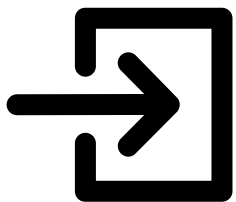
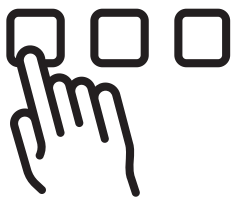
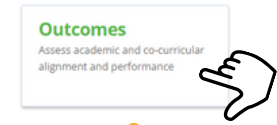


Option 1: Report Data at the Program Level

All faculty have automatic access for data entry for all course sections they teach. However, access to enter data at the program-level is not automatic and the department chair/head must request this access from Assessment and Accreditation. If these instructions are not working, it is possible you do not have the necessary permissions and should check with your department chair for further instruction.

If your program assigns specific learning outcomes to your course section, this data can be entered at the section level using the instructions in Option 2 without additional permissions.



1. Sign in to Anthology with your UI credentials.
2. On the Anthology home page, select the Outcomes box.
3. Select the ACADEMIC YEAR and click on your STAR menu
4. Choose the major and degree you will report data for.
5. Select the learning outcome you will report data for.
6. Select the ASSESSMENT box.
7. Complete the Assessment Information template.
 - Enter a descriptive name
 - Select SUMMATIVE
 - Select INDIVIDUAL STUDENT SCORES
 - Select a SCALE TYPE
 - Enter in thresholds for your chosen scale type
 - Click SUBMIT
8. Select the ADD RESULTS link for the assessment you just created and enter your data
 - Choose MANUAL ENTRY
 - Click on the COURSE ROSTER button to add students
 - Enter data for each student. Click the trashbin for any students not assessed
9. Think about your assessment and the students' performance. Complete the remaining boxes by adding meaningful summaries. Click SUBMIT when done.
10. Click on the PAPERCLIP box next to ADD RESULTS to attach a copy of the assignment, exam, or examples of student's work.