Once you locate your program in Anthology Outcomes, you will have options for how your program and faculty enter their data. These instructions cover 1) how to locate your program, and 2) the various methods for data entry.

Part 1: Finding your Program in Anthology

1.) Login to Anthology Outcomes using your UI credentials.
2.) Select an Academic Year
3.) Click on the STAR menu to see the academic programs and course sections you can report or manage data for.

You should see all of your own course sections listed. Department chairs should also see their academic department(s) noted by a small star and a subtitle "department." To see everything in the department, you need to take one more step (see Page 2).
View everything listed under department by clicking on the ORG CHART to the left of the STAR (see image at left)

4.) Further navigation is the same for both the STAR and ORG CHART menus. Select the major/degree program or item to enter data.

- Everyone can view the program’s learning outcomes for a major/degree program by clicking on the program’s name from the ORG CHART. If the learning outcomes are listed in black font, this means the user has ‘view only’ access. If they are blue hyperlinks, this means the user can enter data.

- If the user has permission to enter data directly for a program, the system will list that department or major under your STAR menu.

- If the user sees course sections listed under their STAR menu, they can only enter data directly associated with those sections. This is what most faculty see.

Important!

- Part 2 instructions cover multiple methods of data entry
- Review pros and cons of each method on this webpage
- When it says "choose one to continue," you must click on one of the boxes shown - the PDF will take you to the correct page to continue based on your selection.
- When ready, continue from Page 3
1. Click on the program learning outcome in the middle of the screen that you wish to work with or enter data for.

2. Select the semester you wish to work with.

3. Click on ASSESSMENT if you want everyone to add their data directly at the program level. Click on CONNECTION if you want to assign or relate a program learning outcome to a course section or course learning outcome.

4. Choose one to continue

How will assessment be performed?

Assessment
Career Ready, BS will perform assessment of this outcome.

Connection
Gather assessment data by making a connection to other organization units, courses, or outcomes.
1. Enter a title for the assessment

2. Select Summative

3. Select Individual Student Scores

4. Select a Scale Type and enter thresholds

5. Click SUBMIT

6. Click the ADD RESULTS link

7. Choose one to continue

Coordinators and Faculty Use the Same Instructions at the Program Level

CREATE ASSESSMENT to add another assessment for this learning outcome

Click the PAPERCLIP to attach evidence such as a copy of the assignment or scored student work

EDIT allows you to change or correct anything you entered in Steps 1-5

CHOOSE ONE TO CONTINUE
1. ADD RECORD (A.) or CLASS ROSTER (B.)
   Then add scores for each student.

2. Enter detail about the assessment into text boxes, add changes you recommend based on findings, and SUBMIT.

You are done with Part 2. You should now see the complete assessment and results.
Select the RADIO BUTTON next to the rubric you want to import data from. You can select from your assessed rubrics or those faculty have added you as an evaluator to.

1. Click SELECT DIMENSIONS

Select the CHECKBOXES for the dimensions on the rubric that support this learning outcome. You can adjust these later, if needed.

2. Click UPDATE

This shows the imported rubric. Click VIEW STUDENT DATA to see imported data and delete any students who should not be included.

3. Describe the data you imported. Give detail about the assignment and how it measures the program learning outcome.

4. Explain the findings and what they mean to you. Provide a conclusion for the findings.

5. List any changes you recommend the program make.

6. Click SUBMIT

You are done with Part 2. You should now see the complete assessment and results.
If you are unsure which option you want to proceed with, see the pros and cons under "Which data collection method is best for our program or faculty?"
1. View the course sections you relate outcomes to. If a course is not listed, please email assessment@uidaho.edu to have it added. Use the small arrow to open each item and select it.

2. The item you click on in Step 1, shows you the outcomes listed for the item. Select the outcome that is related to the program learning outcome by clicking ADD.

3. You can select more than one if you wish. When done, click SUBMIT.

If you add one in error, you can REMOVE it before you SUBMIT.

It may take a minute to process when you click on SUBMIT.

When the system is done processing, it will return you to the main screen and you will see that the learning outcome has been RELATED and a green R.

You may repeat for another learning outcome.
1. Check to see if the COURSE(C) you wish to assign is listed. If you want to assign a course not listed, please email your request to assessment@uidaho.edu.

2. Click on the small arrow to the left of the course, to open up the sections. You must assign the outcome to the SECTION (S) or it will not work for faculty. Click the + button to add the section.

3. Verify the SECTION was added. The + will now be a - and the section will show under the ASSIGNED UNITS/COURSES. You must click SAVE to save your work.

4. The system may take a few minutes to save. When the assignment is made, the system will return you to the outcomes page and show the outcome is now ASSIGNED and a green A.

You can keep adding SECTIONS to the list until you have assigned all for this program outcome. In the example below, if you click on "Career Ready, BS" you will return to the full course list shown in Step 1.

Repeat for another learning outcome.