

PENSACOLA STATE COLLEGE

Online GLO Instructions

1. Login to your E-Roster
2. Click on the general education course you want to evaluate
3. Click on G.L.O. in the menu on the left-hand side
4. Click on Planning Document
 - a. Choose the GLO you wish to evaluate in the GLO drop-down menu
 - b. Fill in the 3 columns
 - c. Click Save Changes at the bottom of the page
 - d. Click Return at the top right of the page
5. If the students have completed their assessment, click Student Assessments (If not, you may exit E-Roster and login at a later time when you are ready to input the student assessments)
 - a. Click on a student's name
 - b. Click on their corresponding measurement, either M (for Mastery), C (for Competent), D (for Developing), B (for beginning) or N (for Not Assessed)
 - c. Click the Change button to the right
 - d. Begin again with the next student until you have entered a value for all students
 - e. Click Return
6. Click on Recording Document
 - a. Choose the GLO you wish to evaluate in the GLO drop-down menu
 - b. Fill in the last 2 columns
 - c. Click Save Changes at the bottom of the page
 - d. Click Print Page if you wish to have a hard copy of your document (When you click Print Page, a box will pop up. Click Preferences, choose Options, click Landscape, Click OK, and Click Print. This will print a landscape copy of the document showing the entire page)
 - e. Click Return at the top right of the page
 - f. Click Return to go back into E-Roster or click Sign off to exit E-Roster