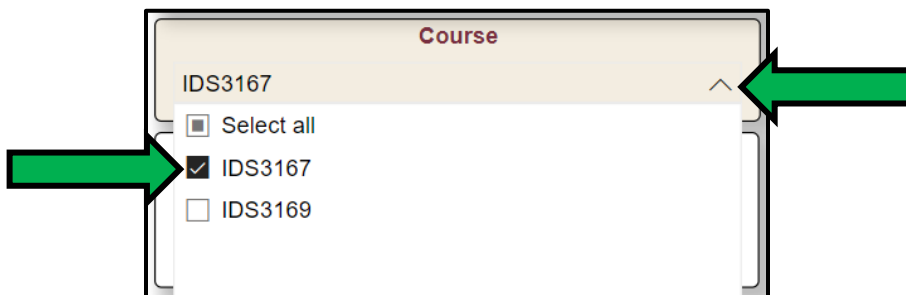
- Reference the **table** in the upper right corner of the page for the corresponding exact count of assessment scores that fall within each of the five possible letter grade ranges. Information presented in the graph and in the table can help determine whether the distribution of assessment scores is different between the SLOs, or if it appears to be similar.
- After reviewing the distribution in the graph, investigate the **summary statistics** presented in the lower right corner of the page and document your findings. The first set of percentages represents the average assessment score for each SLO. These descriptive statistics can help determine how similar or different the average level of learning was for each SLO. The second set of percentages indicates what proportion of all assessment scores were at or above the 70% (C-) threshold for each SLO. The goal for all Gen Ed SLOs at FSU is that at least 80% of assessment scores will meet this 70% (C-) threshold. These descriptive statistics can help determine whether demonstrated levels of learning for each SLO met the minimum expectation.

Assessment Score Range	SLO #5	SLO #8
Range 90%-100%	169	127
Range 80%-89%	40	70
Range 70%-79%	30	45
Range 60%-69%	11	9
Range 1%-59%	9	9
Total	259	260

SLO #5	SLO #8
90%	86%

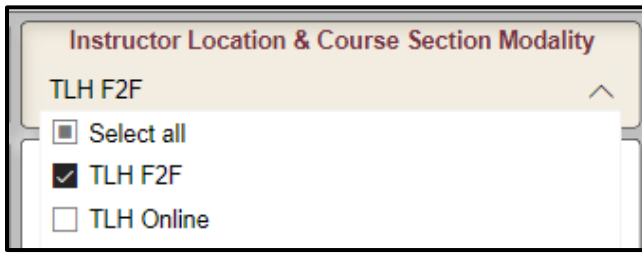
SLO #5	SLO #8
92%	93%

- To engage in the **Level 2 – Course by SLO** analysis, in the top left corner of the page, locate the filter on **Course**, click on the 'carat' to expand the list of options, and select the course whose student assessment scores you wish to view. Then, unclick the selected course, and click on the next course in the list. Use this filter to display data for each course, one at a time.

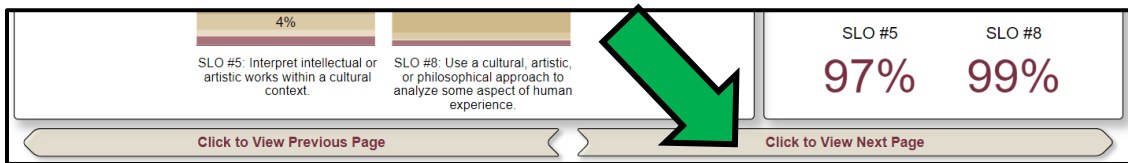


- Repeat steps 3–6 for each course in which SLO assessment took place. Information from the main graph, the table, and the summary statistics can help determine whether demonstrated levels of learning were consistent across the different courses and whether students struggled with some SLOs in some courses more than in others.

- If levels of learning were assessed in courses that were offered in multiple modalities (face-to-face and online), then the filter on **Instructor Location & Course Section Modality** will have more than one option. In this case, view the SLO data for each modality, one at a time, and determine whether demonstrated levels of learning were consistent or varied across different delivery modes.



- In the bottom right corner, select the navigation button named **Click to View Next Page**.



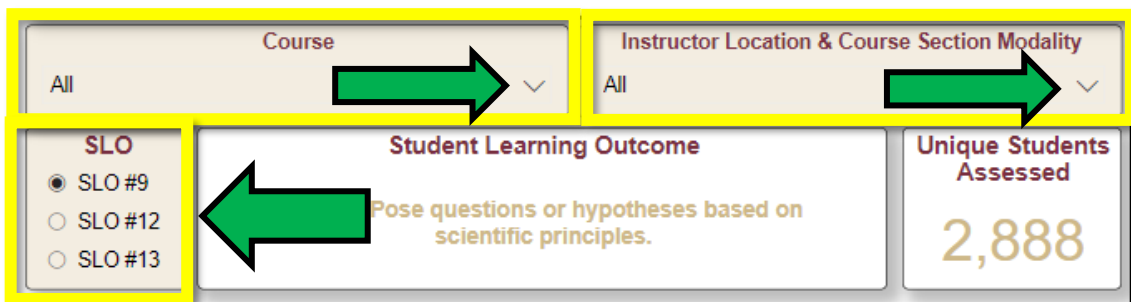
Page 3: SLO Levels in Gen Ed Course Sections ('SLO x Course Section')

- To engage in the **Level 3 – Course by Section** analysis, in the top left corner of the third page, locate the filter on **Course**, click on the 'carrot' to expand the list of options, and select the course whose student assessment scores you wish to view.

While filtered on an individual course, use the additional filter on **SLO** to view students' assessment scores on each of the learning outcomes assessed in the course.

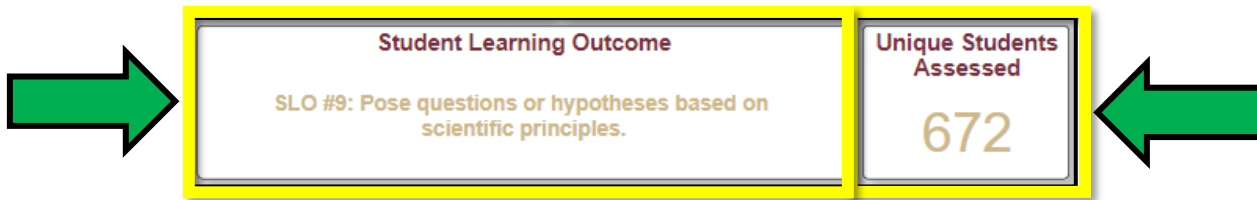
While filtered on an individual course and on an individual SLO, use the additional filter on **Instructor Location & Course Section Modality** to view data for face-to-face vs. online course modality.

Go through each combination of options in the 'Course', 'SLO', and 'Instructor Location & Course Section Modality' filters and analyze the data.



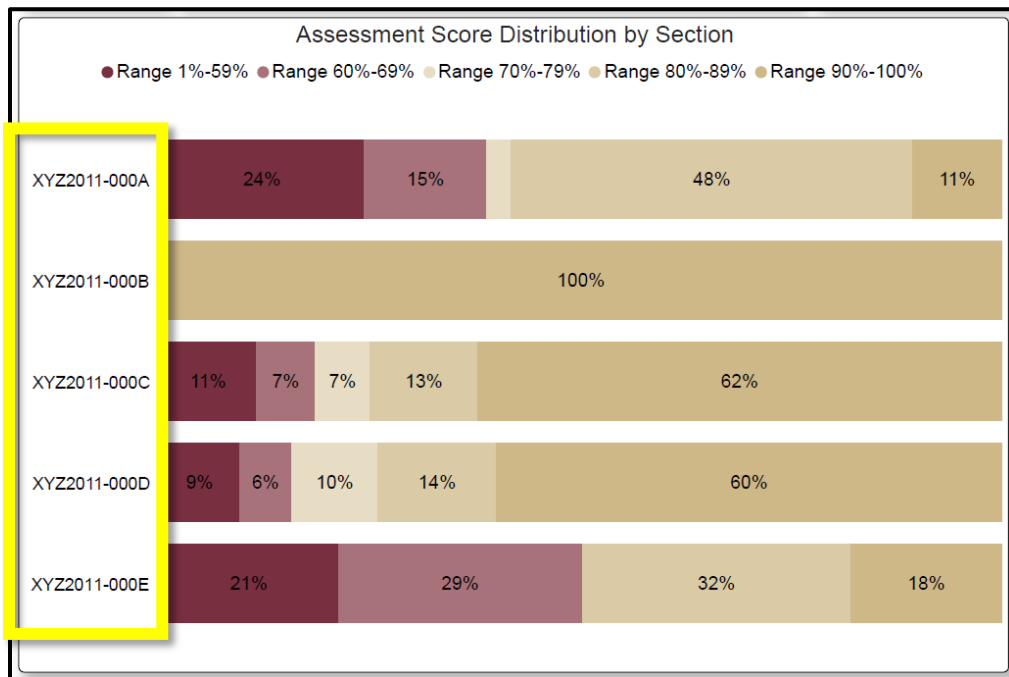
- At the top of the page, the first card presents the full description of the student learning outcome selected in the 'SLO' filter. The second card displays the unique number of

students who participated in assessment for the selected SLO in the selected course in the selected mode of delivery. Information in both cards adjusts based on your selection in the three filters above.

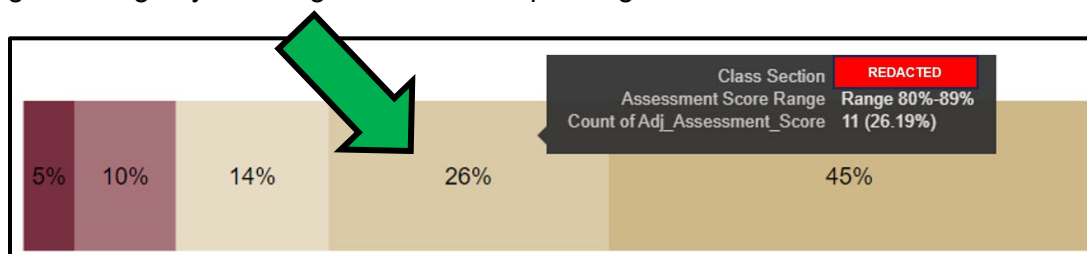


3. The **main graph** displays the assessment score distribution by course sections. This 100% stacked column chart breaks down assessment scores by letter grade ranges for each section of the selected course(s). It is important to note that:

- Although the course number (e.g., MAC 1105, ENC 2135) will be listed, individual course sections will be masked using random letters (e.g., 000W, 00SB) to help minimize identification of individual instructors.

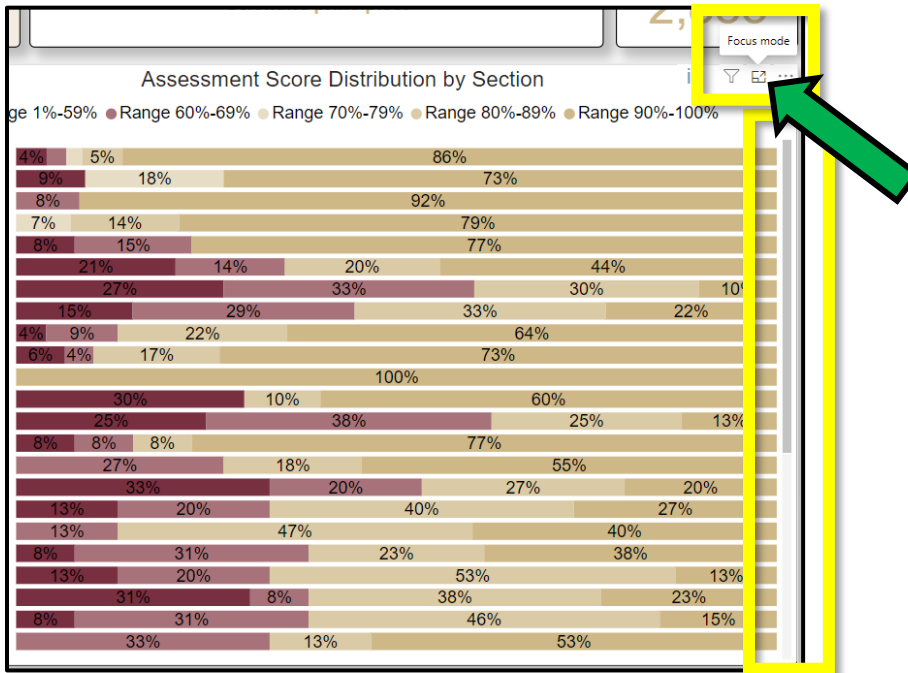


- SLO data is based on records from each course section site in Canvas, which means that depending on if and how instructors chose to combine their course sections, some course sections will have large student enrollment and some other sections will have very small enrollment. You can find out how many assessment scores are in each letter grade range by hovering over the corresponding section of the course section's bar.

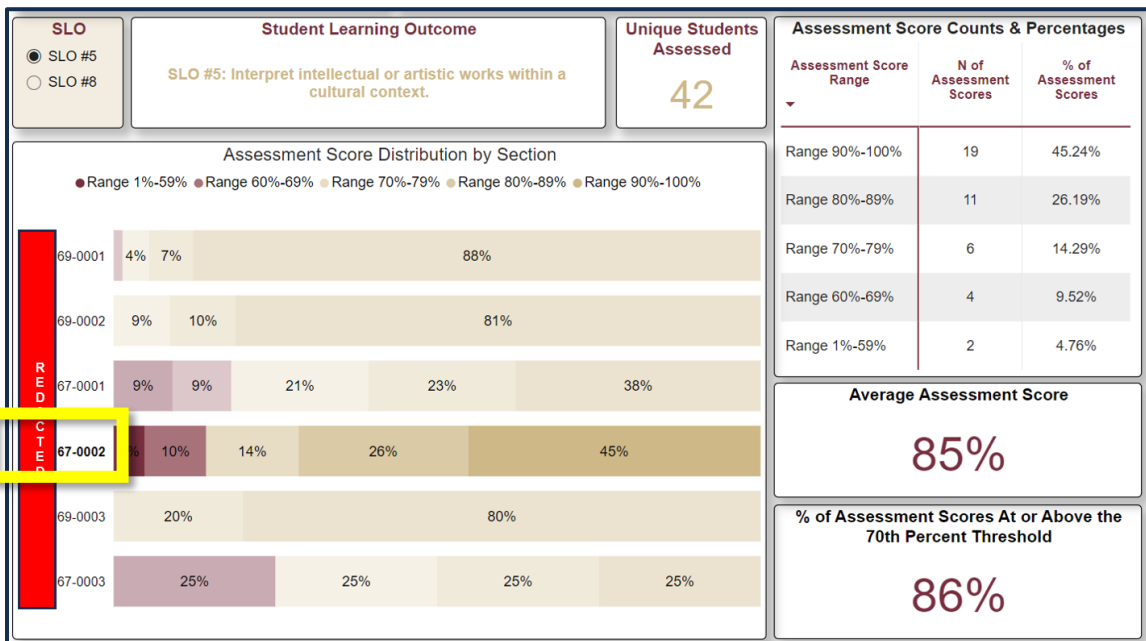


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- If a course has many sections, you may see a grey vertical scroll bar on the right side of the graph. In this case, you can either scroll up and down to view the assessment score distribution in all sections or select the 'Focus Mode' option in the upper right corner of the chart to view all sections at once in a separate new view.



- Your analysis will require viewing assessment data for each course section separately. To be able to do that, on the left side of the main graph, click on the first masked course section name. The cards and the table will adjust to display information only for the selected course section. To go back to the aggregate view, click on the same course section name again (i.e., deselect it). To view information for multiple different course sections at once, click on multiple sections names while holding the Ctrl key (Windows) or Command key (Macs).



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1. On the last page of the report, you can view the table listing all assignments that were used to assess levels of learning for each SLO. The assignment names come from the course section sites in Canvas and/or from the course instructors.

Class Section	Student Learning Outcome	Assignment Name
REDACTED	SLO #9: Pose questions or hypotheses based on scientific principles.	LS Quiz 1
	SLO #12: Use appropriate scientific methods and evidence to evaluate claims or theoretical arguments about the natural world.	LS Quiz 2
	SLO #13: Analyze and interpret research results using appropriate methods.	LS Quiz 3
	SLO #9: Pose questions or hypotheses based on scientific principles.	LS Quiz 1
	SLO #12: Use appropriate scientific methods and evidence to evaluate claims or theoretical arguments about the natural world.	LS Quiz 2
	SLO #13: Analyze and interpret research results using appropriate methods.	LS Quiz 3
	SLO #9: Pose questions or hypotheses based on scientific principles.	LS Quiz 1
	SLO #12: Use appropriate scientific methods and evidence to evaluate claims or theoretical arguments about the natural world.	LS Quiz 2
	SLO #13: Analyze and interpret research results using appropriate methods.	LS Quiz 3
	SLO #9: Pose questions or hypotheses based on scientific principles.	LS Quiz 1
	SLO #12: Use appropriate scientific methods and evidence to evaluate claims or theoretical arguments about the natural world.	LS Quiz 2
	SLO #13: Analyze and interpret research results using appropriate methods.	LS Quiz 3
	SLO #9: Pose questions or hypotheses based on scientific principles.	LS Evaluation 1
	SLO #12: Use appropriate scientific methods and evidence to evaluate claims or theoretical arguments about the natural world.	LS Evaluation 2
	SLO #13: Analyze and interpret research results using appropriate methods.	LS Evaluation 3
	SLO #9: Pose questions or hypotheses based on scientific principles.	LS Evaluation 1
	SLO #12: Use appropriate scientific methods and evidence to evaluate claims or theoretical arguments about the natural world.	LS Evaluation 2
	SLO #13: Analyze and interpret research results using appropriate methods.	LS Evaluation 3
	SLO #9: Pose questions or hypotheses based on scientific principles.	Scientific Methods (SLO1)
	SLO #12: Use appropriate scientific methods and evidence to evaluate claims or theoretical arguments about the natural world.	Neuro Methods (SLO2)
SLO #13: Analyze and interpret research results using appropriate methods.	Literature Review (SLO3)	
SLO #9: Pose questions or hypotheses based on scientific principles.	Scientific Method /LS Assignment 1	
SLO #12: Use appropriate scientific methods and evidence to evaluate claims or theoretical arguments about the natural world.	LS Assignment 2	
SLO #13: Analyze and interpret research results using appropriate methods.	LS Assignment 3	
SLO #9: Pose questions or hypotheses based on scientific principles.	Liberal Studies Quiz 1	

2. To complete the **Level 4 – Assignment Name by Course Section & SLO** analysis you will need to determine if any course section uses a single assignment to assess multiple SLOs and/or if any course section uses multiple assignments to assess a single SLO. As both approaches to SLO assessment may be problematic, you will likely need to communicate with the teaching instructors to ensure that the alignment between assignments and learning outcomes is optimal.

SECTION 3: HOW DO I SAVE AND SHARE THE REPORT?

When you work on completing the template on Gen Ed SLOs analysis and improvement plans, we strongly recommend that you engage in the discussion process the instructors who taught the assessed course(s) and course section(s). They will be able to share valuable, unique insights regarding the factors that affected student learning in their courses and provide additional context that will enrich the data analysis and development of sound, actionable improvement plans.

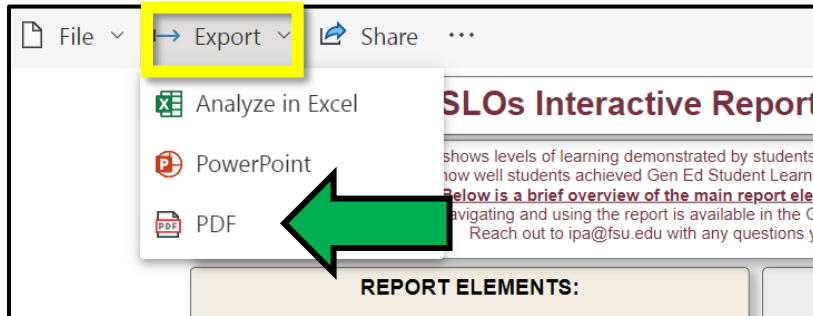
There are two easy ways to share the Gen Ed Curriculum SLOs report. To share a full page or all pages of the report, exporting to a PDF is best. For sharing only specific page elements (e.g., a graph that includes only two specific course sections), taking screenshot(s) is a better method.

Please note that direct sharing of the interactive report is not available due to restricted data access, but you may request to add new users to an existing report.

[Export to a PDF](#)

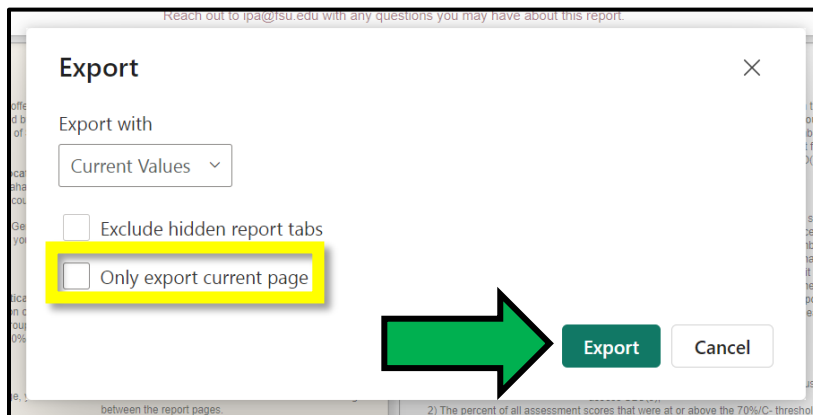
1. To export only one specific page of the report, start by navigating to that page. To include all pages of the report in the export, start on any page of the report.

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".

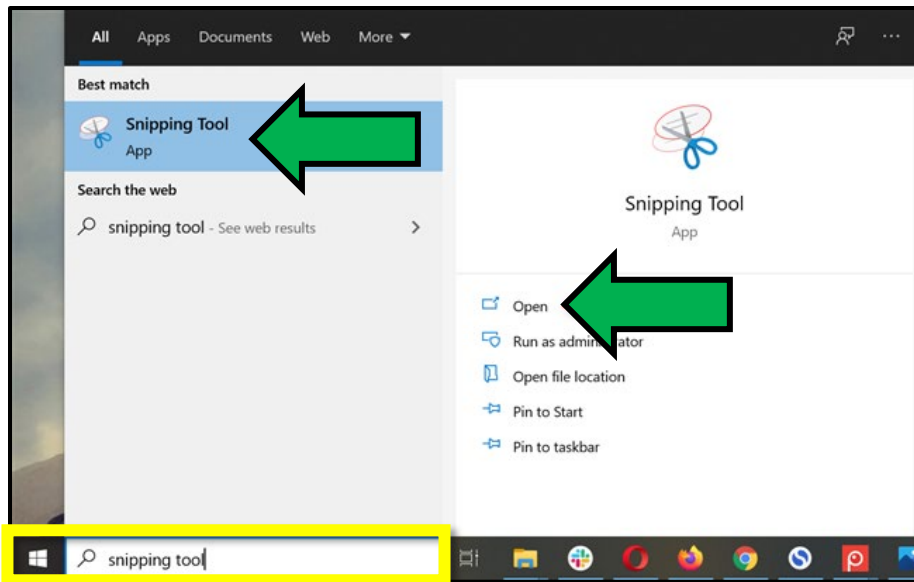
If you are exporting all pages of the report, keep the default selections and do not make any changes. Click on the **Export** button to extract the report page(s) into one PDF document that you can save and share.



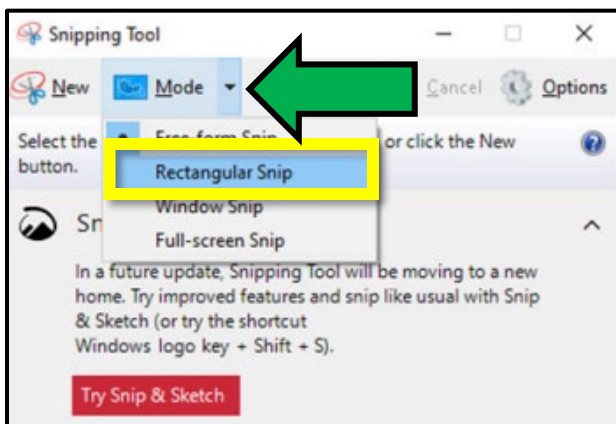
[Take a Screenshot](#)

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.

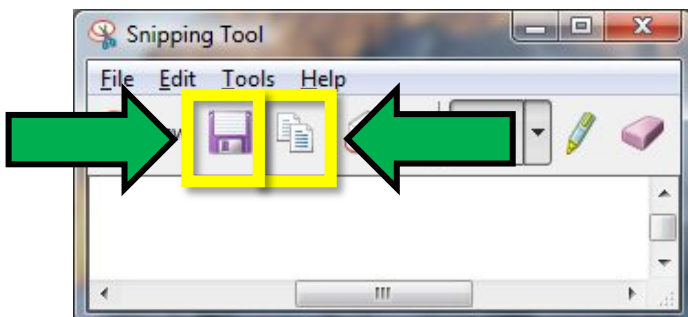
1. In the **Search Bar** type "Snipping Tool" and click the option to open the app.



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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[Request Access for a New User](#)

To request access to the interactive Gen Ed SLOs report for other users, please email the Office of Institutional Performance and Assessment at ipa@fsu.edu with the following information: person(s) name and title/position, their FSUID, and a brief explanation of why they need access. Please include the department Chairperson and/or your college Associate Dean in the email.

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