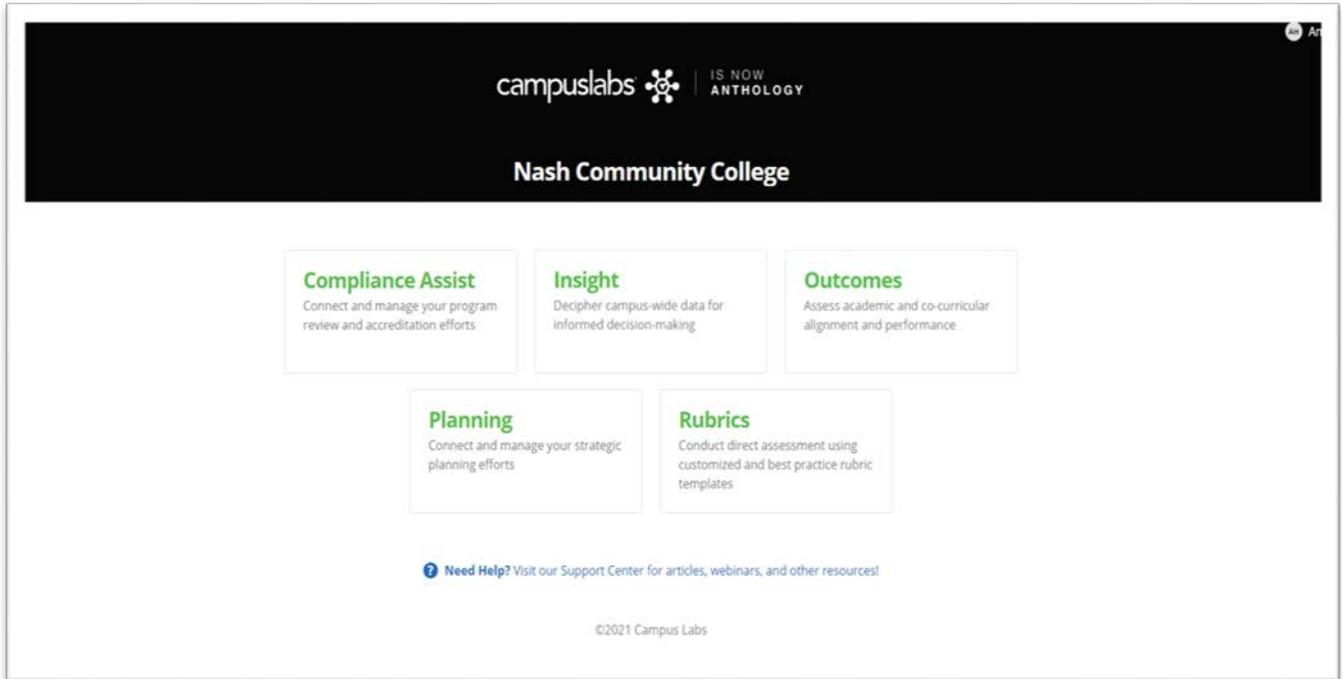
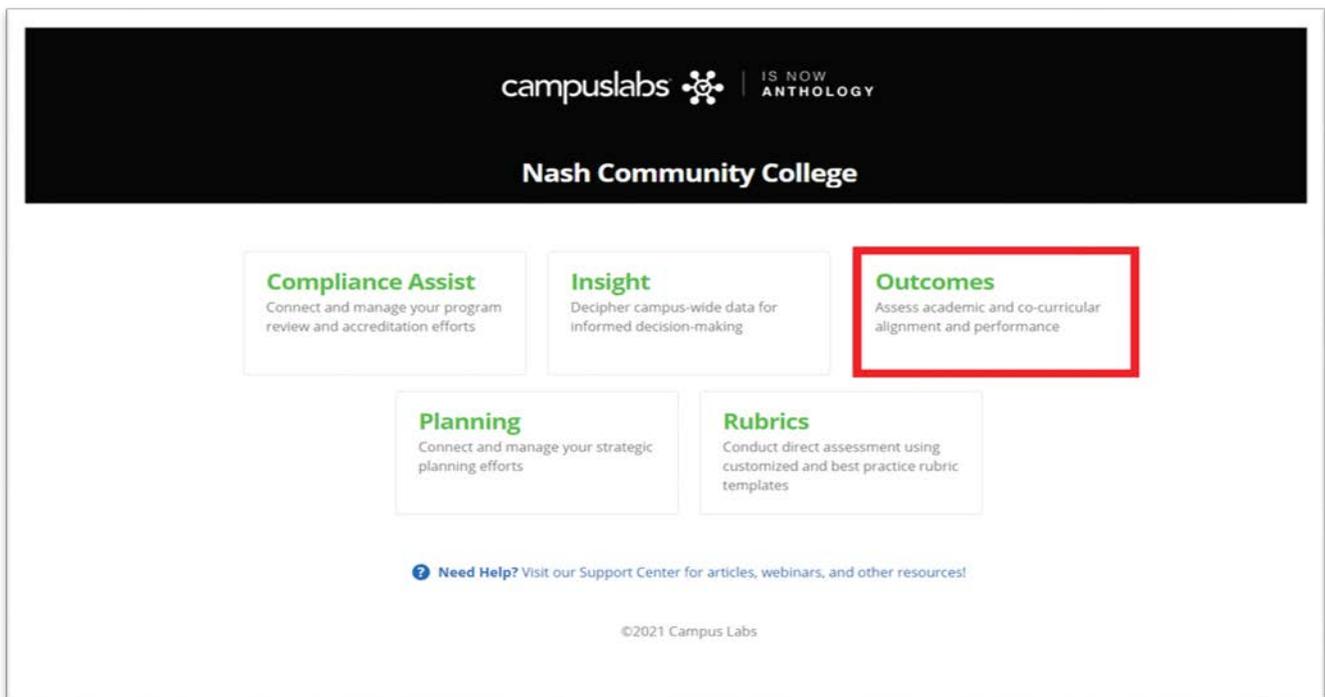


How to create enter course-level assessment results in Anthology

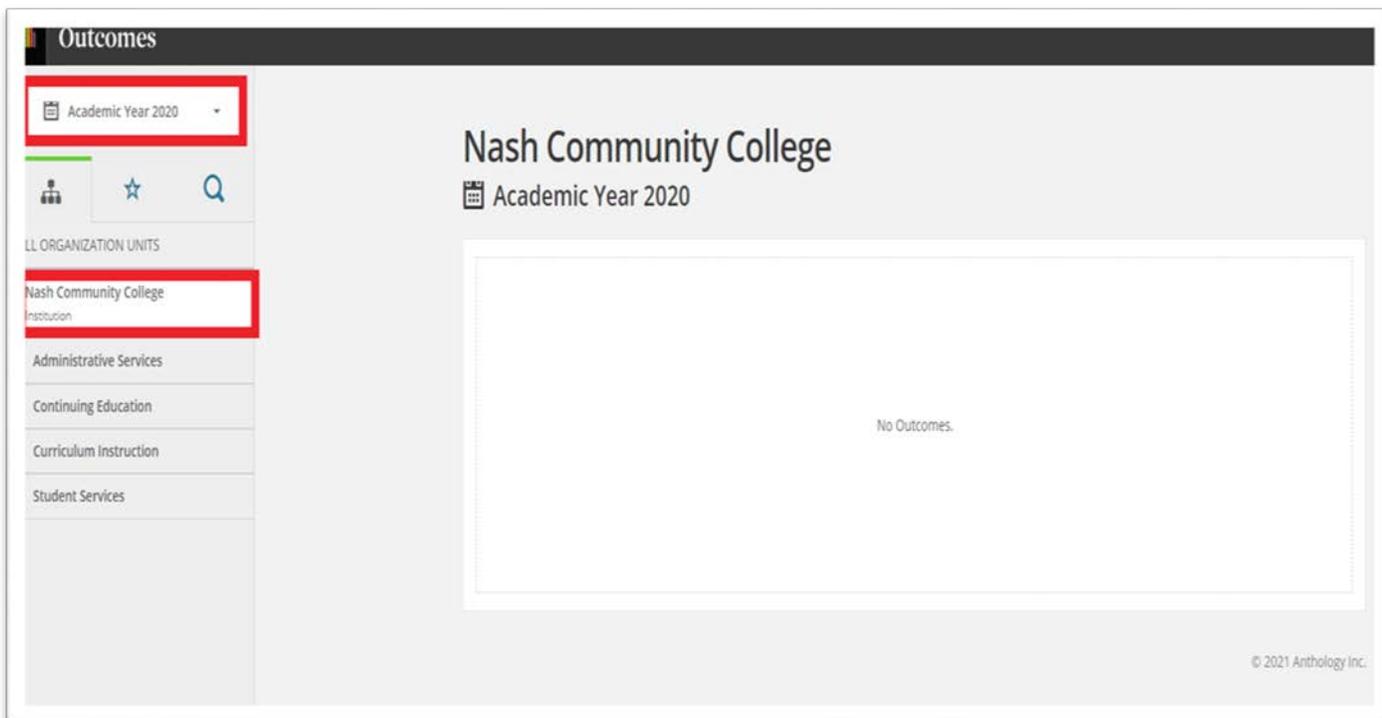
Log onto the Anthology landing page using your single-sign on campus credentials:
<https://nashcc.campuslabs.com/home>.



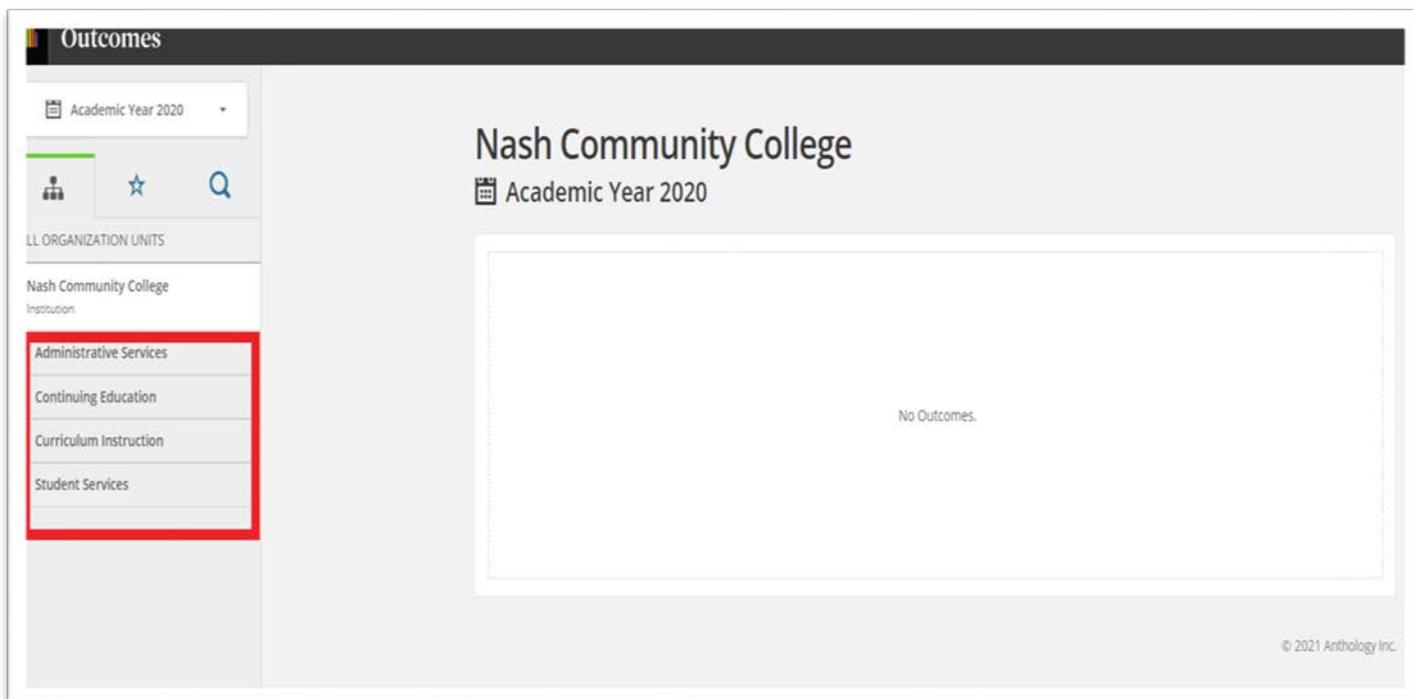
Click on Outcomes



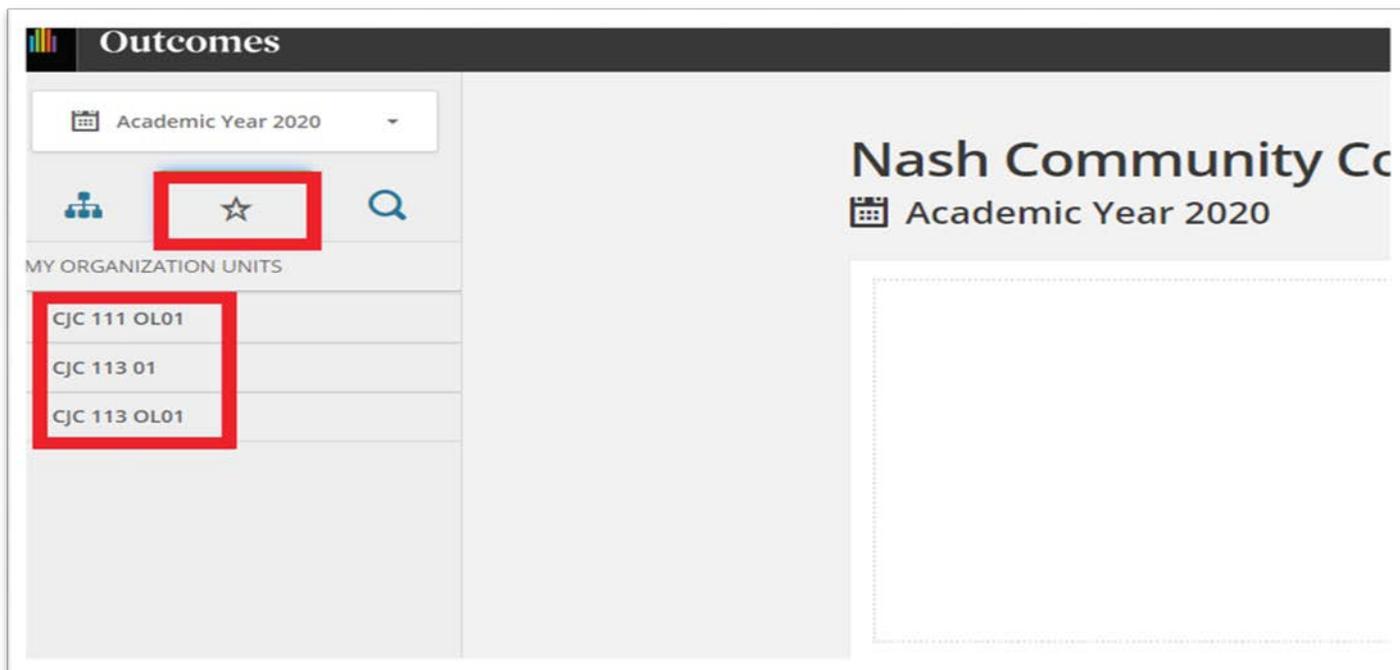
The first page is at the institution level where most instructors will not have any outcomes to input. Note the academic year at the top which should default to the current year. However, if necessary, you may be able to switch to a previous year.



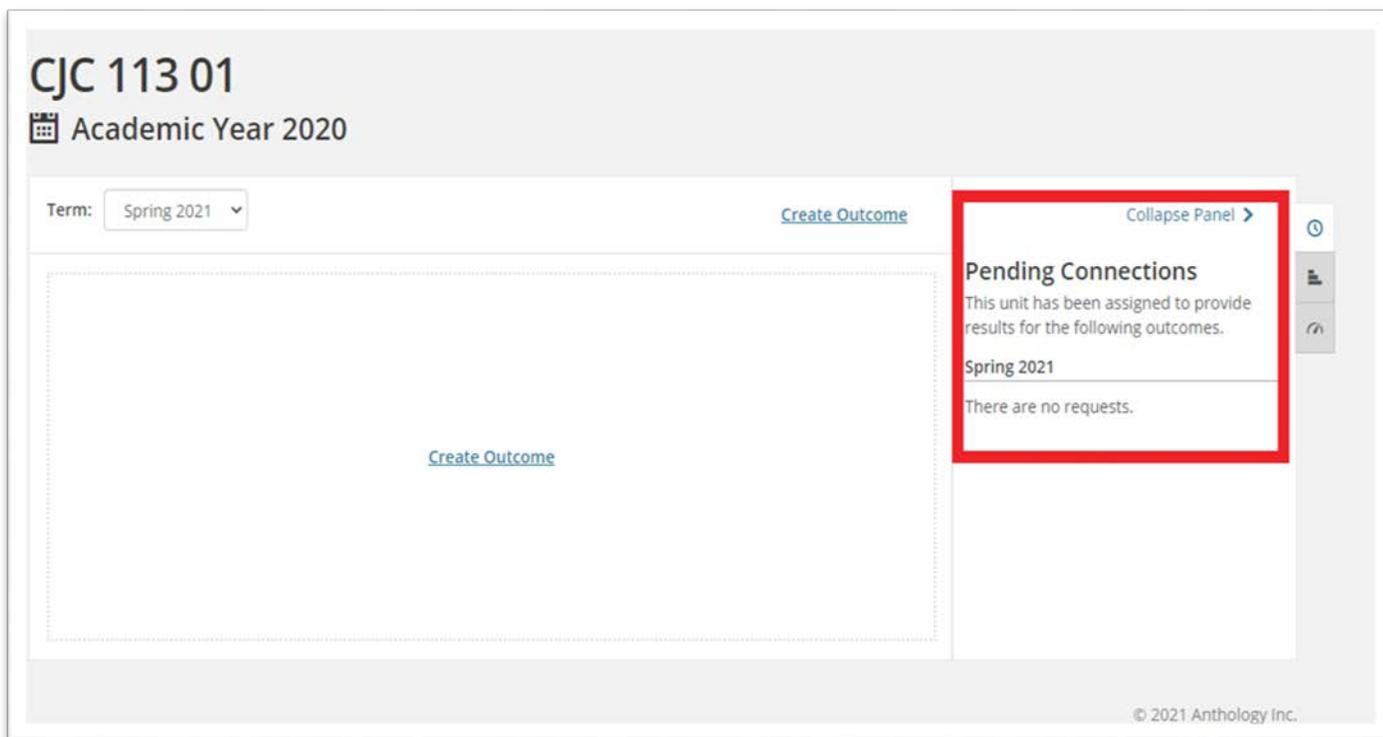
You have the ability to click through the organizational units and read the outcomes of other departments. You can also use the organizational units to navigate to your program of study.



However, the easiest way to reach your own courses is by click on the star which will take you directly to your own courses.



Clicking on any of your courses will show you if there are assigned connections. In this example, there are no assigned connections.



In this example, the course is associated with a learning outcome, and data is expected. Notice both the number beside of the clock icon as well as the link to the outcome under “Pending Connections.”

The screenshot displays the course page for CJC 111 OL01 for Academic Year 2020. The term is set to Spring 2021. The filter section shows 'Assessed', 'Assigned', and 'Related' all checked. A 'Create Outcome' button is visible in the top right. A 'Pending Connections' panel is open on the right, showing a notification that the unit is assigned to provide results for the following outcomes. Under 'Spring 2021', there is a link for 'Major system components' associated with CJC 111. A red box highlights the 'Pending Connections' panel and the notification icon in the top right corner.

Click on the blue outcomes title.

This screenshot is identical to the one above, but with a red arrow pointing to the blue link 'Major system components' under the 'Spring 2021' section of the 'Pending Connections' panel.

Click on "Assessment."

CJC 111 OL01
Academic Year 2020

Term: Spring 2021 [← Back to List](#) **Term** Longitudinal

SLO 2 AGGREGATED RESULT

Major system components

Students will be able to define and describe the major system components and processes of the criminal justice system.

Requested By: CJC 111

▲ Remember, Understand ▲ Nonfunctional Verb(s)

COVID-19 Notes

How will assessment be performed?

Assessment
CJC 111 OL01 will perform assessment of this outcome.

Relate
CJC 111 OL01 will Perform assessment by aggregating data from other outcomes.

On Measure

The fields with an asterisk (*) are required. The others may be omitted.

Give your assessment a descriptive title (for example, Final Exam; Persuasive Essay, GESLOT Oral Communication Rubric).

Select the date at which you began data collection.

Choose whether the assessment is formative, diagnostic, or summative in nature.

Unless directed otherwise by your chair, choose **Individual Student Scores**.

In the **thresholds** section, you establish the scale by which achievement will be measured for each outcome. Use your previously established target/benchmark score to as the metric for "met." You can use **percentages** or **points** in setting the thresholds depending on the results of your data. The thresholds need to be common for everyone submitting data for the same outcome, so be sure to reach agreement and communicate to all full-time and part-time faculty who are entering data for the same outcome.

Click "Submit."

Create Assessment

Title *

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

Method

Select the method of input used to measure achievement.

Begin *

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

End

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

Purpose

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.

Result Type *

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

Select the appropriate way to record results for this assessment.

Individual Student Scores
Record individual scores by entering the results of each student.

Delivery Format

Select the format students used to complete the input.

Scoring Method

Select the method used to determine each student's achievement level.

Scoring Type
 Percentage Points
Select the format of the assignment scoring.

Thresholds *

0-59.99%		60-69.99%		70-89.99%		90-100%			
Minimum Score *	<input type="text" value="0"/> %	Partially Met *	<input type="text" value="60"/> %	Met *	<input type="text" value="70"/> %	Exceeded *	<input type="text" value="90"/> %	Maximum Score *	<input type="text" value="100"/> %

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

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

(NOTE: These threshold numbers are an example only. Your numbers may be different.)

Once you have submitted this form, you can click “Add Results” to provide data for your class. If multiple methods of assessment are used for the same outcome, you can also “Create Assessment” to repeat the steps above with the details of the second assessment.

The screenshot shows the course page for CJC 111 OL01, Academic Year 2020. The term is set to Spring 2021. The assessment is titled "Major system components" and is evaluated by the "CJC Assessment exam". The page includes a "Create Assessment" button (highlighted with a red box) and an "Add Results" button (also highlighted with a red box). A "No Results" indicator is visible, along with a "0" score and a trash icon. A "COVID-19 Notes" section is also present.

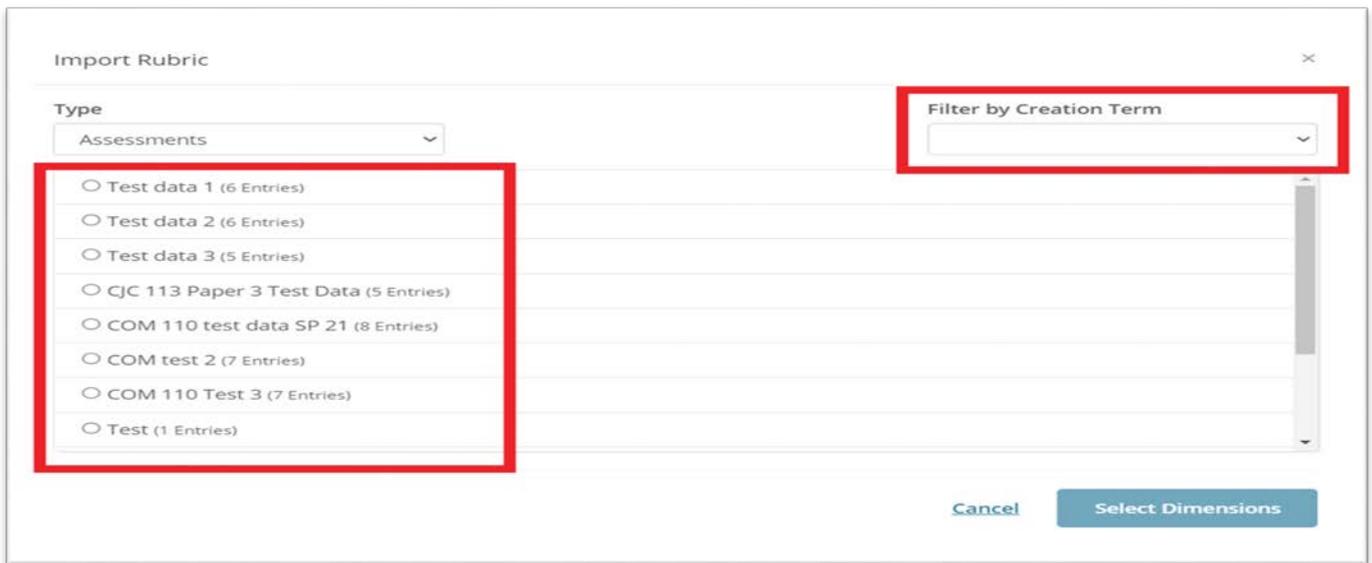
This window will pop up when you click on Add Results.

The "Add Results" dialog box offers two options for adding student data: "Anthology Rubrics Import" (for recording results from rubrics) and "Manual Entry" (for manually adding students and scores). A "Cancel" button is located at the bottom right.

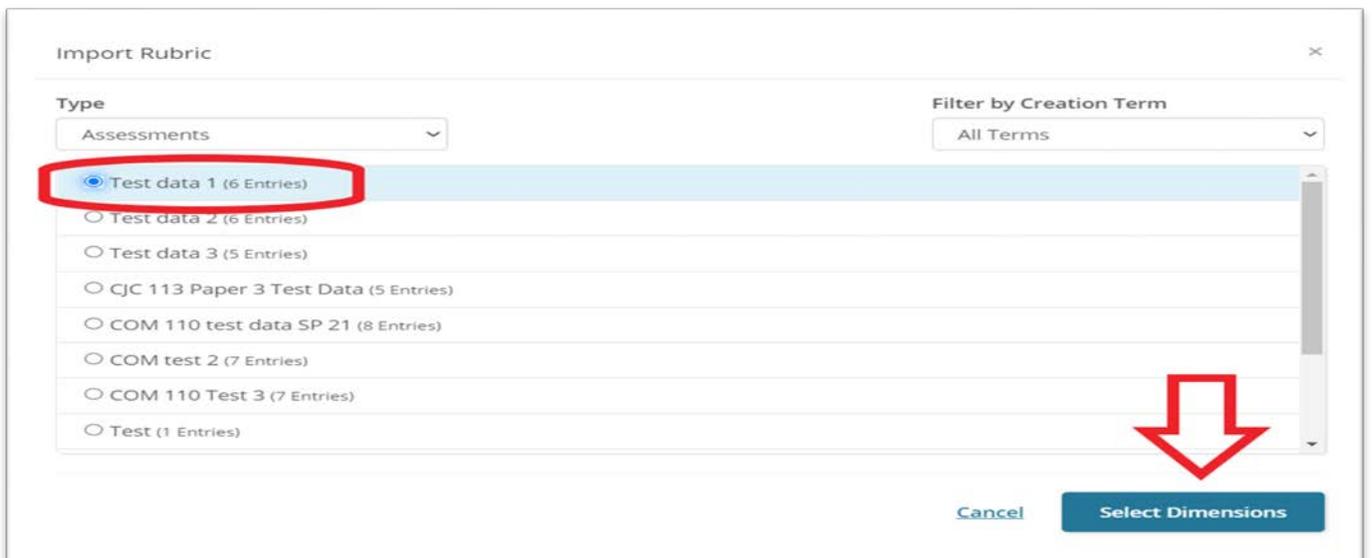
If your assessment results are in the Anthology Rubrics product, click “Anthology Rubrics Import.” (NOTE: You need to have already created the assessment in the Rubrics product prior to importing the results.) If you are manually entering scores for your students, click on “Manual Entry.”

EXAMPLE RUBRIC ASSESSMENT IMPORT

This window will open when you click on Anthology Rubrics Import. All of your assessments will appear initially, but note that you can also filter by creation term to narrow the selection by a particular semester. (NOTE: This is the reason it is important when creating the assessment in the Rubrics tool that you name the course, section, and semester for easy identification.)



Once you select the rubric, click “Select Dimensions.”



By default, all of the dimensions are checked. If you want to use them all, click “Update.” If you only want some of the rubric dimensions included in the analysis, uncheck those boxes before clicking “Update.”

Select Dimensions

- Organization
* Introduction captures attention, has a clear thesis, and established credibility. * Main points are clearly identified. * Organization of ideas and supporting material is well planned and logical. * Transitions are effective. * Conclusion clearly summarizes main ideas and ends memorably.
- Depth of Content
* Main points well developed * Clear explanations * Variety of relevant support * Content is accurate
- Delivery
* Physical appearance appropriate * Extemporaneous and conversational * Maintained eye contact * Expressive voice * Gestures * Accurate and clear pronunciation and articulation * Appropriate volume and rate * Clear and appropriate language

4 of 4 Dimensions Selected

[Cancel](#) [Update](#)

The data will be imported. All of the fields on this page are optional. You can provide analysis, context, confidence level, etc. to explain the data if you choose. This might be especially important if there were special circumstances that you want to document (for example, a hurricane that disrupted instruction and might have led to lower-than-normal scores). You can also click on “View Student Scores” if you would like to see how your students performed individually.

CJC Assessment exam

Results | Import From Anthology Rubrics [Clear](#)

Record individual student results from assessments/assignments by importing from Anthology Rubrics.

Selected Assessment
Test data 1
4 of 4 Dimensions Applied - ([view / edit](#))
[View Student Data](#)

Supporting Information

Provide context for the entered results by further describing the assessment.

Analysis

Confidence

Low	Medium	High
-----	--------	------

Select the option which best describes your level of confidence in the accuracy of the results.

If applicable, please describe any analysis you performed on the data or information from your input.

Selected Assessment
Test data 1

4 of 4 Dimensions Applied - ([view / edit](#))

Hide Student Data

Refresh results

Student Name (User ID)	Score
[Redacted]	100 %
[Redacted]	100 %
[Redacted]	37.5 %
[Redacted]	62.5 %
[Redacted]	87.5 %
[Redacted]	87.5 %

Summary Information

Adding additional documentation here is optional. Be sure to click “Submit” once you are finished.

Summary

In addition to entering your numeric results, please summarize your results/findings.

Use of Results

Based on your results/findings, list what could be done to improve student achievement or your assessment process in the future.

Add Use of Results

Cancel Submit

After you submit, you will see that the results have now updated in the learning outcome.

SLO 2

Major system components

Students will be able to define and describe the major system components and processes of the criminal justice system.

Requested By: CJC 111

Remember, Understand Nonfunctional Verb(s)

EVALUATED RESULT [Latest](#)

CJC Assessment exam

Exceeded	33.33%	2
Met	33.33%	2
Partially Met	16.67%	1
Not Met	16.67%	1

COVID-19 Notes

Assessments [Create Assessment](#)

CJC Assessment exam [\(Edit\)](#)
Apr 30, 2021

[Result Details](#) 0

The data will continue to aggregate and change as additional instructors add their results of assessment for the same outcome.

EXAMPLE OF MANUAL ENTRY

Once you click on “Manual Entry,” a window like this will appear. While it is possible to add individual student records, it is easier to click Course Roster to automatically import the class roster.

CJC Assessment Exam

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](#)

Score

Student Name (User ID)

No students have been added.

All students on the roster will appear. Scores on the assessment should be manually entered for each student. If a student still appears but has withdrawn from the course, they can be removed with the trash can icon.

CJC Assessment Exam

Results | Individual Student Scores [Clear](#)

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

Import:

Student Name (User ID)	Score	
[Redacted]	<input type="text" value="Score"/> %	<input type="button" value="🗑️"/>
	<input type="text" value="Score"/> %	<input type="button" value="🗑️"/>
	<input type="text" value="Score"/> %	<input type="button" value="🗑️"/>
	<input type="text" value="Score"/> %	<input type="button" value="🗑️"/>
	<input type="text" value="Score"/> %	<input type="button" value="🗑️"/>

The additional documentation on this page is optional. Once all information has been entered, be sure to click "Submit."

Summary

In addition to entering your numeric results, please summarize your results/findings.

Use of Results

Based on your results/findings, list what could be done to improve student achievement or your assessment process in the future.

Add Use of Results

The outcomes will appear after you click "Submit."

SLO 2

Major system components

Students will be able to define and describe the major system components and processes of the criminal justice system.

Requested By: CJC 111

Remember, Understand Nonfunctional Verb(s)

EVALUATED RESULT [Latest](#)

CJC Assessment Exam

Exceeded	39.13%	9
Met	47.83%	11
Partially Met	13.04%	3
Not Met	0%	0

COVID-19 Notes

Assessments

[Create Assessment](#)

CJC Assessment Exam [\(Edit\)](#)

Apr 30, 2021

Result Details [0](#)

This process should be repeated for every class with an associated outcome each semester. As noted above, multiple assessment can be used for a given learning outcome.

Data should always be submitted at the individual student level unless directed otherwise by your department chair.

Data should be submitted in all modalities (face-to-face, virtual, online, hybrid, on-campus, off-campus) and by part-time and full-time instructors.

Video directions - <https://youtu.be/LWiu5t3CmrY>