

# Directions: Completing the Annual Assessment Report in Anthology Planning

## Introduction

These instructions cover “Part 2” of the overall assessment reporting at U of I. This is generally done after faculty have contributed data (Part 1), and following analysis, discussion, and reflection. While assessment is a collective and inclusive practice, this final report is often completed by a department chair, program head, or assessment coordinator (or designee of any of these). These instructions only cover the “Annual Assessment Report,” which is included in the unit/department’s Annual Program Review report. See the [Annual Program Review website](#) for more information about other sections of the report.

## Things you will need for the report

- Name of organizational or industry-based framework that informs your learning outcomes (if this exists)
- Analysis of the data contributed by faculty evaluating student performance on course-embedded measures, signature assignments, and/or capstone courses. Data points are reported in Anthology Outcomes.
- Meeting minutes or summaries of faculty discussion of data
- Meet minutes or summaries of discussion with other stakeholders
- Plans to implement any curricular or student experience/support changes, as a result of the data
- Reflection and/or data related to changes made in the past, as a result of assessment
- Notes and/or summary of efforts the program has made to ensure assessment practices are reliable (inter-rater reliability)
- Files or evidence of student evaluation (Example: survey results, examples of student work, copy of an assignment or a rubric used to evaluate students, etc.)

## Directions for Completing Assessment Report Template in Anthology Planning

1. Make sure you have access in Anthology. The department chair, by default, should have permission for the full annual program review template in Anthology. Others may need to [request permission](#) (see “Permissions” section).
2. Login to [Anthology Planning](#). You should see your dashboard, that looks something like this:

PRO TIP: To avoid browser caching issues, use a Private or Incognito browser window when working in cloud-based products, such as Anthology.

uidaho.campuslabs.com/planning/dashboard

Planning

ACADEMIC YEAR 2021-2022

## Dashboard

### Assessment Cycles

AY 2021-22 (March 2021-July 2022)

Start: 03/01/21 End: 07/01/22

Plan Do Check Act

**Org Units Status**

No Data	36
Partial	15
Fulfilled	0

**Days Remaining**

0 for PLAN phase 03/01/21 - 06/01/21

**Org Units**

51 including selected child Org Units

[View Status Details](#)

### My Plan Items

FILTER Sort: Default

My Items (113) Responsible Items (0) Orphaned Items (1)

[APR Dashboard and Instructions \(for review only\)](#)

Psychology/Communication Studys-Academic : Annual Program Review (Academic)  
APR Dashboard and Instructions (for review only) 7/1/20 - 6/30/21

[APR Dashboard and Instructions \(for review only\)](#)

Law-Academic : Annual Program Review (Academic)  
APR Dashboard and Instructions (for review only) 7/1/20 - 6/30/21

[APR Dashboard and Instructions \(for review only\)](#)

### Announcements

**Academic Program Review (APR) Instructions**

APR Instructions: 1.) No data should be entered into the APR dashboard item. This is an informational item only, and may provide helpful information to supp... [More](#)

**Quick Form: Permissions Request**

If you cannot access your program plan, or need to add additional user(s) to the plan, please complete this form... [More](#)

**Quick Form: Report Dashboard Error or Problem**

To report errors, make requests, and/or provide suggestions for this dashboard, complete this form... [More](#)

**UI Program Review Website/Resources**

For more information on Annual Program Review (APR), please visit the UI Program Review website... [More](#)

### Plans

**Annual Program Review (Academic)**

The University of Idaho Annual Program Review Process provides each academic program the opportunity to examine strengths, opportunities for improvement, and program goals in a systematic way. NOTE: For the best experience, paste using "plain text" when pasting narrative into the template to avoid formatting discrepancies.

**Non-Academic Annual Program Review**

- 8/10/21

[Program Learning Outcomes Assessment Plan](#)

NOTE: Under "Announcements," you can find instructions for the full "Annual Review Process," "a link to the permissions request form," and other helpful resources.

3. Click on the "Plans" menu item, highlighted in the screenshot below with an arrow, in the upper left-hand corner of your screen. Each menu item, when you hover over it, will show you it's name.
4. Verify that you are looking at the correct year, plan, and organizational section. See screenshot below. If you need to change something, you can click on the box and select from the drop-down menu. Under "My Units," you should see any programs you have explicit permissions for.

uidaho.campuslabs.com/planning/plans(menu:plans/2550/2017)

Planning

Academic Year 2021-2022

Annual Program Review (Academic)

My Units Institution

search...

ACADEMIC YEAR 2021-2022 / ANNUAL PROGRAM REVIEW (ACADEMIC)

## University of Idaho

Plan Items Reports Documents

FILTER Sort: Default + Plan Item

**New Student Achievement Item**

University of Idaho  
Student Achievement 7/1/20 - 1/31/22

**New Financial Health and Resources Item**

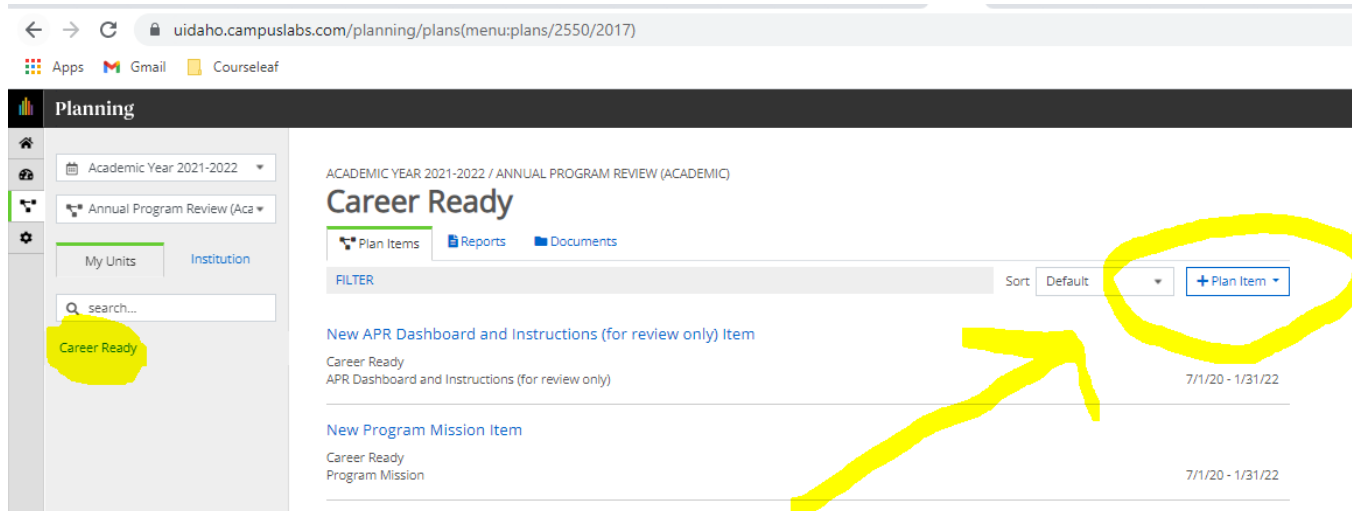
University of Idaho  
Financial Health and Resources 7/1/20 - 1/31/22

Show 10 Viewing 1-2 of 2

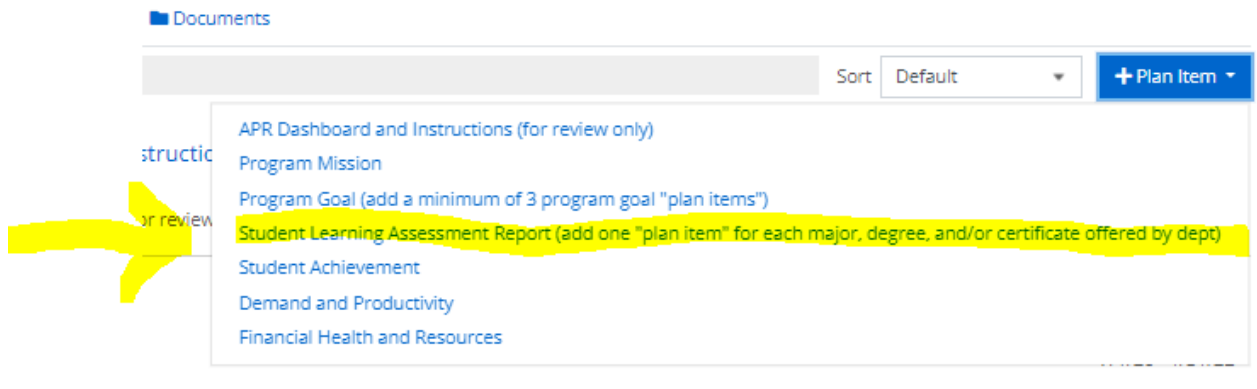
- Select your program name, under “My Units.” In the example below, the program “Career Ready” has been selected. You may have plan items already listed (in many cases, more than one person may be working on your Annual Program Review template). Each “plan item” is a “template.” The Annual Program Review report is a collection of templates. If you do not have a template in your list like the one shown here...

[New Student Learning Assessment Report \(add one "plan item" for each major, degree, and/or certificate offered by dept\)](#)  
 Career Ready  
 Student Learning Assessment Report (add one "plan item" for each major, degree, and/or certificate offered by dept)

Then you will need to add one to the report. You can easily do this, by clicking “+Plan Item” on the upper-right-hand corner, as shown in the Career Ready example below:



Select “Student Learning Assessment Report” from the options:



- This will add the template to the report. You will need to do this for EACH major/degree-level you are responsible for reporting on. If you are doing the reporting for all majors/degree-levels

in the unit or department, then you will be adding one for each program of study. It doesn't matter what order these are added in, or the order they show up on your screen.

7. Complete the "Student Learning Assessment Report" template. When you add the "Plan Item" in Step 6, it opens up the template for you. You can work in it from here, or you can leave it blank for now, scroll down to the bottom of the template and click "Done" to add this item to the report. Once this item has been added to the report, you can access it by clicking on it from the report items menu, as shown below, to reopen the template and continue working:

ACADEMIC YEAR 2021-2022 / ANNUAL PROGRAM REVIEW (ACADEMIC)

### Career Ready

Plan Items Reports Documents

FILTER Sort Item Name + Plan Item

<a href="#">New APR Dashboard and instructions (for review only) Item</a>	7/1/20 - 1/31/22
Career Ready APR Dashboard and Instructions (for review only)	
<a href="#">New Demand and Productivity Item</a>	7/1/20 - 1/31/22
Career Ready Demand and Productivity	
<a href="#">New Financial Health and Resources Item</a>	7/1/20 - 1/31/22
Career Ready Financial Health and Resources	
<a href="#">New Program Goal (add a minimum of 3 program goal "plan items") Item</a>	7/1/20 - 1/31/22
Career Ready Program Goal (add a minimum of 3 program goal "plan items")	
<a href="#">New Program Goal (add a minimum of 3 program goal "plan items") Item</a>	7/1/20 - 1/31/22
Career Ready Program Goal (add a minimum of 3 program goal "plan items")	
<a href="#">New Program Goal (add a minimum of 3 program goal "plan items") Item</a>	7/1/20 - 1/31/22
Career Ready Program Goal (add a minimum of 3 program goal "plan items")	
<a href="#">New Program Mission Item</a>	7/1/20 - 1/31/22
Career Ready Program Mission	
<a href="#">New Student Achievement Item</a>	7/1/20 - 1/31/22
Career Ready Student Achievement	
<a href="#">New Student Learning Assessment Report (add one "plan item" for each major, degree, and/or certificate offered by dept) Item</a>	7/1/20 - 1/31/22
Career Ready Student Learning Assessment Report (add one "plan item" for each major, degree, and/or certificate offered by dept)	

The open template looks like this and is ready for editing.

**Planning**

ACADEMIC YEAR 2021-2022 / ANNUAL PROGRAM REVIEW (ACADEMIC)

## Edit Plan Item

Template: Student Learning Assessment Report (add one "plan item" for each major, degree, and/or certificate offered by dept)

**Name of degree/major or credential (example: Psychology BA/BS) \***

*The program offers degrees and majors that are consistent with its mission that each lead to clearly defined program-level student learning outcomes that are consistent with the recognized field of study for the degree level, prepare graduates for their intended path, and include designators aligned with the profession or a common framework.*

New Student Learning Assessment Report (add one "plan item" for each major, degree, and/or certificate offered by dept) Item

**Assessment Cycle State Date \***

*Give the start date for the most recent learning outcomes assessment period. By default, this is usually the most recent academic year. However, some programs may assess on a calendar year, or use other start and end dates.*

07/01/2020

**Assessment Cycle End Date \***

*Give the end date for the most recent learning outcomes assessment period. By default, this is usually the most recent academic year. However, some programs may assess on a calendar year, or use other start and end dates.*

01/31/2022

Progress

Providing Department \*

Career Ready

**Assessment Report Contact**

*All faculty should be involved in assessing the program learning outcomes, and reviewing and using the date for program improvement. Please list the main contact person or person for the program's assessment report.*

**Program Changes**

*Please describe or list any changes to the program in the past year, including approved curricular changes, name changes, and/or organizational changes.*

File Edit View Insert Format Tools Table

Paragraph B I

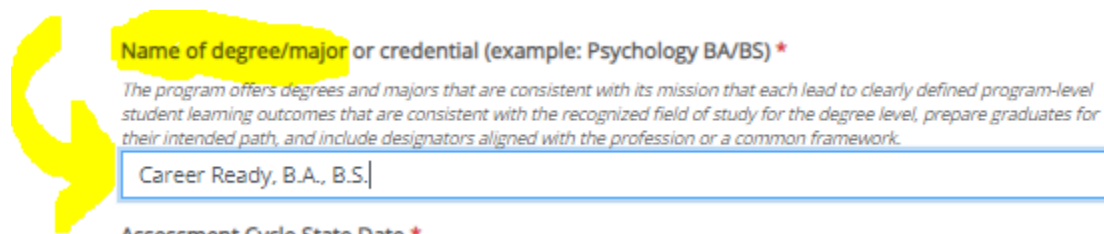
Learning Outcomes are Communicated to All Students in Program  
*Please check if students completing the program are aware of the program's learning outcomes.*

Learning Outcomes are Communicated to All Faculty  
*Please check if program faculty are knowledgeable of the learning outcomes for the program.*

**Framework Alignment**

8. The following steps walk you through each section of this template. You can skip to whichever section you are working on. They are listed in the same order as found on the template. Changes are "auto-saved," and the template can be closed by clicking "done" at the bottom of the page.

### Section: Name of degree/major or credential



**Name of degree/major or credential (example: Psychology BA/BS) \***

*The program offers degrees and majors that are consistent with its mission that each lead to clearly defined program-level student learning outcomes that are consistent with the recognized field of study for the degree level, prepare graduates for their intended path, and include designators aligned with the profession or a common framework.*

Career Ready, B.A., B.S.

**Assessment Cycle State Date \***

Directions: Enter the title of the program of study in the box. Changes are automatically saved, when the green checkbox appears to the right of the box.

### Section: Assessment Cycle Start Date/ Assessment Cycle End Date

### Assessment Cycle State Date \*

Give the start date for the most recent learning outcomes assessment period. By default, this is usually the most recent academic year. However, some programs may assess on a calendar year, or use other start and end dates.

07/01/2020



### Assessment Cycle End Date \*

Give the end date for the most recent learning outcomes assessment period. By default, this is usually the most recent academic year. However, some programs may assess on a calendar year, or use other start and end dates.

01/31/2022



Directions: These are prefilled dates and should not be changed.

### Section: Progress

Progress

Section In Progress



Directions: When working on to complete the template, select “Section in Progress.” This lets others know it is in progress and not ready to be reviewed with others. When you have completed the template, change the progress box to “Section Completed, Waiting for Feedback.” Changes are automatically saved, when the green checkbox appears to the right of the box, as shown below.

### Section: Assessment Report Contact

#### Assessment Report Contact

All faculty should be involved in assessing the program learning outcomes, and reviewing and using the date for program improvement. Please list the main contact person or person for the program's assessment report.



Joe Vandal

Directions: Enter the name of the person who is responsible for completing this template and/or this assessment report. If this changes, please change the contact's name here. This contact is specific to this major/degree-level. Changes are automatically saved, when the green checkbox appears to the right of the box.

### Section: Program Changes

#### Program Changes

Please describe or list any changes to the program in the past year, including approved curricular changes, name changes, and/or organizational changes.

File	Edit	View	Insert	Format	Tools	Table								
↶	↷	Paragraph	B	I	☰	☰	☰	☰	☰	☰	☰	☰	☰	☰

Directions: This is a narrative box. You can type directly into the box, or paste from another source. Please “describe or list any changes the program has made in the past year, including approved curricular changes, name changes, and/or organizational changes.” The narrative should be specific to this program of study (major/degree-level). Changes are automatically saved, when the timestamp appears below the box.

### Section: Learning Outcomes are Communicated to All Students/All Faculty

- Learning Outcomes are Communicated to All Students in Program ✓  
Please check if students completing the program are aware of the program's learning outcomes.
- Learning Outcomes are Communicated to All Faculty ✓  
Please check if program faculty are knowledgeable of the learning outcomes for the program.

Directions: Click on the boxes for those statements that are true. The example above shows both statements clicked, and true. Changes are automatically saved, when the green checkbox appears to the right of the box.

### Section: Framework Alignment

#### Framework Alignment

*If your learned outcomes are aligned with an industry or professional association/organization's framework, please specify the name of the organization. If not, leave field blank. (Examples: Programs may align with or repurpose specialized or programmatic learning outcomes/objectives, state/licensure standards, or national learning or competency frameworks such as AAC&U, DQP, or NACE.)*

Degree Qualifications Profile (DQP) ✓

Directions: Type into the box, any professional association or organization that guides your assessment activity. If you have programmatic accreditation, this might be your programmatic accreditor (Examples: APA, ABA, ABET, AACSB, NASM, etc.). Or you may use a national framework (Examples: AAC&U, DQP, NACE, etc.). If your assessment is not aligned with external standards or framework, leave this box BLANK or enter “N/A.” Changes are automatically saved, when the green checkbox appears to the right of the box, as shown below.

### Section: Outcomes

**Outcomes**  
Retrieve your learning outcomes assessment data from the most recent data collection period, corresponding with the start and end dates you entered for this report. Click on "+Outcome" or type outcome into box manually, if unable to import.


File Edit View Insert Format Tools Table

← → Paragraph B I [text alignment icons] [list icons] [dropdown]

---

No Outcomes have been added.

**+ Outcome**



Directions: Every program should be able to import their outcomes and data from Anthology Outcomes. It is unlikely that you will need to enter anything in the box. Click on “+Outcome” as shown above. This

will open a new window: “Add Anthology Outcomes Data Source.” Verify you are importing outcomes/data from the correct year. This might be data from the most recent academic year. Select “programs” to see programs available, or type in the name of the program of study, and hit enter. If nothing is showing up, you may need to wait a minute or so for the system to make the connection.

See example for the Career Ready department example below

The screenshot displays the 'Add Anthology Outcomes Data Source' interface. On the left, a search bar contains 'career ready' under the 'Programs' tab. The search results list several programs, with 'Career Ready, BS' highlighted. The main area shows three available outcome learning goals:

- 1. Critical Thinking/Problem Solving**: The student will be able to identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information. A progress bar shows partial completion, and a blue box with a '+' icon is highlighted by a red arrow.
- 2. Communication**: The student will be able to clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization. A progress bar shows 'No Results' and a blue box with a '+' icon.
- 3. Equity and Inclusion**: The student will be able to demonstrate the awareness, attitude, knowledge and skills required to equitably engage and include people from different local and global cultures. A progress bar shows partial completion, and a blue box with a '+' icon is highlighted by a red arrow.

The 'Added Outcome Assessments' section on the right indicates 'No Outcome Sources have been added.' and includes a '<Back to Plan Item' button. The bottom of the interface shows 'Show 10' and 'Viewing 1-3 of 3'.

In this example, data is collected on outcomes 1 and 3 only during the example year. We only bring these outcomes into the report. To do this, click on the “+” in the blue box (see the red arrow pointing at it) for each one. Verify they have been added. Those added will show up under “Added Outcome Assessments” as shown below. You can unselect one, by clicking the black “x” next to it. If all looks correct, click on “back to plan item” to finish the import.



## Add Anthology Outcomes Data Source

Academic Year 2020-2021


Org Units | **Programs**

Q career ready

- Career Ready, BS
- Career Ready, Minor
- Career Ready, MS
- Career Ready, PhD
- Career Ready, UG Cert


### Available Outcome Learning Goals

Term: Overview

1. **Critical Thinking/Problem Solving** 


The student will be able to identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

[View Outcome](#)

2. **Communication** 

The student will be able to clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

[View Outcome](#)

3. **Equity and Inclusion** 

The student will be able to demonstrate the awareness, attitude, knowledge and skills required to equitably engage and include people from different local and global cultures.

[View Outcome](#)

Show 10 Viewing 1-3 of 3

### Added Outcome Assessments

**Critical Thinking/Problem Solving**

Academic Year 2020-2021:  
Term: **Overview**

---

**Equity and Inclusion**

Academic Year 2020-2021:  
Term: **Overview**

[← Back to Plan Item](#)



Your data will show up in your template as shown below. This item is now complete:

### Outcomes

Retrieve your learning outcomes assessment data from the most recent data collection period, corresponding with the start and end dates you entered for this report. Click on "+Outcome" or type outcome into box manually, if unable to import.

1. **Critical Thinking/Problem Solving**  
The student will be able to identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.  
Academic Year 2020-2021: Career Ready, BS  
Term : Overview

2. **Equity and Inclusion**  
The student will be able to demonstrate the awareness, attitude, knowledge and skills required to equitably engage and include people from different local and global cultures.  
Academic Year 2020-2021: Career Ready, BS  
Term : Overview

### Section: Summary Findings

#### Summary Findings

Please summarize findings from data collected in the most recent assessment cycle. Include discussion of both direct and indirect measures to explain what the program learned from the data. (Optional: Upload or link any supporting evidence)

File Edit View Insert Format Tools Table

← → Paragraph B I [Text Alignment Icons] [List Icons]

Linked Documents  
There are no attachments. + Linked Document

Plan Item Files  
There are no attachments. + File + Folder

Directions: This is a narrative item. Click into the narrative text box and type your response, or paste from another text source. This is an **overall summary**, of the data collected for the major/degree-level, during this reporting year. You may upload evidence as files or links. Changes are automatically saved, when the timestamp appears below the box.

### Section: Faculty Review of Findings

### Faculty Review of Findings

Please summarize faculty discussion of all the findings/results. What did the program learn and what changes are being considered to improve student learning or build on strengths identified from assessment? (Optional: Upload any evidence or supporting documentation, such as meeting minutes.)

File	Edit	View	Insert	Format	Tools	Table							
↶	↷	Paragraph	▼	<b>B</b>	<i>I</i>	☰ ☰ ☰ ☰	☰ ☰ ☰ ☰	☰ ☰ ☰ ☰	☰ ☰ ☰ ☰	☰ ☰ ☰ ☰	☰ ☰ ☰ ☰	☰ ☰ ☰ ☰	☰ ☰ ☰ ☰
P													

#### Linked Documents

There are no attachments.

[+ Linked Document](#)

#### Plan Item Files

There are no attachments.

[+ File](#) [+ Folder](#)

Directions: This is a narrative item. Click into the narrative text box and type your response, or paste from another text source. This is summary of **faculty discussion**, of the data collected for the major/degree-level, during this reporting year. You may upload evidence as files or links. Changes are automatically saved, when the timestamp appears below the box.

### Section: Use of Assessment Data

#### Use of Assessment Data

Please summarize any changes or improvements being considered to the actual assessment of learning for this outcome. (Please summarize any changes or improvements being considered to the actual assessment of learning for this outcome. (Optional: Upload or link any evidence or supporting documentation.)

File	Edit	View	Insert	Format	Tools	Table							
↶	↷	Paragraph	▼	<b>B</b>	<i>I</i>	☰ ☰ ☰ ☰	☰ ☰ ☰ ☰	☰ ☰ ☰ ☰	☰ ☰ ☰ ☰	☰ ☰ ☰ ☰	☰ ☰ ☰ ☰	☰ ☰ ☰ ☰	☰ ☰ ☰ ☰
P													

#### Linked Documents

There are no attachments.

[+ Linked Document](#)

#### Plan Item Files

There are no attachments.

[+ File](#) [+ Folder](#)

Directions: This is a narrative item. Click into the narrative text box and type your response, or paste from another text source. This is summary of **data-informed decisions resulting from assessment this year**. You may upload evidence as files or links. Changes are automatically saved, when the timestamp appears below the box.

### Section: Inter-Rater Reliability

### Inter-rater Reliability

Please briefly summarize how the program ensures faculty members evaluate students consistently with one another when assessing students for mastery of program learning outcomes (upholding similar standards or using similar criteria for evaluating student work).

File	Edit	View	Insert	Format	Tools	Table
↶	↷	Paragraph	▼	<b>B</b>	<i>I</i>	☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰
p						

Directions: This is a narrative item. Click into the narrative text box and type your response, or paste from another text source. This is summary of **coordinated effort(s) the program engages in to ensure the validity and reliability of data collected from faculty**. You may upload evidence as files or links. Changes are automatically saved, when the timestamp appears below the box.

### Section: Closing the Loop

#### Closing the Loop

Please take a moment to reflect on past assessment efforts. Assessment is complete when the data has been used to improve student success. Briefly summarize improvements the program has seen as a result of changes that have come from past assessment efforts. (Optional: Upload any evidence or supporting documentation.)

File	Edit	View	Insert	Format	Tools	Table
↶	↷	Paragraph	▼	<b>B</b>	<i>I</i>	☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰
p						

#### Linked Documents

There are no attachments.

[+ Linked Document](#)

#### Plan Item Files

There are no attachments.

[+ File](#) [+ Folder](#)

Directions: This is a narrative item. Click into the narrative text box and type your response, or paste from another text source. This is **reflective summary of successes and lessons learned from prior years, not a plan for newly collected data**. You may upload evidence as files or links. Changes are automatically saved, when the timestamp appears below the box.