



ENTERING ASSESSMENT DATA INTO ANTHOLOGY OUTCOMES

Assessment Planning Guide

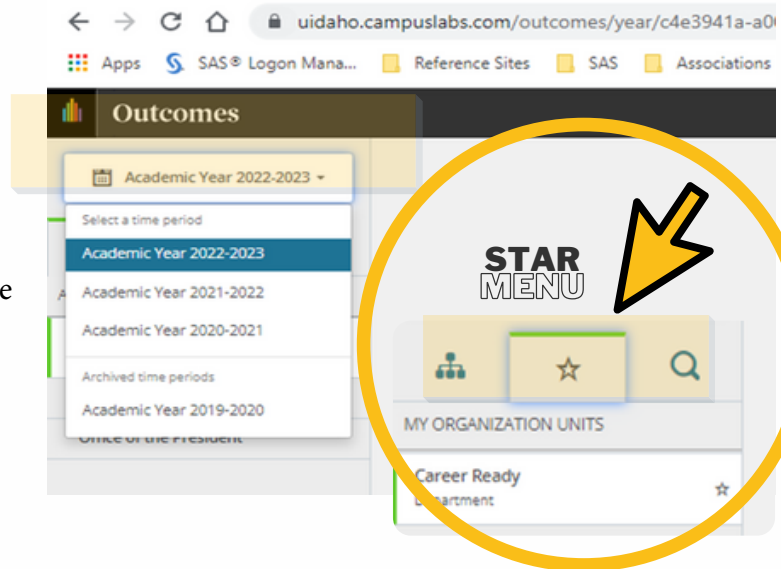
Once you locate your program in Anthology Outcomes, you will have options for how your program and faculty enter their data. These instructions cover 1) how to locate your program, and 2) the various methods for data entry.

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](#)).



ASSESSMENT AND ACCREDITATION

ADM 325

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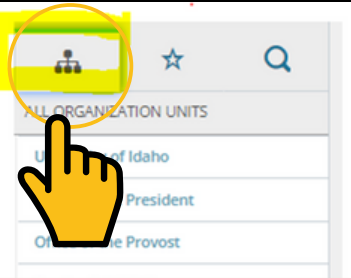
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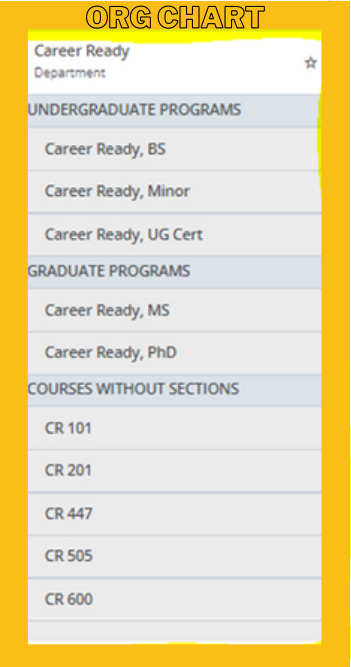


View everything listed under department by clicking on the **ORG CHART** to the left of the STAR (see image at left)

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

User tips!

THIS IS THE END OF PART 1.

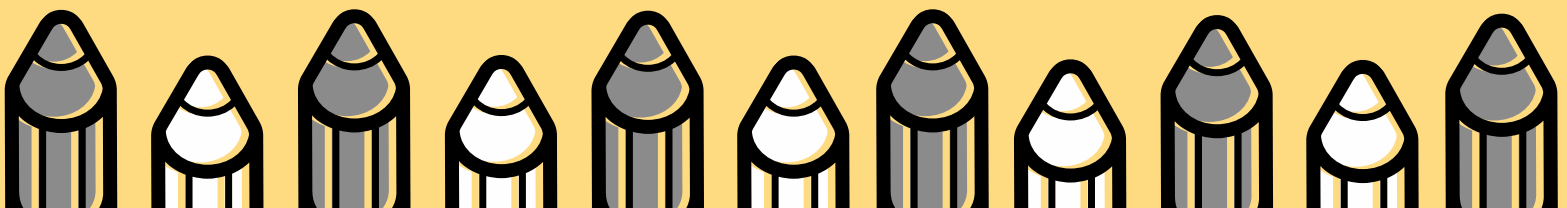


- Everyone can view the program's learning outcomes for a major/degree program by clicking on the program's name from the ORG CHART. If the learning outcomes are listed in black font, this means the user has 'view only' access. If they are blue hyperlinks, this means the user can enter data.
- If the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

PART 2

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.

Select the semester you wish to work with.

2.

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.

CHOOSE ONE TO CONTINUE

How will assessment be performed?

On Measure

4.

Assessment

Career Ready, BS will perform assessment of this outcome.

go to
p.4

4.

Connection

Gather assessment data by making a connection to other organization units, courses, or outcomes.

go to
p.7

Coordinators and Faculty Use the Same Instructions at the Program Level

1. Enter a title for the assessment


Edit Assessment Information

Name of Assignment or Test *
Career Ready PLO 1 Signature Assignment Rubric

Category
Optional: Select the best category to describe your measure.


Level of Learning Being Evaluated

Formative




Assess performance during the learning process to guide further efforts.

Diagnostic



Assess knowledge, skills, or attributes prior to interaction with learners.

Summative



Measure achievement at the end of interaction with learners.

How data will be entered (select individual student scores) *

Total Achievement Levels

Enter the number of students who met or did not meet the outcome.

Individual Student Scores

Record individual scores by entering the results of each student.

Select the appropriate way to record results for this assessment.

Scale Type
 Standard Pass/Fail
 Select the type of scale.

Thresholds *
 0-60% 70-100%

Minimum Score * 0 % Met (Pass) * 70 % Maximum Score * 100 %

Enter the minimum scores/percentages for each of the following achievement levels.

[Remove](#) [Cancel](#) [Submit](#)

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

Term: Fall 2022 [Back to List](#)

Critical Thinking/Problem Solving [Edit](#)

ENLIGHTENED RESULT
Final Exam, Questions 3,9,24

Understand [Nonfunctional Version](#) [History](#)

Assessments

Final Exam, Questions 3,9,24 [Add Results](#) [Create Assessment](#)

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

7.

Anthology Rubrics Import

Record individual student results from assessments/assignments scored in Rubrics

7.

Manual Entry

Manually add students (or import a roster) and add their scores

Career Ready, BS

Academic Year 2022-2023

Program Learning Outcomes Taxonomy Curriculum Map

Term: Fall 2022 Back to List Term Longitudinal

1. Critical Thinking/Problem Solving EVALUATED RESULT Latest - Final Exam, Questions 3,9,24

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

Understand Nonfunctional Verb(s) Mastered

COVID-19 Notes

Final Exam, Questions 3,9,24

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 (row ID)	Score
Sara Maharon (021832)	<input type="text"/> <input type="text"/>

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

A.

If you are entering data at the program level, you must ADD RECORD manually

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 (row ID)	Score
No students have been added.	

B.

If you are entering data at the course section level, you can choose to manually ADD RECORD or automatically import CLASS ROSTER

Results | Individual Student Scores Clear

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

+ Add Record Import: Course Roster

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

Supporting Information

Provide context for the entered results by further describing the assessment. Describe the test or assignment, and how it measures the learning outcome.

Explain how students met or didn't meet your expectations.

What curricular changes do you recommend from this evaluation?

Add What curricular changes do you recommend from this evaluation?

Create

Cancel Submit

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

Term: Fall 2022 Back to List Term Longitudinal

1. Critical Thinking/Problem Solving EVALUATED RESULT Latest - Final Exam, Questions 3,9,24

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

Understand Nonfunctional Verb(s) Mastered

COVID-19 Notes

Exceeded	Met	Partially Met	Not Met
0%	0%	0%	100%
0	0	0	1

Assessments Create Assessment

Final Exam, Questions 3,9,24 Result Details

1. 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.

Click **SELECT DIMENSIONS**

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

Click **UPDATE**

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

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

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

6. List any changes you recommend the program make.

7. Click **SUBMIT**

You are done with Part 2.
You should now see the complete
assessment and results

CHOOSE ONE TO CONTINUE

What type of connection do you want to make?



Assign

Request assessment of this outcome from another organization unit or course.

Assign assessment to other unit(s)

page
9



Relate

Perform assessment by aggregating data from other outcomes.

Relate to other outcomes

page
8



Click ASSIGN to continue with instructions for assigning outcomes to course sections



Click RELATE to continue with instructions for relating program outcomes with course outcomes

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?"

Program Learning Outcomes Taxonomy Curriculum Map

Term: Fall 2021 Back to List Term Longitudinal

2. AGGREGATED RESULT

Communication [Edit](#)

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

▲ Uncategorized ▲ Nonfunctional Verb(s) 🗄️ Mastered

COVID-19 Notes

Related Connection

- > P Career Ready, BS **1.**
- > C CR 101
- > C CR 201
- > C CR 447
- S CR 447 1
- > C CR 505
- > C CR 600

SECTION CR 447 1 **2.**

Content Knowledge [Add](#)

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

Related Preview

Add related connections to see a preview.

[Cancel](#) [Submit](#)

- 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.

3. Click SUBMIT

You are done with Part 2. You should now see the complete assessment and results

Communication

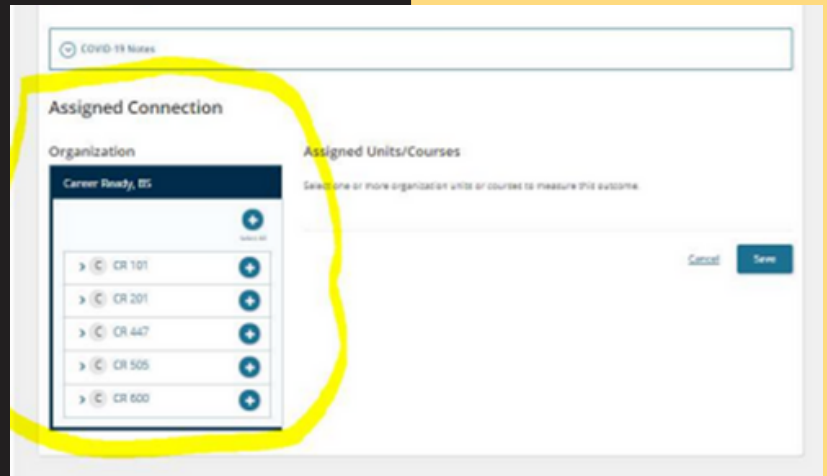
The student will be able to clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organiz...

▲ Uncategorized ▲ Nonfunctional Verb(s) 🗄️ Mastered

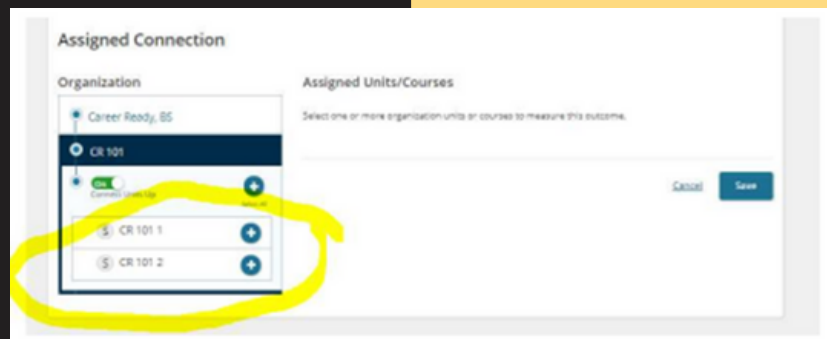
R Related

No Results

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.

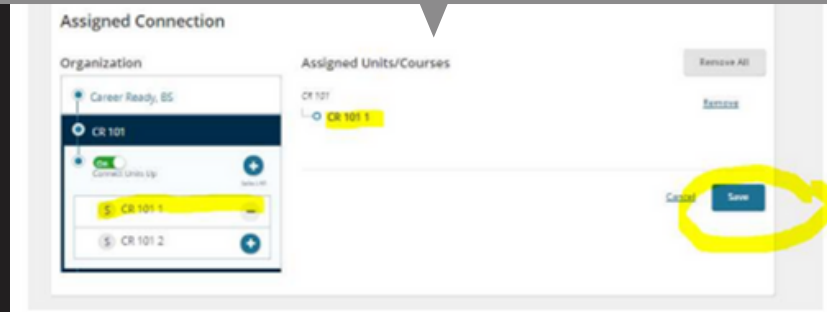


2. Click on the small arrow to the left of the course, to open up the sections. You must assign the outcome to the SECTION (S) or it will not work for faculty. Click the + button to add the section.



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.

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.



Repeat for another learning outcome.