



# AUGUSTA UNIVERSITY

Anthology/Campus Labs Planning Module User Guide  
for  
Student Learning Outcome (SLO) Assessment

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Division of Institutional Effectiveness

[augusta.edu/ie](http://augusta.edu/ie)

Fall 2022

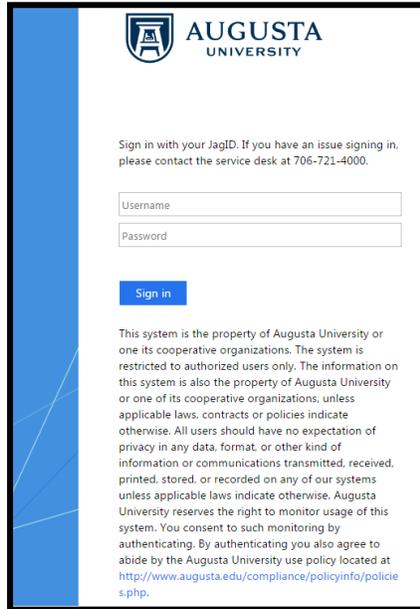
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**Note:** Use the Bookmark feature to locate specific areas of support.

## BASIC LOGIN/LOGOUT INFORMATION

1. To get started, open your internet browser and go to:  
<https://augusta.campuslabs.com/planning>.  
*(This link is also available on the Institutional Effectiveness website at [www.augusta.edu/ie](http://www.augusta.edu/ie).)*
2. You will then be brought to the AU portal. Enter your Jag/NetID and password at this screen:



Sign in with your JagID. If you have an issue signing in, please contact the service desk at 706-721-4000.

Username

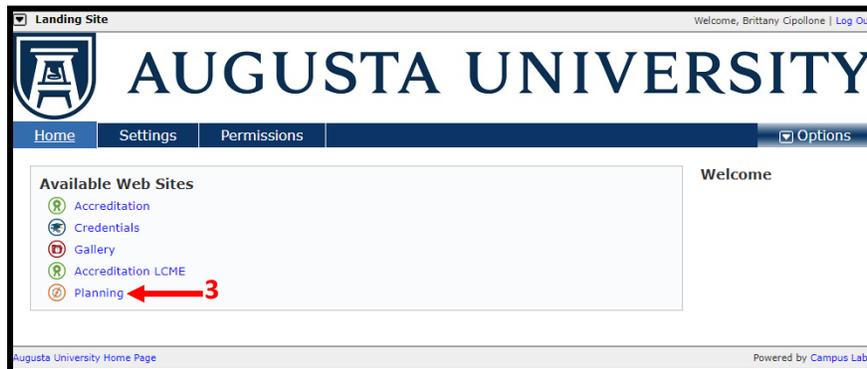
Password

**Sign in**

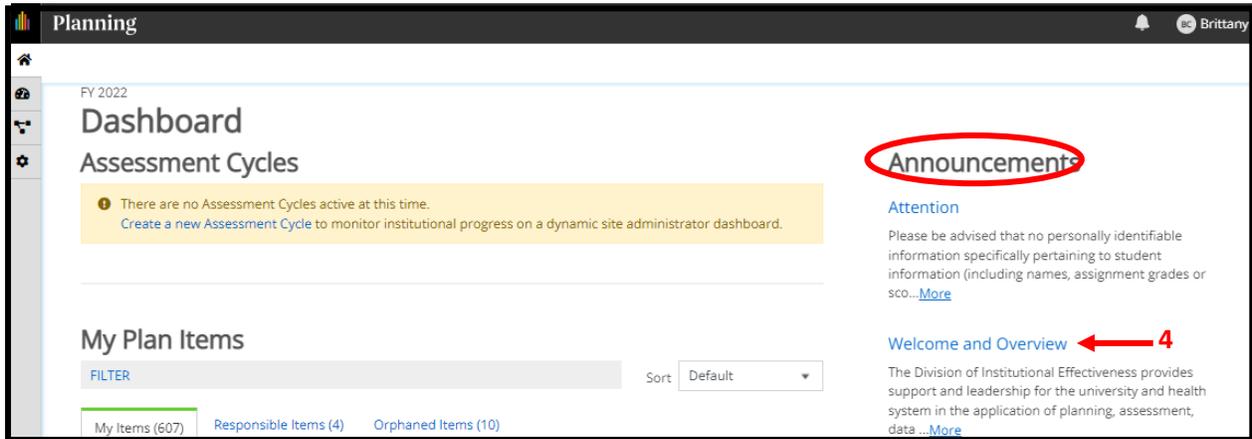
This system is the property of Augusta University or one of its cooperative organizations. The system is restricted to authorized users only. The information on this system is also the property of Augusta University or one of its cooperative organizations, unless applicable laws, contracts or policies indicate otherwise. All users should have no expectation of privacy in any data, format, or other kind of information or communications transmitted, received, printed, stored, or recorded on any of our systems unless applicable laws indicate otherwise. Augusta University reserves the right to monitor usage of this system. You consent to such monitoring by authenticating. By authenticating you also agree to abide by the Augusta University use policy located at <http://www.augusta.edu/compliance/policyinfo/policies.php>.

**TIP:** If you need assistance with your Jag/NetID password or to have it reset, please contact the IT Help Desk at 706-721-4000.

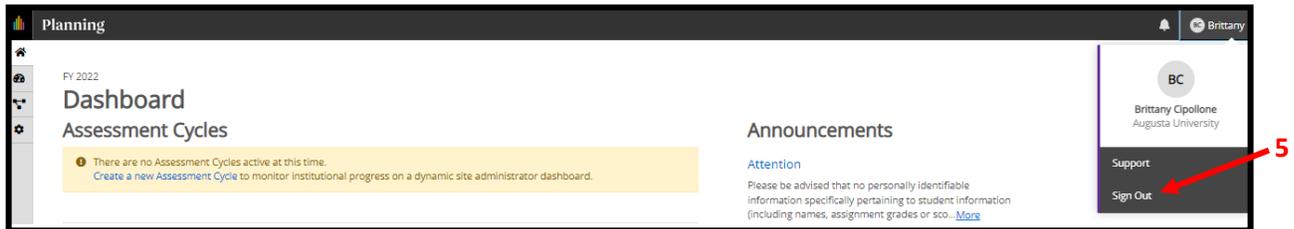
3. Once you have logged in, you may be taken to the following landing page. Click **Planning** to be taken into the Planning and Assessment portal:



4. Additional announcements and documents relevant to the SLO Assessment process are located in the Announcements section. Click **Welcome and Overview** to access relevant resources.



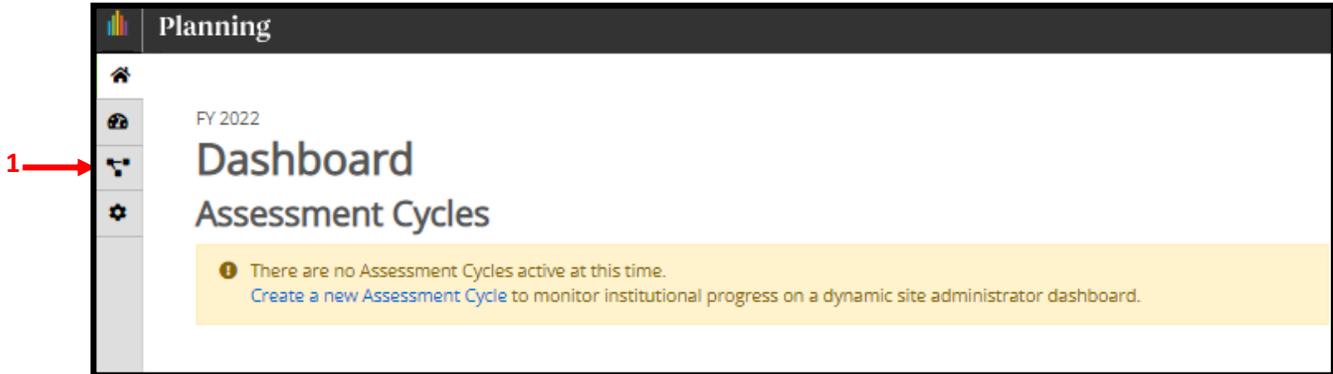
5. To log out of the system, click on your name in the top right corner of your screen and then click **Sign Out**. Close your internet browser.



## ENTERING STUDENT LEARNING OUTCOME (SLO) EVALUATION

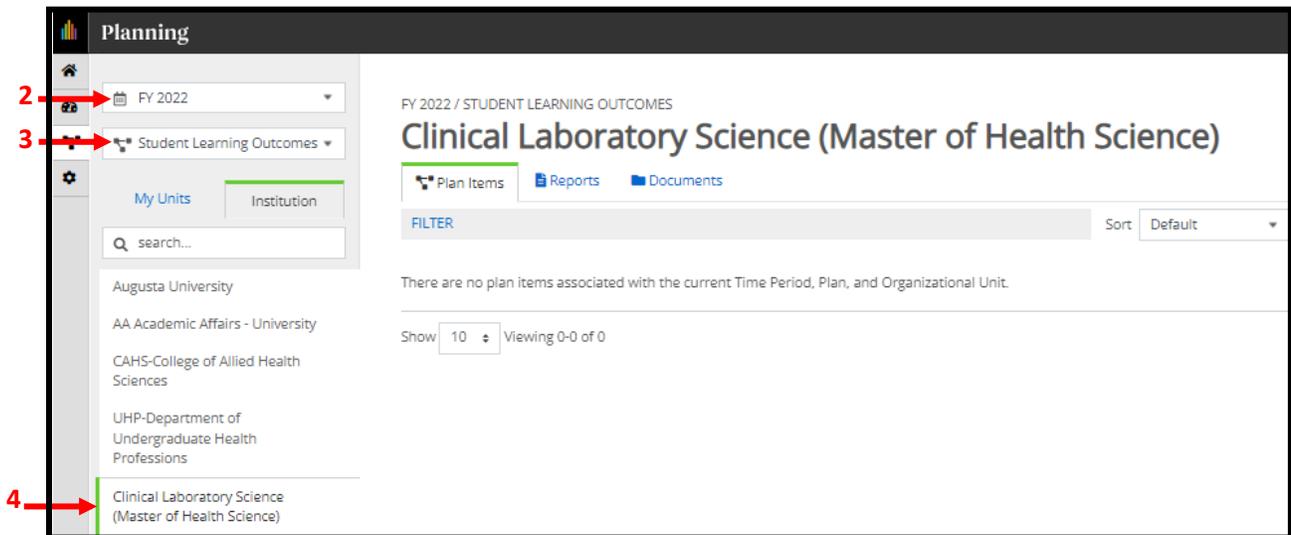
To begin entering your Student Learning Outcome Assessment plan, you need to start by logging into the system. Click on *Planning* as described above.

- 1) Click on the **Plans** icon. 



- 2) Select the appropriate **Fiscal Year** from the drop-down list.
- 3) Select **Student Learning Outcomes** from the drop-down list.
- 4) Select the **Program** from the organizational structure on the left for which you are entering information.

**NOTE:** Your program is embedded in another college/school/unit. You will need to click through to locate your program. For example, for Clinical Laboratory Science (MHS), click on AA Academic Affairs – University → CAHS-College of Allied Health Sciences → UHP-Department of Undergraduate Health Professions → Clinical Laboratory Science (Master of Health Science).



## ENTERING STUDENT LEARNING OUTCOMES (SLOs)

Once the program is selected, the webpage defaults to the **Plan Items** tab.

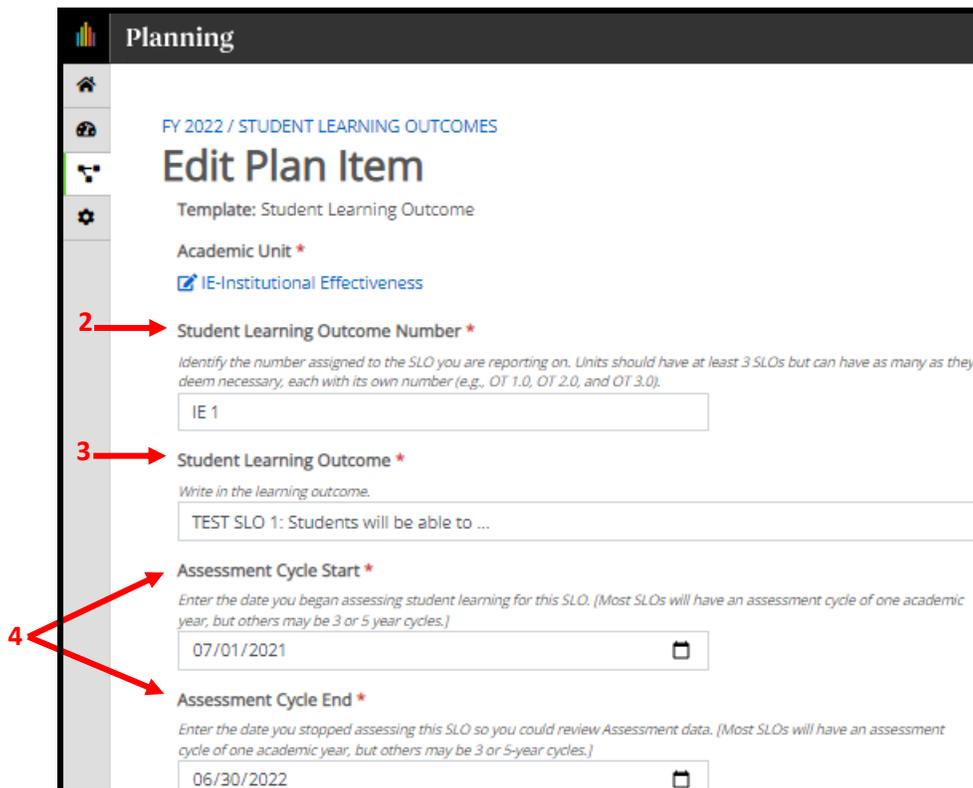
- 1) Click on **+ Plan Item**, and select the **Student Learning Outcome** template.



The screenshot shows the 'IE-Institutional Effectiveness' page. The 'Plan Items' tab is circled in red. A dropdown menu is open for the '+ Plan Item' button, with a red arrow labeled '1a' pointing to it. The dropdown menu contains the following options: 'Student Learning Outcome', 'SLO Measure - FY22, FY23, etc.', 'SLO Use of Results', 'SLO Committee Review', 'Direct Measure', and 'Additional Measure'. A red arrow labeled '1b' points to the 'Student Learning Outcome' option.

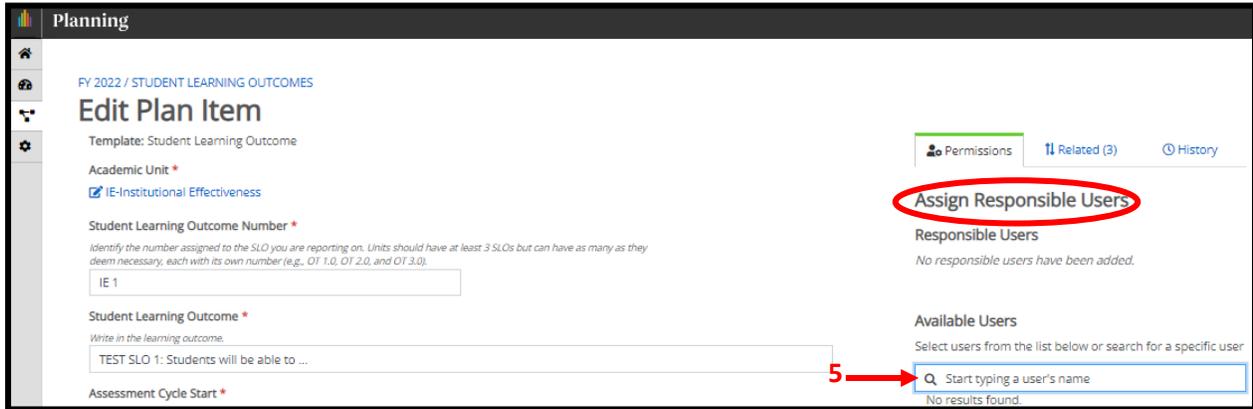
Next, you will complete the **Student Learning Outcome** template. The academic unit will be generated at the top.

- 2) **Student Learning Outcome Number:** Identify the number assigned to the SLO you are reporting. (Units should have *at least 3 SLOs* but can have as many as deemed necessary. ex: "OT 1")
- 3) **Student Learning Outcome:** Write the learning outcome clearly identifying what the student will be able to do upon graduating the academic program.
- 4) **Assessment Cycle Start and Assessment Cycle End:** The dates are pre-populated. Please do not alter the dates.

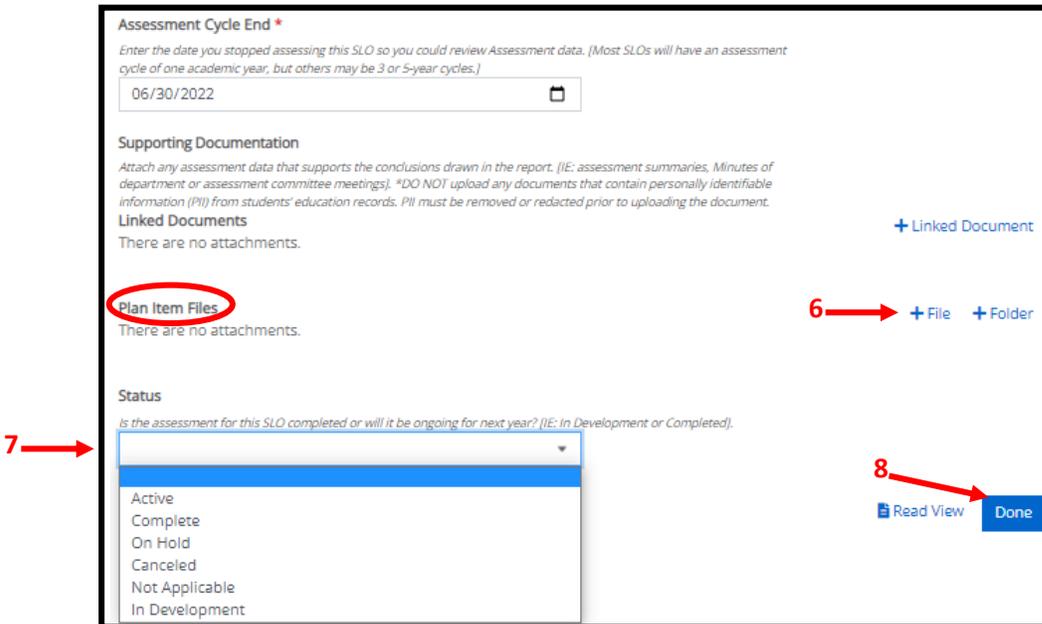


The screenshot shows the 'Edit Plan Item' form. The 'Academic Unit' is set to 'IE-Institutional Effectiveness'. The 'Student Learning Outcome Number' field contains 'IE 1'. The 'Student Learning Outcome' field contains 'TEST SLO 1: Students will be able to ...'. The 'Assessment Cycle Start' field contains '07/01/2021' and the 'Assessment Cycle End' field contains '06/30/2022'. Red arrows labeled 2, 3, and 4 point to these respective fields.

- 5) **Department Chair:** To the right of the screen under the **Assign Responsible Users** section, begin typing the last name of the Department Chair. The system will begin to populate users. Select the Department Chair when his/her name appears. Multiple people can be entered if needed.

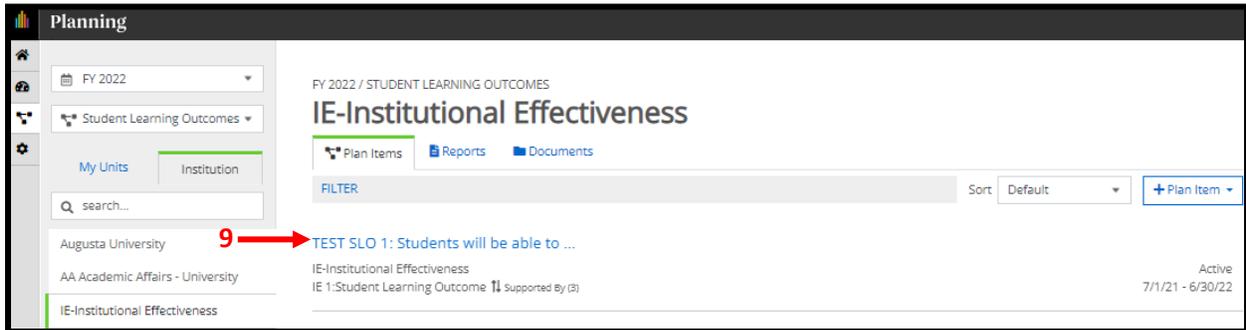


- 6) **Supporting Documentation:** (Optional) Under the Plan Item Files section, click **+ File**. Select the document you wish to upload. Repeat this process until all documents are uploaded.  
**NOTE:** Please ensure that **no identifiable information** is in any supporting document. Redact any sensitive information *before* uploading the file.
- 7) **Status:** (Optional) Select the **Status** of the SLO. From the drop-down list, select whether this SLO is Active, Complete, On Hold, Canceled, Not Applicable, or In Development. (Refer to the legend below.)
- 8) **Finish:** Click **Done**. (There is no “Save” option since the system has an auto-save feature.)



<b>NOTE: Select the Status based on the following legend:</b>
<b>Active</b> – To be assessed this year
<b>Complete</b> – Completed assessment for the year
<b>On Hold</b> – Will be assessed in future years
<b>Canceled</b> – SLO canceled
<b>Not Applicable</b> – No longer applicable and requires no further action
<b>In Development</b> – Plans in process to assess in a future year

9) **Editing:** To edit the SLO you just created, click on the item. Make edits to any of the fields, and click **Done** at the bottom of the screen.



## ENTERING MEASURES

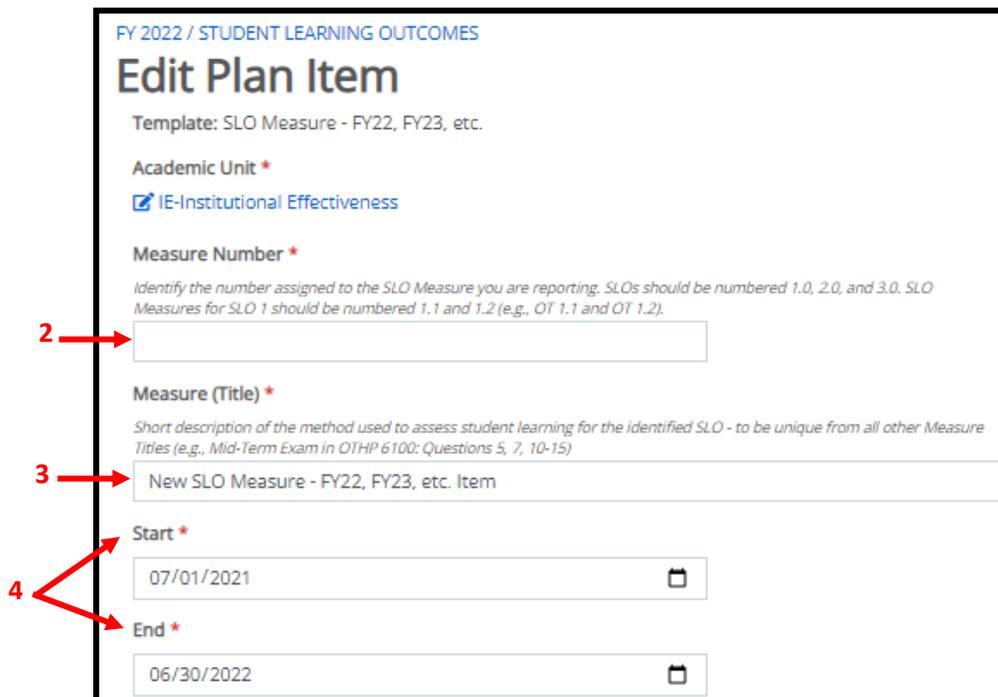
- 1) Click on **+ Plan Item**, and select the **SLO Measure – FY22, FY23, etc.** template.



The screenshot shows the 'IE-Institutional Effectiveness' dashboard. At the top, there are tabs for 'Plan Items', 'Reports', and 'Documents'. Below the tabs is a 'FILTER' section and a 'Sort' dropdown set to 'Default'. A red arrow labeled '1a' points to the '+ Plan Item' button. A dropdown menu is open, showing several options. A red arrow labeled '1b' points to the 'SLO Measure - FY22, FY23, etc.' option. The dashboard also displays two 'TEST SLO' entries.

Next, you will complete the **SLO Measure – FY22, FY23, etc.** template. The academic unit will be generated at the top.

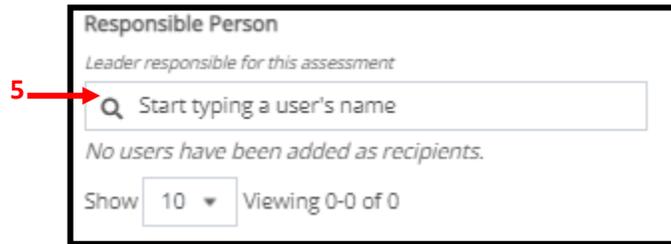
- 2) **Measure Number:** Identify the number assigned to the SLO Measure you are reporting. SLOs are numbered 1, 2, & 3. SLO Measures are numbered 1.1 and 1.2 (ex: OT 1.1).
- 3) **Measure (Title):** Provide a short description of the method used to assess student learning for the identified SLO (ex: Mid-Term Exam in OTHP 6100: Questions 5, 7, 10-15).
- 4) **Start Date and End Date:** The dates are pre-populated. Please do not change the dates.



The screenshot shows the 'Edit Plan Item' form. At the top, it says 'FY 2022 / STUDENT LEARNING OUTCOMES' and 'Edit Plan Item'. Below this, it shows the 'Template' as 'SLO Measure - FY22, FY23, etc.' and the 'Academic Unit' as 'IE-Institutional Effectiveness'. The form has several fields with red arrows pointing to them:

- 2:** Points to the empty 'Measure Number' input field.
- 3:** Points to the 'Measure (Title)' input field, which contains the text 'New SLO Measure - FY22, FY23, etc. Item'.
- 4:** Points to the 'Start' and 'End' date input fields. The 'Start' field is pre-populated with '07/01/2021' and the 'End' field is pre-populated with '06/30/2022'.

- 5) **Responsible Person:** *(Optional)* Begin typing the last name of the Responsible Person for this Measure. The system will begin to populate users. Select the Responsible Person when his/her name appears. Multiple people can be entered if needed.



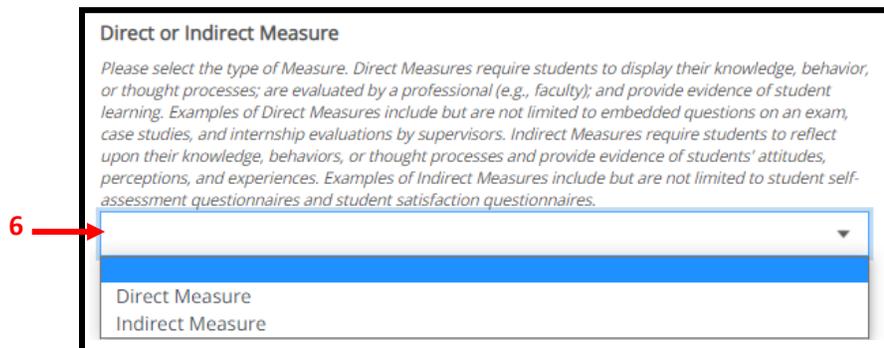
**Responsible Person**  
 Leader responsible for this assessment

5 →

No users have been added as recipients.

Show  Viewing 0-0 of 0

- 6) **Direct or Indirect Measure:** Select whether this is a Direct or Indirect Measure.



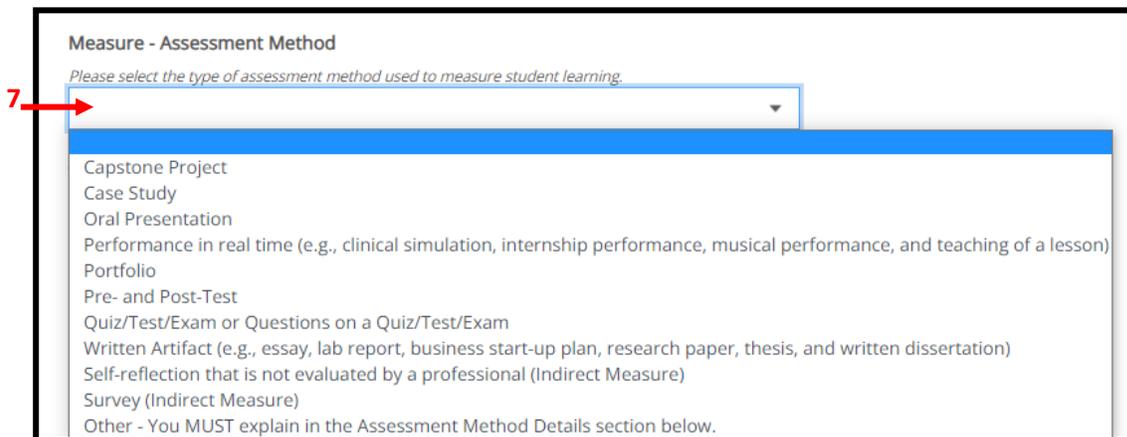
**Direct or Indirect Measure**

Please select the type of Measure. Direct Measures require students to display their knowledge, behavior, or thought processes; are evaluated by a professional (e.g., faculty); and provide evidence of student learning. Examples of Direct Measures include but are not limited to embedded questions on an exam, case studies, and internship evaluations by supervisors. Indirect Measures require students to reflect upon their knowledge, behaviors, or thought processes and provide evidence of students' attitudes, perceptions, and experiences. Examples of Indirect Measures include but are not limited to student self-assessment questionnaires and student satisfaction questionnaires.

6 →

- Direct Measure
- Indirect Measure

- 7) **Measure – Assessment Method:** Select the type of Assessment Method from the drop-down menu.



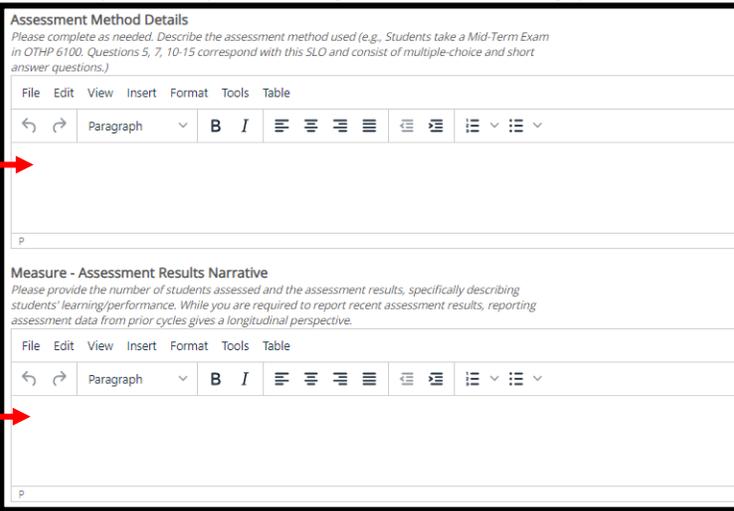
**Measure - Assessment Method**

Please select the type of assessment method used to measure student learning.

7 →

- Capstone Project
- Case Study
- Oral Presentation
- Performance in real time (e.g., clinical simulation, internship performance, musical performance, and teaching of a lesson)
- Portfolio
- Pre- and Post-Test
- Quiz/Test/Exam or Questions on a Quiz/Test/Exam
- Written Artifact (e.g., essay, lab report, business start-up plan, research paper, thesis, and written dissertation)
- Self-reflection that is not evaluated by a professional (Indirect Measure)
- Survey (Indirect Measure)
- Other - You MUST explain in the Assessment Method Details section below.

- 8) Fill out **Assessment Method Details** by describing the assessment method used. Fill out the **Measure – Assessment Results Narrative** by providing the number of students assessed and the assessment results, specifically describing students’ learning/performance.



**Assessment Method Details**  
Please complete as needed. Describe the assessment method used (e.g., Students take a Mid-Term Exam in OTHP 6100. Questions 5, 7, 10-15 correspond with this SLO and consist of multiple-choice and short answer questions.)

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

**8a** →

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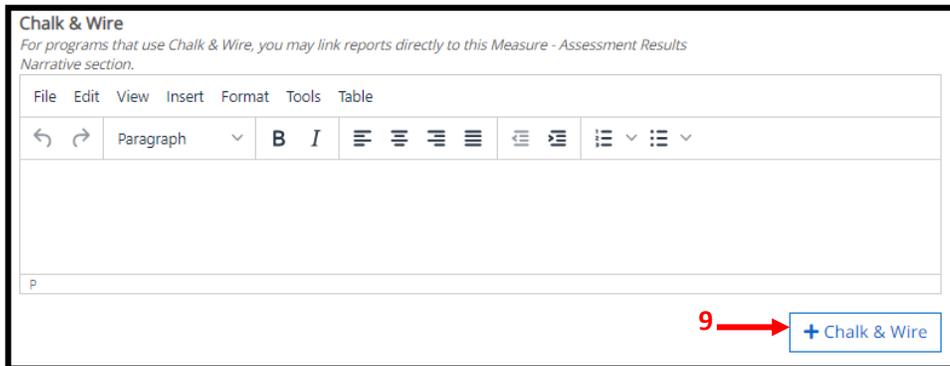
**Measure - Assessment Results Narrative**  
Please provide the number of students assessed and the assessment results, specifically describing students’ learning/performance. While you are required to report recent assessment results, reporting assessment data from prior cycles gives a longitudinal perspective.

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

**8b** →

P

- 9) **Chalk & Wire: (Optional)** For programs that use Chalk & Wire, you may link reports directly to this Measure.



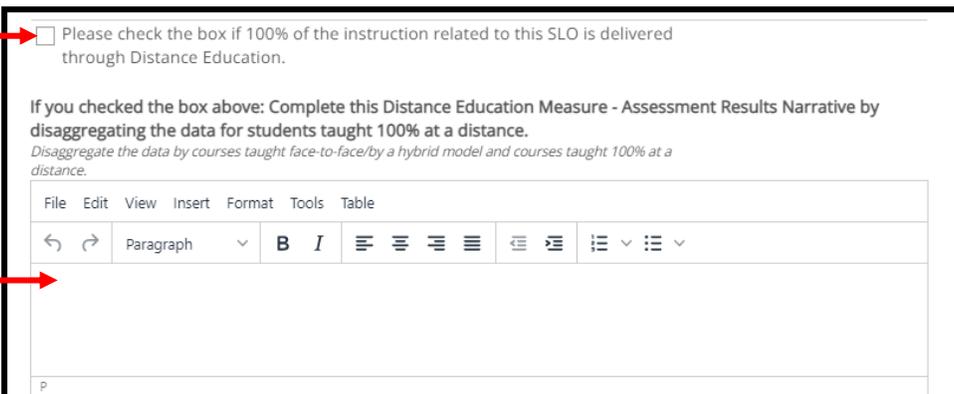
**Chalk & Wire**  
For programs that use Chalk & Wire, you may link reports directly to this Measure - Assessment Results Narrative section.

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

**9** → [+ Chalk & Wire](#)

P

- 10) **Distance Education:** If 100% of the instruction related to this SLO measure is delivered through Distance Education, please check the box. If you checked the box: Complete this Distance Education Measure - Assessment Results Narrative by disaggregating the data for students taught 100% at a distance. Disaggregate the data by courses taught face-to-face/by a hybrid model and courses taught 100% at a distance.



**10a** →  Please check the box if 100% of the instruction related to this SLO is delivered through Distance Education.

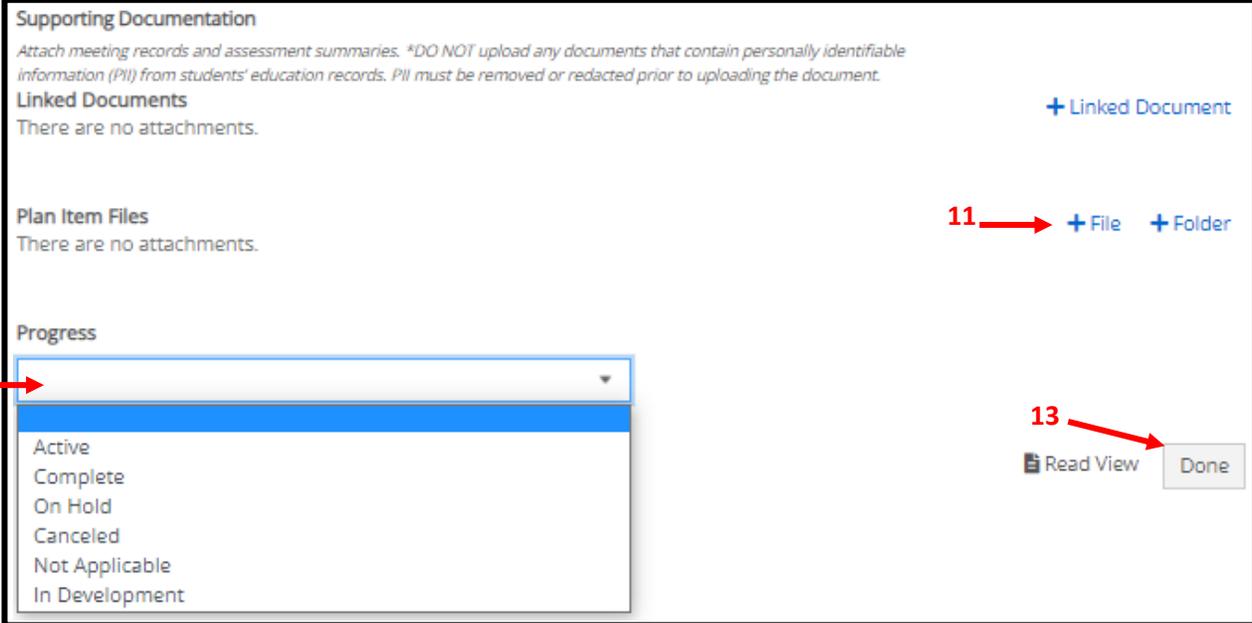
If you checked the box above: Complete this Distance Education Measure - Assessment Results Narrative by **disaggregating the data for students taught 100% at a distance.**  
Disaggregate the data by courses taught face-to-face/by a hybrid model and courses taught 100% at a distance.

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

**10b** →

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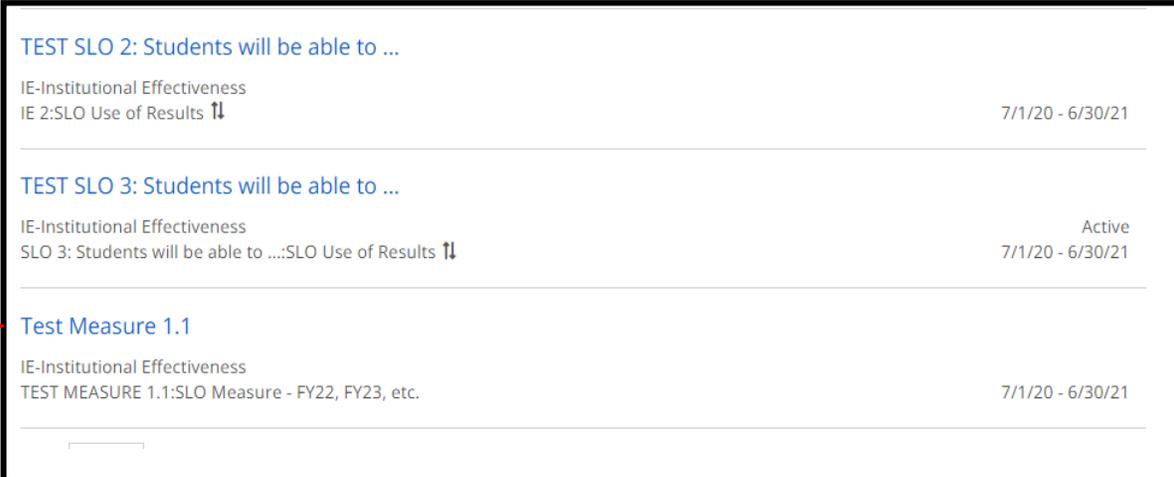
- 11) **Supporting Documentation:** (Optional) Under the Plan Item Files section, click **+ File**. Select the document you wish to upload. Repeat this process until all documents are uploaded.  
**NOTE:** Please ensure that **no identifiable information** is in any supporting document. Redact any sensitive information *before* uploading the file.
- 12) **Progress:** (Optional) Select the **Progress** of the SLO Measure. From the drop-down list, select whether this SLO Measure is Active, Complete, On Hold, Canceled, Not Applicable, or In Development. (Refer to the legend on page 7 of this user guide.)
- 13) **Finish:** Click **Done**. (There is no “Save” option since the system has an auto-save feature.)



The screenshot shows a form titled "Supporting Documentation" with the following sections and annotations:

- Supporting Documentation:** Includes a note about PII and a "+ Linked Document" button.
- Plan Item Files:** Includes a "+ File" button and a "+ Folder" button. A red arrow labeled "11" points to the "+ File" button.
- Progress:** A dropdown menu is open, showing options: Active, Complete, On Hold, Canceled, Not Applicable, and In Development. A red arrow labeled "12" points to the dropdown menu.
- Buttons:** At the bottom right, there are "Read View" and "Done" buttons. A red arrow labeled "13" points to the "Done" button.

- 14) **Editing:** To edit the Measure you just created, click on the item. Make edits to any of the fields, and click **Done** at the bottom of the screen.



The screenshot shows a list of SLO measures with the following items:

- TEST SLO 2: Students will be able to ...**  
 IE-Institutional Effectiveness  
 IE 2:SLO Use of Results ⚡ 7/1/20 - 6/30/21
- TEST SLO 3: Students will be able to ...**  
 IE-Institutional Effectiveness Active  
 SLO 3: Students will be able to ...:SLO Use of Results ⚡ 7/1/20 - 6/30/21
- Test Measure 1.1**  
 IE-Institutional Effectiveness  
 TEST MEASURE 1.1:SLO Measure - FY22, FY23, etc. 7/1/20 - 6/30/21

A red arrow labeled "14" points to the "Test Measure 1.1" item.

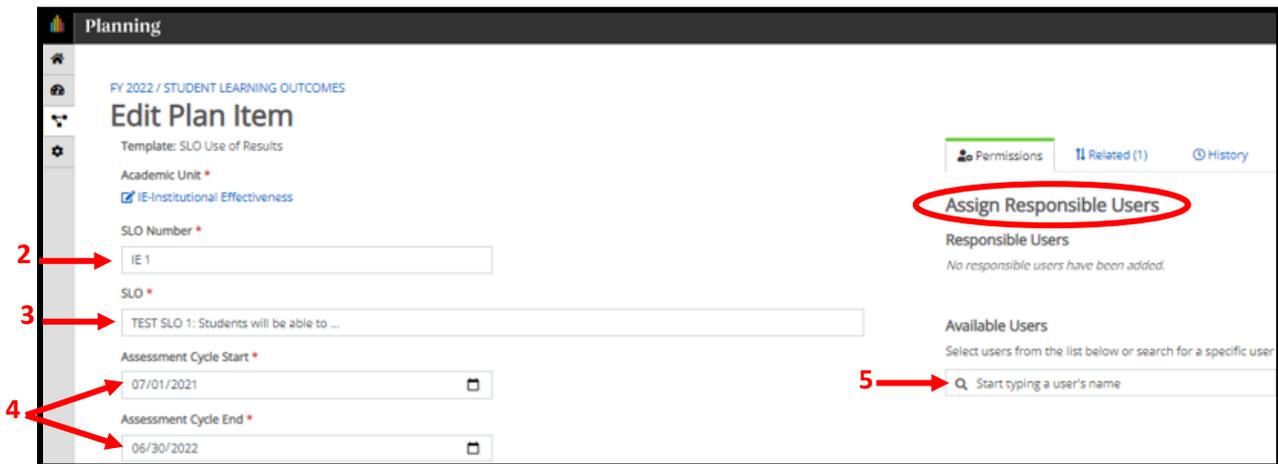
**ENTERING SLO USE OF RESULTS**

- 1) Click on **+ Plan Item**, and select the **SLO Use of Results** template.

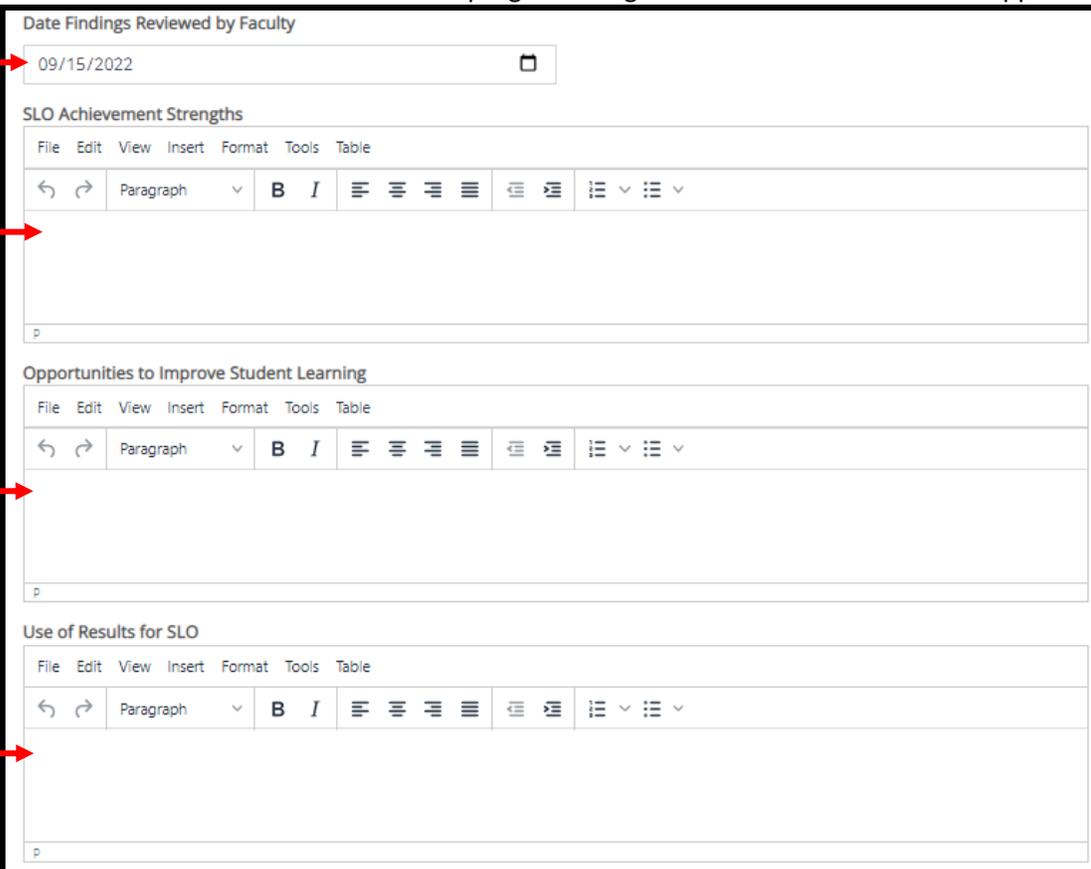


Next, you will complete the **SLO Use of Results** template. The academic unit will be generated at the top.

- 2) **SLO Number:** The **SAME** as the SLO Number (Example: "OT 1")
- 3) **SLO:** The **SAME** as the SLO description
- 4) **Assessment Cycle Start and Assessment Cycle End:** The dates are pre-populated. Please do not change the dates.
- 5) **Department Chair:** To the right of the screen under the **Assign Responsible Users** section, begin typing the last name of the Department Chair. The system will begin to populate users. Select the Department Chair when his/her name appears.



- 6) **Date Findings Reviewed by Faculty:** Enter the date (*MM/DD/YYYY*) faculty discussed the data.
- 7) **SLO Achievement Strengths:** Record areas of success identified in student performance.
- 8) **Opportunities to Improve Student Learning:** Record areas of concern to address to improve student learning.
- 9) **Use of Results for SLO:** Explain the curricular and/or pedagogical changes made in the delivery of an academic element of a class or program designed to address the identified opportunities.



**Date Findings Reviewed by Faculty**

09/15/2022

**SLO Achievement Strengths**

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Paragraph B I

**Opportunities to Improve Student Learning**

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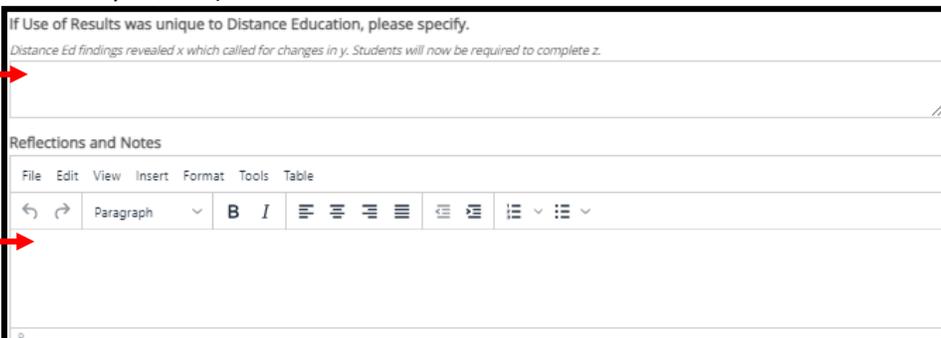
Paragraph B I

**Use of Results for SLO**

File Edit View Insert Format Tools Table

Paragraph B I

- 10) **If Use of Results was unique to Distance Education please specify:** Explain the curricular and/or pedagogical changes made in the delivery of an academic element of a class or program for students taught at a distance to address the identified opportunities unique to these students. (ex: Distance Ed findings revealed x which called for changes in y. Students will now be required in all courses to complete z.)
- 11) **Reflections and Notes:** (*Optional*) Record any notes (ex: Rubric changes, justification of using longitudinal data to no longer evaluate an SLO and to review a different SLO during the next assessment cycle, etc.).



If Use of Results was unique to Distance Education, please specify.

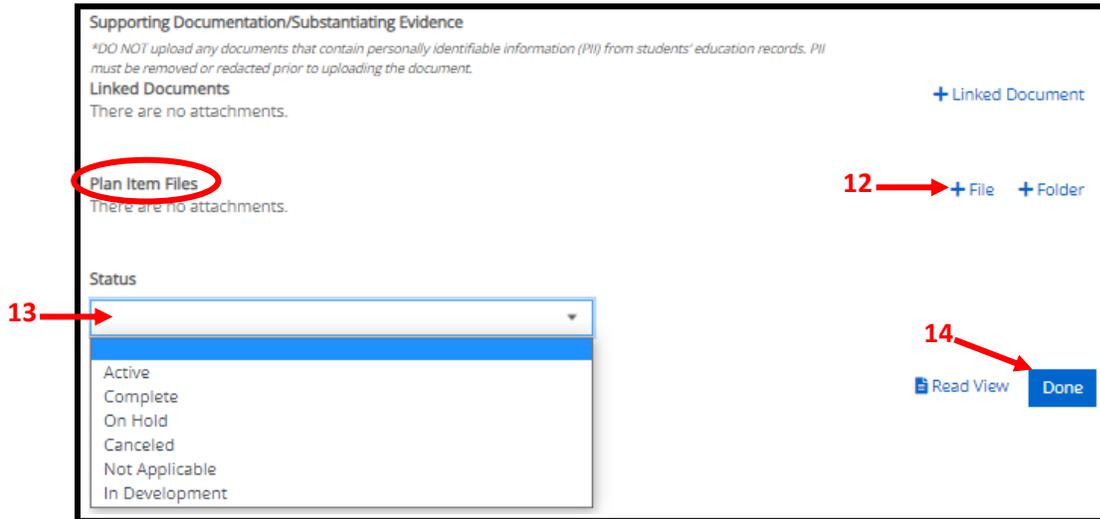
Distance Ed findings revealed x which called for changes in y. Students will now be required to complete z.

**Reflections and Notes**

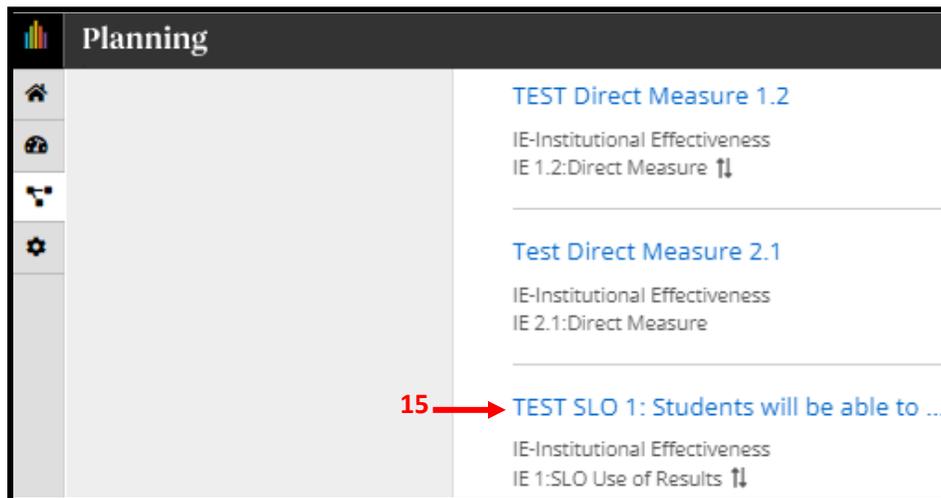
File Edit View Insert Format Tools Table

Paragraph B I

- 12) **Supporting Documentation:** (Optional) Under the Plan Item Files section, click on **+ File**. Select the document you wish to upload. Repeat this process until all documents are uploaded.  
**NOTE:** Please ensure that **no identifiable information** is in any supporting document. Redact any sensitive information *before* uploading the file.
- 13) **Status:** (Optional) Select the **Status** of the SLO. From the drop-down list, select whether this SLO is Active, Complete, On Hold, Canceled, Not Applicable, or In Development. (Refer to the legend on page 7 of this user guide.)
- 14) **Finish:** Click **Done**. (There is no “Save” option since the system has an auto-save feature.)



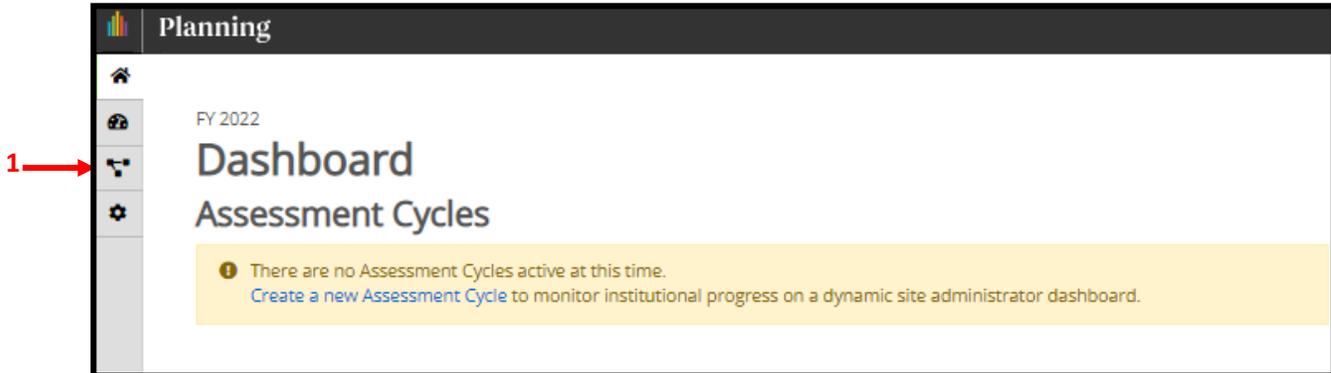
- 15) **Editing:** To edit the SLO Use of Results item you just created, click on the item. Make edits to any of the fields, and click **Done** at the bottom of the screen.



## UPLOADING A CURRICULUM MAP

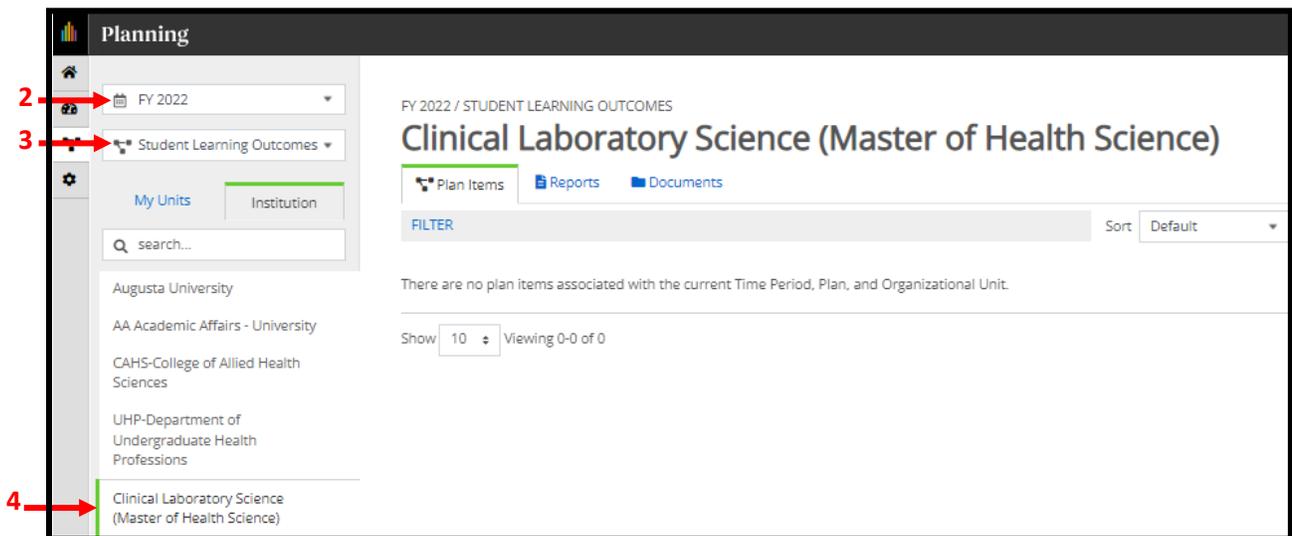
To begin uploading your program's Curriculum Map, you need to start by logging into the system. Click on *Planning* as described above.

- 1) Click on the **Plans** icon.



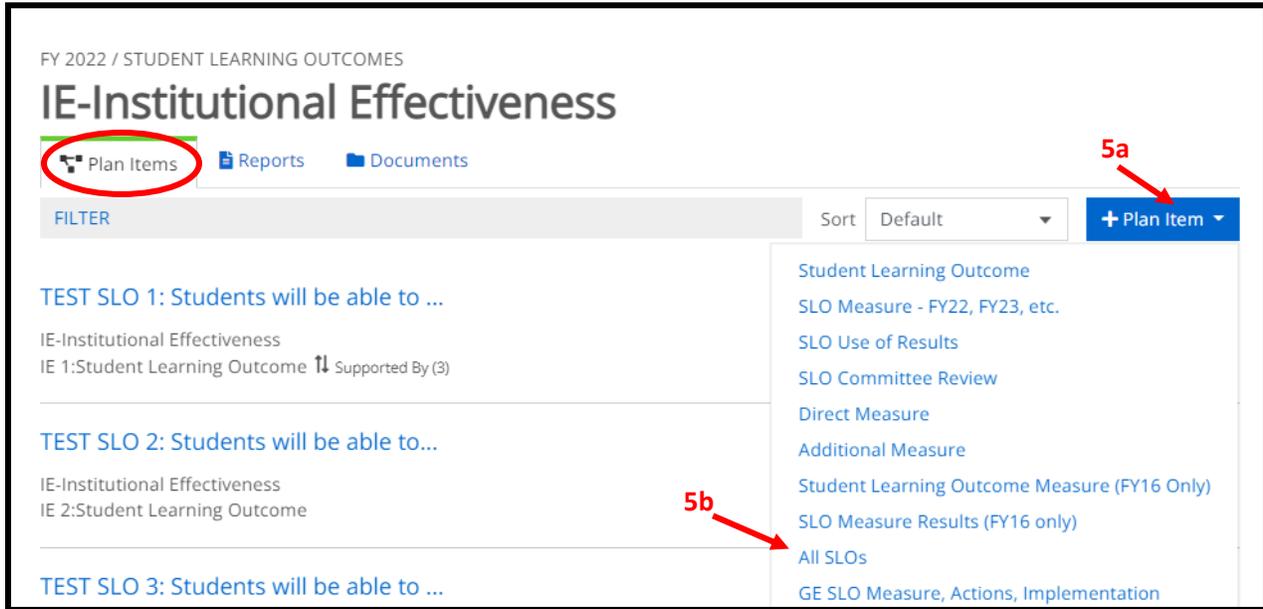
- 2) Select the appropriate **Fiscal Year** from the drop-down list.
- 3) Select **Student Learning Outcomes** from the drop-down list.
- 4) Select the **Program** from the organizational structure on the left for which you are entering information.

**NOTE:** Your program is embedded in another college/school/unit. You will need to click through to locate your program. For example, for Clinical Laboratory Science (MHS), click on AA Academic Affairs – University → CAHS-College of Allied Health Sciences → UHP-Department of Undergraduate Health Professions → Clinical Laboratory Science (Master of Health Science).



Once the program is selected, the webpage defaults to the **Plan Items** tab.

5) Click on **+ Plan Item**, and select the **All SLOs** template.



FY 2022 / STUDENT LEARNING OUTCOMES

## IE-Institutional Effectiveness

Plan Items Reports Documents

FILTER Sort Default + Plan Item

TEST SLO 1: Students will be able to ...  
IE-Institutional Effectiveness  
IE 1:Student Learning Outcome Supported By (3)

TEST SLO 2: Students will be able to...  
IE-Institutional Effectiveness  
IE 2:Student Learning Outcome

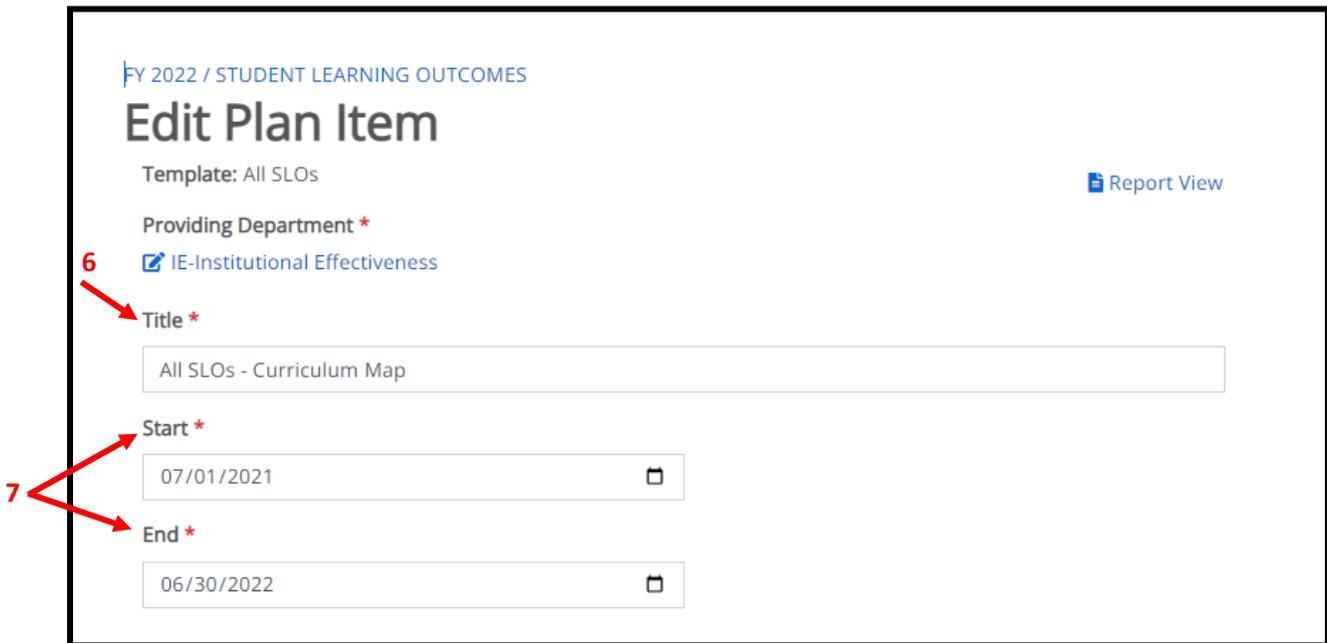
TEST SLO 3: Students will be able to ...

- Student Learning Outcome
- SLO Measure - FY22, FY23, etc.
- SLO Use of Results
- SLO Committee Review
- Direct Measure
- Additional Measure
- Student Learning Outcome Measure (FY16 Only)
- SLO Measure Results (FY16 only)
- All SLOs
- GE SLO Measure, Actions, Implementation

Next, you will complete the **All SLOs** template. The academic unit will be generated at the top.

6) **Title:** Label as “All SLOs – Curriculum Map,” or use another label as appropriate to indicate your program’s curriculum map is attached to the item in the reporting tool.

7) **Assessment Cycle Start and Assessment Cycle End:** The dates are pre-populated. Please do not change the dates.



FY 2022 / STUDENT LEARNING OUTCOMES

## Edit Plan Item

Template: All SLOs Report View

Providing Department \*

IE-Institutional Effectiveness

6 Title \*

All SLOs - Curriculum Map

7 Start \*

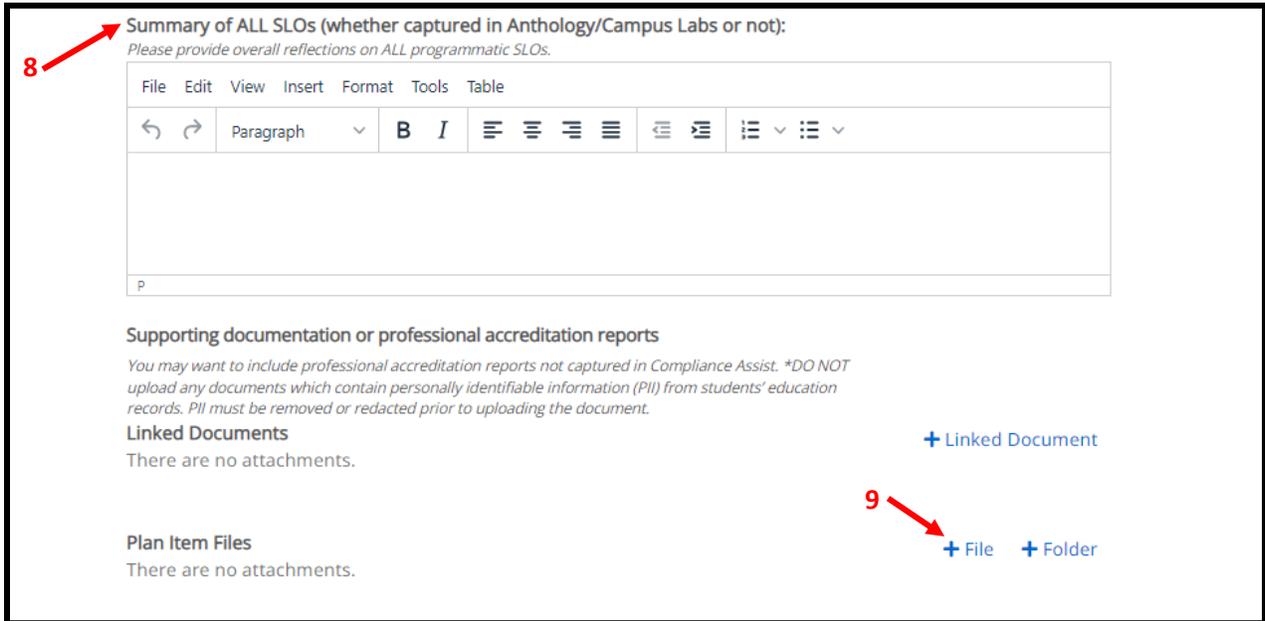
07/01/2021

End \*

06/30/2022

- 8) **Summary of All SLOs:** Enter a summary of all programmatic SLOs.
- 9) **Supporting Documentation:** Under the Plan Item Files section, click on **+ File**. Select the your program’s Curriculum Map.

**NOTE:** Please ensure that **no identifiable information** is in any supporting document. Redact any sensitive information *before* uploading the file.



**Summary of ALL SLOs (whether captured in Anthology/Campus Labs or not):**  
*Please provide overall reflections on ALL programmatic SLOs.*

File Edit View Insert Format Tools Table

Paragraph B I [List Icons]

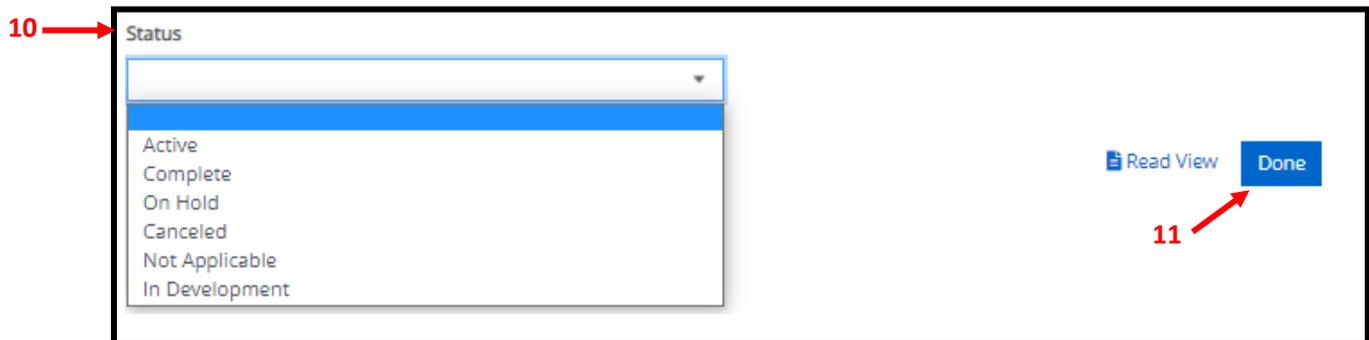
Supporting documentation or professional accreditation reports  
*You may want to include professional accreditation reports not captured in Compliance Assist. \*DO NOT upload any documents which contain personally identifiable information (PII) from students' education records. PII must be removed or redacted prior to uploading the document.*

Linked Documents  
 There are no attachments. [+ Linked Document](#)

Plan Item Files  
 There are no attachments. [+ File](#) [+ Folder](#)

- 10) **Status:** (Optional) Select the **Status** of the SLO. From the drop-down list, select whether this SLO is Active, Complete, On Hold, Canceled, Not Applicable, or In Development. (Refer to the legend on page 7 of this user guide.)

11) **Finish:** Click **Done**. (There is no “Save” option since the system has an auto-save feature.)

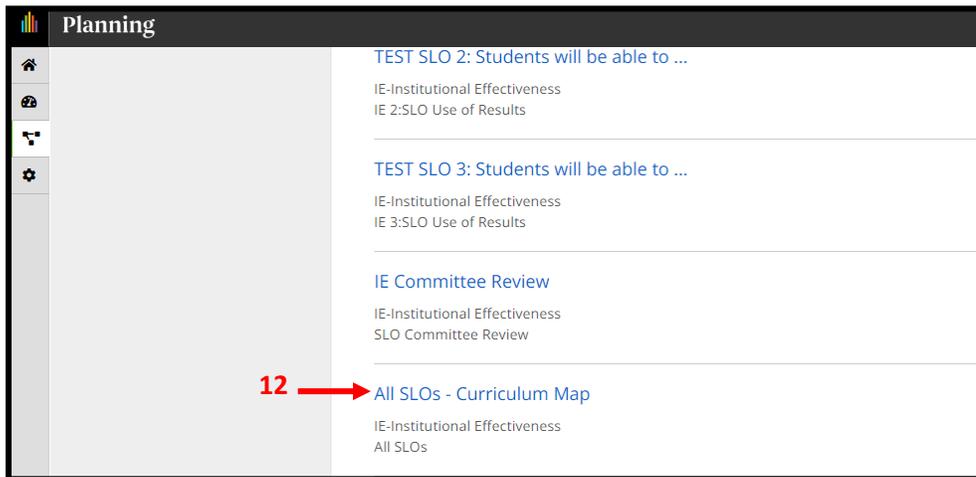


**Status**

- Active
- Complete
- On Hold
- Canceled
- Not Applicable
- In Development

[Read View](#) [Done](#)

12) **Editing:** To edit the All SLOs item you just created, click on the item. Make edits to any of the fields, and click **Done** at the bottom of the screen.

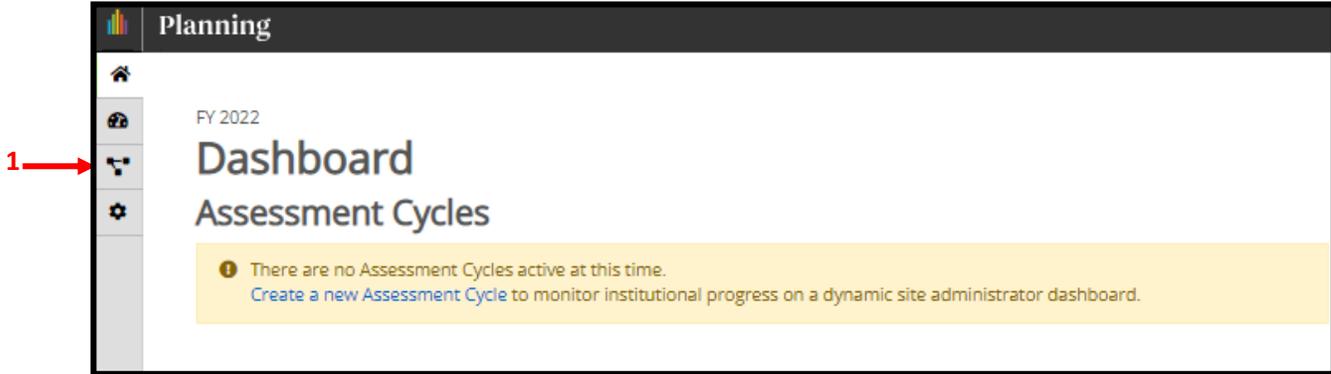


*\*Note: There is no need to relate the All SLOs item to other items in the reporting tool, for the item along with uploaded documentation will generate on the corresponding SLO Report.*

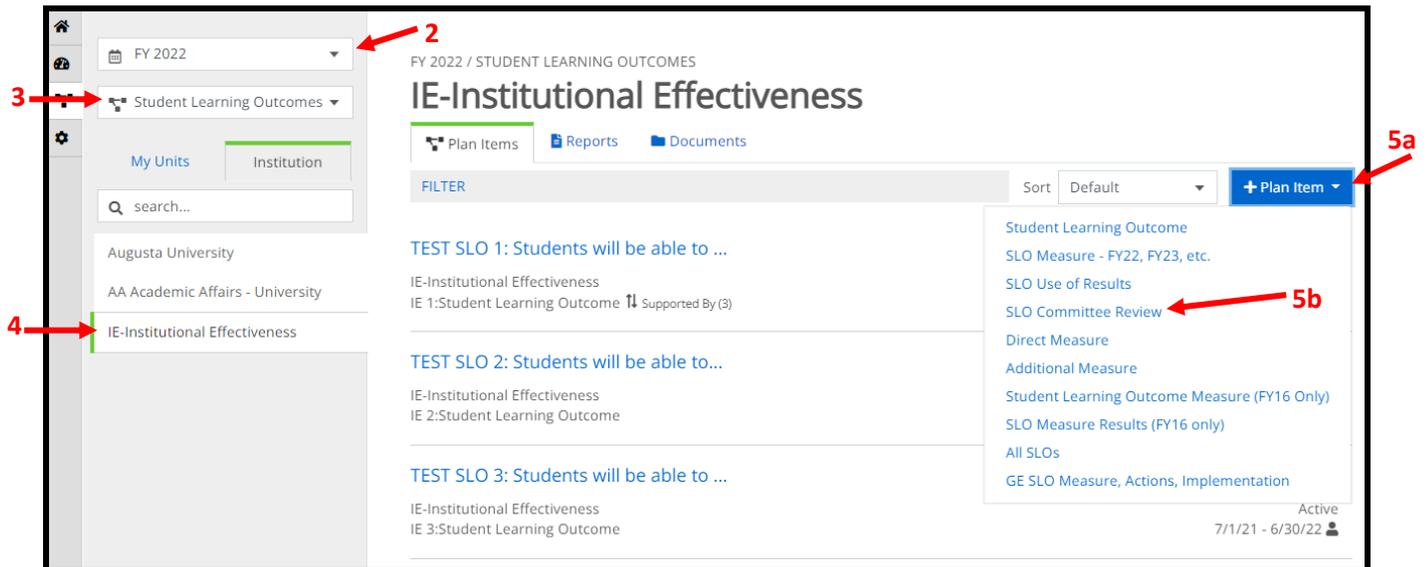
## DEAN'S/VICE PROVOST'S SIGN-OFF

Begin by logging into the system. Click on *Planning* as described above.

- 1) Click on the **Plans** icon.



- 2) Select the appropriate **Fiscal Year** from the drop-down list.
- 3) Select **Student Learning Outcomes** from the drop-down list.
- 4) Select **the College/School/Unit** from the organizational structure on the left. **NOTE:** Your college/school/unit is under "AA Academic Affairs – University."
- 5) Click on **+ Plan Item**, and select the **SLO Committee Review** template.



- 6) You will complete the items within the template:
- SLO Review Committee Name:** Type in the name of the committee.
  - Committee Meeting Date(s):** Type in the date(s) the committee discussed the assessment data.

FY 2022 / STUDENT LEARNING OUTCOMES

## Edit Plan Item

Template: SLO Committee Review Report View

Academic Unit \*  
 IE-Institutional Effectiveness

SLO Review Committee Name \* 6a →

Assessment Cycle Start \*

Assessment Cycle End \*

Committee Meeting Date(s) 6b →

- Comments/Notes:** Type in an explanation of the SLO Assessment process and the review for the reporting cycle.
- Supporting Documentation: (Optional)** Under the Plan Item Files section, click on **+ File**. Select the document you wish to upload. Repeat this process until all documents are uploaded.  
**NOTE:** Please ensure that **no identifiable information** is in any supporting document. Redact any sensitive information *before* uploading the file.
- Status: (Optional)** Select the **Status** of the Dean's/Vice Provost's Sign-Off. From the drop-down list, select whether this SLO is Active, Complete, On Hold, Canceled, Not Applicable, or In Development. (Refer to the legend on page 7 of this user guide.)

6c → **Comments/Notes**

File Edit View Insert Format Tools Table

← → Paragraph **B** *I* [List Icons] [List Icons]

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**Supporting Documentation**

\*DO NOT upload any documents which contain personally identifiable information (PII) from students' education records. PII must be removed or redacted prior to uploading the document.

**Linked Documents** + Linked Document

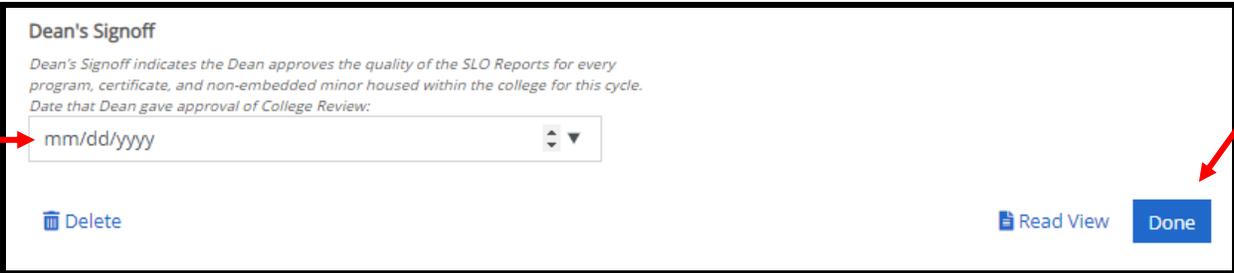
There are no attachments.

**Plan Item Files**

There are no attachments. 6d → **+ File + Folder**

6e → **Status**

- f) After reviewing and approving the items, type in the date of your review/approval in the **Dean's Signoff** section. You will receive a checkmark  noting your signoff was saved through the autosave feature.
- 7) Click **Done**.



**Dean's Signoff**

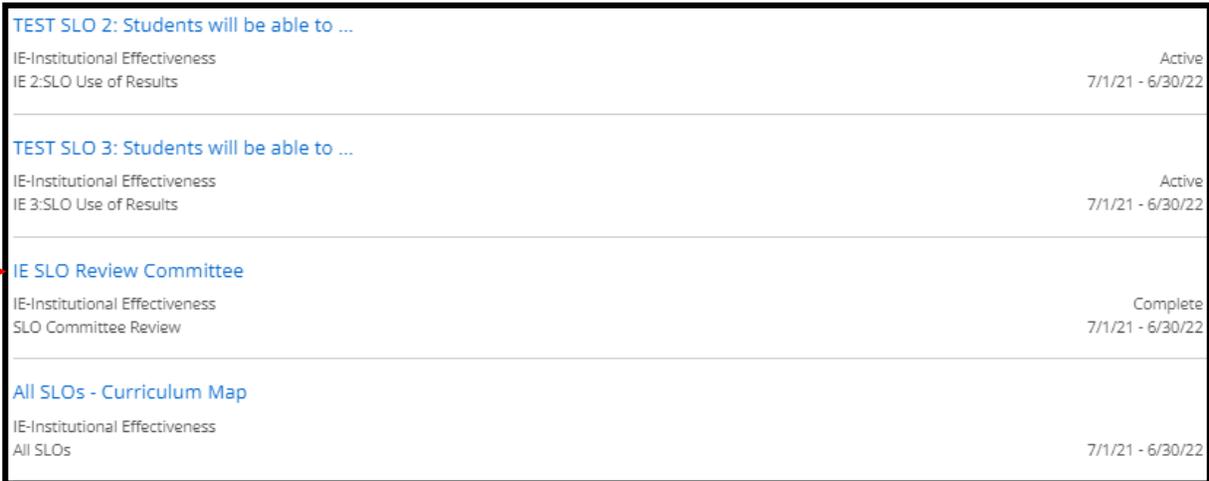
*Dean's Signoff indicates the Dean approves the quality of the SLO Reports for every program, certificate, and non-embedded minor housed within the college for this cycle.*

Date that Dean gave approval of College Review:

mm/dd/yyyy

 Delete  Read View 

- 8) **Editing:** To edit the SLO Committee Review item you just created, click on the item. Make edits to any of the fields, and click **Done** at the bottom of the screen.



<b>TEST SLO 2: Students will be able to ...</b>	Active
IE-Institutional Effectiveness	7/1/21 - 6/30/22
IE 2:SLO Use of Results	
<b>TEST SLO 3: Students will be able to ...</b>	Active
IE-Institutional Effectiveness	7/1/21 - 6/30/22
IE 3:SLO Use of Results	
<b>IE SLO Review Committee</b>	Complete
IE-Institutional Effectiveness	7/1/21 - 6/30/22
SLO Committee Review	
<b>All SLOs - Curriculum Map</b>	
IE-Institutional Effectiveness	7/1/21 - 6/30/22
All SLOs	

*\*Note: There is no need to relate the SLO Committee Review item to other items in the reporting tool, for the item along with uploaded documentation will generate on the corresponding SLO Report.*

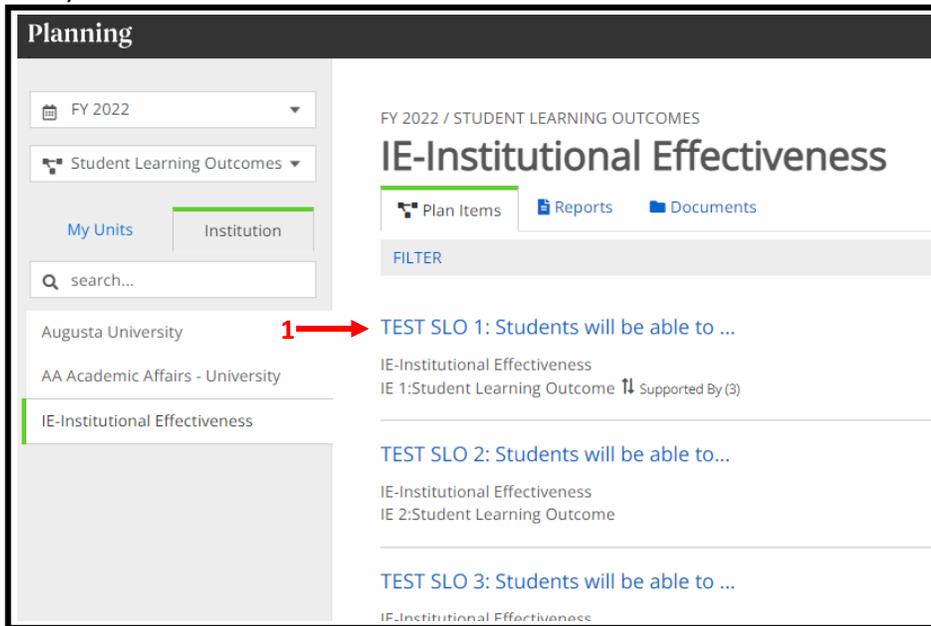
## RELATING ITEMS

After entering your SLOs; SLO Measure – FY22, FY23, etc.; and SLO Use of Results, the items need to be “Related” or linked.

**NOTE:** The following items do not need to be related to any items in the reporting tool, as they will generate on reports as appropriate:

- All SLOs item that houses the curriculum map
- SLO Committee Review item that includes the Dean’s/Vice Provost’s sign-off

1) Click on your first SLO.



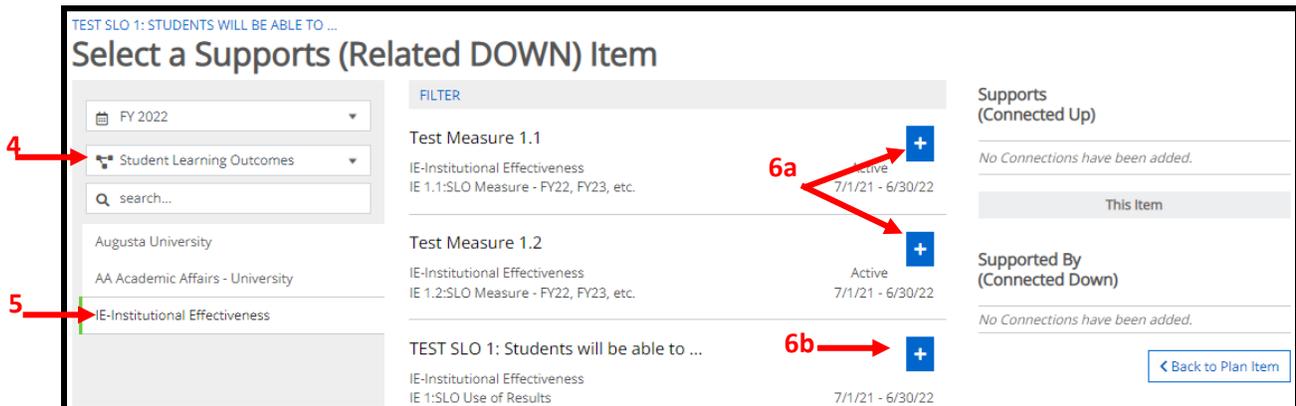
2) Click on the **Related** tab.



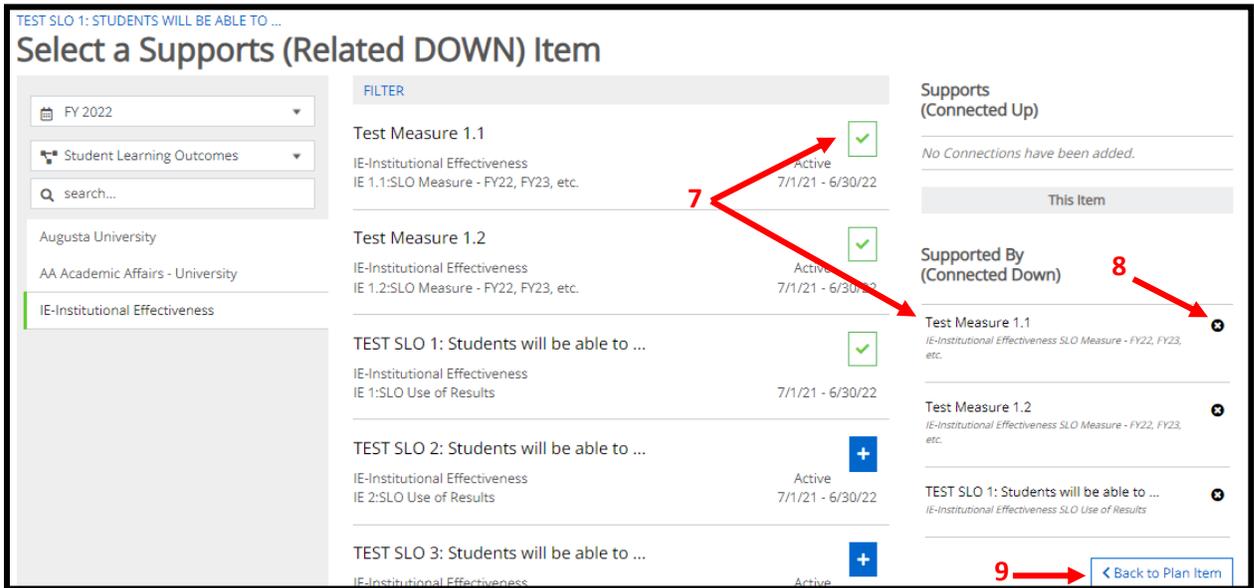
3) Click on **+ Supported By**



- 4) The screen should default to the corresponding year and where Student Learning Outcomes is selected on the left side of the screen. If it is not, select **Student Learning Outcomes** from the drop-down list.
- 5) The screen will default to where Augusta University is selected on the left side of the screen. Select the **Program** for which you are entering information.  
**NOTE:** Your program is embedded in a college/school/unit. You will need to click through to locate your program. For example, for Clinical Laboratory Science (MHS), click on AA Academic Affairs – University → CAHS-College of Allied Health Sciences → UHP-Department of Undergraduate Health Professions → Clinical Laboratory Science (Master of Health Science).
- 6) All of your program’s Measures and Use of Results will appear in the middle of the screen.
  - a. Click the  symbol or the Measure’s narrative to relate.
  - b. Scroll to find the corresponding Use of Results. Click the  symbol or the Use of Results’ narrative to relate.



- 7) Once the Measures and Use of Results are selected, the  symbol will become a  symbol. The Measures and Use of Results will appear on the right side of the screen.
- 8) To remove a Measure or Use of Results that has been selected, click the  symbol.
- 9) Once all corresponding Measures and Use of Results have been selected, click **< Back to Plan Item**.



**TEST SLO 1: STUDENTS WILL BE ABLE TO ...**  
**Select a Supports (Related DOWN) Item**

**FILTER**

FY 2022  
 Student Learning Outcomes  
 search...

Augusta University  
 AA Academic Affairs - University  
 IE-Institutional Effectiveness

**Test Measure 1.1**  
 IE-Institutional Effectiveness  
 IE 1.1:SLO Measure - FY22, FY23, etc. Active 7/1/21 - 6/30/22 

**Test Measure 1.2**  
 IE-Institutional Effectiveness  
 IE 1.2:SLO Measure - FY22, FY23, etc. Active 7/1/21 - 6/30/22 

**TEST SLO 1: Students will be able to ...**  
 IE-Institutional Effectiveness  
 IE 1:SLO Use of Results 7/1/21 - 6/30/22 

**TEST SLO 2: Students will be able to ...**  
 IE-Institutional Effectiveness  
 IE 2:SLO Use of Results Active 7/1/21 - 6/30/22 

**TEST SLO 3: Students will be able to ...**  
 IE-Institutional Effectiveness Active 

**Supports (Connected Up)**  
 No Connections have been added.

**Supported By (Connected Down)**

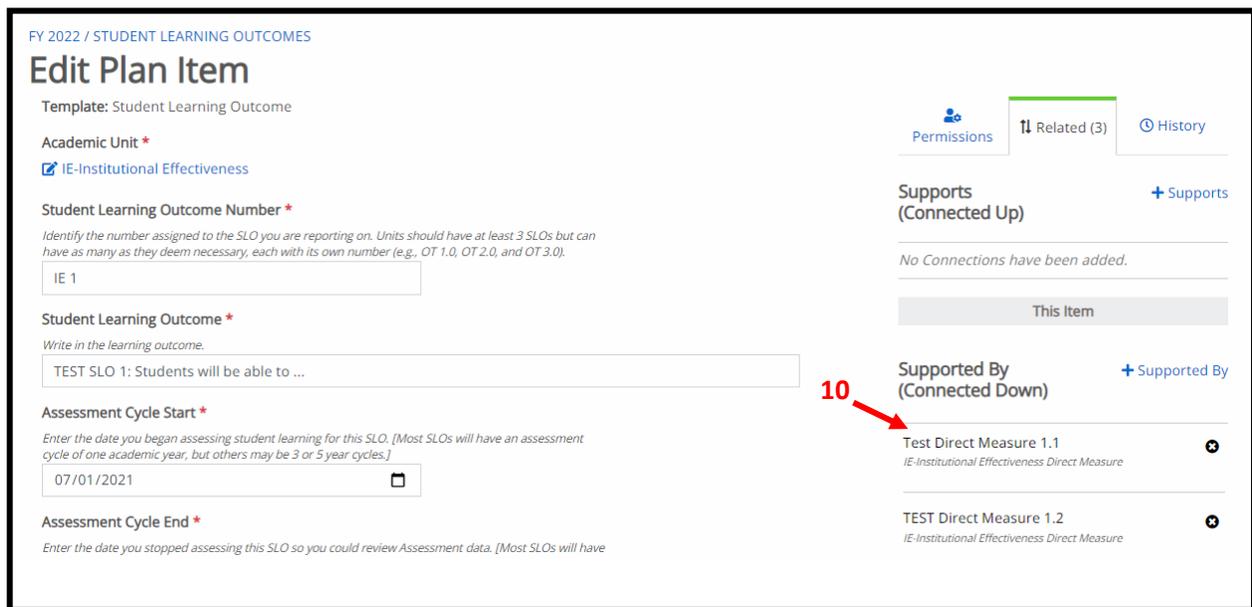
Test Measure 1.1  
 IE-Institutional Effectiveness SLO Measure - FY22, FY23, etc. 

Test Measure 1.2  
 IE-Institutional Effectiveness SLO Measure - FY22, FY23, etc. 

TEST SLO 1: Students will be able to ...  
 IE-Institutional Effectiveness SLO Use of Results 



- 10) The alignment now appears on the right side of the screen under the Supported By (Connected Down) section.



**FY 2022 / STUDENT LEARNING OUTCOMES**  
**Edit Plan Item**

Template: Student Learning Outcome

Academic Unit \*  
 IE-Institutional Effectiveness

Student Learning Outcome Number \*  
 Identify the number assigned to the SLO you are reporting on. Units should have at least 3 SLOs but can have as many as they deem necessary, each with its own number (e.g., OT 1.0, OT 2.0, and OT 3.0).  
 IE 1

Student Learning Outcome \*  
 Write in the learning outcome.  
 TEST SLO 1: Students will be able to ...

Assessment Cycle Start \*  
 Enter the date you began assessing student learning for this SLO. (Most SLOs will have an assessment cycle of one academic year, but others may be 3 or 5 year cycles.)  
 07/01/2021

Assessment Cycle End \*  
 Enter the date you stopped assessing this SLO so you could review Assessment data. (Most SLOs will have

**Permissions** **Related (3)** **History**

**Supports (Connected Up)**   
 No Connections have been added.

**Supported By (Connected Down)** 

Test Direct Measure 1.1  
 IE-Institutional Effectiveness Direct Measure 

TEST Direct Measure 1.2  
 IE-Institutional Effectiveness Direct Measure 

**NOTE:** Repeat the steps above as necessary for each SLO. (Each SLO is supported by its Measures and by its Use of Results.)

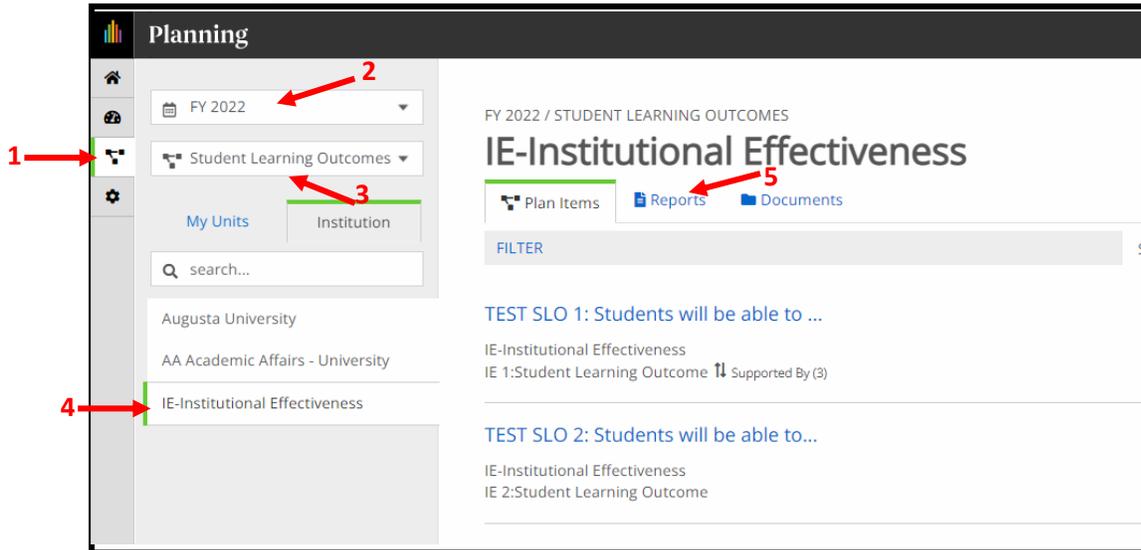
## RUNNING REPORTS

Once you enter and relate all of your SLO information, you can generate a report displaying the related SLOs, Measures, and Use of Results. Once results are submitted, the report will include that information also.

- 1) Click on the **Plans** icon.
- 2) Select the appropriate **Fiscal Year** from the drop-down list.
- 3) Select **Student Learning Outcomes** from the drop-down list.
- 4) Select the **Program** from the organizational structure on the left for which you are entering information.

**NOTE:** Your program is embedded in another college/school/unit. You will need to click through to locate your program. For example, for Clinical Laboratory Science (MHS), click on AA Academic Affairs – University → CAHS-College of Allied Health Sciences → UHP-Department of Undergraduate Health Professions → Clinical Laboratory Science (Master of Health Science).

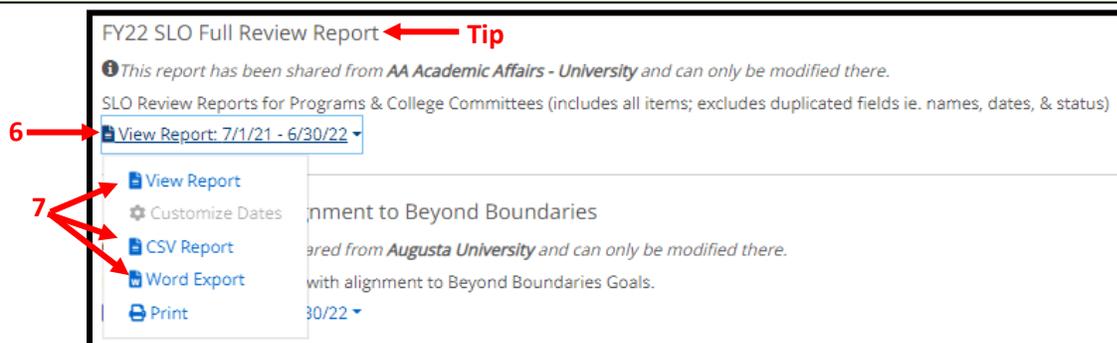
- 5) Click on the **Reports** tab.



The screenshot shows the 'Planning' interface. On the left sidebar, there is a 'Plans' icon (1) and a dropdown menu for 'Student Learning Outcomes' (3) with 'FY 2022' selected (2). Below this is an organizational structure tree where 'IE-Institutional Effectiveness' is selected (4). The main content area shows 'FY 2022 / STUDENT LEARNING OUTCOMES' and 'IE-Institutional Effectiveness' with a 'Reports' tab selected (5).

- 6) Scroll through the report options until you locate the “FY\_\_ SLO Full Review Report” you wish to generate. Click **View Report: 7/1/\_\_ – 6/30/\_\_**.
- 7) Reporting options will appear in the drop-down list. To generate a PDF version of the report, click **View Report**. To generate an Excel spreadsheet of the report, click **CSV Report**. To generate a Word document, click **Word Export**.

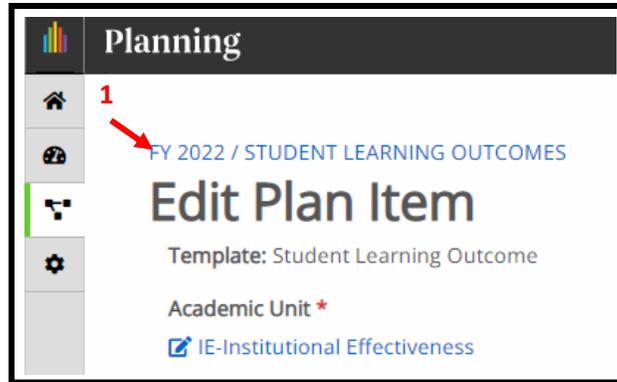
**TIP:** DO NOT click on the title of the report (ex: “FY21 SLO Full Review Report”). Clicking on the title enables administrators with report access in Anthology/Campus Labs to alter the report.



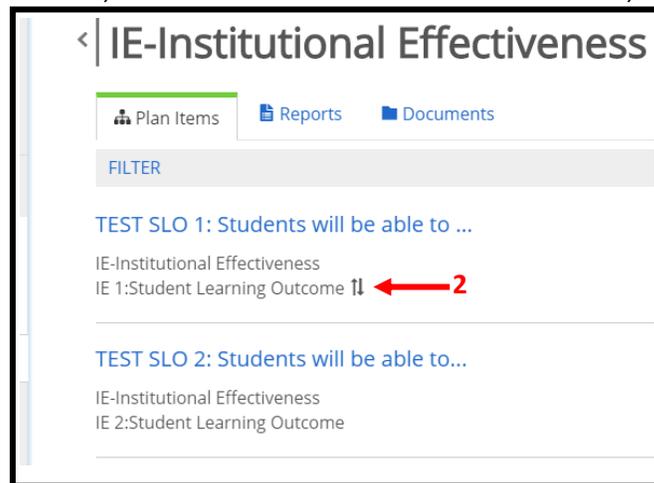
The screenshot shows a dropdown menu for 'FY22 SLO Full Review Report' (Tip). The selected option is 'View Report: 7/1/21 - 6/30/22' (6). The dropdown menu is open, showing options: 'View Report', 'Customize Dates', 'CSV Report', 'Word Export', and 'Print' (7).

## ADDITIONAL TIPS

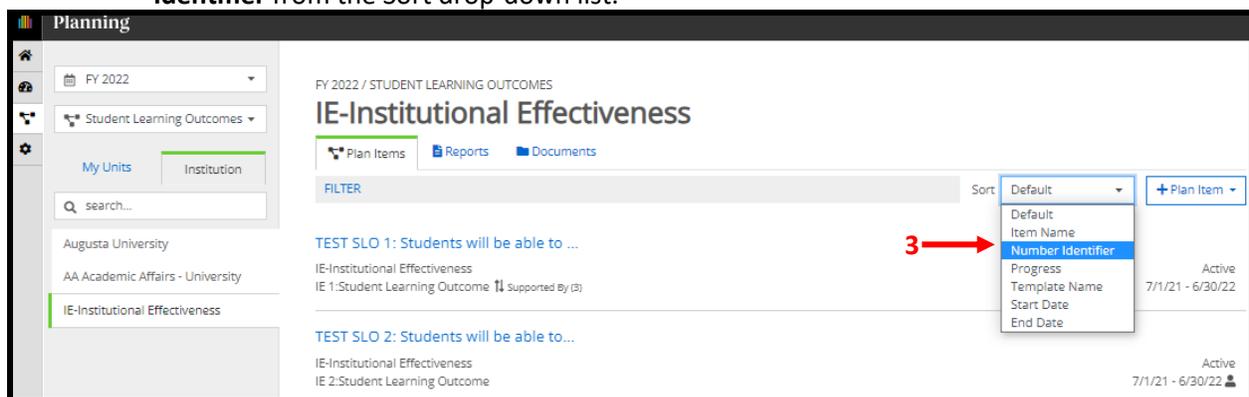
- 1) Click the **Year/Student Learning Outcomes** button to return to the previous page.



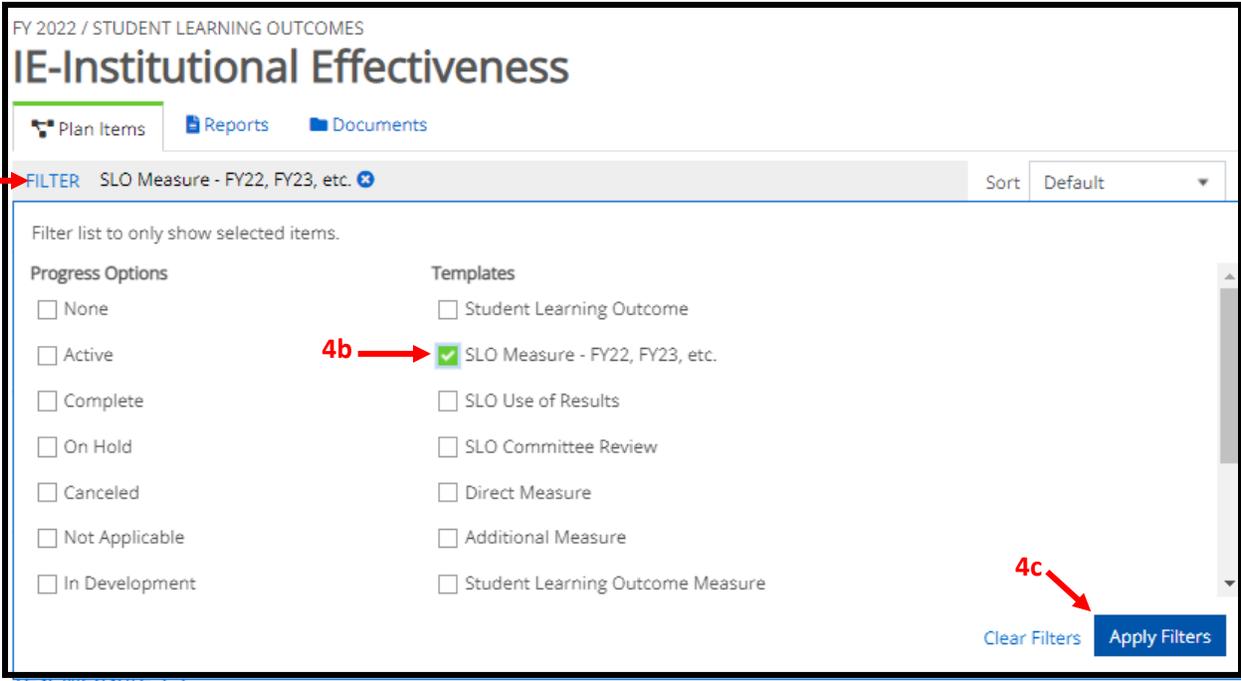
- 2) If an SLO, Measure, or Use of Results is related to another item, it will show a  symbol.



- 3) To sort SLOs, Measures, and Use of Results as they relate to each other, select **Number Identifier** from the Sort drop-down list.



- 4) a. To filter items, click **Filter**.
- b. Select the item(s) you would like to view.
- c. Click **Apply Filters**.
- d. Only the selected items appear.



FY 2022 / STUDENT LEARNING OUTCOMES

## IE-Institutional Effectiveness

Plan Items Reports Documents

**4a** → FILTER SLO Measure - FY22, FY23, etc. Sort Default

Filter list to only show selected items.

<b>Progress Options</b>	<b>Templates</b>
<input type="checkbox"/> None	<input type="checkbox"/> Student Learning Outcome
<input type="checkbox"/> Active	<b>4b</b> → <input checked="" type="checkbox"/> SLO Measure - FY22, FY23, etc.
<input type="checkbox"/> Complete	<input type="checkbox"/> SLO Use of Results
<input type="checkbox"/> On Hold	<input type="checkbox"/> SLO Committee Review
<input type="checkbox"/> Canceled	<input type="checkbox"/> Direct Measure
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Additional Measure
<input type="checkbox"/> In Development	<input type="checkbox"/> Student Learning Outcome Measure

**4c** → Clear Filters Apply Filters