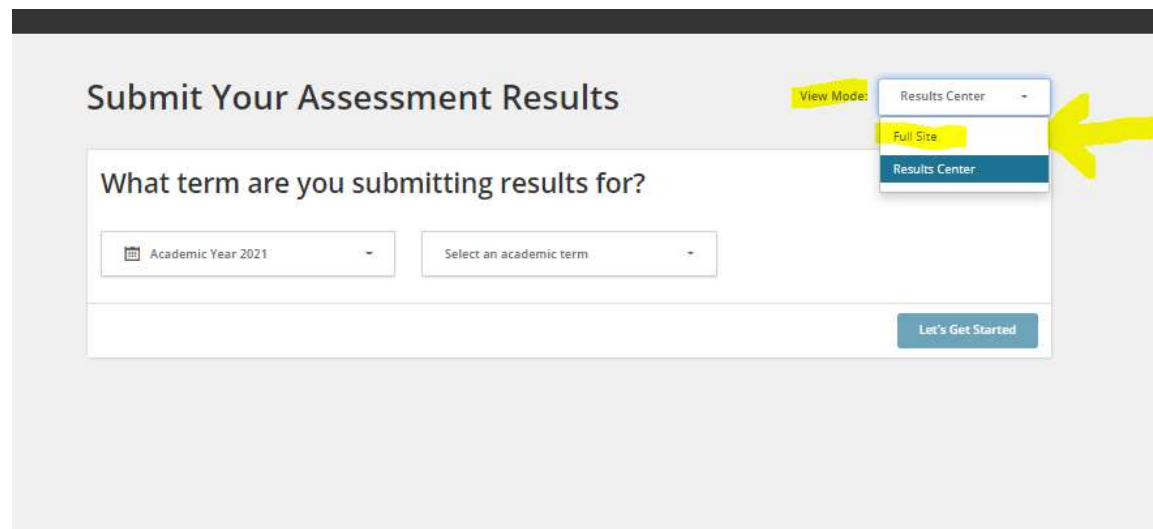Directions: Entering Program Level Assessment in Anthology Outcomes (updated September 2021)

1. Login to [Anthology Outcomes](#).

2. Locate the program of study you wish to work with. Depending on your permissions, you can find it using one or more of the methods below. If you are a new Department Chair/Program Head or need to request access for faculty members, please complete this [form](#).

   a. If you are also teaching a course this semester, you may see the Results Center when you login. This is a quick form that faculty can use with Canvas beginning in January 2022 to submit their data. If this screen comes up, you will need to change the "view mode" to "full site," before you can continue the direction in **Step B**. The Results Center will not work until courses are moved into Canvas.


   b. Navigate with your mouse to the "star menu" as shown below. The star menu will show you everything you currently have permission for. This will include sections you teach, but also any program of study (majors/degrees).

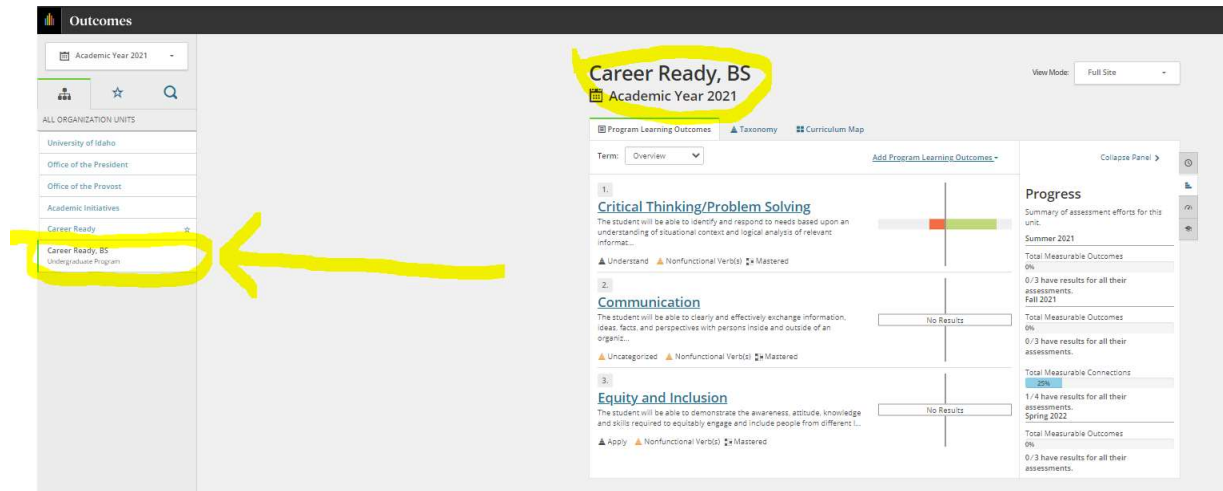Select the program of study you wish to work with.

Items that show up in your list that have a star next to them, are organizational items that you have been assigned permission for. If the item is a department or unit, you will have permission for everything inside it. Click on the department or unit name (with the star) and continue with **Step C** to locate a specific program of study, within the parent department or unit. See how the "Career Ready" department is selected below (the space around it is now highlighted with a white background instead of gray):
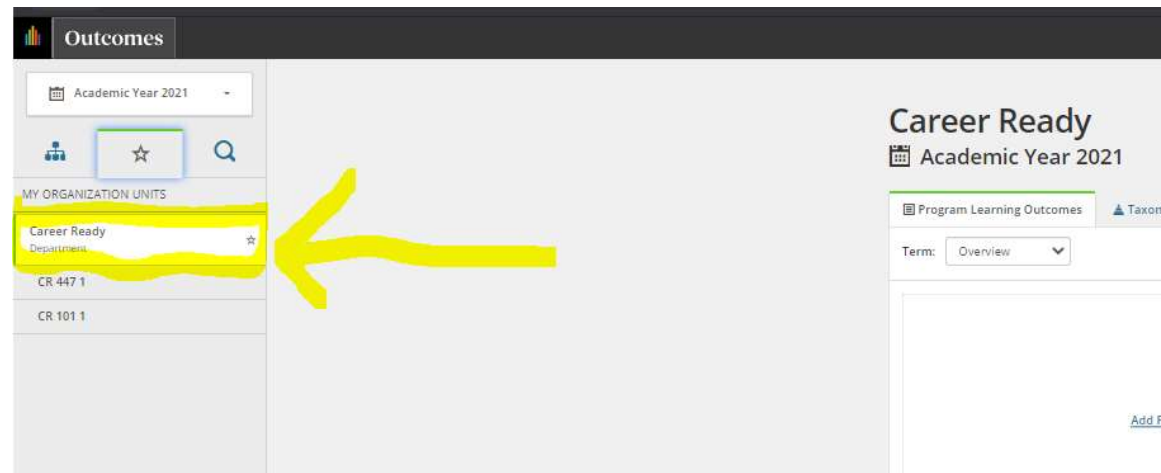
c. Click on the organizational chart icon to the left of the star, as shown below. This allows you to access everything under the parent department or unit you have permission for. Select the program of study you wish to work with from your list.
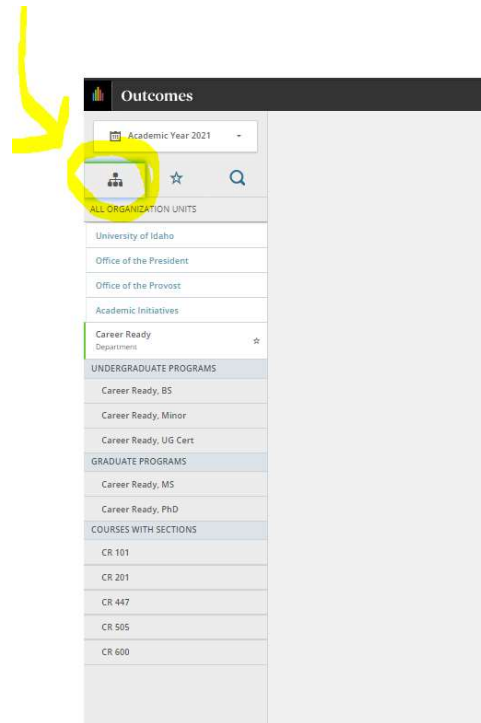

3. You will now see the program learning outcomes associated with the program of study, in the middle of the screen. If you do not see them, verify that you have clicked specifically on the program of study (example: Career Ready, B.S. and not the department level).

Select the program learning outcome you wish to work with from the center of the screen. In the example above, you can see three learning outcomes: Critical Thinking/Problem Solving, Communication, and Equity and Inclusion.

4. Select the semester you wish to enter data for:
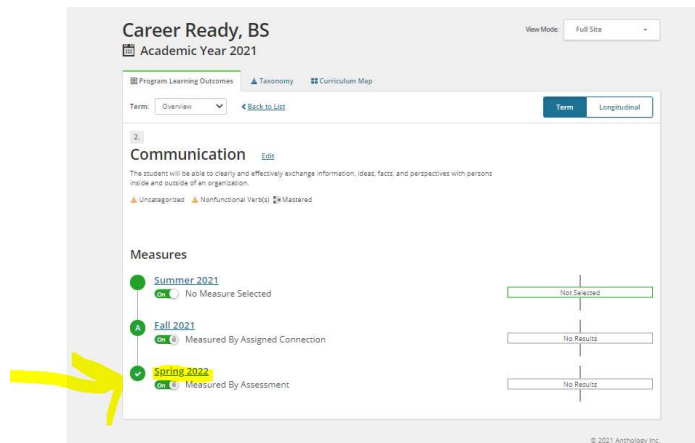
5. Select how assessment data will be collected. If the assessment coordinator will be entering all of the data into the system from all sources, including faculty contributions, select "Assessment." Faculty can also follow these instructions above to enter their results, after you give them permissions to report at the program level.

   However, if you want faculty to enter their data directly into Anthology Outcomes using their existing permissions, or you want to use data faculty have collected on a course learning outcome, you will use the "Connection" box.
   To use the "Connection" box, **STOP HERE AND SKIP TO** the instructions in the following web sections:

   > Assigning Program Learning Outcomes to a Course Section in Anthology Outcomes
   > Relating Program Learning Outcomes to a Course Learning Outcome or another Program Learning Outcome in Anthology Outcomes

6. When you select "Assessment," this will open the assessment template. The template is shown below. Enter a title for the data you are adding, select "**Individual Student Scores**," select scale type, and enter your thresholds for the selected scale. When complete, hit "submit."

7. Your "assessment" is now listed, and you can open the results template, by clicking on "Add Results."
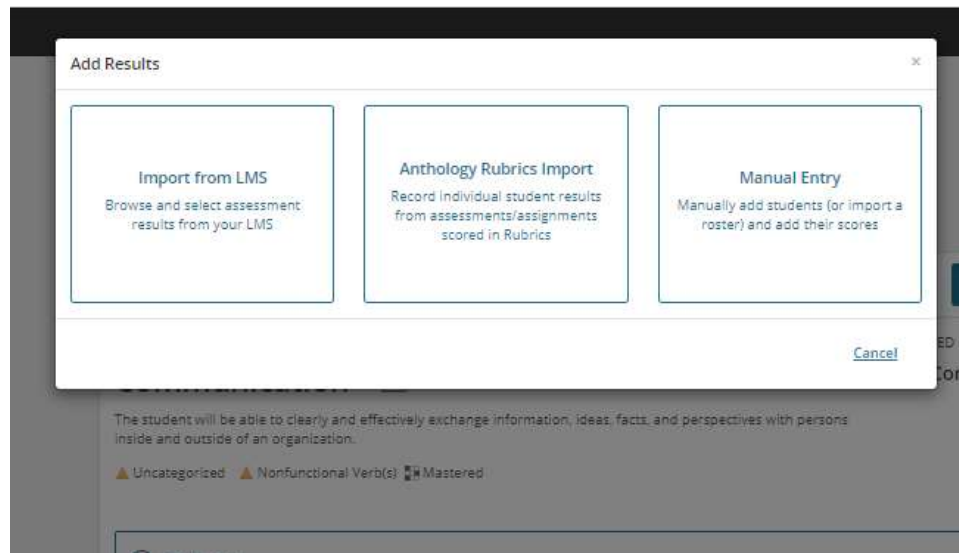
Choose how the data will be entered:

Select "Anthology Rubrics Import" if your faculty have entered data in Anthology Rubrics and shared it with you.

Select "Manual Entry" if your faculty have shared data with you directly, not using Anthology tools.

Select "Import from LMS" if the data will come from Canvas (option available beginning Spring 2022)

8. If you selected "Anthology Rubrics Import," please **STOP HERE AND SKIP TO** the section of this webpage titled "Importing Assessment Data from Anthology Rubrics into Anthology Outcomes" for further instruction.

   If you selected "Manual Entry," you will see the results template as shown below, and will enter data for each student by clicking the "add record" button. You can also include any comments or context for this data. When complete, hit submit. You are done with this assessment item, unless you want to upload evidence (see the paperclip icon next to "Add Results.")

Results | Individual Student Scores

Clear

Record individual scores by entering the results of each student or importing from the Course Roster.

+ Add Record

Student Name (User ID)	Score
No students have been added.	

Supporting Information

Provide context for the entered results by further describing the assessment.

Analysis of Findings

(optional field) If applicable, please describe any analysis you performed on the data or information from your input.

Interpret Findings

(optional field) Please provide context for this assessment. You may include the source of the data, as well as interpretation of the results, suggestion for revision, and how the results might be used by the program.

Use of Results

(optional field) Based on your results/findings, please list any recommendations for improving student achievement of this outcome in future semesters.

Add Use of Results

Create

Cancel   Submit