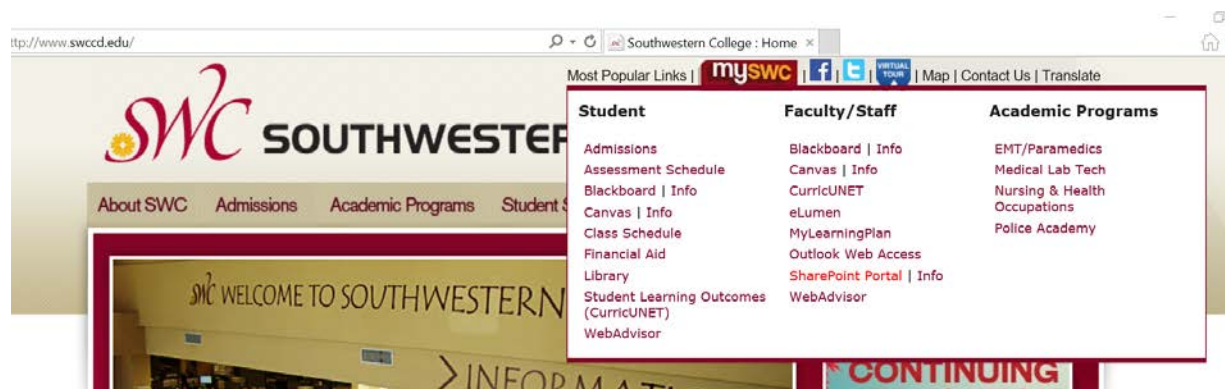### Downloading SLO/AUO Timelines from SharePoint
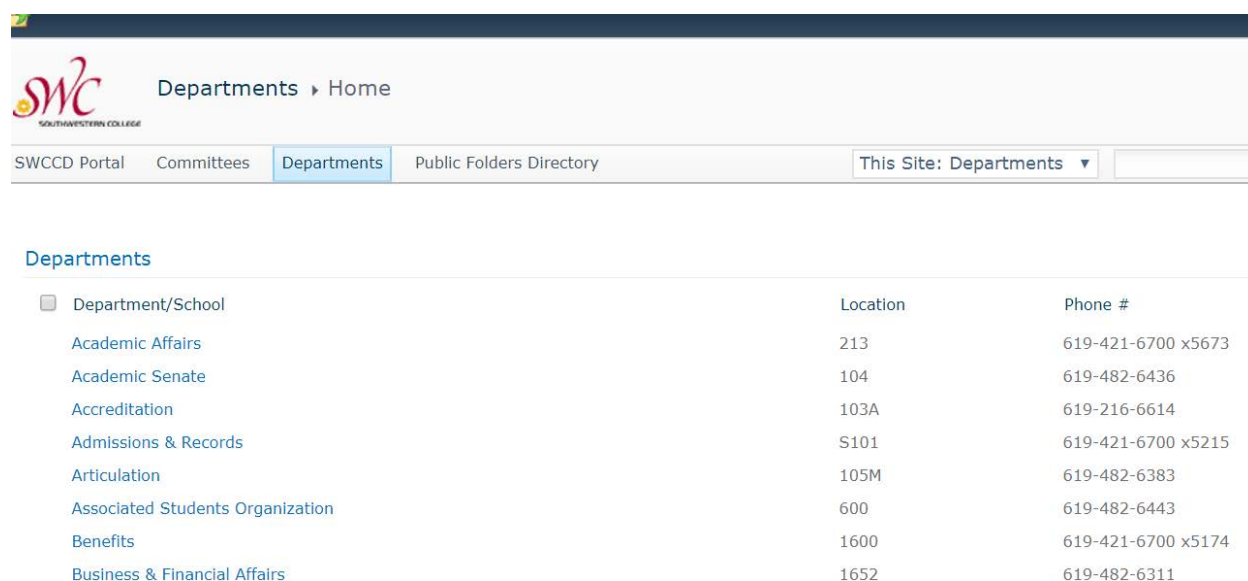
Every program review, regardless of level, must turn in an "**Outcome Assessment Timeline**" with their program review, whether they are completing a comprehensive or a snapshot. Most units simply need to update their timeline to reflect the dates in their assessment plan. All Assessment timelines are currently stored in SharePoint.

How can I find my timeline? Follow these steps:

1. Log on to SharePoint: You can find the portal for SharePoint on the SWC Main Page under "Most Popular Links" at the top of the screen. Your login username and password are the same as your email login credentials.

2. Once in SharePoint, Find the tab labeled **"Departments"** and click on it. Locate the **"Student Learning Outcomes"** site near the bottom of the list and click on it.

3. Once on the Department site, find the collection of timelines that house your SLO information. Choose from **Academic Programs: Outcomes Assessment Timelines (OATs) for instructional outcomes in all schools and centers**, **AUO Timelines** for all other departments and offices, and **Student Affairs Timelines for Student Services areas**.

4. Once you find the file you are searching for allow your mouse to hover over the title until a black, dropdown arrow appears. Click on that dropdown arrow and choose **"Send To"** followed by **"Download a copy"**. Then follow the prompts to save your timeline to your computer. A blank AUO timeline information sheet is provided for you as well.

5. Also on this site you will find **AUO Plans of Improvement**. These can be downloaded similarly and should be reviewed and updated as you prepare your program review for this cycle.
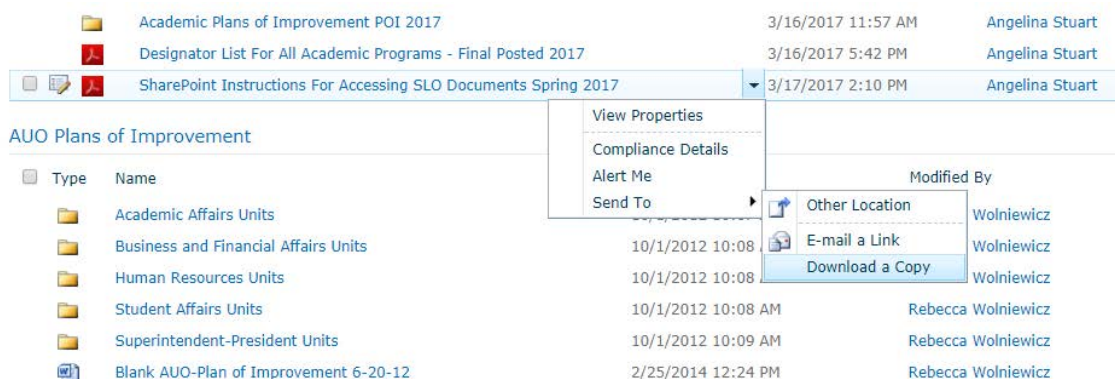
AUO Plans of Improvement

☐	Type	Name	Modified	☐ Modified By
	📁	AUO Plans of Improvement 2012	9/6/2017 11:29 AM	Anna Banda Flores
	📁	AUO Plans of Improvement Spring 2017	9/7/2017 10:22 AM	Yolanda Lynch

For more assistance downloading your SLO timelines, please contact the Institutional Program Review and Outcomes Coordinators, Rebecca Wolniewicz at ext. 5573 or rwolniewicz@swccd.edu or Jessica Posey at ext. 5510 or jposey@swccd.edu.