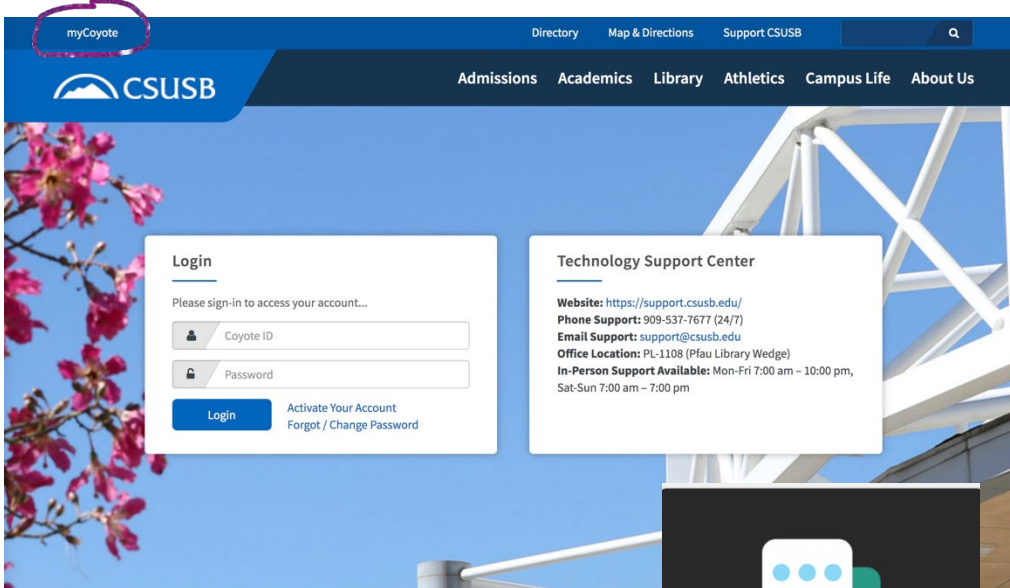**Campus Labs/Anthology**
Outcomes User Training Module
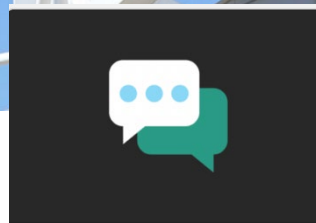*Please contact us at the Assessment Office if you need support*
or have questions: assessmentoffice@csusb.edu

Logging into Outcomes

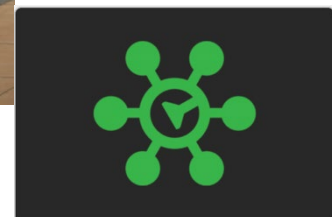Log into **My Coyote**

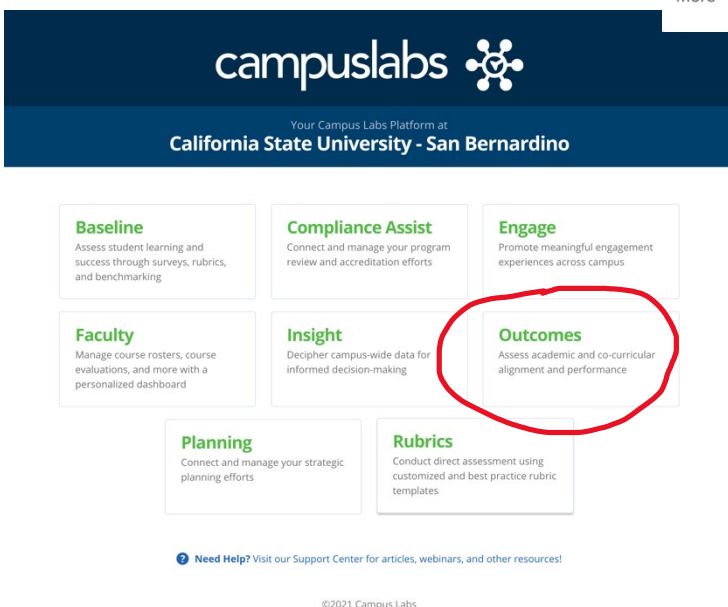Once in My Coyote, click on the **Collaborate** tile; then click on the **Campus Labs** tile

Finally, click on **Rubrics**

The **Outcomes** tool is intended for both academic and co-curricular settings. Outcomes has the tools to determine the extent to which student experiences are designed to maximize student success. This tool allows users to connect to rubric data, measure outcomes at each level of the institution, compare results over multiple terms, and incorporate evidence into actionable plans.
If you are unfamiliar with assessing learning outcomes in higher education, check out the webinar, Assessing Learning Outcomes. The video is about 52 minutes in length. For any questions or additional assistance, please contact the Assessment Office at AssessmentOffice@csusb.edu.

Please contact your supervisor, department head, or assessment coordinator if you are denied access to Outcomes. If you are not sure who to contact, please send a message to the Assessment Office in the Division of Academic Affairs at assessmentoffice@csusb.edu.

Overview and Introduction

It's time to get started in your Outcomes site! This collection of material will introduce you to the Outcomes site structure and the various methods to navigate the site.

Topic	Resource
Outcomes Overview	Short Video
Navigating Your Outcomes Platform	Article
Navigating Academic Years	Article
Total Time	**20 minutes**

Follow up: Log into your Outcomes platform. Navigate to the various areas. Click around and become familiar with the platform.

Creating Outcomes, Assessments, and Entering Results

This collection of material will introduce users to the three Outcomes templates. In the Outcomes platform, users can write learning outcomes, document the assessment process, and enter the assessment results. Each one of these action steps has a corresponding template where the information can be entered. You will learn how access and compete each template.

Topic	Resource
Filling Out Templates	Article Video
Adding Learning Outcomes	Article, Video
Copying Outcomes	Article
Remove a Learning Outcome	Article, Video
Sorting Outcomes	Article
Adding Assessment to Outcomes	Article, Video
Multiple Assessments of a Learning Outcome	Article
Adding Attachments to an Assessment	Article,
Entering Assessment Results	Article, Video
Entering Total Achievement Levels	Article, Video
Entering Individuals Student Scores	Article, Video
Entering Campus Labs Rubrics	Article, Video
Creating and Using Thresholds	Article, Video
Total Time	**1.5 hours**

Follow up: Write several overarching outcomes into your platform. We suggest starting with PLO's. The next module will show you how to request assessments from other organizations, courses, and sections. But, the first step is to have some learning outcomes in the platform that will need to be assessed. When doing this, it is helpful to have a document of the learning outcomes open on your computer. You can copy and paste the statements directly into Outcomes.

Connections

It's time to create your assessment framework and data aggregation system! This training looks to introduce you to the concept of connections, what purpose they serve, the types of connections that can be made, and how to set them. Connections are the process of requesting assessment and data from various sources to create aggregate and comparative reports. Connections will serve as the data conduit to create your data visualizations.

Topic	Resource
Creating Assigned Connections	Article, Video
Creating Related Connections	Article, Video
Connect Units Up	Article, Video
Assignment Chains	Article, Video
Connections in Academic Programs	Article, Video
Deleting Connections	Article
Editing Connections	Article
Total Time	**2 Hours**

Follow up: Create Connections! However, before doing so, it is recommended you look over your assessment framework and figure to before hand where all outcomes need to be written, what types of connections you will making, and where. It is also suggested that after you complete a few connections, go back in and delete them, edit them, and re-create them. Try to use the total functionality of the tool in this learning phase. After learning about Connections, you should now have the ability to build your assessment framework in the platform.

Data Visualizations and Reports

This collection of material will introduce users to the various data visualizations and reporting features in Outcomes. You will be given an in-depth introduction and analysis to all of the data visualizations you will eventually create.

Topic	Resource
Curriculum Map	Article, Video
Bloom's Aggregate Taxonomy Report	Article, Video
Bloom's Taxonomy Individual Analysis	Article
Various Aggregate Data	Article
Structure of your Outcomes Data	Article
Aggregation of Data	Article
Total Time	**1 Hour**

Follow up: Now that you are familiar with numerous data visualizations that Outcomes can produce, think about what data your institution is looking for. Try to think where it will appear in your Outcomes Platform and in what format. Write these down and keep them in mind when learning about the rest of the platform and its functionalities.