Directions: Assigning Program Learning Outcomes to a Course Section in Anthology Outcomes (Updated September 2021)

1. Please follow the instructions in the "*Accessing Program Level Assessment in Anthology Outcomes*" section above. In Step 5, select "Connection."
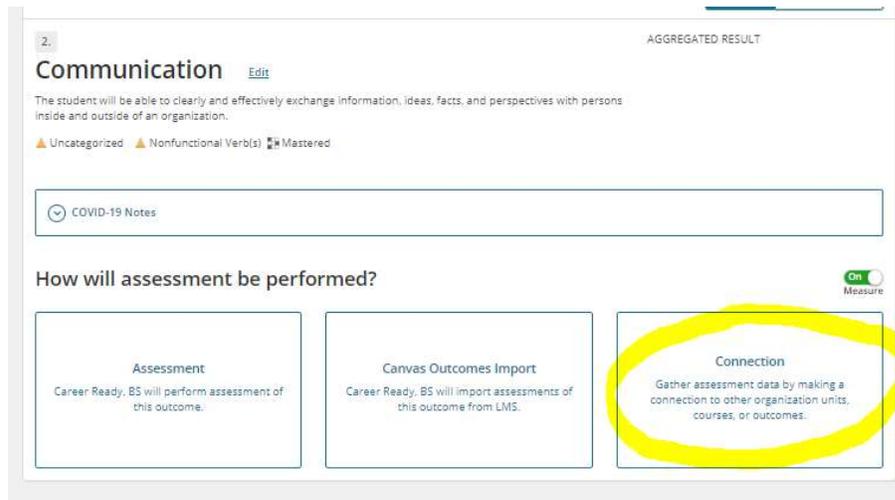
2. A pop-up box will display and ask whether you want to "assign" or "relate" the connection. Select "assign" to connect the program learning outcome to a course section.
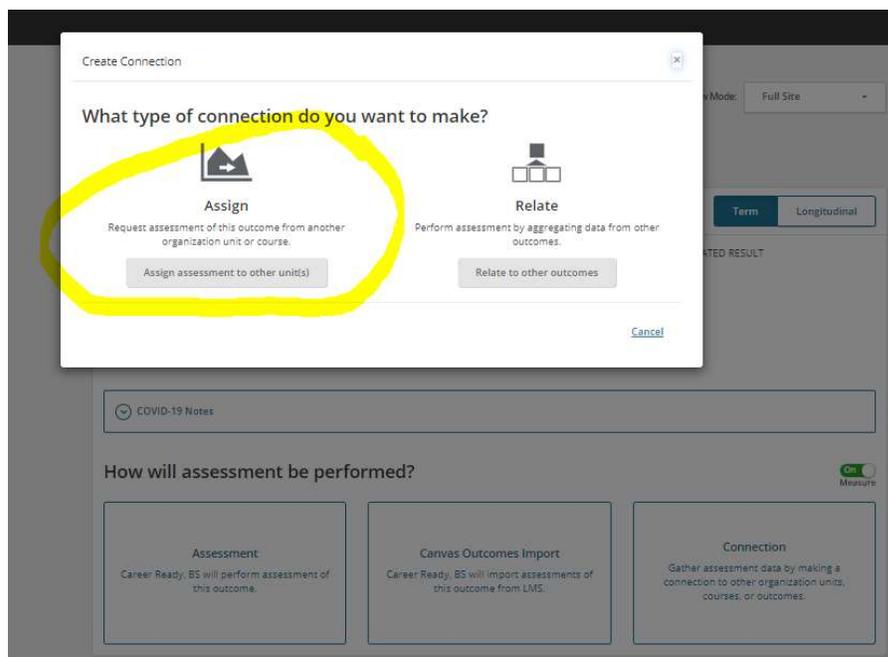
3. The system will now ask you which course sections you wish to assign the program learning outcome to. IMPORTANT: Faculty are assigned at the **section level**. This

means you will need to make the assignment to the section, not the course level for the faculty member to see it when they login. Also, if the course you wish to assign does not appear in the list, send an email to assessment@uidaho.edu asking for it to be added. This only has to be added once and will then continue to show up for you in the future.

Your list should look similar to the example – initially showing courses:
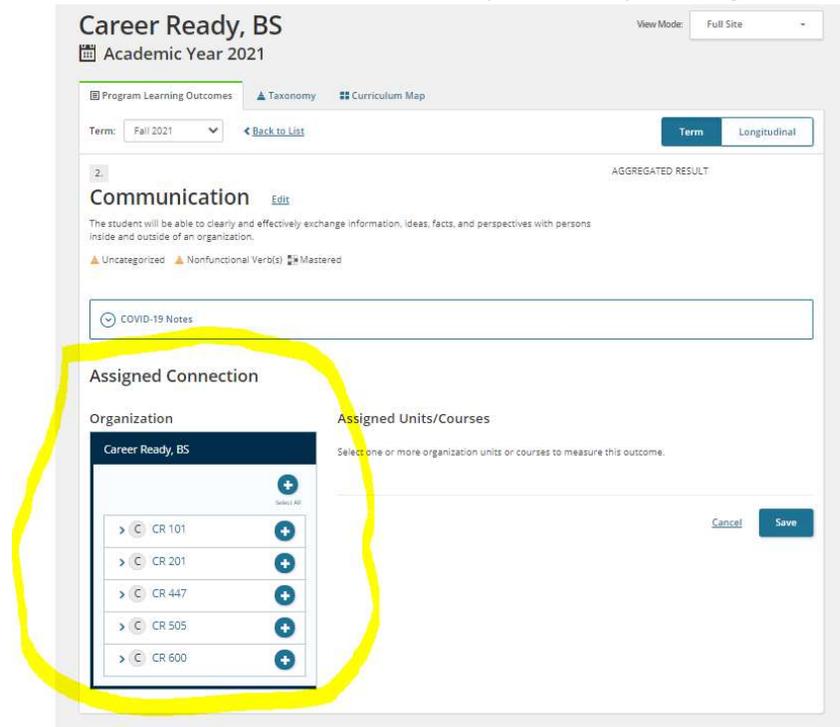
You can click on the arrow to the left of the course, to open it up and display the sections. Select the section you wish to assign by clicking on the corresponding "plus sign." You can continue to add sections, until all you wish to assign are added.
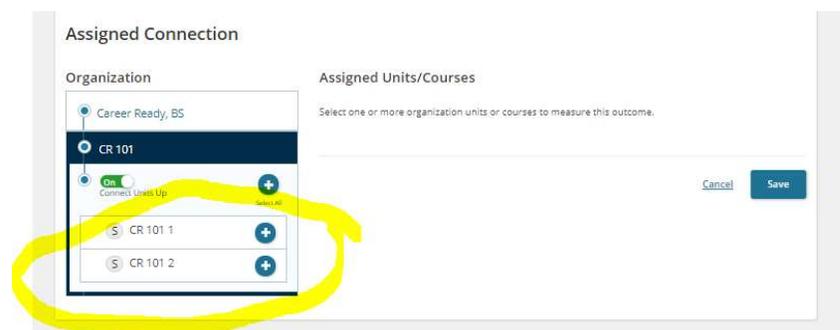
When the section has been added, click "save" or it will not save the connection.
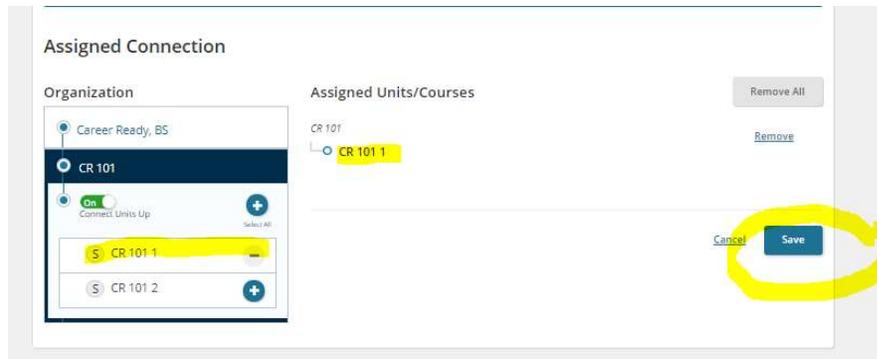
4. When you click save, it will process and return you to the main screen. You can now see the program learning outcome has been "assigned." Now that it has been assigned, this is the only way you can add data for this semester. However, you can assign it to multiple sections, by doing so initially, or going back in and editing the assignments. You can also go back in and remove all assignments.
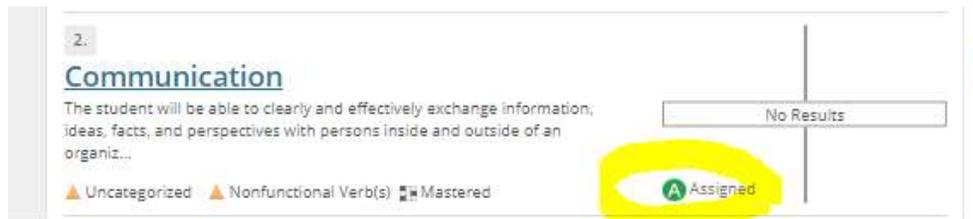
For more information, also see:
Creating Assigned Connections
Assignment Chains
Editing Connections
Delete Connections