# How to Access and Edit Your Program SLO

## Files on Google Drive[*]

This guide provides simple, step-by-step instructions to access and edit your Academic Program Student Learning Outcomes folders and files.

### Step 1: Go to Google Drive

Open your web browser and navigate to **Google Drive** at **drive.google.com**. Make sure you are signed in with your @charlotte Google account.

### Step 2: Select "Shared with me"

Look at the **left-hand navigation menu**. You'll see

several options like "My Drive," "Shared with me,"

and "Shared drives." Click on **Shared with me**.
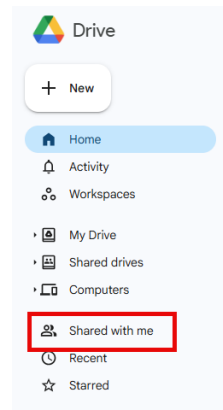
### Step 3: Open the College or Department Folder

Locate your College or Department Folder and **Double-click** on it. If you need to search for the Department folder, you can use the **Type** dropdown to search for only Folders, Documents, and Spreadsheets.
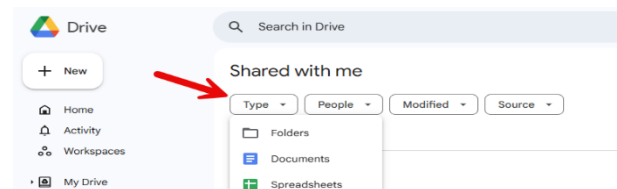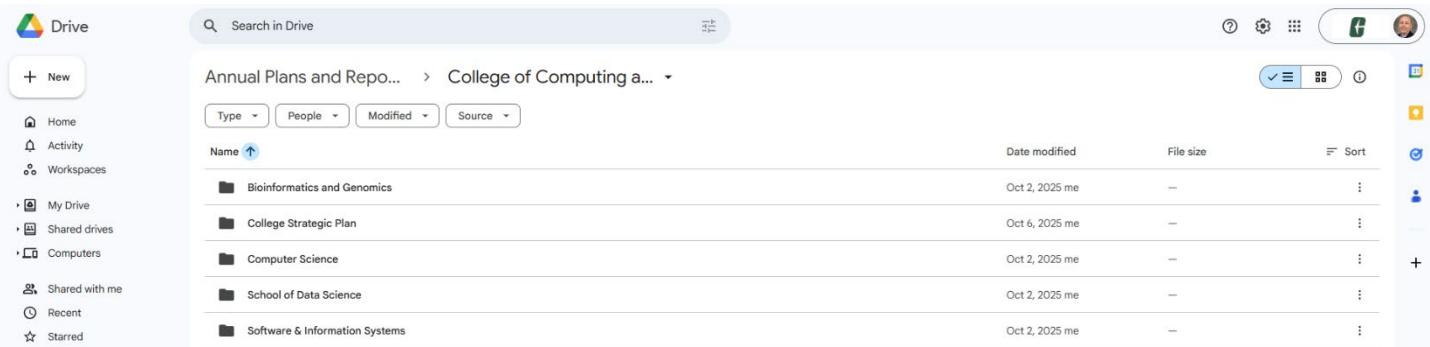
### Step 4: Folders Organization

**Note Access Level:** There are three levels of access that you may be assigned. Each level has specific permissions which can be changed but will a require request to be sent to Mitchel Cottenoir ([mcotteno@charlotte.edu](mailto:mcotteno@charlotte.edu)).

**Contributor:** Can add/edit files (cannot delete/move).
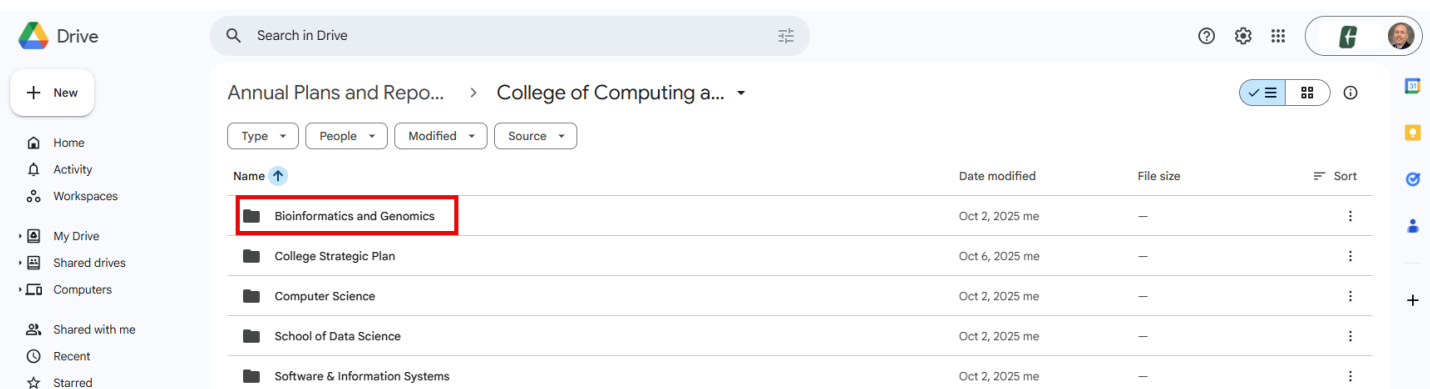
**Commenter:** View and comment only.
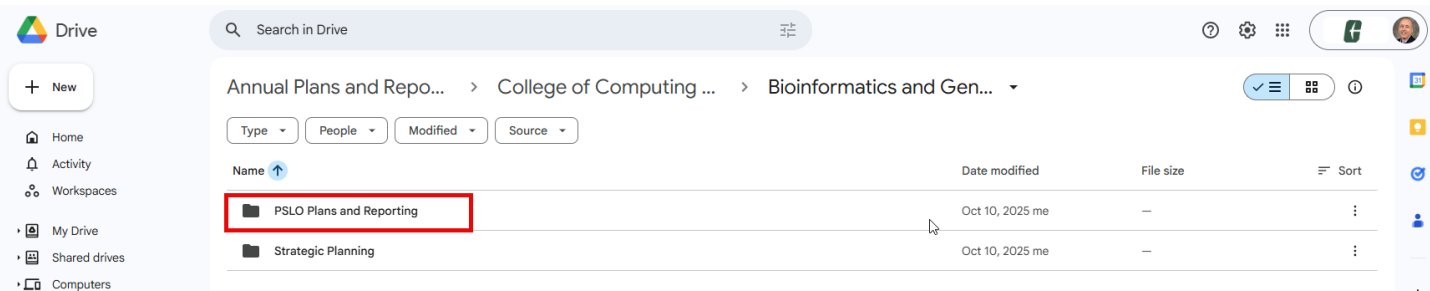
**Viewer:** View only.
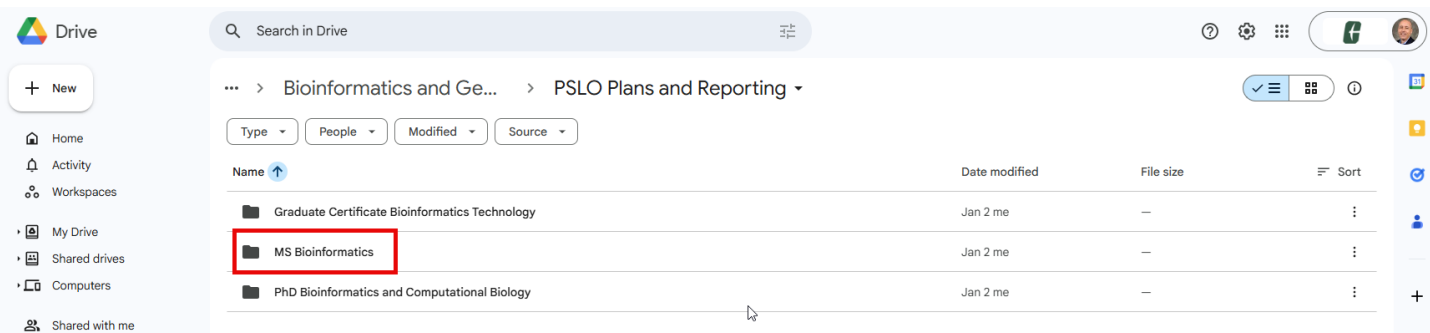
**Step 5: Accessing PSLO Plans and Reports**

    a. **Double-click** on Department Folder. For Interdisciplinary Programs **Double-click** on the Program Folder and then skip to step 5.d.
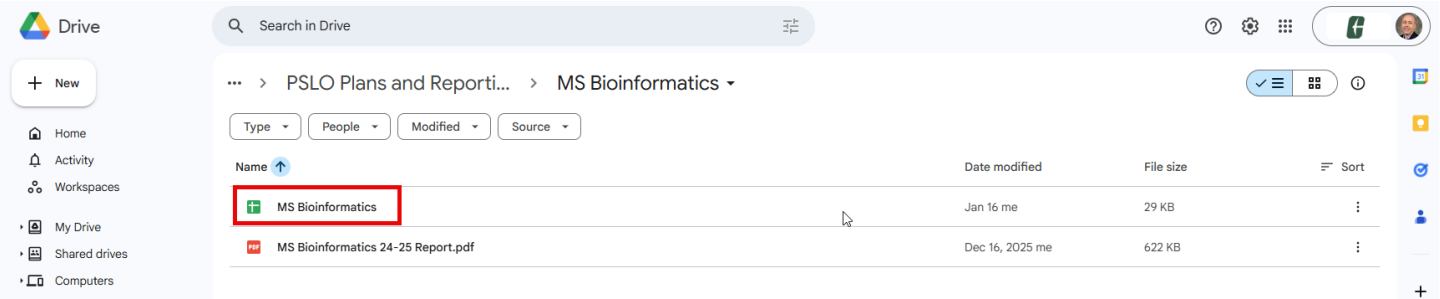


    b. **Double-click** on the PSLO Plans and Reporting Folder.



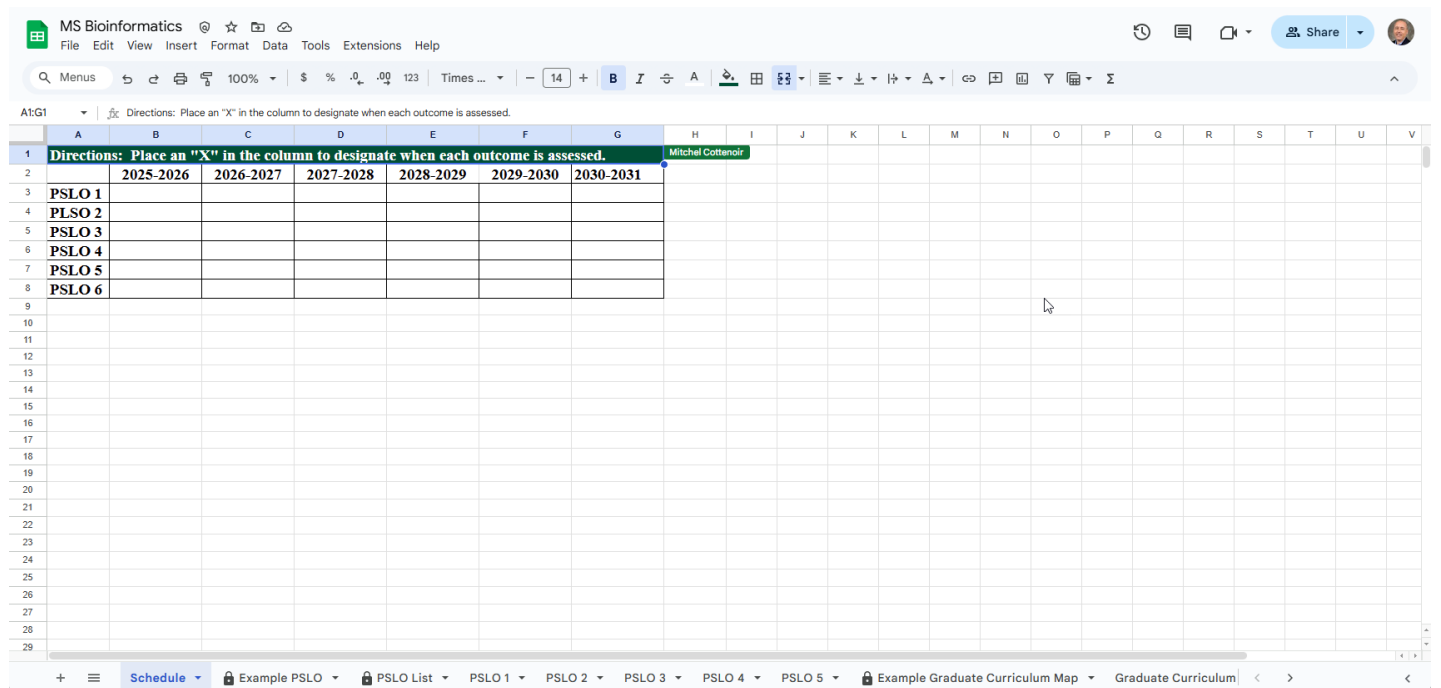    c. **Double-click** on the Academic Program Folder.

d.  **Double-click** on the Program Google Sheet File.



The Program file contains multiple tabs depending on the type of program:

1) Undergraduate Program
2) Graduate Program
3) Certificate Program

The following is a description of each tab.



**Schedule:** The tab is used to develop a denote the year when a program will report on each program student learning outcomes.

**Example PSLO:** This tab provides an example of a program student learning outcome plan and report to help provide guidance on what is expected to be entered for each PSLO. *Locked from editing*.

**PSLO List:** This tab contains the active and previous PSLO. *Locked from editing*.

**PSLO #:** Each tab contains three sections:

1) Planning
2) Reporting
3) Use of Results for Improvement.

**Example Undergraduate/Graduate Curriculum Map:** This tab provides an example of how to complete a Curriculum Map for the program. *Locked from editing*.

**Undergraduate/Graduate Curriculum Map:** This tab can be used to develop and maintain the current curriculum map for the program.  This tab is ***optional*** but can be helpful when completing your program review.

**Step 6: Review the Planning Section (Rows 1-8)**

The Planning section contains the Programs' approved assessment plan. This includes:

1) Program Student Learning Outcome
2) SLO Area
3) Delivery Mode
4) Other Sites
5) Assessment Item
6) Assessment Method
7) Expected Performance Target.

*This section is also protected so that changes cannot be made without contacting the College CAD (listed below) or Mitch Cottenoir (mcotteno@charlotte.edu).*

**Step 7: Fill the Reporting Section (Row 11-19)**

The reporting section includes:

1) Reporting Year
2) Results Exception
3) Results
4) Performance Target Met
5) Reflection on Results 1, 2, and 3
6) Implementation Fidelity
7) Impact on Student Learning

Complete each of the sections above in **Column B**. *Please use the dropdown box to select appropriate information in rows 11,12, and 14.*

**Step 8: Complete the Use of Results for Improvement Section (Rows 22-24)**

The Use of Results for Improvement section includes:

1) Next Reporting
2) Planned Improvement Type(s)
3) Planned Improvement Narrative

Complete each of the sections above in **Column B**. *Please use the dropdown box to select appropriate information in rows 22 and 23*.



Step 9: Repeat steps 6-8 for each PSLO # tab.

**College Assessment Directors (CAD)**

Belk College of Business – Sharon Bailey, sbaile64@charlotte.edu

College of Arts + Architecture – Ben Still (interim), bstill@charlotte.edu

College of Computing and Informatics – Colleen Karnas-Haines, ckarnash@charlotte.edu

Cato College of Education – Tisha Perkins Greene (interim), trperkin@charlotte.edu

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Klein College of Science – Matthew Parrow (interim), mwparrow@charlotte.edu

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*created with the help of Google Gemini