

Frequently Asked Questions about CSLOs and CSLO Assessment

1) What does CSLO stand for?

Course Student Learning Outcome

2) What are Course Student Learning Outcomes?

Course Student Learning Outcomes (CSLOs) are statements that specify what students will know, be able to do, or be able to demonstrate when they have completed or participated in a course. Outcomes are usually expressed as knowledge, skills, attitudes, or values.

3) Where can I find the active CSLO(s) for my course?

The **active** CSLO(s) for a course can be found in the Cypress College Course Outline of Record, located in [CurricUNET](#). There is a document with instructions for how to find active CSLOs in CurricUNET, located on the [Cypress College Student Learning Outcomes](#) webpage. Please be sure you are including the **active** CSLO(s) on your course syllabi.

4) Do both Full-Time Faculty and Adjunct Faculty complete CSLO assessments?

Yes. Both Full-Time Faculty and Adjunct Faculty complete CSLO assessments. If you have not been notified by a course coordinator, department coordinator, or designee as to which CSLO(s) to assess for your course(s), please contact your course coordinator, department coordinator, or designee for further assistance. If in doubt, you can assess all CSLOs for your class. The CSLO assessment completion percentages are a component of program review and may impact program funding if not completed.

5) Where are the CSLO assessments located?

CSLO assessments are located in eLumen. You can go to eLumen directly using the following link: <https://sso.nocccd.edu/login?service=https%3A%2F%2Fcypresscollege.elumenapp.com%2Felumen%2FController%3FactionClass%3DloginAction%26processType%3Dinit>. You can also get to eLumen through [MyGateway](#). Once you log in to MyGateway, select the Faculty tab on the left side, click on Cypress College Links to obtain the drop down menu, and select eLumen.

There is a Canvas integration in the works and the SLO Coordinator will send updates regarding this once the beta testing is complete.

6) I am in eLumen but there is not an assessment scorecard showing for my class. What should I do?

Email the SLO Coordinator with this information. In your email, please include the name of your department, the course prefix, and the course number (e.g., Accounting - ACCT 101).

7) Do all CSLOs need to be assessed for a course?

The number of CSLOs to assess for a course may be determined by the course coordinator, department coordinator, or designee. If you have not been notified by a course coordinator, department coordinator, or designee as to which CSLO(s) to assess for your course(s), please contact your course coordinator, department coordinator, or designee for further assistance. If in doubt, you can assess all CSLOs for your class.

Note to course coordinator, department coordinator, or designee: The minimum requirement for an assessment is one CSLO. If there are multiple CSLOs for a course and only one CSLO is selected, all instructors teaching that course should be assessing the same CSLO. If there are multiple CSLOs for a course and only one CSLO is selected per semester, the CSLO assessed should be rotated each semester.

8) When are the CSLO assessments due?

CSLO assessments should be completed by the 16-week final grade submission deadline.

9) Do CSLOs need to be assessed for Summer classes?

No.

10) There is a student that has dropped from the course or been dropped by the instructor but that student is still showing up on the assessment scorecard in eLumen. How do I score this student?

If the student never completed any assignment/exam/paper/activity that correlates to any of the CSLOs, then all CSLOs should be marked as N/A for those dropped students. The N/A marked for a CSLO indicates that the student was not assessed for that particular CSLO.

If for example, the assessment has 3 CSLOs and let's say Exam 1 content correlates to CSLO 1 and Exam 2 content correlates to CSLO 2 and Exam 3 content correlates to CSLO 3, and suppose the student takes Exam 1 and scores 100% but then drops the course, then CSLO 1 would be marked with a number score (0-4) and CSLO 2 would be marked with an N/A and CSLO 3 would be marked with an N/A for that student.

As long as all of the CSLOs for every student on the scorecard (whether dropped or not) are marked with either a number score (0-4) or N/A for each CSLO, the overall scorecard assessment would be marked as complete.

11) I have an enrolled student who didn't do the assignment/exam/paper/activity correlated with one of the CSLOs. How do I score that CSLO?

If an enrolled student misses or does not do a particular assignment/exam/paper/activity that correlates to a CSLO, then the CSLO that correlates to that assignment/exam/paper/activity should be marked as N/A. A mark of 0 would indicate that the student did the assignment/exam/paper/activity but did not perform well.

12) I finished the CSLO assessment in eLumen but the green check mark is not showing on the scorecard icon. What does this mean?

Most likely there is one or more rows without a mark. For every student, each row with a CSLO should be marked with a number (0-4) or with an N/A. Another possible reason the green check mark could not be showing is that the assessment reflection was not submitted.

13) I thought I made revisions to the CSLOs in CurricUNET but why are the CSLOs different in eLumen?

Most likely the curriculum cycle for that course is not complete. Once the curriculum cycle has completed, the revised CSLOs will show for the active course in CurricUNET and also appear in eLumen. If the active CSLOs showing in CurricUNET are different than the CSLOs showing in eLumen for a course, please email the SLO Coordinator with this information. In your email, please include the name of your department, the course prefix, and the course number (e.g., Accounting - ACCT 101).