Campus Labs (now Anthology)

Outcome Assessments and Results

MiraCosta College

Outcome Assessments and Results

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Introduction

This guide will walk you through the process of completing an assessment and uploading your results using English 100 as an example.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Access your account
- Access your organization unit and related outcomes
- Add assessments to outcomes
- Add results to an assessment
- Upload, download, and delete attachments
- Relate outcomes to other outcomes

Video Tutorial

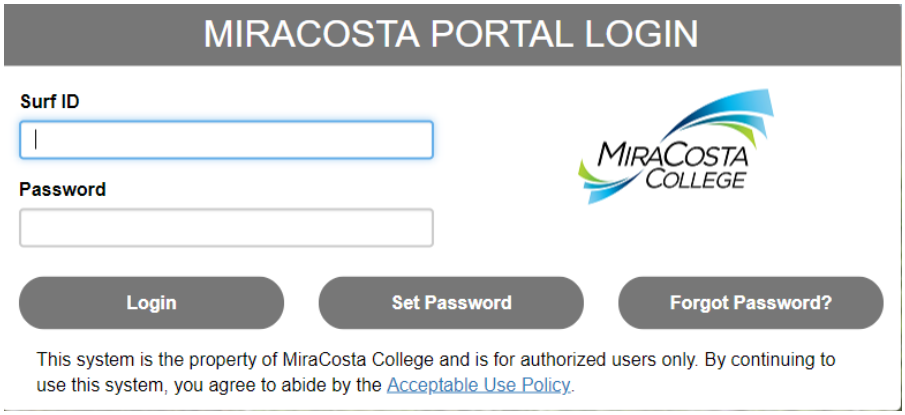
If you would like to refer to the video tutorial, please use the link below.

SLO Assessment and Requests in Campus Labs/Anthology

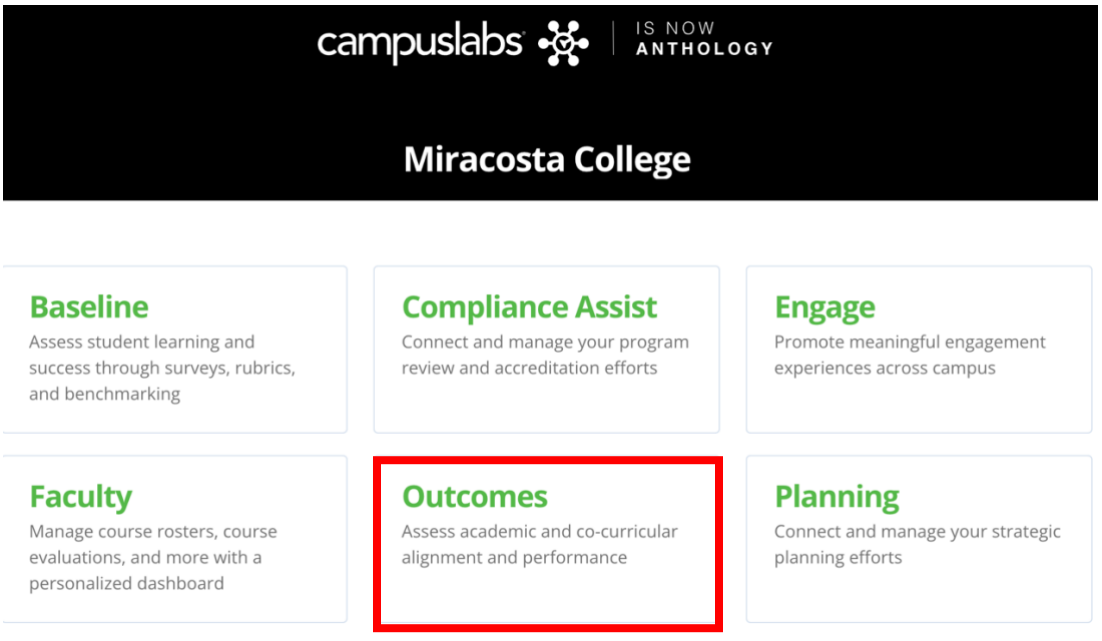
Logging in

Access to MCC Outcomes requires your Surf ID and password to access. To log in to your MCC account login:

1. Navigate to http://www.miracosta.edu/azindex.html.
2. Click on C and navigate to Campus Labs.
3. Click on Campus Labs.
4. You will be prompted to enter your **Surf ID** and **Password**.
5. Click **LOGIN**.



6. You will be logged in to the Campus Labs/Anthology portal. Click **Outcomes**.



7. You will be taken to MiraCosta Outcomes where you will be able to manage assessments and results.

Completing your Assessment

The following section will use ENGL 100 as an example to demonstrate how to access your organizational unit, select the proper term, create assessments, enter results, and delete results and assessments.

This particular example will show adding an assessment to CSLO 1 under ENGL 100.

Please note that you can enter assessments at the beginning of the semester and add the results later. You will also be able to edit the assessment and results, if needed.

Accessing your Organization Unit and Outcomes

Assessments are tied to the courses, which are organized within the department and college that they belong to.

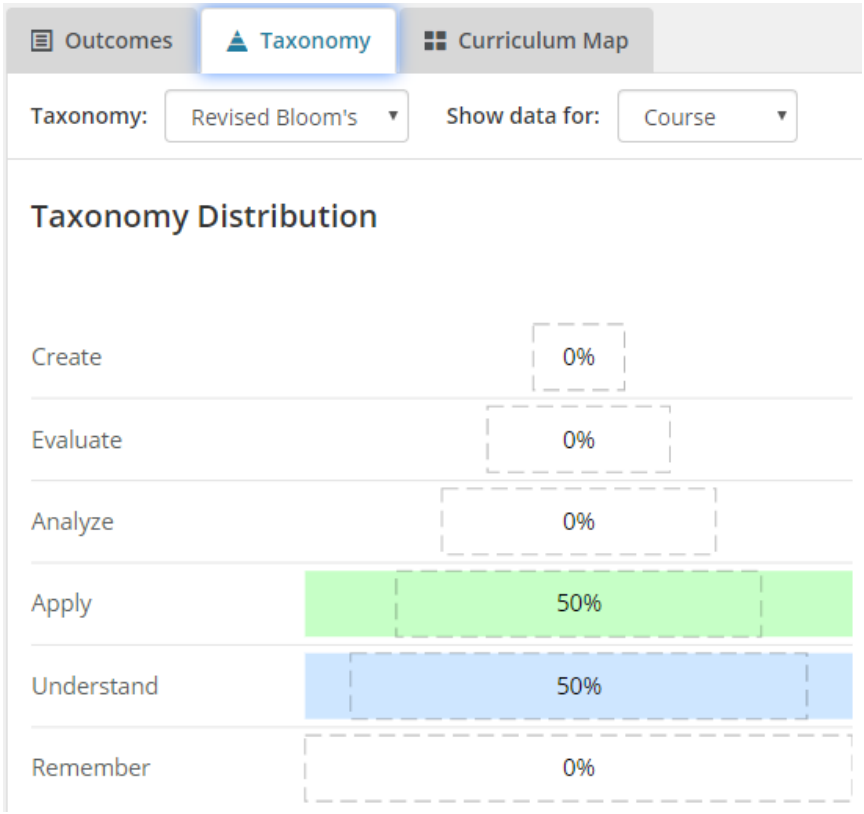
To access the proper organizational unit:

1. From the Navigation Menu on the left-side of the window, click the appropriate **division**.
2. Colleges will be displayed. Click the appropriate **discipline**.
3. Departments will be displayed. Click the appropriate **department**.
4. A list of courses under the department will display. Click the **course** you wish to access. Assessment and results are entered at the course level; not at the section level.

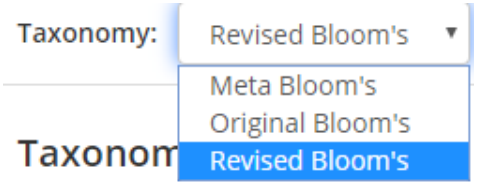
Taxonomy

You will notice that next to the Outcomes tab is a second tab called **Taxonomy**.

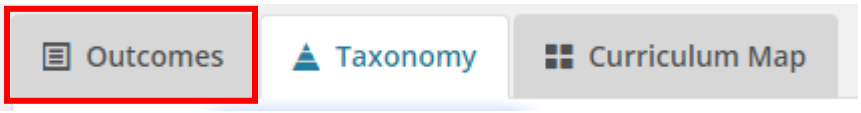
If you select that particular tab you see will see that your particular course learning outcomes have been automatically assessed for the Revised Bloom's Taxonomy.



If you would like to see what it looks like for a different type of Taxonomy you can click on the drop down to change the Taxonomy.



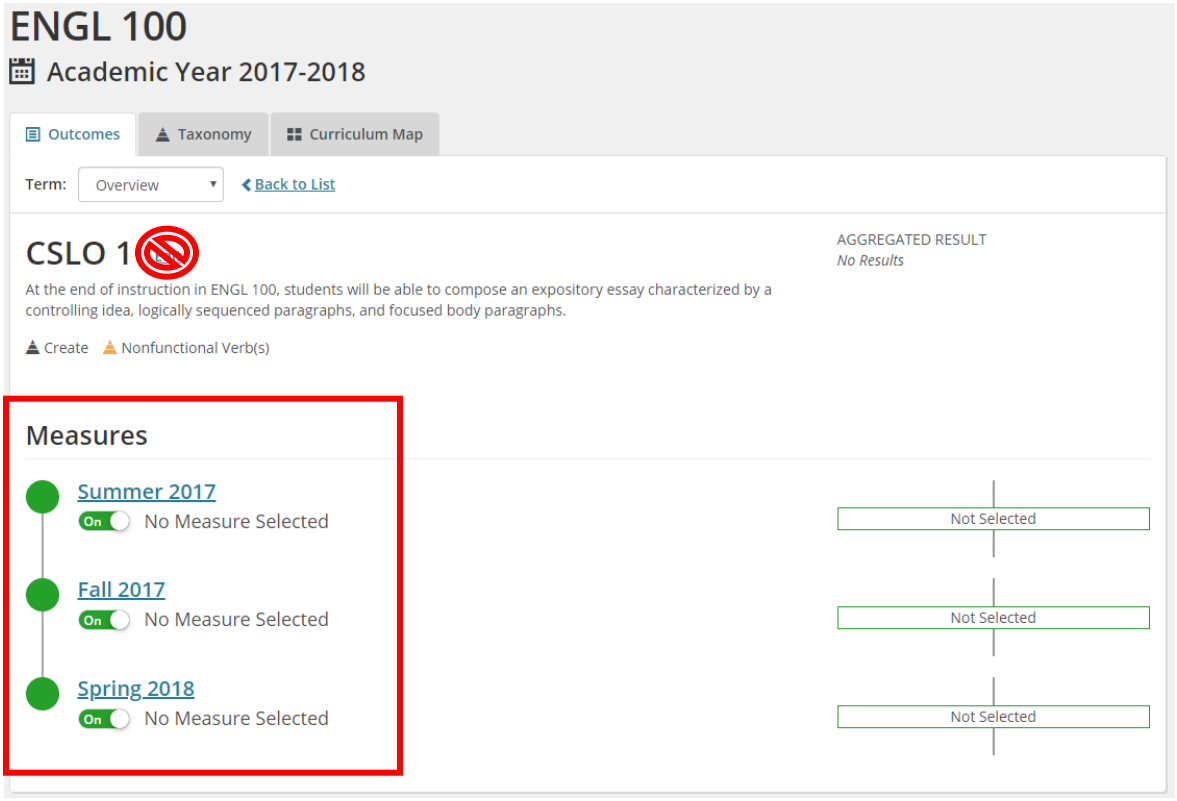
To return to outcomes, click on the **Outcomes** tab.



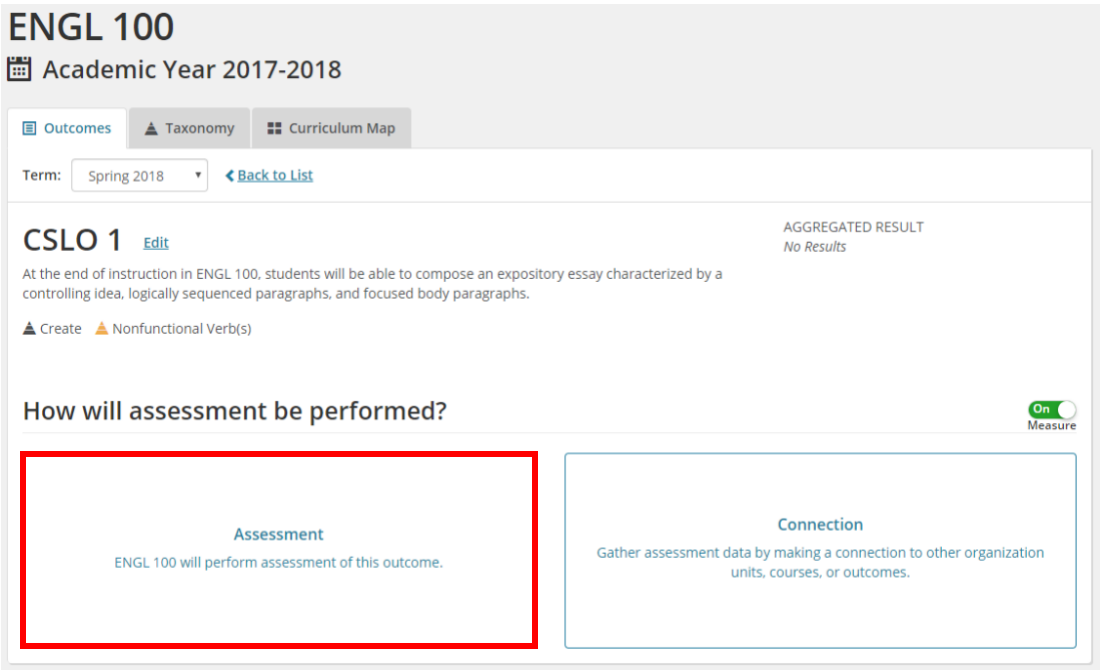
Adding an Assessment to an Outcome

Once you have selected an outcome, you will be prompted to add an assessment to the outcome. For this example, an assessment will be added to CSLO 1 for English 100 for the Spring 2018 term.

1. Click on the CSLO you wish to assess. **Please do not edit, add, or rename any of the CSLOs.**
2. In the Measures area, select the **semester** you would like to work in.



3. Under *How will assessment be performed?,* click **Assessment**.



4. The *Create Assessment* form will display. Enter the following to complete the assessment:

    a. *Title*: enter a **brief title** to identify how the achievement was measured.

    b. *Method / What type of instrument was used*: from the drop-down, select the **method** of input used to measure achievement. If you used multiple methods, you can select *Other -> Aggregate*

    c. *Began Assessment*: enter the **date** the assessment began.

    d. *Ended Assessment*: enter the **date** the assessment ended.

    e. *Purpose*: Select the option which best fits the **reason** for the assessment. Summative is the most common.

    f. *Result Type*: If you are assessing aggregates at the end of the year/semester, select **Total Achievement Levels**.

    g. *Degree of Learning*: (optional) select from the **drop-down** the degree of learning a student should attain for this outcome. A good use of this would be if a class had a sequence of courses building on the learning.

    h. *Score Format*: You can measure your results using percentages or points.

    i. *Thresholds*: The **Minimum** and **Maximum** Score will default. Please enter a **Met** score. This will be the score that was decided on that determines at which point a student has met said outcome.

    j. When finished entering the information for your assessment, click **Submit**.

Create Outcome Assessment

Title *

a

Enter a brief name or title to identify how you measured achievement (e.g., Writing Assignment #1, Final Exam, etc.).

Method

b

Select the method of input used to measure achievement.

Began Assessment *

mm/dd/yyyy c

Enter the date you began to measure achievement using the selected input.

Ended Assessment

mm/dd/yyyy d

Enter the date you finished this measure of achievement using the selected input.

Purpose

e

Formative	Diagnostic	Summative
Assess performance during the learning process to guide further efforts.	Assess knowledge, skills, or attributes prior to interaction with learners.	Measure achievement at the end of interaction with learners.

Select whether the purpose was to establish a baseline of prior achievement (diagnostic), to measure achievement part way through a segment or the entire course/program (formative), or to take a final measurement of learning (summative).

Result Type *

f

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.

Degree of learning

g

Select the degree of learning a student should attain for this outcome.

Score Format

◉ Percentage ○ Points

h

Select the format of the assignment scoring.

Thresholds *

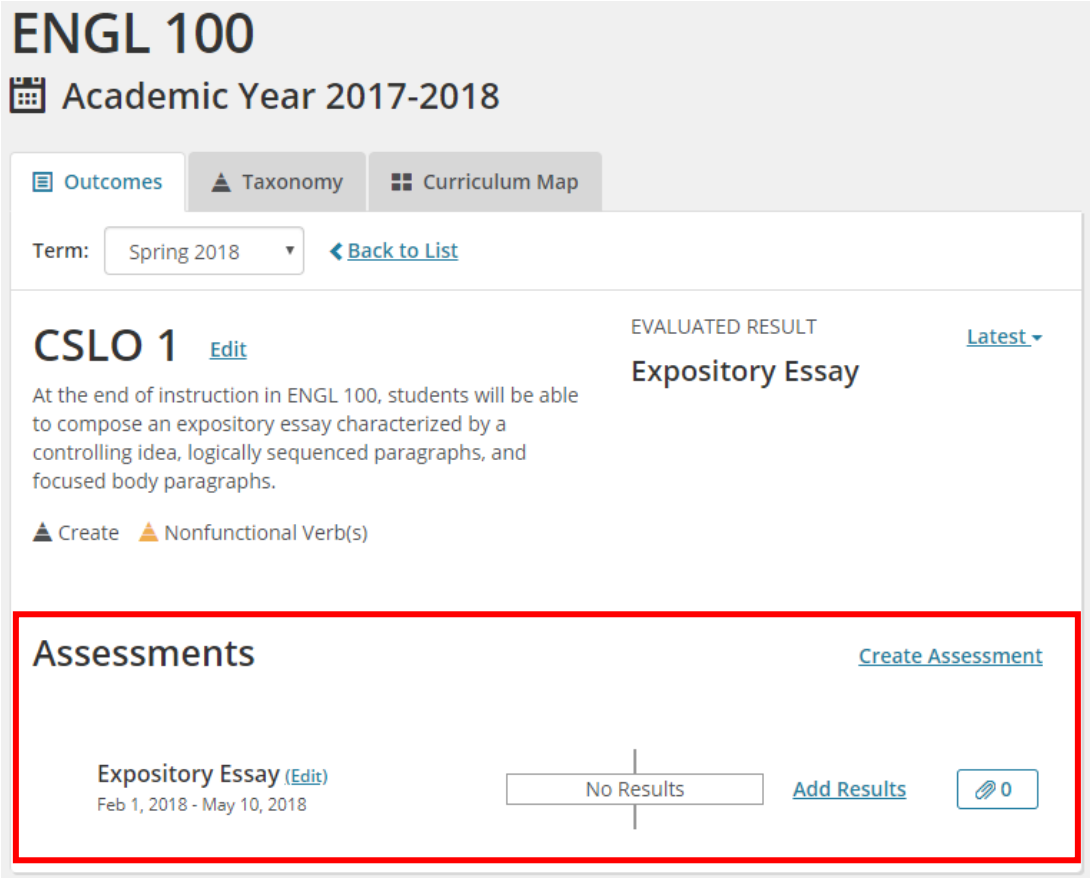
0-100%

Minimum Score *	Met *	Maximum Score *
0 %	i %	100 %

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

Cancel Submit j

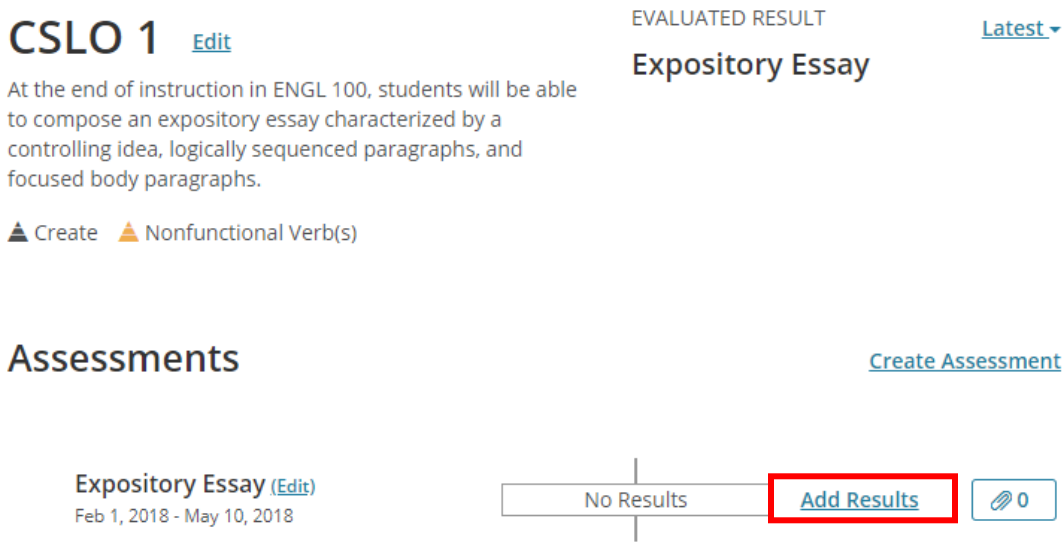
5. The assessment will be created and displayed under the selected outcome.



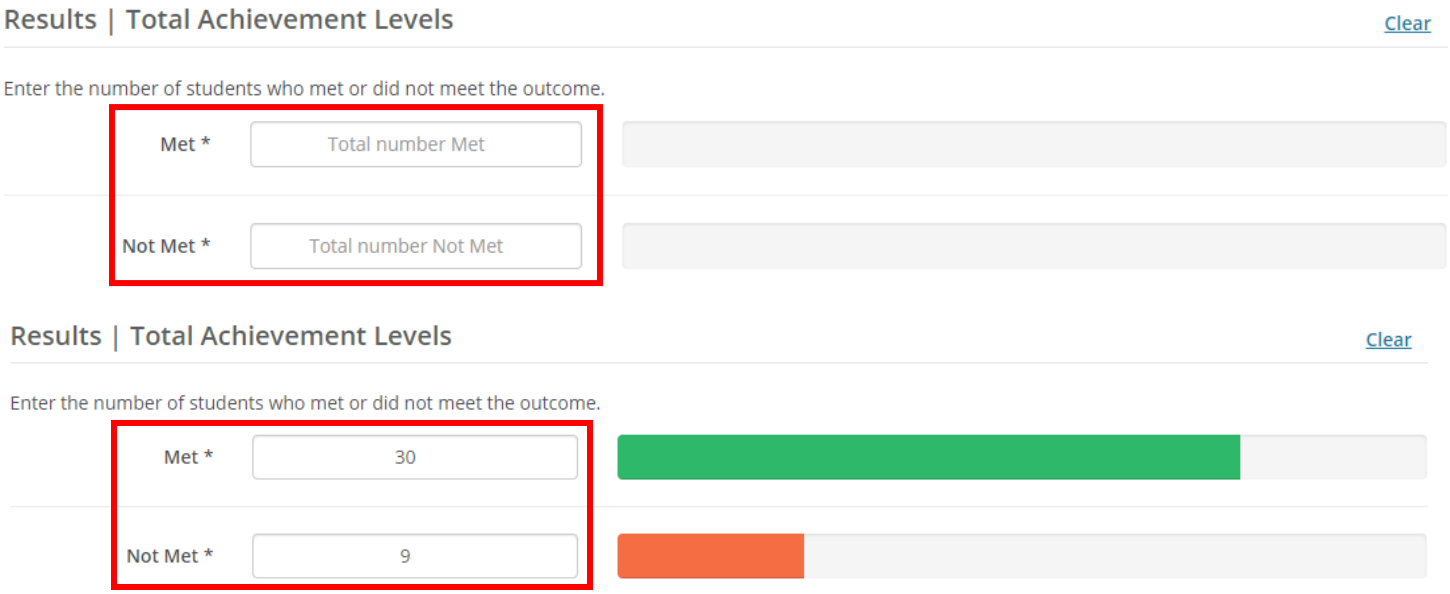
Adding Results to an Assessment

Once you have created your assessment, you can begin to enter the results from the completed assessment.

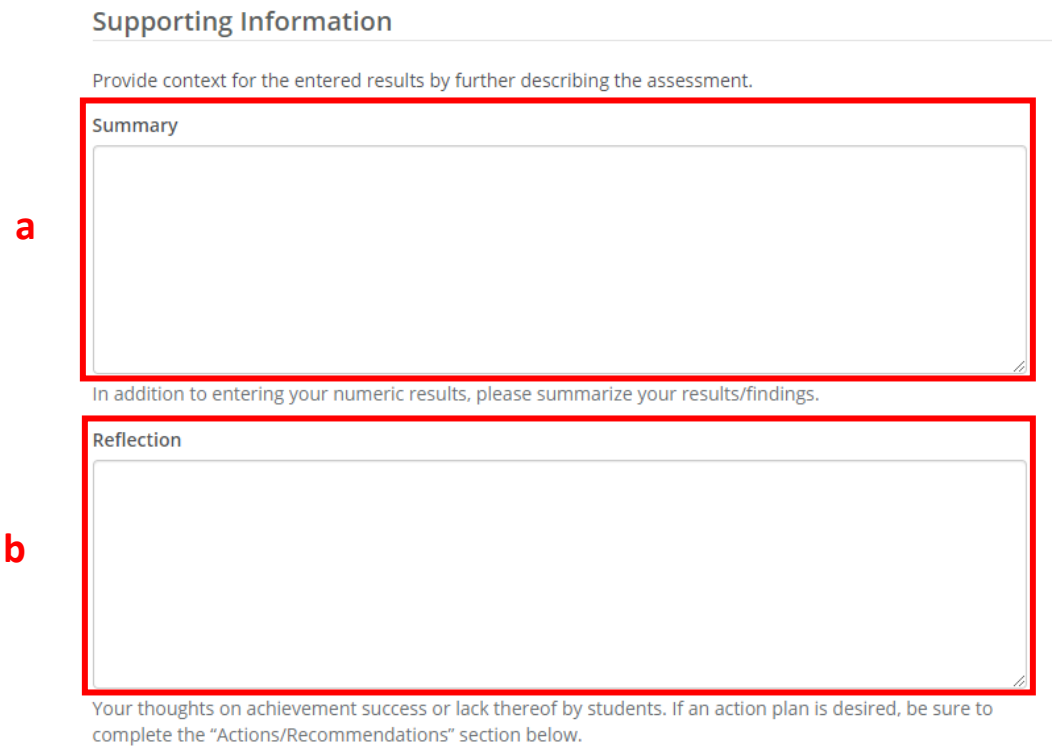
1. Next to the Assessment you wish to add a result to, click **Add Results**.



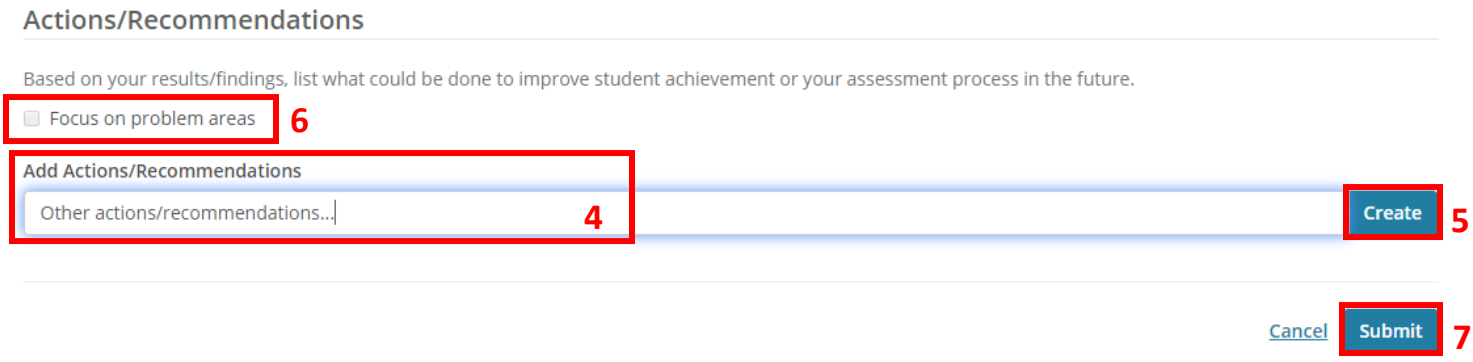
2. In the *Result / Total Achievement Levels* section, enter the **number of students** who met or did not meet the outcomes as measured by the score threshold.



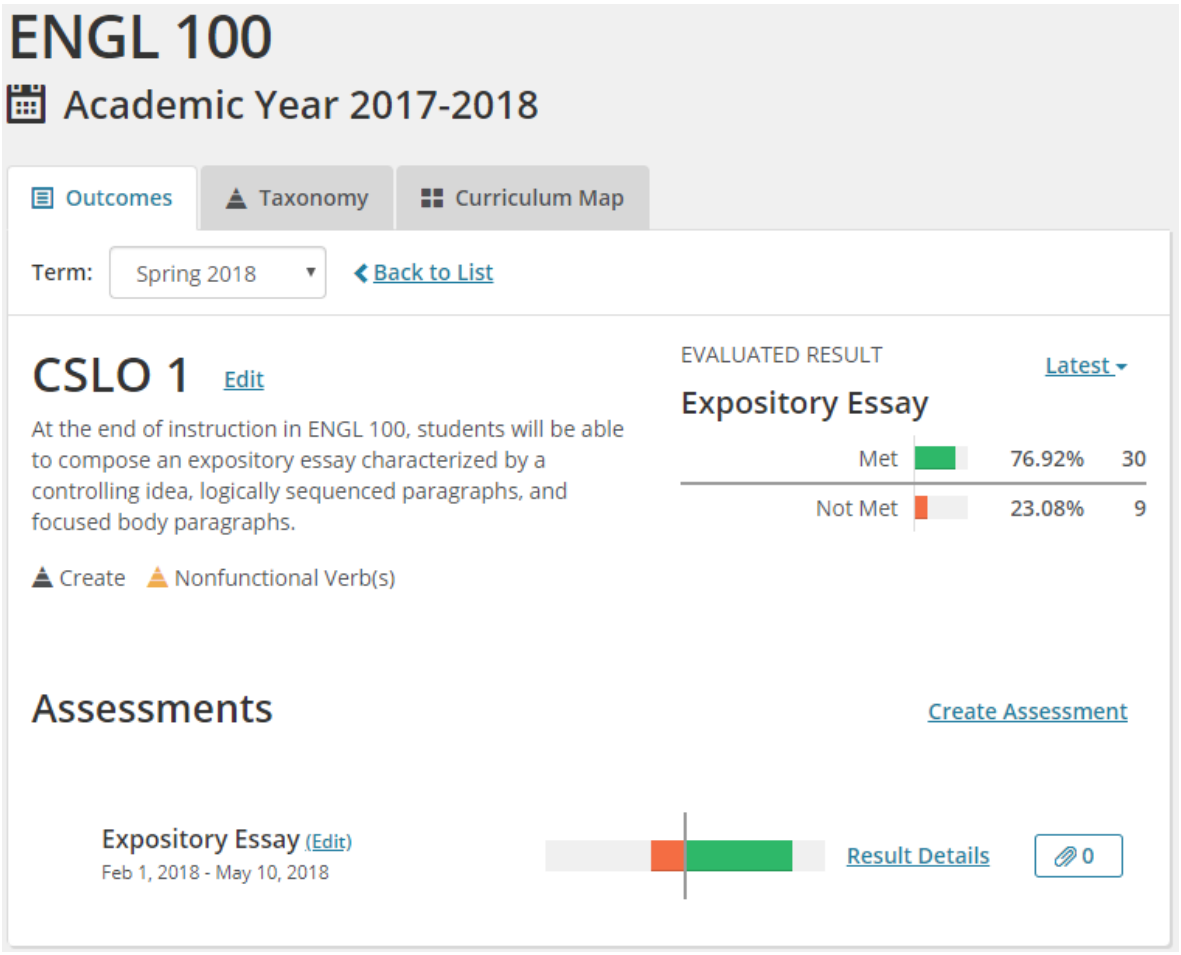
3. In the *Supporting Information* section, enter the following:
   a. *Summary*: Enter a **summary** of your findings.
   b. *Reflection*: Your thoughts on the results of achievement success or lack thereof.



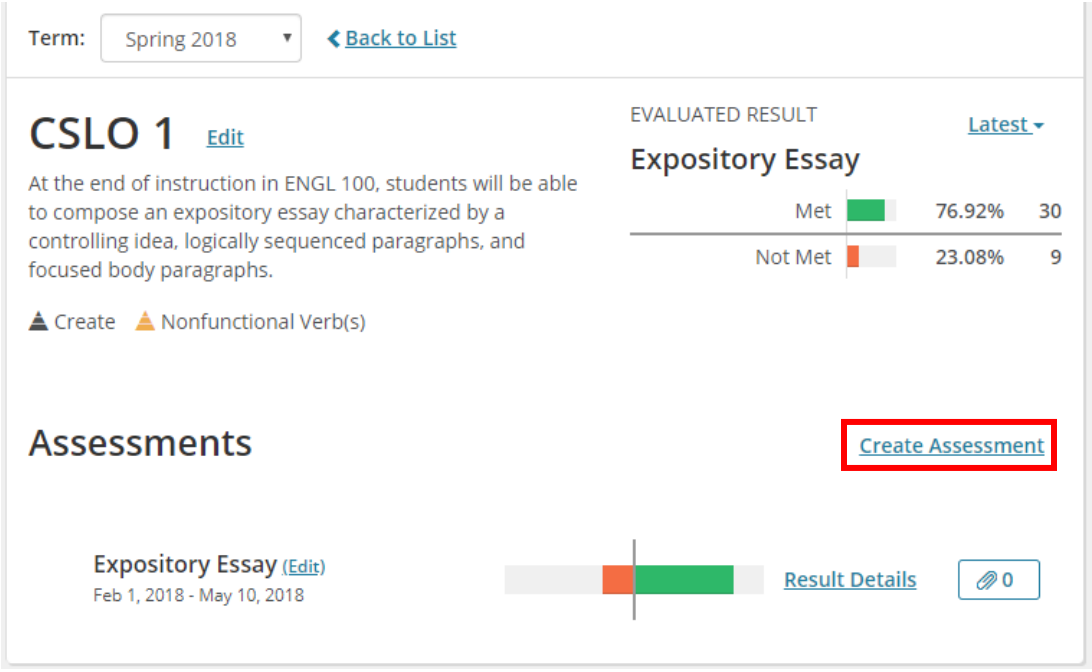
4. Under the *Actions/Recommendations* section in the *Add Actions/Recommendations* field, enter any **improvement(s)** that could be made to the assessment process, or to improve student achievement.
5. Click **Create**.
6. The improvement will be added under the *Actions/Recommendations* field. Continue to add improvements by repeating steps 4 & 5. This list is a good resource to reference when adding actions plans.
7. When finished adding to the *Add Actions/Recommendations* field, click **Submit**.



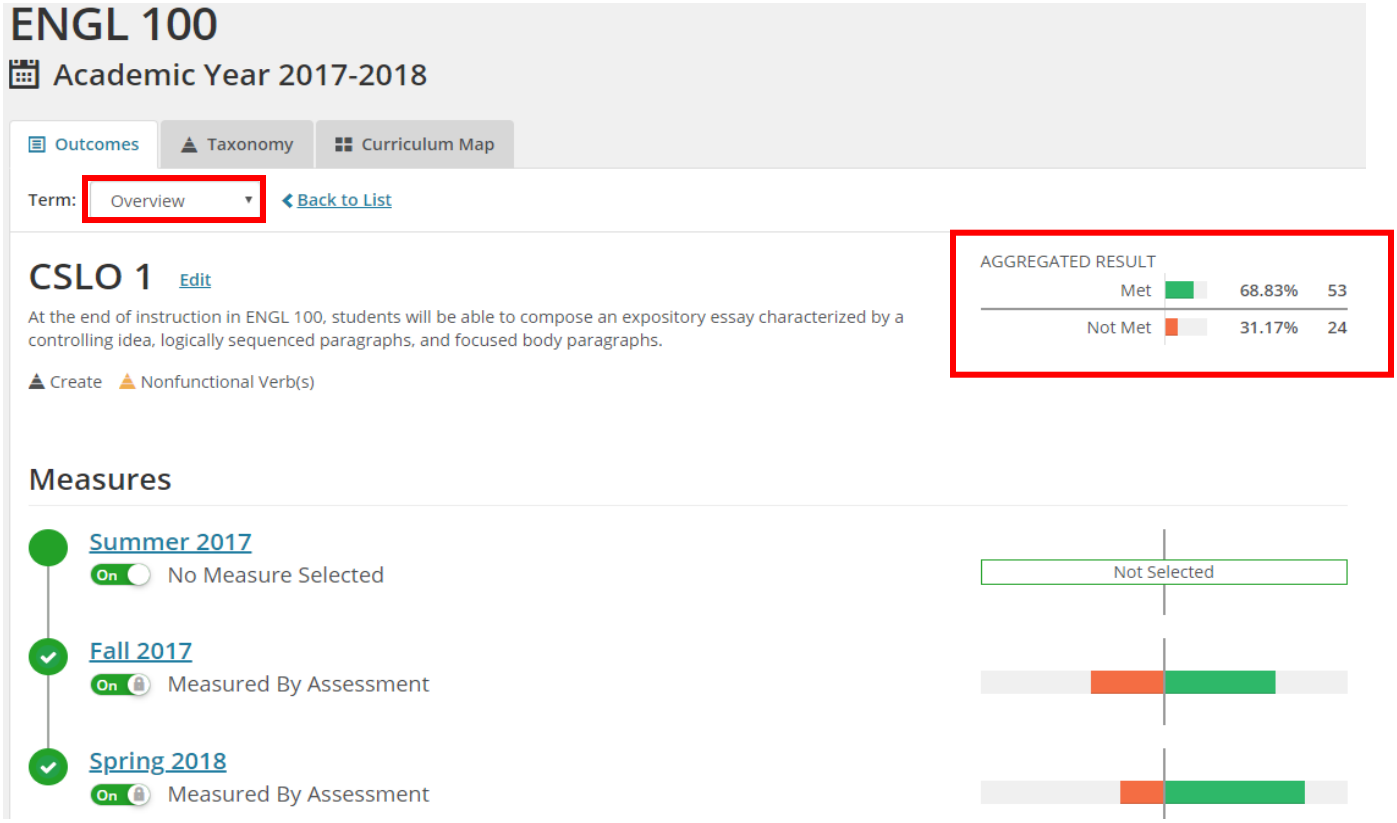
8. You will be returned to the outcomes window and your results will be added to the assessment.



If another assessment needs to be entered for the same learning outcome in the same semester, you can click on **Create Assessment** and follow the same steps shown in Completing your Assessment.



If a learning outcome is assessed in more than one semester, the aggregate of the summative results will be shown if *Overview* is selected in the *Term* dropdown of the learning outcome.



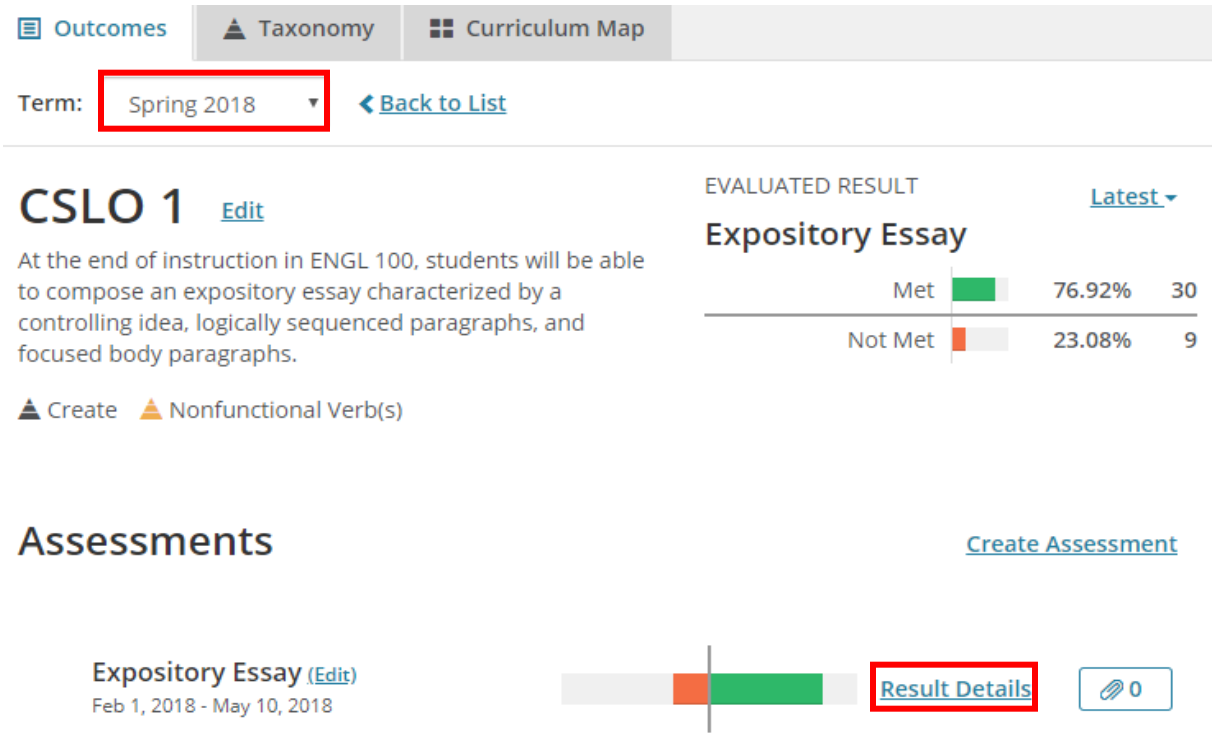
Deleting Results and Assessments

It is possible to remove a result or assessment if needed. If there are assessments in different terms for the same learning outcome, each applicable assessment will need to be removed in its specific term.

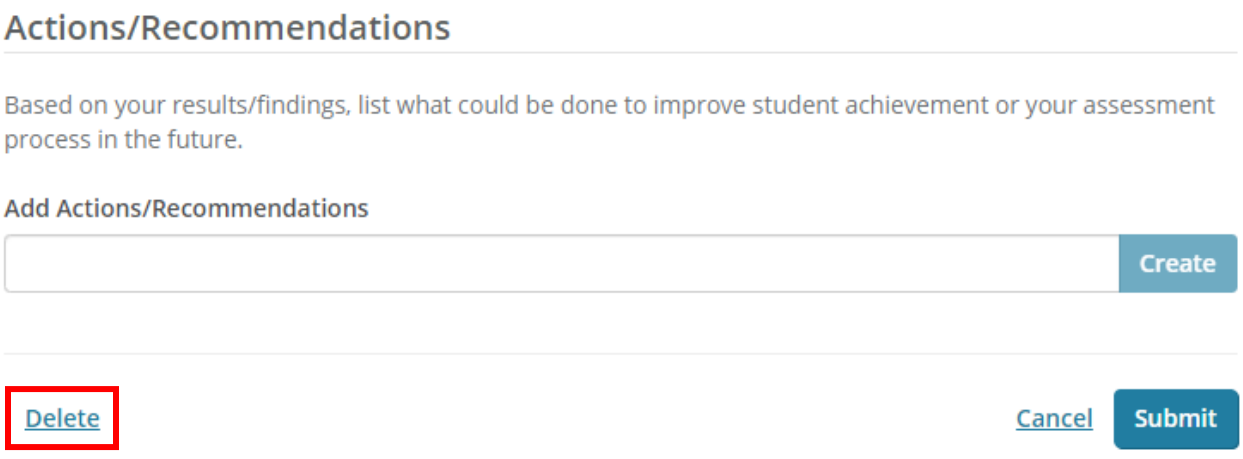
If you are removing **both** the *Results* and the *Assessment* you can follow steps 4-6 to delete the *Assessment*. Deleting the *Assessment* will also delete any results that are a part of the *Assessment*.

Deleting Results

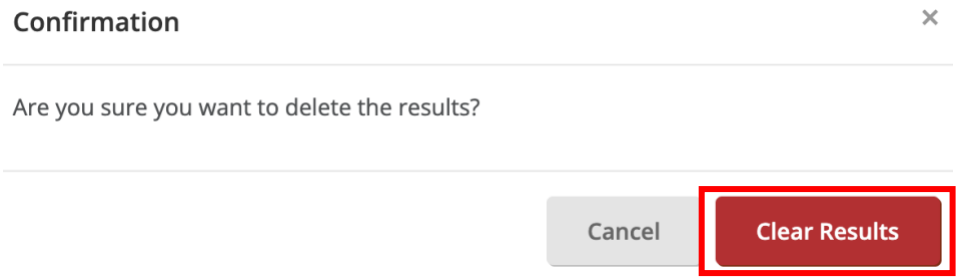
1. Make sure you are in the correct term. In the learning outcome, click on **Result Details**.



2. Scroll to the bottom of the page after the *Actions/Recommendations* section. Click *Delete*.

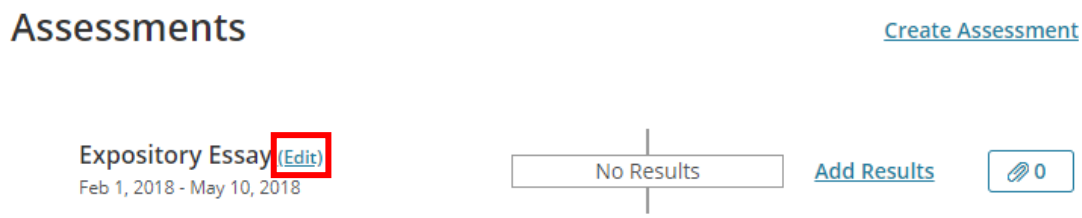


3. Confirm that you want to delete the results. If you have a window that does not look like the one below, click *Cancel* and make sure you are at the bottom of the page that shows the *Thresholds*.

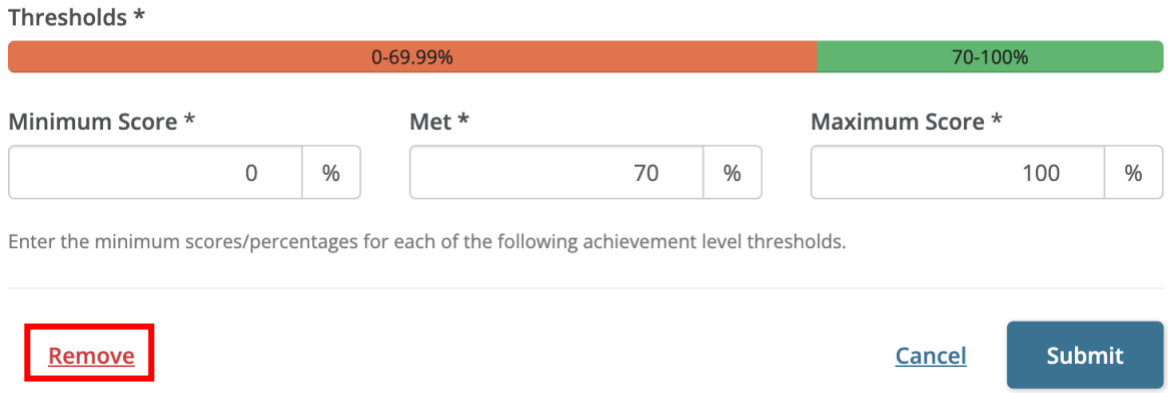


Deleting Assessments

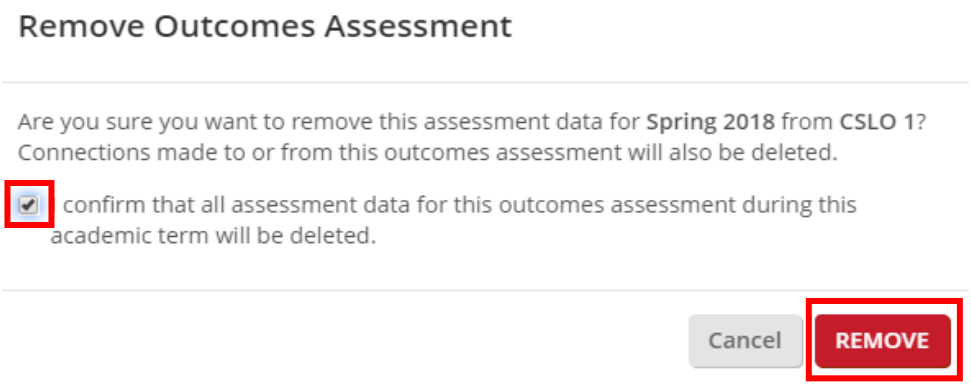
4. You should now be back on the learning assessment page. To remove the assessment click on *Edit* next to the title of the assessment **NOT** the learning outcome name.



5. Scroll to the bottom of the page after the *Thresholds* section. Click *Remove*.



6. You will get a pop up that explains that removing this assessment will remove any data or connections associated with the assessment for that learning outcome. Confirm that it reads *Remove Outcomes Assessment*. Check the box to confirm, and click Remove.



Supplementary Information

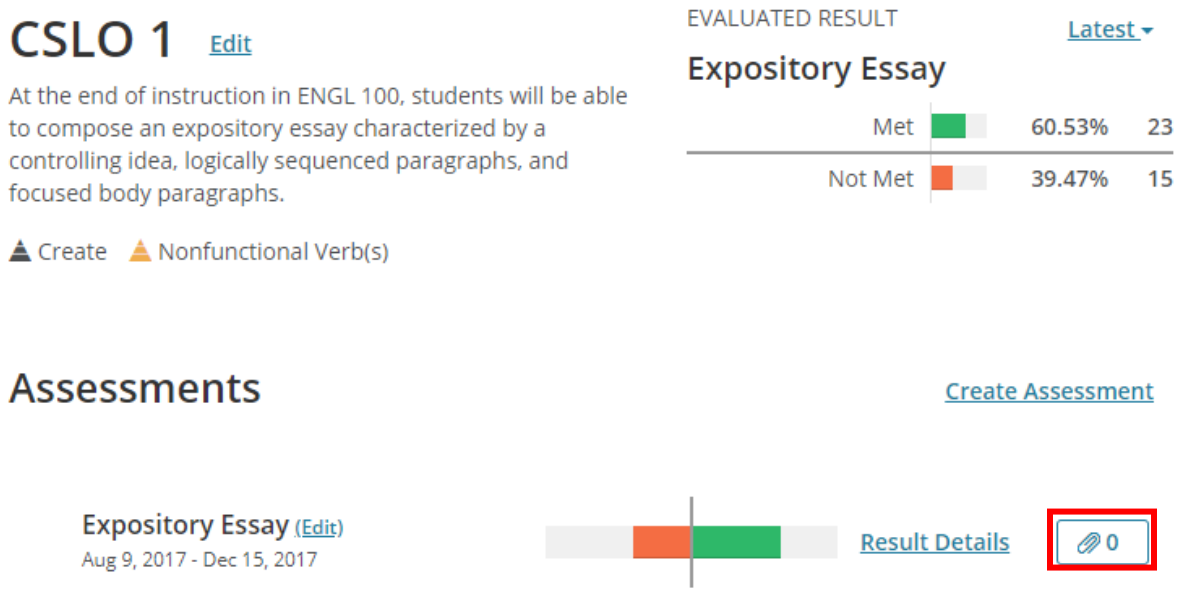
Adding Attachments to an Assessment

You can upload additional documentation to help support the analysis and summary of your assessment. To upload a file to an Assessment:

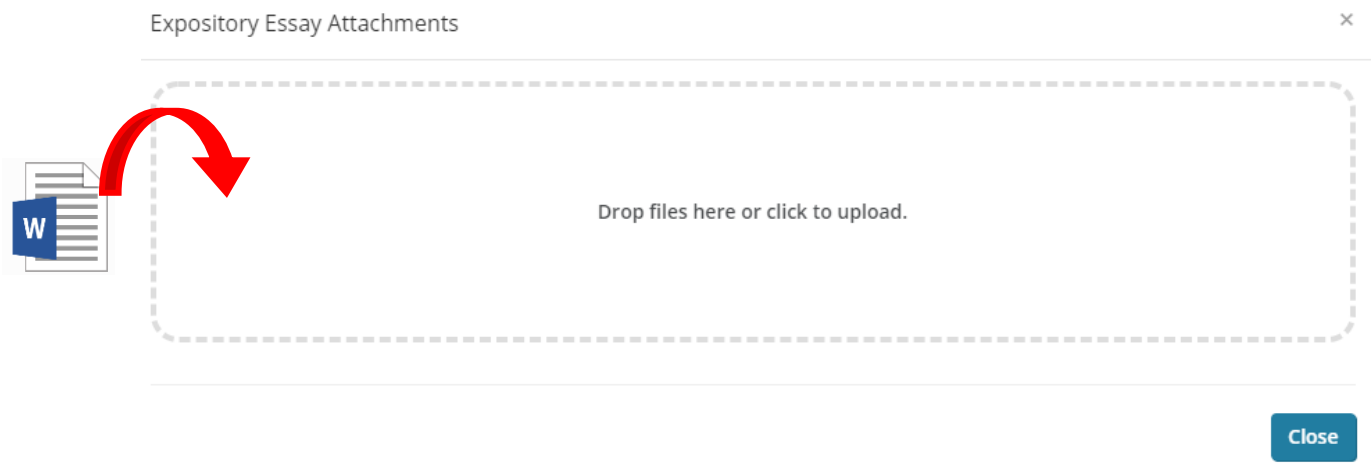
Note: the following file formats are supported: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, MP4, MP3, TXT, JPG, CSV, BMP, and PNG.

Note: ZIP files are ***not supported***, as they cannot be downloaded in their original format once uploaded.

1. Under *Assessments,* click on the **paperclip icon**.

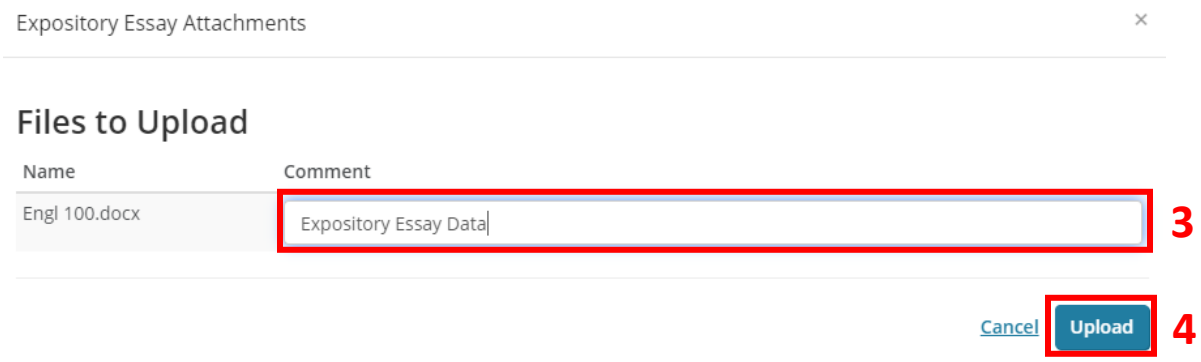


2. The *Attachments* window will appear. From your computer, click and drag your file into the **upload window** or click on the window to locate your file.



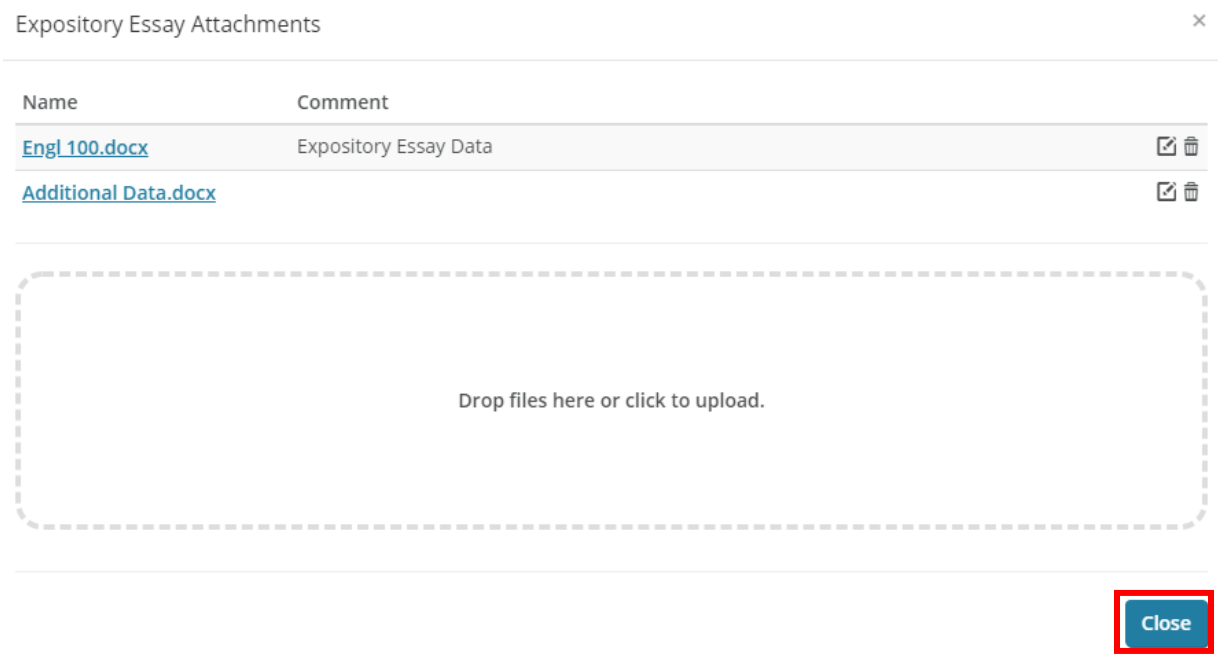
3. The attachment will be added to your pending uploads. In the comment field, you can leave a **short description** regarding the file (*optional*).

4. Click **Upload** to upload your file.



5. Your file will be uploaded to the assessment. To upload additional files, repeat **steps 2-4**.

6. Click **Close** once finished uploading your files to return to the assessments window.



7. Your Assessment will now show how many attachments are attached.

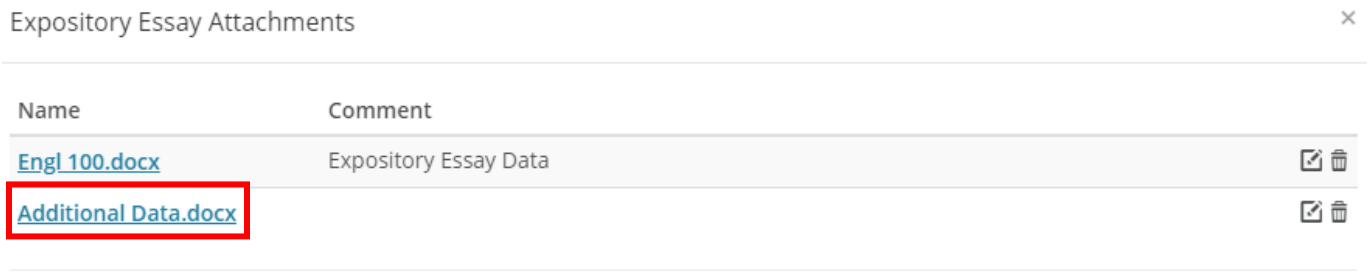
Managing your Attachments

The following section will explain how to download existing attachments from an assessment, edit comments added to attachments, and how to delete attachments.

Download an attachment

1. From the *Assessment* window, click on the **paperclip icon**.

2. The *Attachment* window will open and display all files attached to the current assessment. Click a **file** to download.



3. Save the file to a **location on your computer** to complete the download.

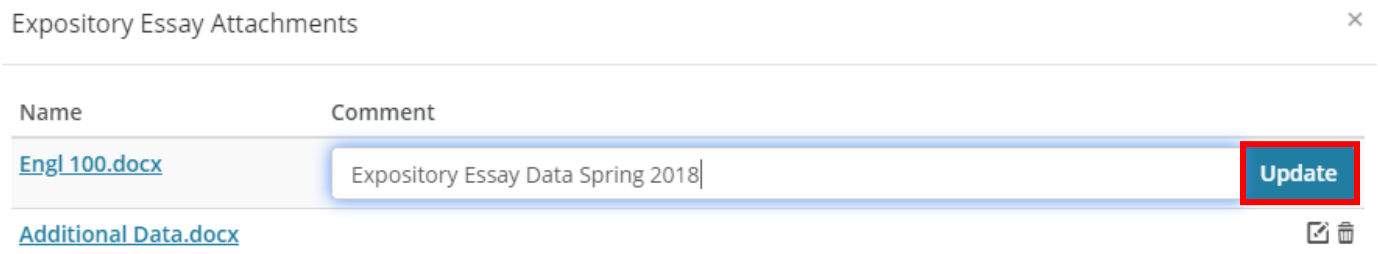
Editing Comments

1. From the *Assessment* window, click on the **paperclip icon**.

2. The *Attachment* window will open and display all files attached to the current assessment. Click the **edit icon** next to the comment you wish to edit.

3. Make your changes to the comment in the comment field.

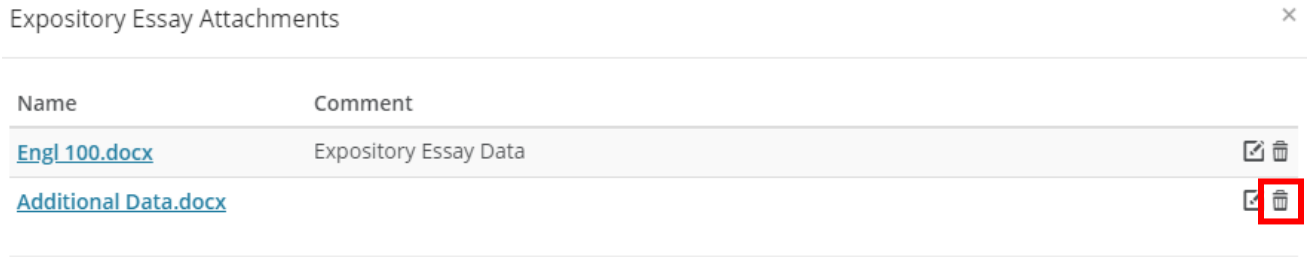
4. When finished, click **Update**.



Deleting an Attachment

1. From the *Assessment* window, click on the **paperclip icon**.

2. The *Attachment* window will open and display all files attached to the current assessment. Click the **trashcan icon** next to the file you wish to delete.



3. A window will appear asking to confirm the deletion of the attachment. Click **Yes**.

4. The file will be deleted from the list of attachments.

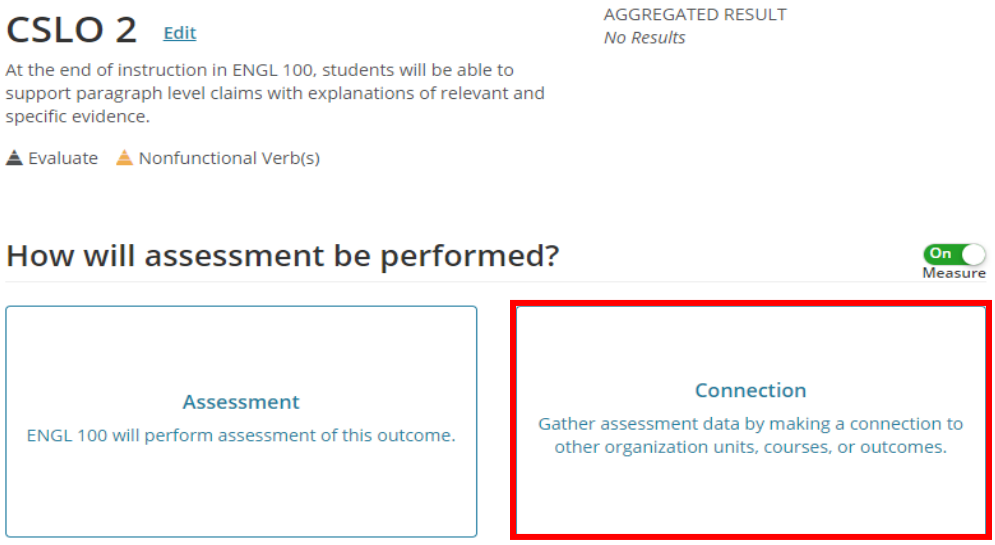
Assigning Assessments

You can make a connection between an assessment and an existing course with sections. If you wanted to assign instructors to enter their assessments and results on their own, then this would be a connection you could make.

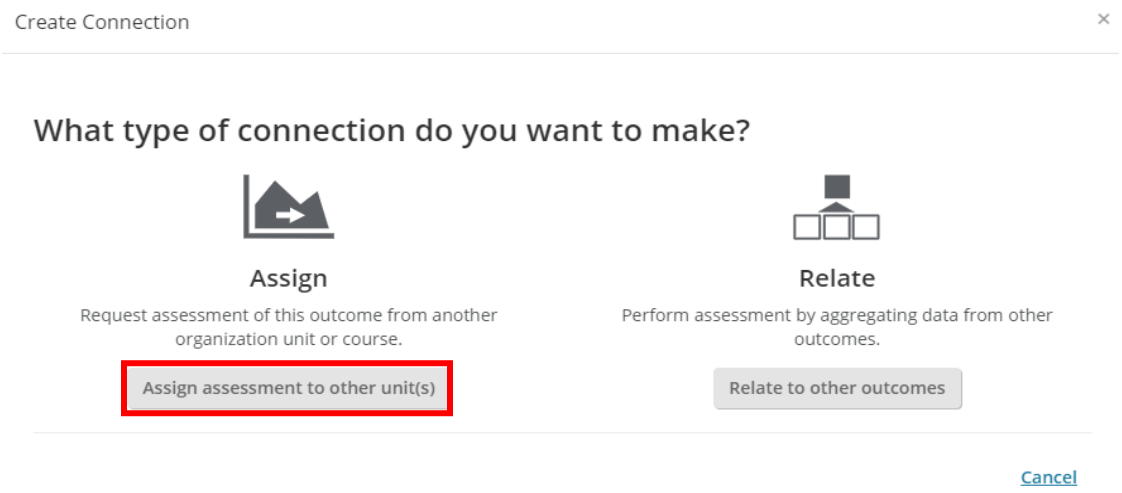
1. Navigate to the *Outcomes* listed for your selected course and term (See *Accessing your Organization Unit and Outcomes* for more information).

2. Click the **Outcome** you wish to assign (this would be an outcome without an existing Assessment).

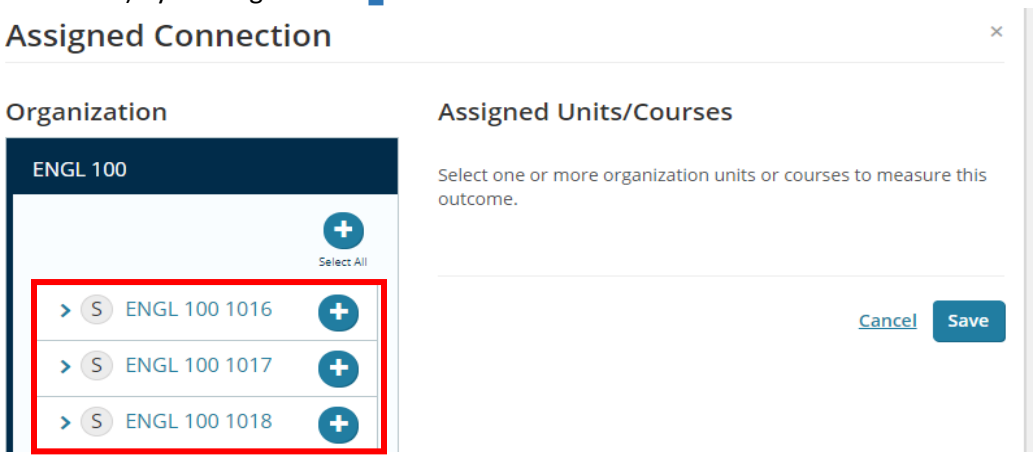
3. When asked *How the assessment will be performed?*, click **Connection**.



4. When asked *What type of connection do you want to make?,* click **Assign assessment to other unit(s)**.

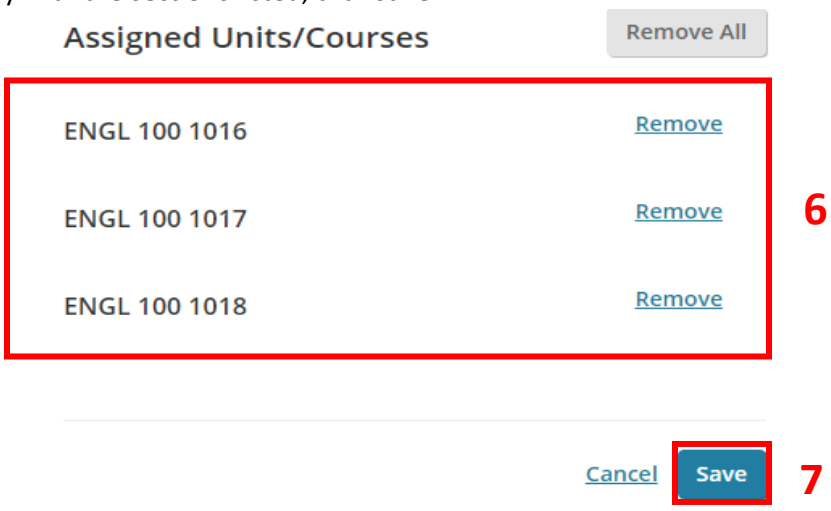


5. A list of related course sections will be displayed. Select the **desired sections** from the list on the left (you can also Select All) by clicking on the ✚.

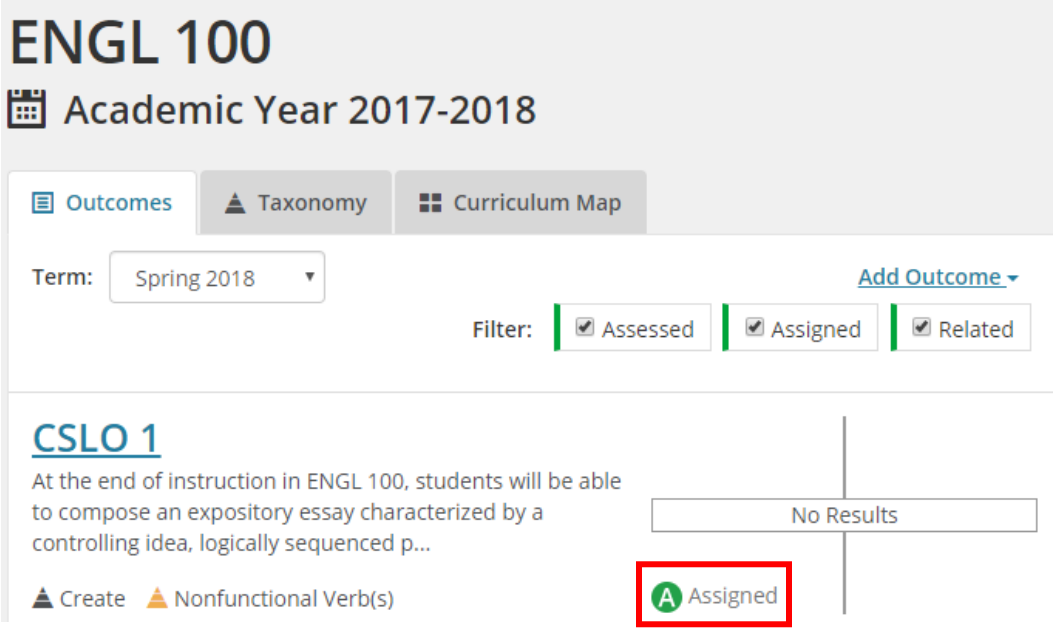


6. Under *Assigned Units/Courses* you should now see a list of the **sections** you selected. If you needed to remove any of these **sections** please click on **Remove**.

7. If you are happy with the **sections** listed, click **Save.**

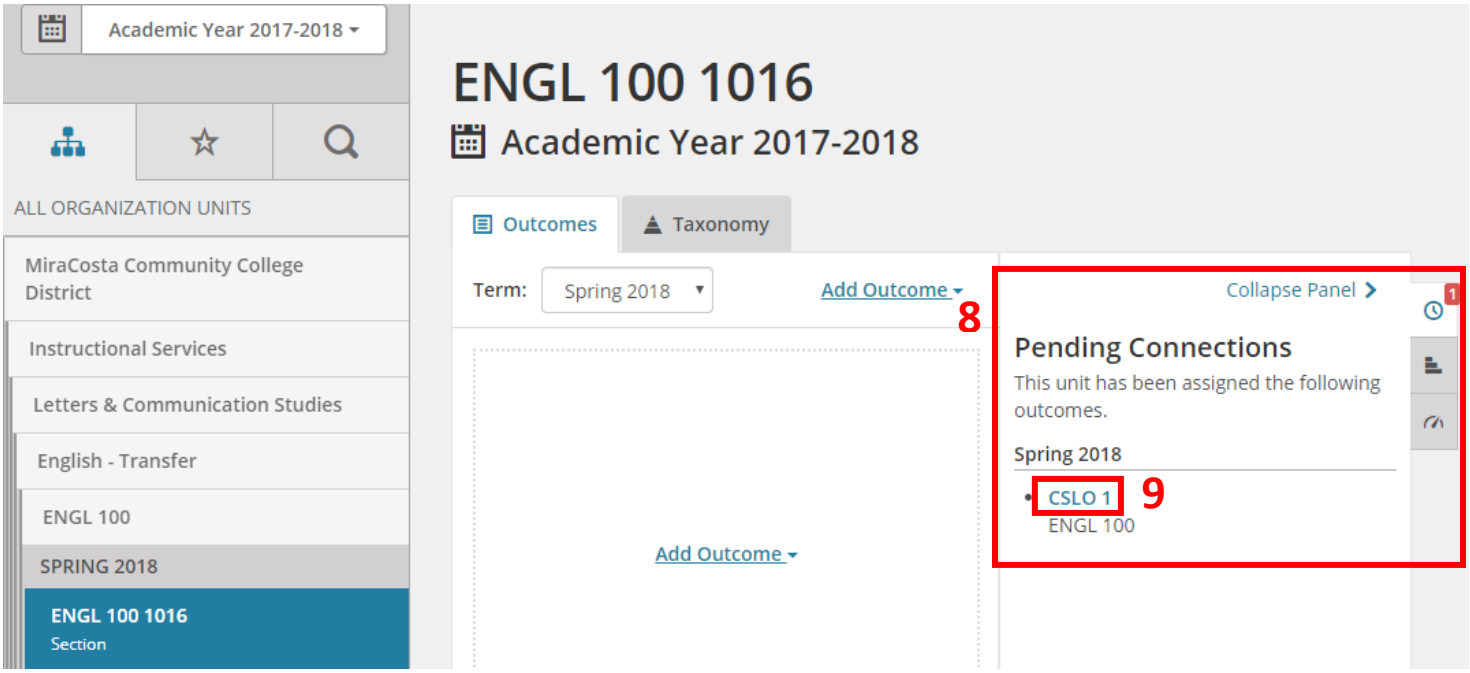


8. Click on **Back to List**. Here you will see that the CSLO assessment has been assigned.



9. When an instructor clicks on their course with section number they will see a *Pending Connection*.

10. When they click on the CSLO link it will take them directly to the page they need to enter the assessment.



11. When they click on the CSLO link it will take them directly to the page they need to enter the assessment. Now the assessment can be entered following the steps in the Getting Started tutorial.

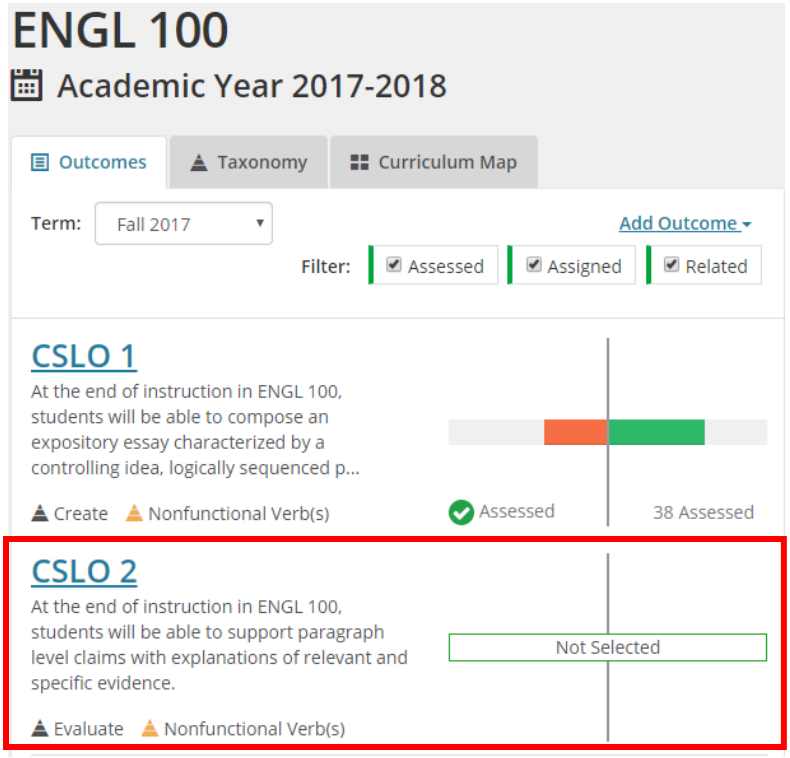
Relating Assessments

You can also make a connection between an assessment and an existing outcome, if the two are related (for example, relating reading comprehension to written communication). Doing so will duplicate the information to the assessment.

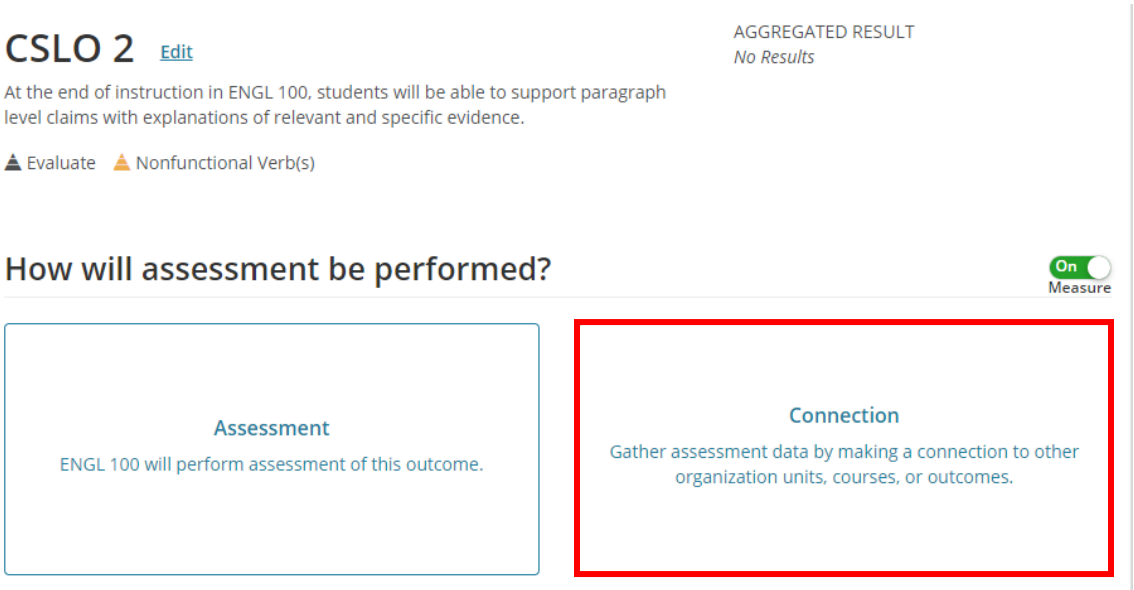
To relate an assessment:

1. Navigate to the *Outcomes* listed for your selected course and term (See *Accessing your Organization Unit and Outcomes* for more information).

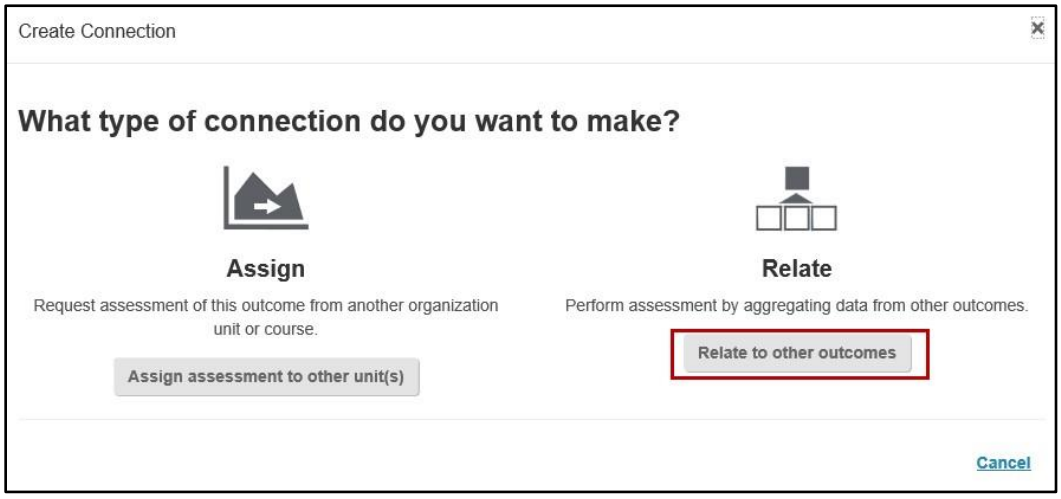
2. Click the **Outcome** you wish to relate (this would be an outcome without an existing Assessment).



3. When asked *How the assessment will be performed?*, click **Connection**.

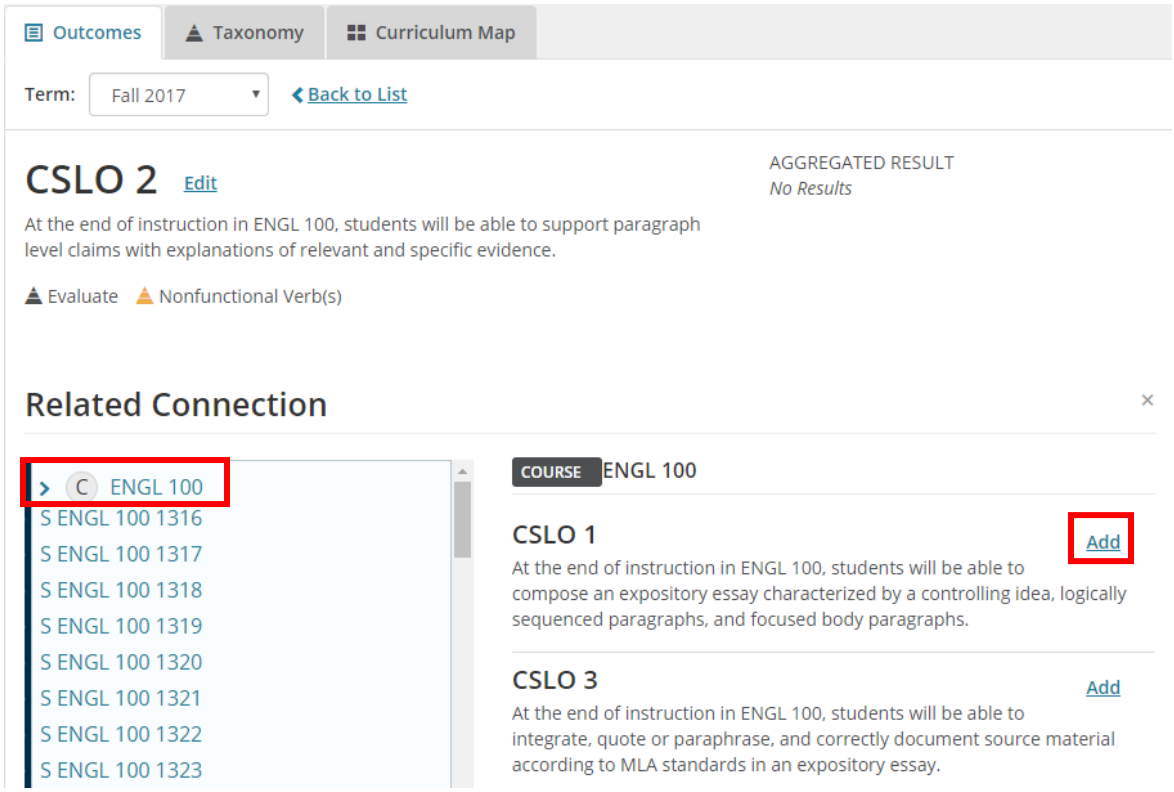


4. When asked *What type of connection do you want to make?,* click **Relate to other outcomes**.

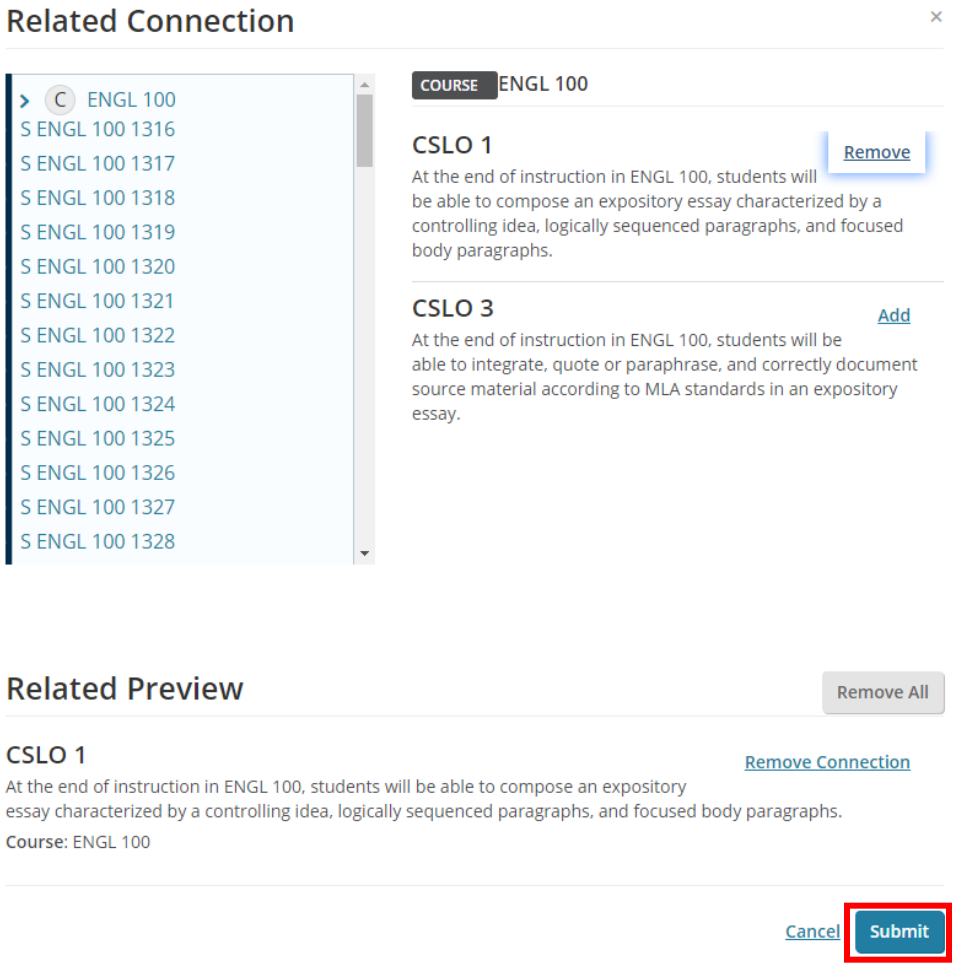


5. A list of related connections will be displayed, with available outcomes. Select the **desired course (not section)** from the list on the left (See Figure 26).

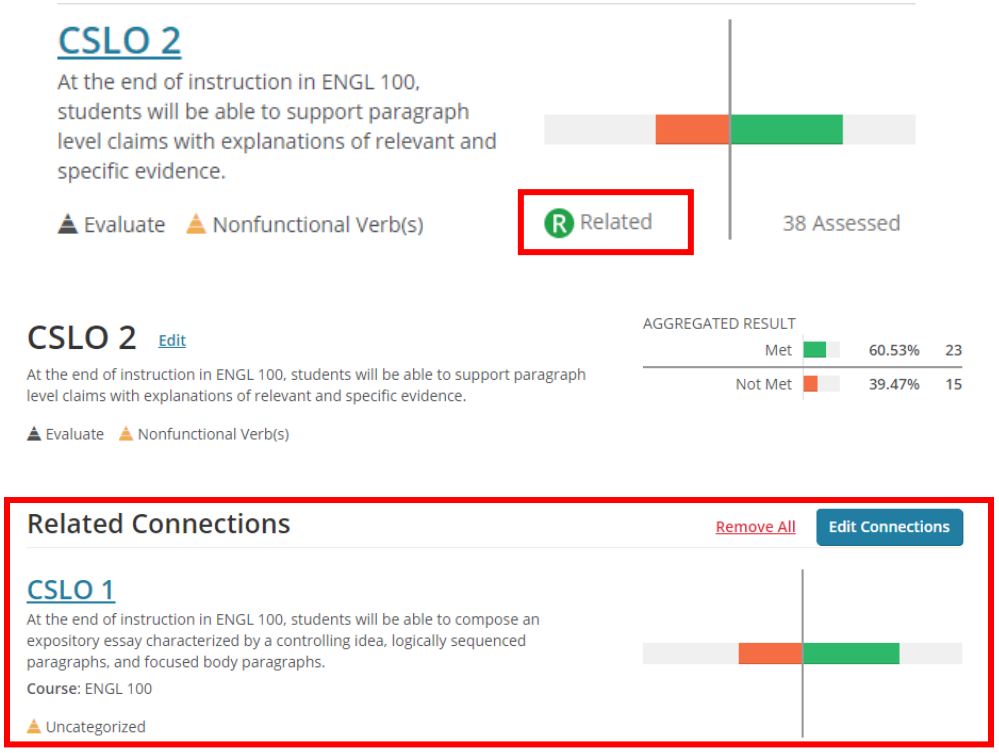
6. Next to the desired outcome you wish to relate, click **Add** (See Figure 26).



7. The outcome will be related. Click **Submit** to confirm.



8. The outcome will now have a *Related* icon. Click on the CSLO to see the related connections.

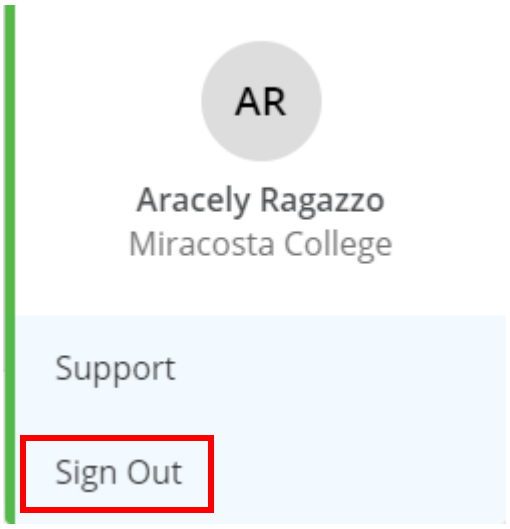


Logging Out

To log out of Campus Labs/Anthology:

1. In the upper-right corner of the screen, click on your **name**.

2. From the drop-down menu, click **Sign Out**.



3. You will be signed out.

Additional Help

For additional support, please contact:

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