


How to Edit/Add PSLO Assessment Planning and Reports in Anthology

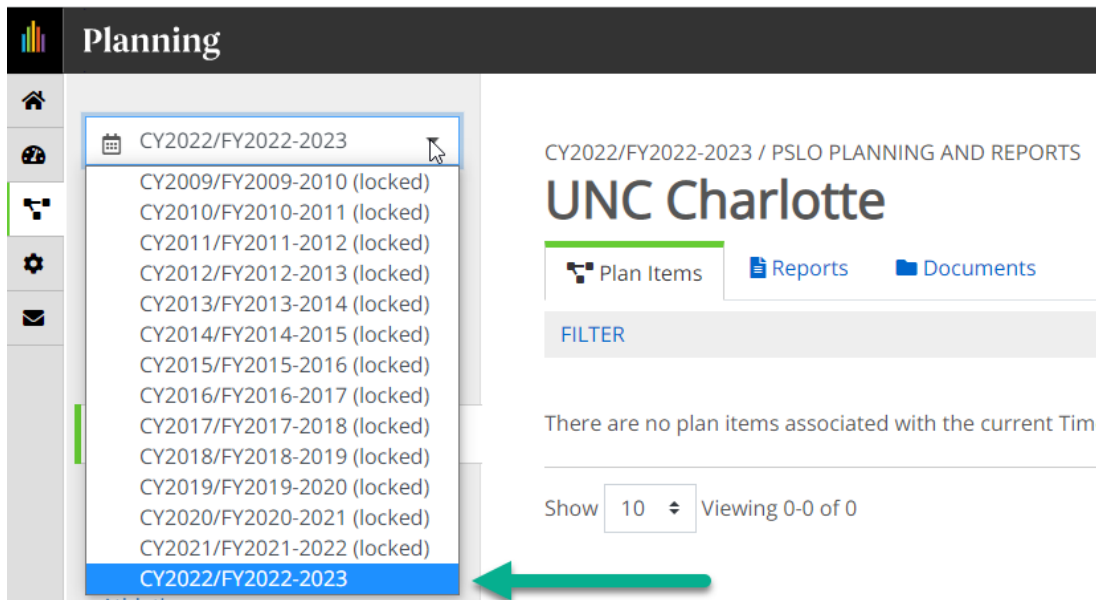
***Note:** Any program, department, college, or office within the institution is referenced as a “unit” in the following instructions.

Logging In: Enter <https://charlotte.campuslabs.com> and click Planning. Enter your NinerNET Credentials. After authentication, “Dashboard” should appear on the page. If it does not appear, click on Planning.

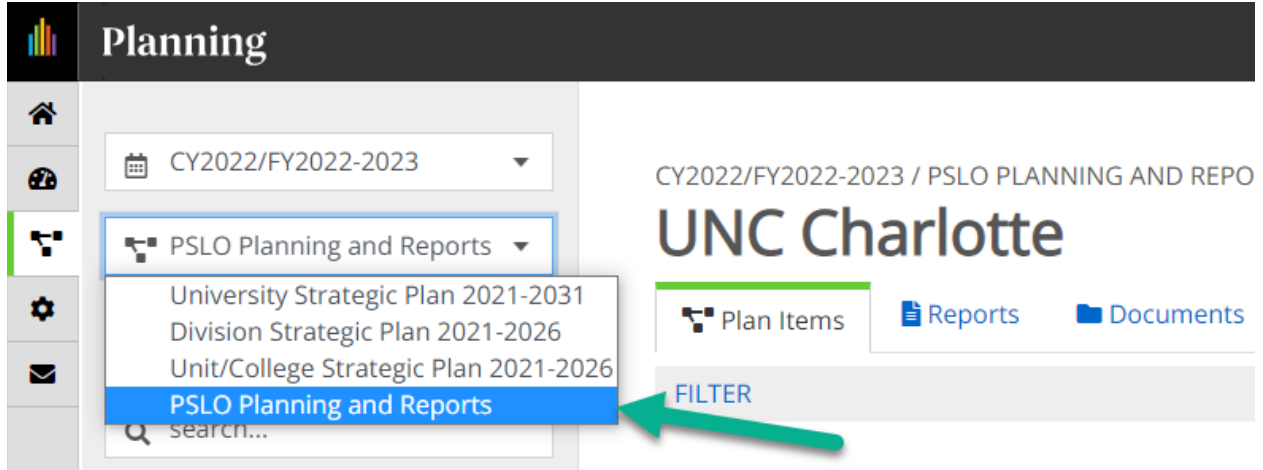
1. Click on  “Plans Icon” to get started. See example below.



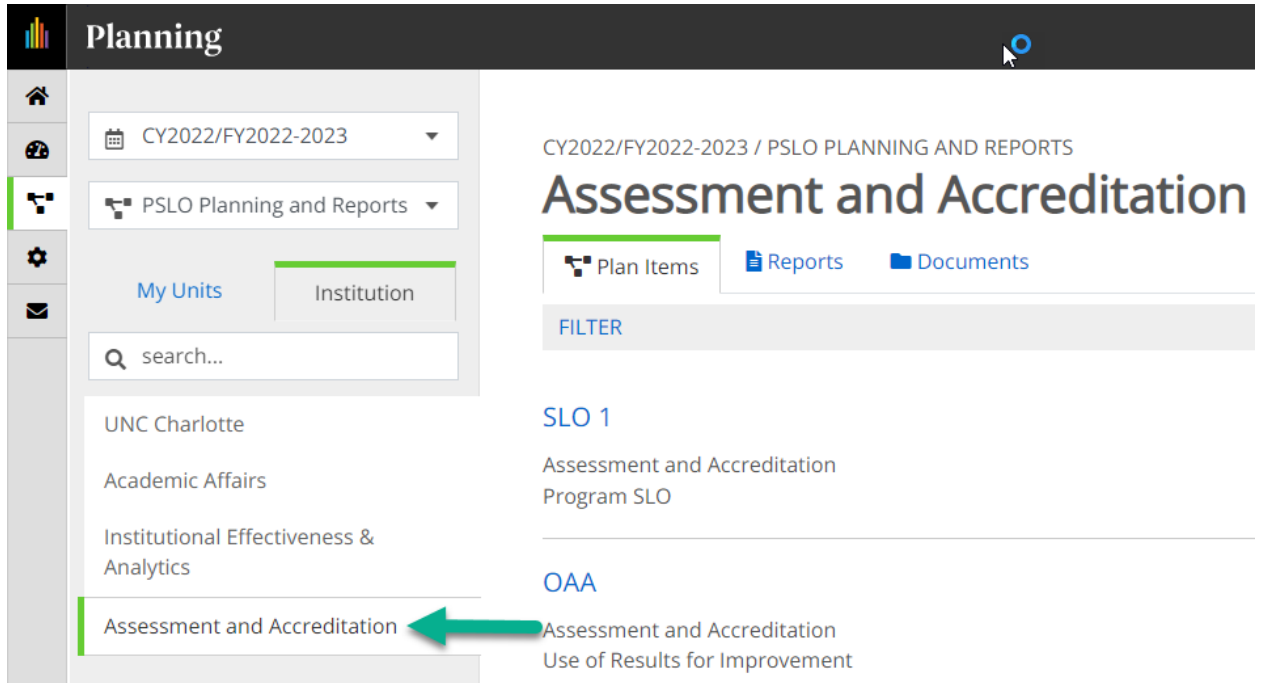
2. If the correct year is not appearing, click the drop-down tab and change to the desired year. All data is organized by calendar/fiscal year for reporting purposes. If your area operates on CALENDAR year, “CY” indicates the year in which to enter data. If your area operates on FISCAL year, “FY” indicates the year in which the data is entered. The example below indicates CY2022/FY2022-2023.



3. Select PSLO Planning & Reports from the plan drop-down box.



4. From the Organizational Tree on the left, select the unit for which you are entering the PSLO Planning and Reports information. You will need to select “Academic Affairs”, then select the “College”, select your Department, and then select the “Program.” In this example, Assessment and Accreditation is selected.



5. To edit existing SLO items, click the name of the SLO (blue text) near the center of the page. To add a new SLO, click the “+Plan Item” button (circled in green) on the right side of the page select Program SLO.

The screenshot shows the 'Planning' system interface. The main header is 'Planning' with a user profile 'MC Mitchel'. The left sidebar contains navigation options: Home, PSLO Planning and Reports, My Units, and Institution. The main content area is titled 'Assessment and Accreditation' and shows a list of SLO items. The first item is 'SLO 1' with a description 'Assessment and Accreditation Program SLO' and dates '7/1/22 - 6/30/23'. A second item is 'OAA' with a description 'Assessment and Accreditation Use of Results for Improvement' and dates '7/1/22 - 6/30/23'. A '+ Plan Item' button is circled in green, and a green arrow points to the 'SLO 1' link. Another green arrow points from the 'SLO 1' link to the 'Program SLO' dropdown menu.

6. The start and end dates are auto populated to generate reports. **Please do not change the dates.**

The screenshot shows the 'Edit Plan Item' form in the Planning system. The form is titled 'Edit Plan Item' and shows the 'SLO Number' field populated with 'SLO 1'. The 'Start' date field is populated with '07/01/2022' and the 'End' date field is populated with '06/30/2023'. A 'Report View' button is visible in the top right corner.

7. If you are editing an existing SLO, some sections will be pre-populated with the information entered the previous year. Please update any sections that have changed from the previous year. If this is a new SLO, please complete all sections according to the directions in italics.

Planning

Providing Department *
[Assessment and Accreditation](#)

Student Learning Outcome

Describe the knowledge, ability, or disposition that graduating students will possess as a result of completing the program.

File Edit View Insert Format Tools Table

Paragraph B I [align icons] [list icons]

Students will be able to discuss the six characteristics of good assessment practice.

SLO Area (select one)

Select the area for which the SLO is aligned.

[dropdown menu]

Delivery Mode

Please select the appropriate site information. If delivered face-to-face at a site other than the main campus, please list sites in the "Other sites" section.

Face-to-Face (50% or more class time face-to-face with students)

Online (50% or more class time online with students)

Other Sites

Please list locations other than the main campus where students can attend face-to-face courses.

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[align icons] [list icons]

P

8. Beginning with the section “SLO Assessed” new and previous plans will enter information for the current assessment cycle. **Please** pay attention to the questions in the directions for the “Reflection on Results” section.

Planning

SLO Assessed
Was this SLO scheduled to be assessed this year?
[Dropdown menu]

Results
Report the assessment data collected for each effectiveness measure. Include the number of students assessed for each effectiveness measure. Please include results from previous cycles. Important: If the program offers face-to-face and online delivery of the course, disaggregate the results by delivery mode. Attach the data summaries you used.

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[Rich text editor toolbar with icons for undo, redo, paragraph, bold, italic, text color, background color, bulleted list, numbered list, and indent]

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

Results Exception
Check this box to confirm that program faculty continue to collect and analyze data annually, but are not reporting this year because there were less than the minimum number of students required for reporting. The reporting minimums are: at least 5 students in a graduate and professional program and at least 10 students in undergraduate programs.
 Program data not reported this year based on minimum number of students.

Performance Assessment Target
Was the selected performance target met on all effectiveness measures?
[Dropdown menu]

Reflection on Results
Were changes recommended during the last assessment cycle implemented as planned? If not, please explain. What impact did the changes made have on student learning? What strengths and weakness did you observe in the data collected? Did all groups of students (face-to-face, online, any other disaggregated populations) achieve at the same level? What is the frequency over the past 3 years of meeting the selected achievement target?

9. When you are finished click “Done” at the bottom right of the page.

Reflection on Results

Were changes recommended during the last assessment cycle implemented as planned? If not, please explain. What impact did the changes made have on student learning? What strengths and weakness did you observe in the data collected? Did all groups of students (face-to-face, online, any other disaggregated populations) achieve at the same level? What is the frequency over the past 3 years of meeting the selected achievement target?

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Delete



Done

9. When your results have been added for all program SLOs, the “Use of Results for Improvement” item will need to be completed. To edit existing Use of Results for Improvement item, click the name of the item (blue text) near the center of the page. To add a new Use of Results for Improvement items, click the “+Plan Item” button (circled in green) on the right side of the page and select Use of Results for Improvement.

The screenshot shows the 'Planning' software interface. On the left is a navigation sidebar with 'Assessment and Accreditation' selected. The main content area is titled 'Assessment and Accreditation' and lists two items:

- SLO 1**: Assessment and Accreditation Program SLO (7/1/22 - 6/30/23). A green arrow points to the item name.
- OAA**: Assessment and Accreditation Use of Results for Improvement (7/1/22 - 6/30/23). A green arrow points to the item name.

At the top right of the main content area, there is a '+ Plan Item' button circled in green. A dropdown menu is open below it, showing 'Program SLO' and 'Use of Results for Improvement'. A green arrow points to the 'Use of Results for Improvement' option.

10. Complete the two sections for all Program SLOs. **Please** read the instructions provided in italics.

Planning

[Assessment and Accreditation](#)



Improvement Types

Select from the following improvements that your program will implement based on the analysis of all program student learning outcomes assessed this cycle.

- Modification to teaching strategies
- Modify frequency or schedule of course offerings
- Make technology related changes
- Make personnel related changes
- Implement additional professional development
- Revise advising standards or process
- Revise admissions criteria
- Revise and/or enforce prerequisites
- Revise course sequence
- Revise course content
- Add a course
- Delete a course
- Changes to professional accreditation standards
- Revise student learning outcome statement
- Revise measurement approach
- Collect and analyze additional data and information
- Change method of data collection
- Other planned changes
- Plan has been reviewed and no changes made

Use of Results for Improvement Narrative

Describe each of the changes selected above and which program SLO the change will affect. If "No changes made based on this review" is selected, please explain how the results prompted this decision.



11. When you are finished, click “Done” at the bottom right of the page.