

How to Access and Edit Your Program SLO

Files on Google Drive*

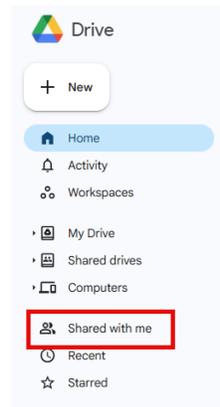
This guide provides simple, step-by-step instructions to access and edit your Academic Program Student Learning Outcomes folders and files.

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.

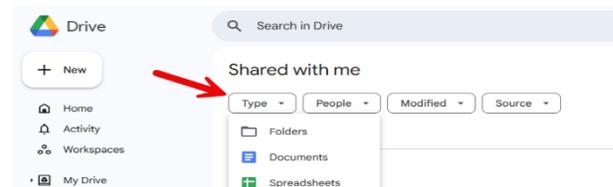
Step 2: Select "Shared with me"

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 require a request to be sent to Mitchel Cottenoir (mcotteno@charlotte.edu).

Contributor: Can add/edit files (cannot delete/move).

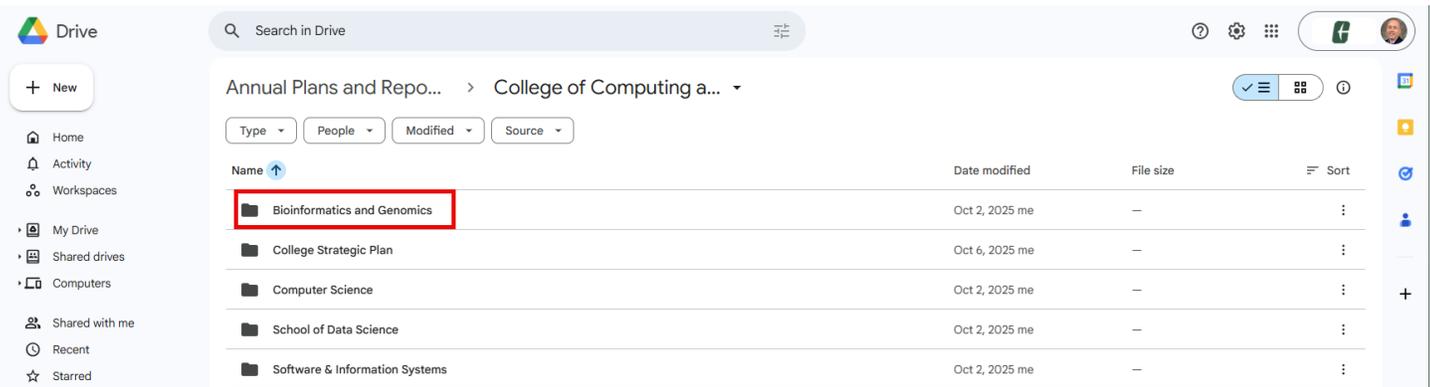
Commenter: View and comment only.

Viewer: View only.

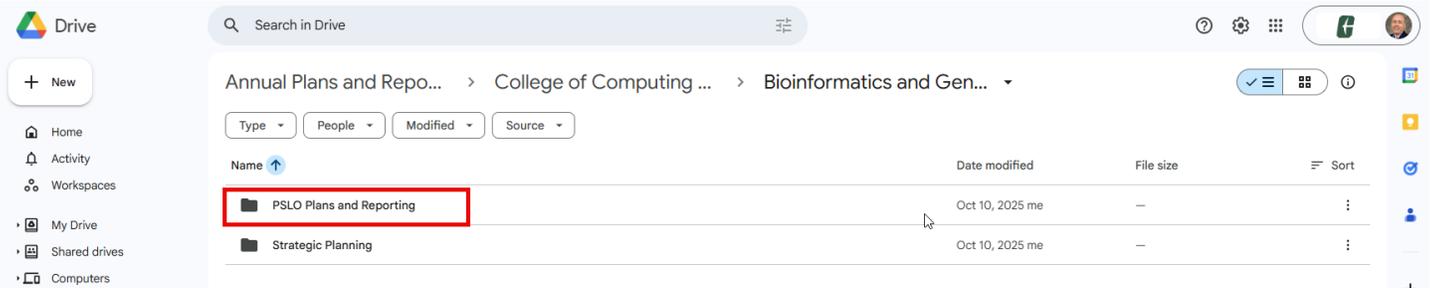


Step 5: Accessing PSLO Plans and Reports

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

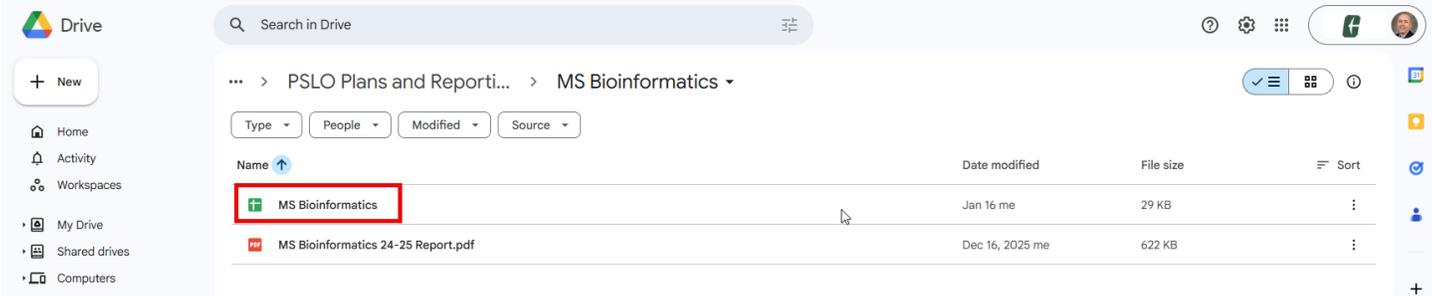


- b. **Double-click** on the PSLO Plans and Reporting Folder.



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

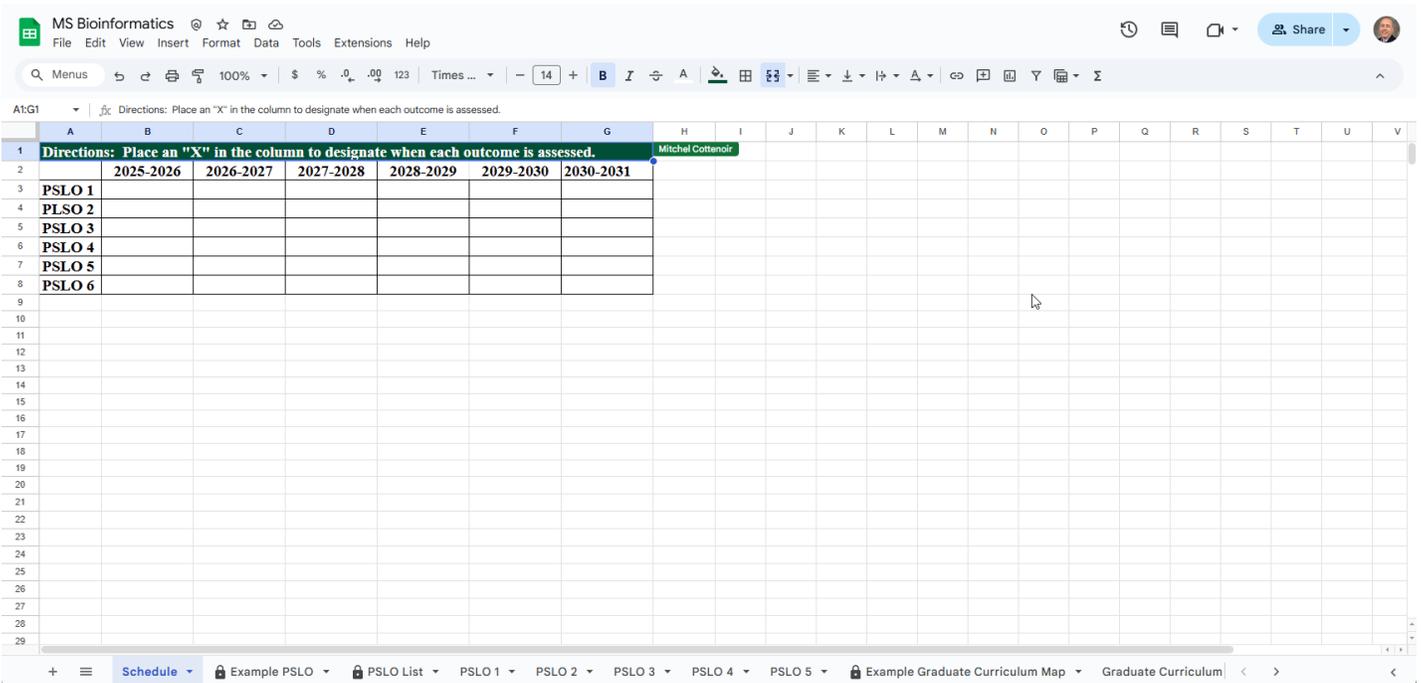
d. Double-click on the Program Google Sheet File.



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.

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.

The screenshot shows a Microsoft Excel spreadsheet with the following structure:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
21	Use of Results for Improvement													
22	When will this PSLO be reported on next?													
23	Planned Improvements Type(s) Select the improvements that your program will implement based on the analysis of data from this cycle.													
24	Planned Improvement Narrative Describe how each of the changes selected above will be implemented.													
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The spreadsheet interface includes a menu bar (File, Edit, View, Insert, Format, Data, Tools, Extensions, Help), a ribbon with various tool icons, and a task pane at the bottom showing tabs for 'Schedule', 'Example PSLO', 'PSLO List', 'PSLO 1', 'PSLO 2', 'PSLO 3', 'PSLO 4', 'PSLO 5', 'Example Graduate Curriculum Map', and 'Graduate Curriculum'.

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

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*created with the help of Google Gemini