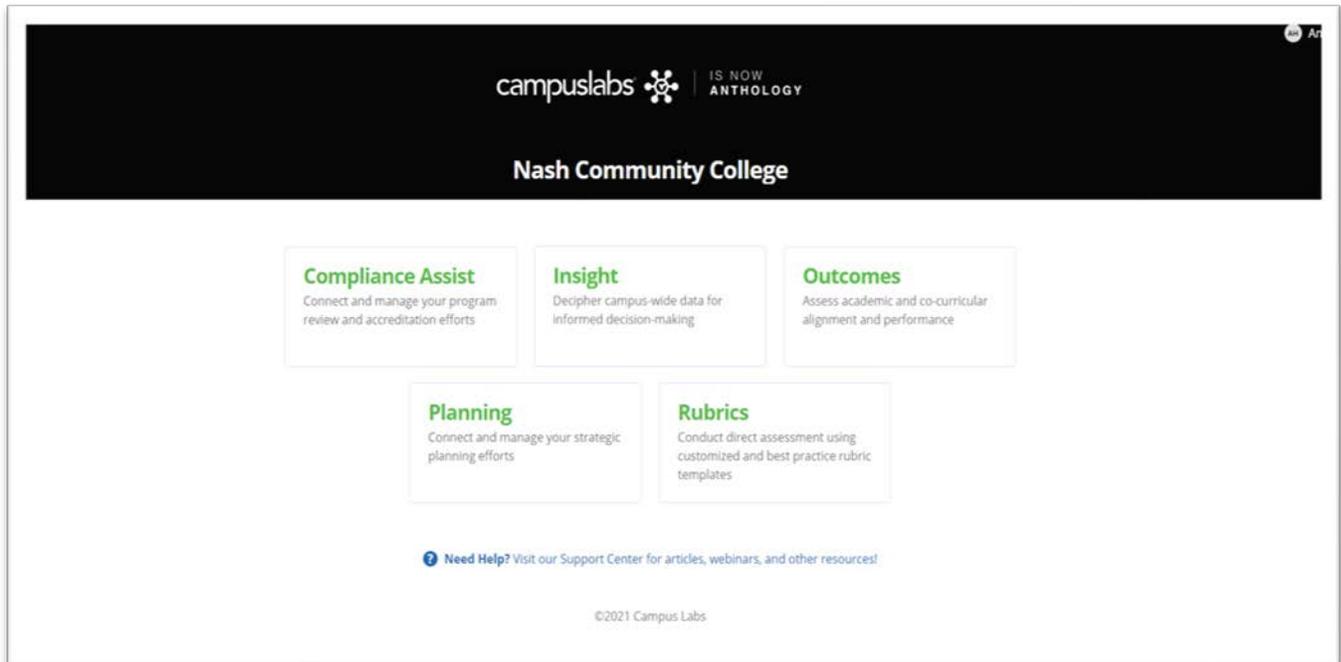
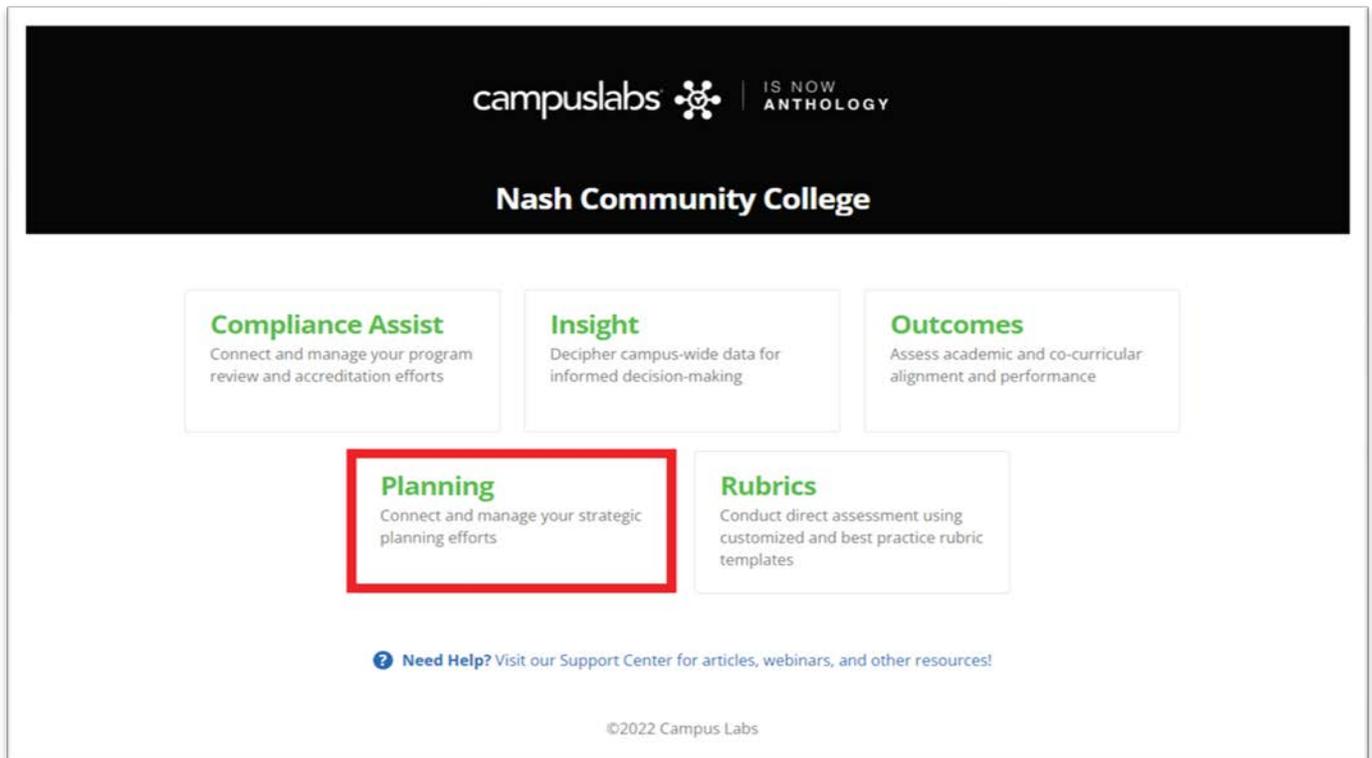


How to create enter Program Review reports in Anthology

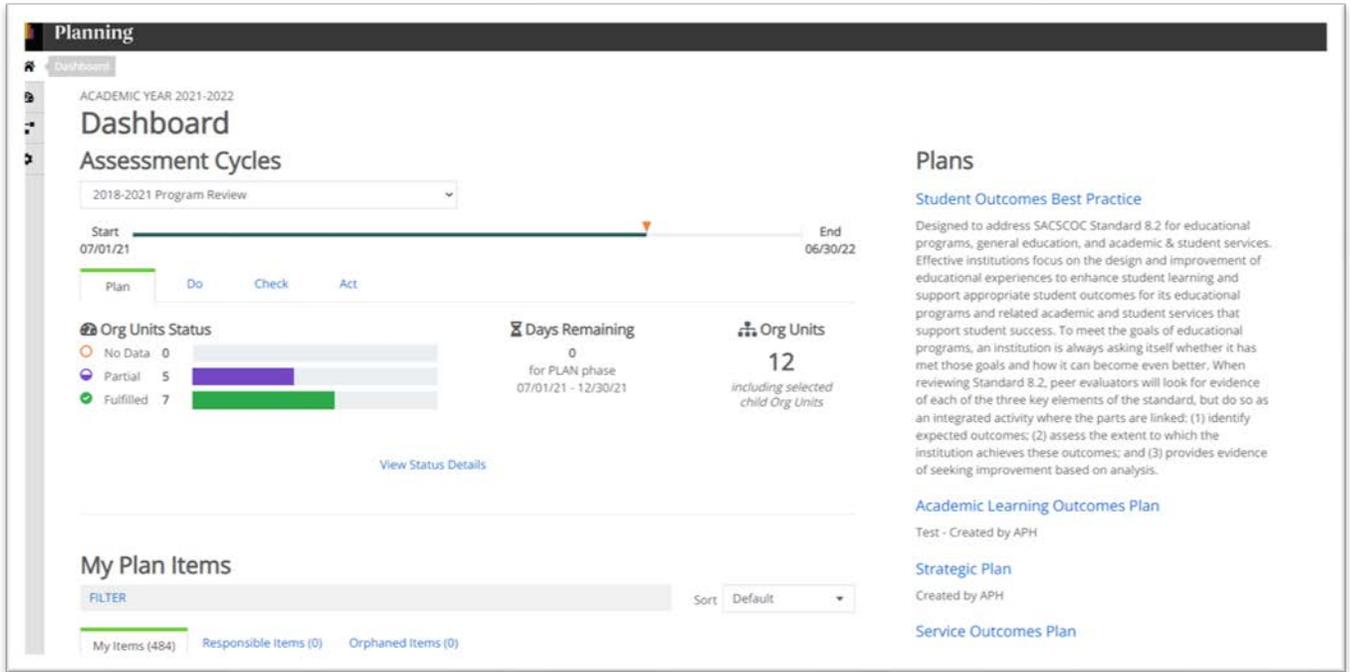
Log onto the Anthology landing page using your single sign-on campus credentials:
<https://nashcc.campuslabs.com/home>.



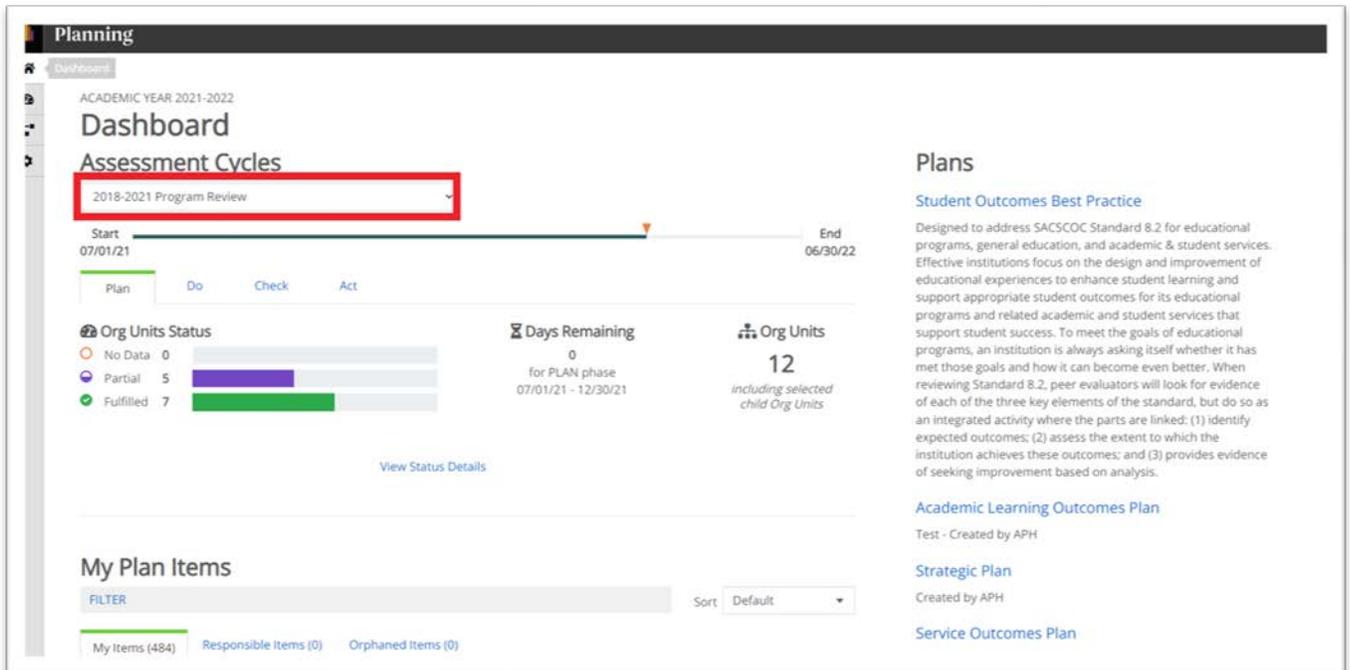
Click on Planning



The landing page for department chairs and administrators should be a similar appearing dashboard.



Be sure that the assessment cycle is selected to the one that you want to work on. Chairs may have access to both a program review and a student learning outcomes review at the same time.



The org units status section will show the status of all reports under the area of supervision.

Planning

ACADEMIC YEAR 2021-2022

Dashboard

Assessment Cycles

2018-2021 Program Review

Start: 07/01/21 | End: 06/30/22

Plan | Do | Check | Act

Org Units Status

No Data	0	
Partial	5	
Fulfilled	7	

[View Status Details](#)

Days Remaining
0 for PLAN phase
07/01/21 - 12/30/21

Org Units
12 including selected child Org Units

My Plan Items

FILTER | Sort: Default

My Items (484) | Responsible Items (0) | Orphaned Items (0)

Plans

[Student Outcomes Best Practice](#)

Designed to address SACSCOC Standard 8.2 for educational programs, general education, and academic & student services. Effective institutions focus on the design and improvement of educational experiences to enhance student learning and support appropriate student outcomes for its educational programs and related academic and student services that support student success. To meet the goals of educational programs, an institution is always asking itself whether it has met those goals and how it can become even better. When reviewing Standard 8.2, peer evaluators will look for evidence of each of the three key elements of the standard, but do so as an integrated activity where the parts are linked: (1) identify expected outcomes; (2) assess the extent to which the institution achieves these outcomes; and (3) provides evidence of seeking improvement based on analysis.

[Academic Learning Outcomes Plan](#)
Test - Created by APH

[Strategic Plan](#)
Created by APH

[Service Outcomes Plan](#)

Click on View Status Details to see more specific information as to what has been submitted and what is missing.

ACADEMIC YEAR 2021-2022

Dashboard

Assessment Cycles

2018-2021 Program Review

Start: 07/01/21 | End: 06/30/22

Plan | Do | Check | Act

Org Units Status

No Data	0	
Partial	5	
Fulfilled	7	

[View Status Details](#)

Days Remaining
0 for PLAN phase
07/01/21 - 12/30/21

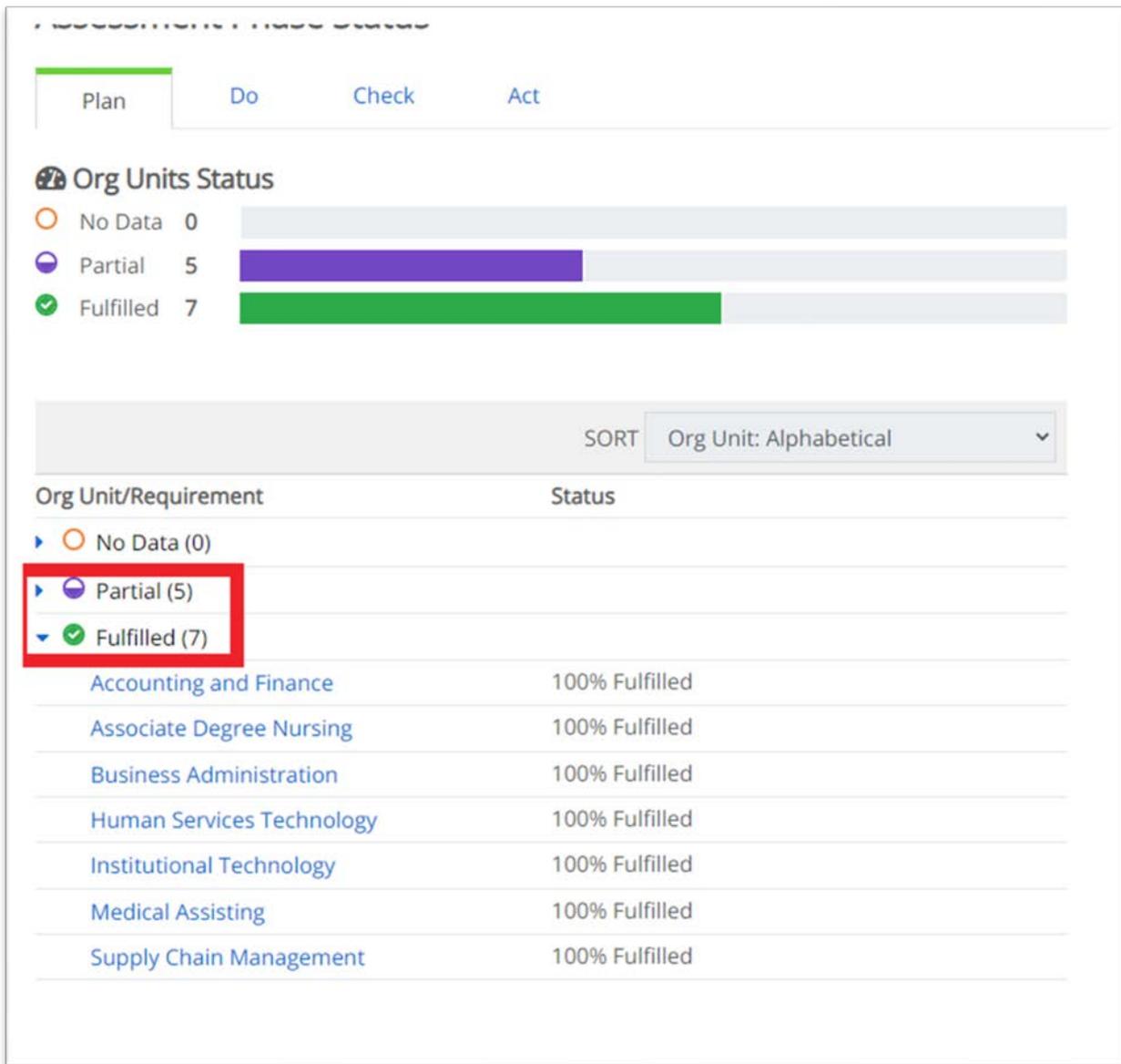
Org Units
12 including selected child Org Units

My Plan Items

FILTER | Sort: Default

My Items (484) | Responsible Items (0) | Orphaned Items (0)

Click on “no data,” “partial,” or “fulfilled” to see a more detailed breakdown of what has been submitted and what is missing.



For programs that are missing data, you can click on the blue title and drill down farther to see exactly what has been submitted and what is missing.

Program faculty	1	1	-	--
<input checked="" type="checkbox"/> Academic year			0	
<input type="checkbox"/> Number of full-time faculty			1	
<input type="checkbox"/> Percent of sections taught by full-time faculty			1	
<input type="checkbox"/> Number of part-time faculty			1	
<input type="checkbox"/> Percent of sections taught by part-time faculty			1	
<input checked="" type="checkbox"/> Academic year			0	
<input type="checkbox"/> Number of full-time faculty			1	
<input type="checkbox"/> Percent of sections taught by full-time faculty			1	
<input type="checkbox"/> Number of part-time faculty			1	
<input type="checkbox"/> Percent of sections taught by part-time faculty			1	
<input checked="" type="checkbox"/> Academic year			0	
<input type="checkbox"/> Number of full-time faculty			1	
<input type="checkbox"/> Percent of sections taught by full-time faculty			1	
<input type="checkbox"/> Number of part-time faculty			1	
<input type="checkbox"/> Percent of sections taught by part-time faculty			1	
<input type="checkbox"/> Has the program's full-time faculty changed over the past three years?			1	

Click the third icon down which should take you to your plans.


Planning





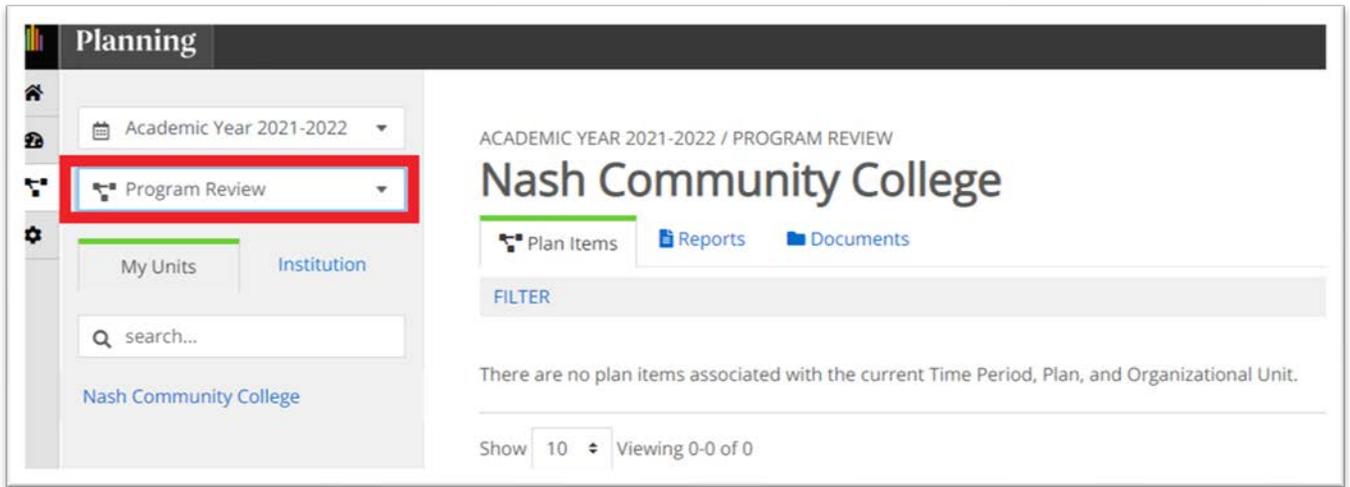

ACADEMIC YEAR 2021-2022

Dashboard

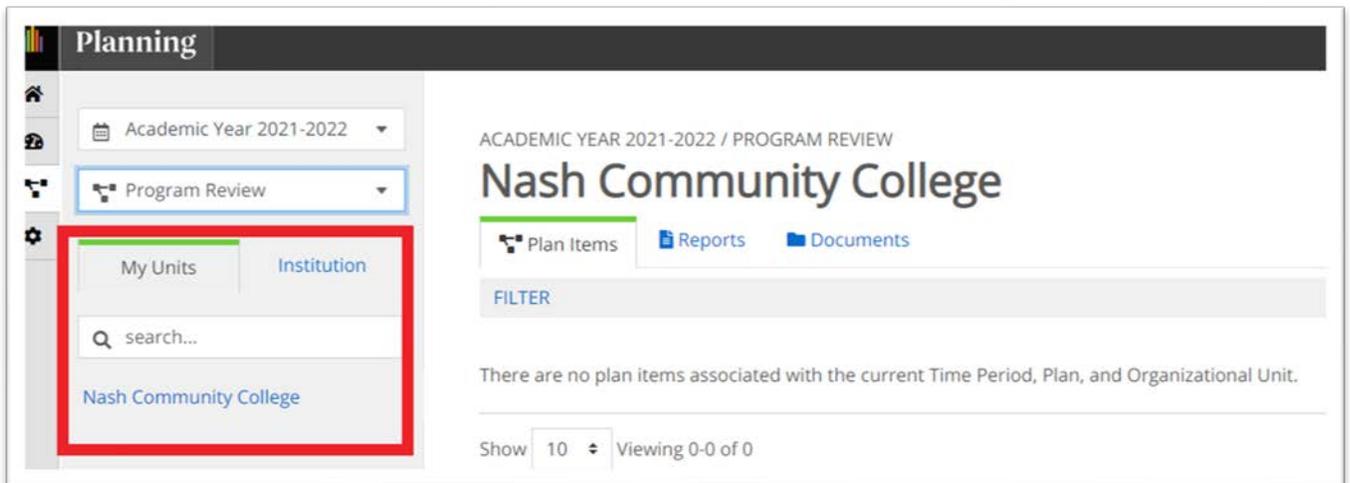
Assessment Cycles

2018-2021 Program Review
▼

Make sure that the plan type corresponds to the plan you are completing. Remember that chairs may have access to more than one type of report in the same assessment cycle.



Click through the organizational chart to find your department and programs.



For each of your programs, you should find a set of templates that correspond with the Word version of the program review document. (Please note: All data that follows is fake and for demonstration purposes only.)

ACADEMIC YEAR 2021-2022 / PROGRAM REVIEW

Institutional Technology

Plan Items Reports Documents

FILTER Sort Default + Plan item

FILL IN PROGRAM NAME AND CODE

Institutional Technology Program overview	Completed 8/1/21 - 6/30/22
Data analysis Institutional Technology Data analysis	Completed 8/1/21 - 6/30/22
Program faculty Institutional Technology Program faculty	Completed 8/1/21 - 6/30/22
Advisory Committee Institutional Technology Advisory Committee	Completed 8/1/21 - 6/30/22
Curriculum Institutional Technology Curriculum	Completed 8/1/21 - 6/30/22

Click on any of the blue hyperlinks to open a window that allows you to edit that template. The program name and code should already be filled in for you, but you can edit if changes have taken place to either one. The “progress” drop down allows you to indicate if data entry is in progress, completed, or on schedule. If you have finished all data entry for the section, list it as “completed.” Each box has a label and many have additional prompts to help guide you and your faculty in completing them. These boxes correspond to fields on the previous program review document.

Edit Plan Item

Template: Program overview

Program Name and Code *

FILL IN PROGRAM NAME AND CODE

Start *

08/01/2021



End *

06/30/2022



Progress

Providing Department *

[Institutional Technology](#)

Purpose statement for program

Why does the program exist? What is its basic function?

File Edit View Insert Format Tools Table

↶ ↷ Paragraph **B** *I* [List icons]

The culinary arts program provides instruction to students in the basics of commercial food production, service, baking, food presentation, and sanitation/safety.

When you have finished all questions in the section, click “done.” You can still go back and edit later if needed even after you have clicked “done.”

Program results

File Edit View Insert Format Tools Table

↶ ↷ Paragraph **B** *I* [List icons]

Graduates have been successful at finding employment.

Delete

Read View

Done

Each section works the same. In a few places where the previous report asked for you to attach documentation, the new form gives the same directions under the section header, and then has a place underneath where you can upload the files. You can choose to create a folder if you wish or just upload the documents.

Providing Department *

[Institutional Technology](#)

How many times per year has the Advisory Committee for this program met over the past three years?

3

Describe the key recommendations of the Advisory Committee over the last three years.
In addition to your narrative response, please also upload the advisory committee roster and last three years of meeting minutes.

File Edit View Insert Format Tools Table

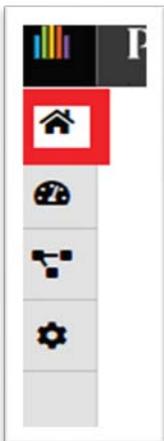
← → Paragraph **B** *I* [Text Alignment Icons] [List Icons]

The advisory committee recommends that we involve more local chefs in the capstone judging.

Plan Item Files [+ File](#) [+ Folder](#)

You can return to the dashboard to make sure that 100% of the fields have been answered once you are finished. Make sure that you enter something in all fields, even if the answer is 0 or N/A. Any fields left blank will be counted as missing by the system.

If you would like to save a copy once all data has been entered, go back to the dashboard.



Click back on View Status Details and Fulfilled to select the appropriate program.

ACADEMIC YEAR 2021-2022

Dashboard

Assessment Cycles

2018-2021 Program Review

Start 07/01/21 End 06/30/22

Plan Do Check Act

Org Units Status



Days Remaining

0
for PLAN phase
07/01/21 - 12/30/21

Org Units

12
including selected
child Org Units

[View Status Details](#)

Plan Do Check Act

Org Units Status



SORT Org Unit: Alphabetical

Org Unit/Requirement

Status

▶ No Data (0)

▶ Partial (5)

▼ Fulfilled (7)

Accounting and Finance	100% Fulfilled
Associate Degree Nursing	100% Fulfilled
Business Administration	100% Fulfilled
Human Services Technology	100% Fulfilled
Institutional Technology	100% Fulfilled
Medical Assisting	100% Fulfilled
Supply Chain Management	100% Fulfilled

Click on Grid Report in the upper left-hand corner.

The screenshot shows the '2018-2021 PROGRAM REVIEW' for 'Institutional Technology', a 3-year program review. The 'Assessment Cycle Timeline' shows a period from 07/01/21 to 06/30/22. In the top right corner, the 'Grid Report' button is highlighted with a red box. Below the timeline, the 'Org Unit Status' section shows a progress bar for 'Institutional Technology Fields Status' with 62 fulfilled items. A 'Days Remaining' indicator shows 0 days remaining for the PLAN phase. A table below lists the required fields and their status:

Template / Field	Required	Created	Missing	Responsible Users	Last Edited
Program overview	1	1	-	-	04/06/22
✓ Purpose statement for program			0		
✓ Program vision statement (3-6 years)			0		
✓ Program strengths			0		
✓ Program weaknesses			0		

In most cases, you will click “Internal Viewer Only” if you are preparing the report for your own records.

The screenshot shows a 'Report Link Access' dialog box with two radio button options:

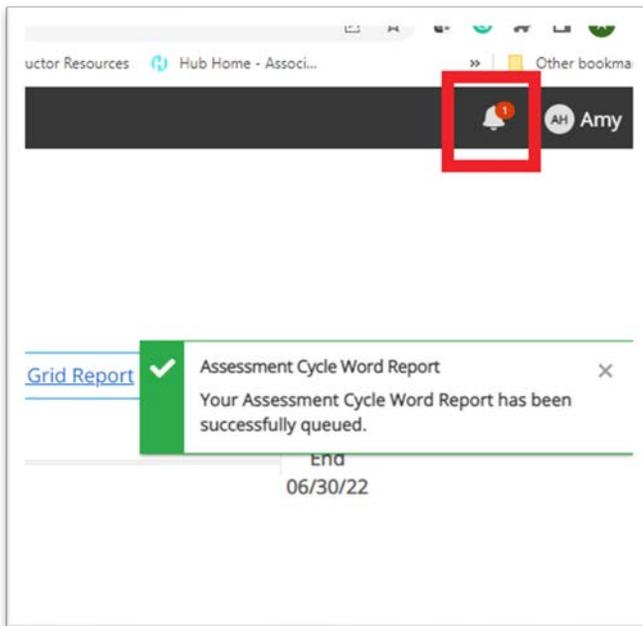
- Internal Viewer Only**
Links within this report are private and can only be accessed by users with institution system permissions.
- External Viewer**
Any links included within this report will be made public and can be viewed by anyone with access to these links.

Below the options is a yellow highlighted acknowledgment box:

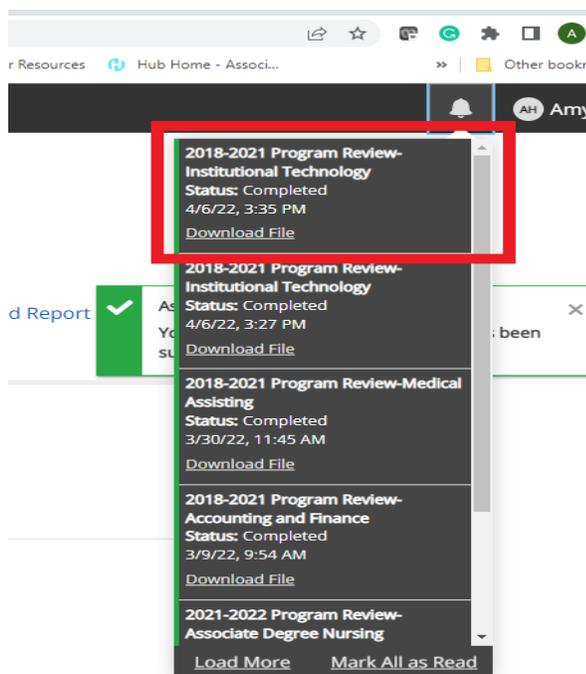
I acknowledge that the information contained in these links is safe to share publicly.

At the bottom of the dialog are 'Cancel' and 'Confirm' buttons.

You will get a message that the report has been queued, and a number will appear on the bell at the top when the report is ready. (It usually takes a minute or less.)



When you click on the bell, multiple reports you have previously requested will still be available. However, the most recent one will always be on top. Click "Download file" to access the file.



Video directions - <http://youtu.be/KIv0FJjTngk?hd=1>