

# Campus Labs (now Anthology)

Outcome Assessments and Results

# MiraCosta College

## Outcome Assessments and Results

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## **Introduction**

This guide will walk you through the process of completing an assessment and uploading your results using English 100 as an example.

## **Learning Objectives**

After completing the instructions in this booklet, you will be able to:

- Access your account
- Access your organization unit and related outcomes
- Add assessments to outcomes
- Add results to an assessment
- Upload, download, and delete attachments
- Relate outcomes to other outcomes

## **Video Tutorial**

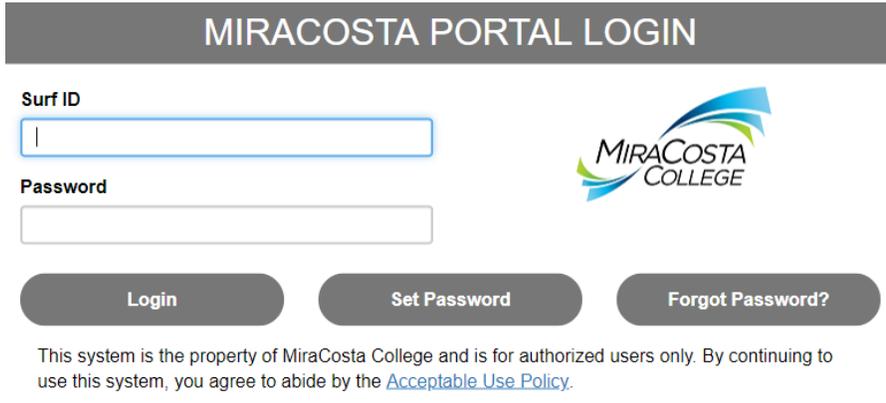
If you would like to refer to the video tutorial, please use the link below.

[SLO Assessment and Requests in Campus Labs/Anthology](#)

## Logging in

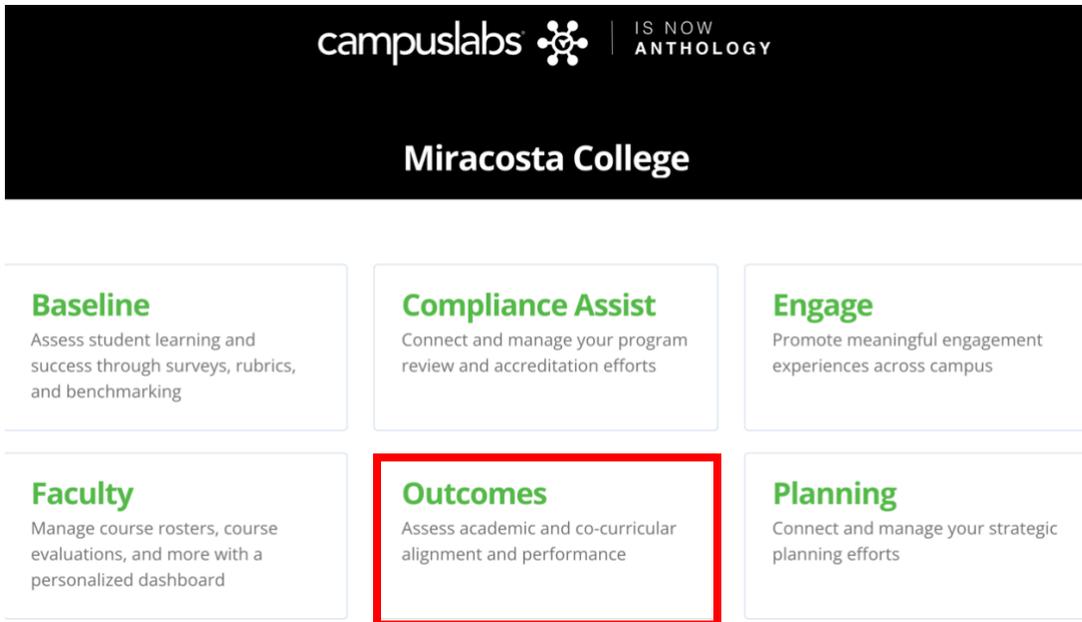
Access to MCC Outcomes requires your Surf ID and password to access. To log in to your MCC account login:

1. Navigate to <http://www.miracosta.edu/azindex.html>.
2. Click on C and navigate to Campus Labs.
3. Click on Campus Labs.
4. You will be prompted to enter your **Surf ID** and **Password**.
5. Click **LOGIN**.



The image shows a login form titled "MIRACOSTA PORTAL LOGIN". It features two input fields: "Surf ID" and "Password". To the right of the fields is the Miracosta College logo. Below the fields are three buttons: "Login", "Set Password", and "Forgot Password?". At the bottom, there is a disclaimer: "This system is the property of MiraCosta College and is for authorized users only. By continuing to use this system, you agree to abide by the [Acceptable Use Policy](#)."

6. You will be logged in to the Campus Labs/Anthology portal. Click **Outcomes**.



The image shows the "campuslabs" logo with a gear icon and the text "IS NOW ANTHOLOGY". Below this is the "Miracosta College" logo. The main content area contains six cards with the following titles and descriptions:

- Baseline**: Assess student learning and success through surveys, rubrics, and benchmarking
- Compliance Assist**: Connect and manage your program review and accreditation efforts
- Engage**: Promote meaningful engagement experiences across campus
- Faculty**: Manage course rosters, course evaluations, and more with a personalized dashboard
- Outcomes**: Assess academic and co-curricular alignment and performance (This card is highlighted with a red border)
- Planning**: Connect and manage your strategic planning efforts

7. You will be taken to MiraCosta Outcomes where you will be able to manage assessments and results.

# Completing your Assessment

The following section will use ENGL 100 as an example to demonstrate how to access your organizational unit, select the proper term, create assessments, enter results, and delete results and assessments.

This particular example will show adding an assessment to CSLO 1 under ENGL 100.

Please note that you can enter assessments at the beginning of the semester and add the results later. You will also be able to edit the assessment and results, if needed.

## Accessing your Organization Unit and Outcomes

Assessments are tied to the courses, which are organized within the department and college that they belong to.

To access the proper organizational unit:

1. From the Navigation Menu on the left-side of the window, click the appropriate **division**.
2. Colleges will be displayed. Click the appropriate **discipline**.
3. Departments will be displayed. Click the appropriate **department**.
4. A list of courses under the department will display. Click the **course** you wish to access. Assessment and results are entered at the course level; not at the section level.

Academic Year 2017-2018

ALL ORGANIZATION UNITS

MiraCosta Community College District

Instructional Services 1

Letters & Communication Studies 2

English - Transfer 3

**ENGL 100 Course 4**

SPRING 2018

ENGL 100 1016

ENGL 100 1017

ENGL 100 1018

ENGL 100 1019

ENGL 100 1020

## ENGL 100

Academic Year 2017-2018

Outcomes Taxonomy Curriculum Map

Term: Overview

**CSLO 1**  
At the end of instruction in ENGL 100, students will be able to compose an expository essay characterized by a controlling idea, logically sequenced p...  
Create Nonfunctional Verb(s) Not Selected

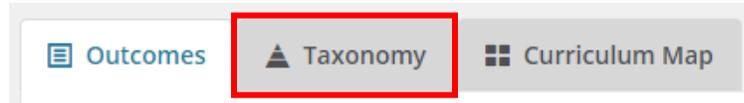
**CSLO 2**  
At the end of instruction in ENGL 100, students will be able to support paragraph level claims with explanations of relevant and specific evidence.  
Evaluate Nonfunctional Verb(s) Not Selected

**CSLO 3**  
At the end of instruction in ENGL 100, students will be able to integrate, quote or paraphrase, and correctly document source material according to ML...  
Remember, Understand, Create Nonfunctional Verb(s) Not Selected

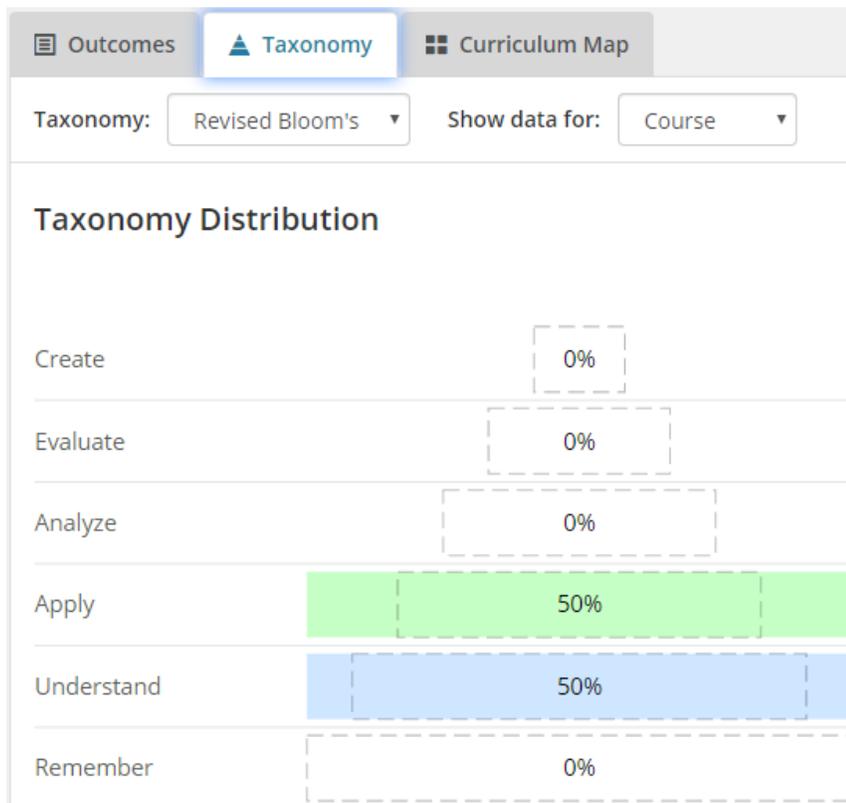
Add Outcome

## Taxonomy

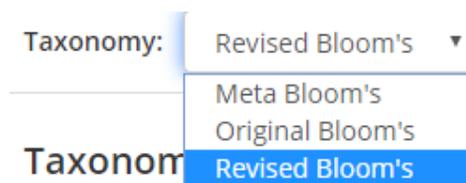
You will notice that next to the Outcomes tab is a second tab called **Taxonomy**.



If you select that particular tab you will see that your particular course learning outcomes have been automatically assessed for the Revised Bloom's Taxonomy.



If you would like to see what it looks like for a different type of Taxonomy you can click on the drop down to change the Taxonomy.



To return to outcomes, click on the **Outcomes** tab.



## Adding an Assessment to an Outcome

Once you have selected an outcome, you will be prompted to add an assessment to the outcome. For this example, an assessment will be added to CSLO 1 for English 100 for the Spring 2018 term.

1. Click on the CSLO you wish to assess. **Please do not edit, add, or rename any of the CSLOs.**
2. In the Measures area, select the **semester** you would like to work in.

The screenshot shows the 'ENGL 100' page for 'Academic Year 2017-2018'. The 'Measures' section is highlighted with a red box. It lists three semesters: Summer 2017, Fall 2017, and Spring 2018. Each semester has a green circle icon and a toggle switch labeled 'On' followed by the text 'No Measure Selected'. To the right of the Measures section, there are three 'Not Selected' buttons arranged vertically, each connected to a vertical line.

3. Under *How will assessment be performed?*, click **Assessment**.

The screenshot shows the 'ENGL 100' page for 'Academic Year 2017-2018' with the term set to 'Spring 2018'. The 'How will assessment be performed?' section is visible, with a toggle switch labeled 'On Measure'. Two options are presented in boxes: 'Assessment' (highlighted with a red box) and 'Connection'. The 'Assessment' option includes the text 'ENGL 100 will perform assessment of this outcome.' The 'Connection' option includes the text 'Gather assessment data by making a connection to other organization units, courses, or outcomes.'

4. The *Create Assessment* form will display. Enter the following to complete the assessment:
  - a. *Title*: enter a **brief title** to identify how the achievement was measured.
  - b. *Method / What type of instrument was used*: from the drop-down, select the **method** of input used to measure achievement. If you used multiple methods, you can select *Other -> Aggregate*
  - c. *Began Assessment*: enter the **date** the assessment began.
  - d. *Ended Assessment*: enter the **date** the assessment ended.
  - e. *Purpose*: Select the option which best fits the **reason** for the assessment. Summative is the most common.
  - f. *Result Type*: If you are assessing aggregates at the end of the year/semester, select **Total Achievement Levels**.
  - g. *Degree of Learning*: (optional) select from the **drop-down** the degree of learning a student should attain for this outcome. A good use of this would be if a class had a sequence of courses building on the learning.
  - h. *Score Format*: You can measure your results using percentages or points.
  - i. *Thresholds*: The **Minimum** and **Maximum** Score will default. Please enter a **Met** score. This will be the score that was decided on that determines at which point a student has met said outcome.
  - j. When finished entering the information for your assessment, click **Submit**.

# Create Outcome 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.

**Began Assessment \***

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

**Ended Assessment**

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

**Purpose**

**e** **Formative**



**Diagnostic**



**Summative**



Assess performance during the learning process to guide further efforts.

Assess knowledge, skills, or attributes prior to interaction with learners.

Measure achievement at the end of interaction with learners.

Select whether the purpose was to establish a baseline of prior achievement (diagnostic), to measure achievement part way through a segment or the entire course/program (formative), or to take a final measurement of learning (summative).

**Result Type \***

**f** **Total Achievement Levels**

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

**Individual Student Scores**

Record individual scores by entering the results of each student.

Select the appropriate way to record results for this assessment.

**Degree of learning**

Select the degree of learning a student should attain for this outcome.

**Score Format**

Percentage  Points

Select the format of the assignment scoring.

**Thresholds \***

0-100%

<b>Minimum Score *</b>	<b>Met *</b>	<b>Maximum Score *</b>
<input type="text" value="0"/> %	<input type="text" value="i"/> %	<input type="text" value="100"/> %

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

[Cancel](#)

**Submit**

j

5. The assessment will be created and displayed under the selected outcome.

The screenshot shows the course page for ENGL 100, Academic Year 2017-2018. The page has tabs for 'Outcomes', 'Taxonomy', and 'Curriculum Map'. The 'Term' is set to 'Spring 2018'. The main content area displays 'CSLO 1' with a description: 'At the end of instruction in ENGL 100, students will be able to compose an expository essay characterized by a controlling idea, logically sequenced paragraphs, and focused body paragraphs.' Below this is a 'Create' button and a 'Nonfunctional Verb(s)' indicator. The 'EVALUATED RESULT' section shows 'Expository Essay' with a 'Latest' dropdown. The 'Assessments' section is highlighted with a red box and contains a 'Create Assessment' link. Below this, there is an entry for 'Expository Essay (Edit)' with the dates 'Feb 1, 2018 - May 10, 2018'. To the right of this entry is a 'No Results' box, an 'Add Results' link, and a button showing '0' with a pencil icon.

### Adding Results to an Assessment

Once you have created your assessment, you can begin to enter the results from the completed assessment.

1. Next to the Assessment you wish to add a result to, click **Add Results**.

This screenshot is identical to the one above, but the 'Add Results' button in the 'Assessments' section is highlighted with a red box to indicate the next step in the process.

2. In the *Result / Total Achievement Levels* section, enter the **number of students** who met or did not meet the outcomes as measured by the score threshold.

### Results | Total Achievement Levels

[Clear](#)

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

Met *	<input type="text" value="Total number Met"/>	<input type="text"/>
Not Met *	<input type="text" value="Total number Not Met"/>	<input type="text"/>

### Results | Total Achievement Levels

[Clear](#)

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

Met *	<input type="text" value="30"/>	<div style="width: 75%; height: 20px; background-color: #28a745;"></div>
Not Met *	<input type="text" value="9"/>	<div style="width: 25%; height: 20px; background-color: #dc3545;"></div>

3. In the *Supporting Information* section, enter the following:
- Summary*: Enter a **summary** of your findings.
  - Reflection*: Your thoughts on the results of achievement success or lack thereof.

### Supporting Information

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

**a**

Summary

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

**b**

Reflection

Your thoughts on achievement success or lack thereof by students. If an action plan is desired, be sure to complete the "Actions/Recommendations" section below.

- Under the *Actions/Recommendations* section in the *Add Actions/Recommendations* field, enter any **improvement(s)** that could be made to the assessment process, or to improve student achievement.
- Click **Create**.
- The improvement will be added under the *Actions/Recommendations* field. Continue to add improvements by repeating steps 4 & 5. This list is a good resource to reference when adding actions plans.
- When finished adding to the *Add Actions/Recommendations* field, click **Submit**.

## Actions/Recommendations

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

Focus on problem areas **6**

Add Actions/Recommendations

Other actions/recommendations... **4**

**Create** **5**

[Cancel](#)

**Submit** **7**

- You will be returned to the outcomes window and your results will be added to the assessment.

# ENGL 100

📅 Academic Year 2017-2018

📖 Outcomes
⚙️ Taxonomy
🗺️ Curriculum Map

Term: Spring 2018 [← Back to List](#)

## CSLO 1 [Edit](#)

At the end of instruction in ENGL 100, students will be able to compose an expository essay characterized by a controlling idea, logically sequenced paragraphs, and focused body paragraphs.

⚙️ Create ⚠️ Nonfunctional Verb(s)

EVALUATED RESULT [Latest ▾](#)

### Expository Essay

Met	<div style="width: 76.92%; height: 10px; background-color: #28a745;"></div>	76.92%	30
Not Met	<div style="width: 23.08%; height: 10px; background-color: #dc3545;"></div>	23.08%	9

## Assessments [Create Assessment](#)

Expository Essay [\(Edit\)](#)

Feb 1, 2018 - May 10, 2018

[Result Details](#)

📄 0

If another assessment needs to be entered for the same learning outcome in the same semester, you can click on **Create Assessment** and follow the same steps shown in [Completing your Assessment](#).

Term: Spring 2018 [← Back to List](#)

## CSLO 1 [Edit](#)

At the end of instruction in ENGL 100, students will be able to compose an expository essay characterized by a controlling idea, logically sequenced paragraphs, and focused body paragraphs.

▲ Create ▲ Nonfunctional Verb(s)

EVALUATED RESULT [Latest ▾](#)

### Expository Essay

Met	<div style="width: 76.92%; background-color: green;"></div>	76.92%	30
Not Met	<div style="width: 23.08%; background-color: red;"></div>	23.08%	9

## Assessments

[Create Assessment](#)

Expository Essay ([Edit](#))

Feb 1, 2018 - May 10, 2018

[Result Details](#)

✎ 0

If a learning outcome is assessed in more than one semester, the aggregate of the summative results will be shown if *Overview* is selected in the *Term* dropdown of the learning outcome.

# ENGL 100

Academic Year 2017-2018

[Outcomes](#)
▲ Taxonomy
☰ Curriculum Map

Term: Overview [← Back to List](#)

AGGREGATED RESULT

Met	<div style="width: 68.83%; background-color: green;"></div>	68.83%	53
Not Met	<div style="width: 31.17%; background-color: red;"></div>	31.17%	24

## CSLO 1 [Edit](#)

At the end of instruction in ENGL 100, students will be able to compose an expository essay characterized by a controlling idea, logically sequenced paragraphs, and focused body paragraphs.

▲ Create ▲ Nonfunctional Verb(s)

## Measures

- [Summer 2017](#)  
On  No Measure Selected
- ✓ [Fall 2017](#)  
On  Measured By Assessment
- ✓ [Spring 2018](#)  
On  Measured By Assessment

## Deleting Results and Assessments

It is possible to remove a result or assessment if needed. If there are assessments in different terms for the same learning outcome, each applicable assessment will need to be removed in its specific term.

If you are removing **both** the *Results* and the *Assessment* you can follow steps 4-6 to delete the *Assessment*. Deleting the *Assessment* will also delete any results that are a part of the *Assessment*.

### Deleting Results

1. Make sure you are in the correct term. In the learning outcome, click on **Result Details**.

The screenshot shows the LMS interface for a learning outcome. At the top, there are tabs for 'Outcomes', 'Taxonomy', and 'Curriculum Map'. Below these, the term 'Spring 2018' is selected in a dropdown menu, with a 'Back to List' link. The main content area displays 'CSLO 1' with an 'Edit' link. Below this is a description of the learning outcome: 'At the end of instruction in ENGL 100, students will be able to compose an expository essay characterized by a controlling idea, logically sequenced paragraphs, and focused body paragraphs.' There are also icons for 'Create' and 'Nonfunctional Verb(s)'. To the right, under 'EVALUATED RESULT', the 'Expository Essay' is shown with a 'Latest' dropdown. A progress bar indicates that 76.92% (30 students) met the criteria, and 23.08% (9 students) did not. Below this, there is a section for 'Assessments' with a 'Create Assessment' link. A specific assessment, 'Expository Essay', is listed with an 'Edit' link and a date range of 'Feb 1, 2018 - May 10, 2018'. A progress bar for this assessment shows a 'Result Details' button highlighted with a red box, and a '0' icon.

2. Scroll to the bottom of the page after the *Actions/Recommendations* section. Click *Delete*.

### Actions/Recommendations

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

Add Actions/Recommendations

3. Confirm that you want to delete the results. If you have a window that does not look like the one below, click *Cancel* and make sure you are at the bottom of the page that shows the *Thresholds*.

**Confirmation** ×

---

Are you sure you want to delete the results?

---

Cancel Clear Results

### Deleting Assessments

4. You should now be back on the learning assessment page. To remove the assessment click on *Edit* next to the title of the assessment **NOT** the learning outcome name.

## Assessments

[Create Assessment](#)

Expository Essay Edit  
Feb 1, 2018 - May 10, 2018

No Results

[Add Results](#) ✎ 0

5. Scroll to the bottom of the page after the *Thresholds* section. Click *Remove*.

Thresholds \*

0-69.99%

70-100%

Minimum Score *	Met *	Maximum Score *
0 %	70 %	100 %

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

---

Remove [Cancel](#) Submit

6. You will get a pop up that explains that removing this assessment will remove any data or connections associated with the assessment for that learning outcome. Confirm that it reads *Remove Outcomes Assessment*. Check the box to confirm, and click *Remove*.

### Remove Outcomes Assessment

Are you sure you want to remove this assessment data for **Spring 2018** from **CSLO 1?**  
Connections made to or from this outcomes assessment will also be deleted.

confirm that all assessment data for this outcomes assessment during this academic term will be deleted.

Cancel REMOVE

# Supplementary Information

## Adding Attachments to an Assessment

You can upload additional documentation to help support the analysis and summary of your assessment. To upload a file to an Assessment:

**Note:** the following file formats are supported: DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, MP4, MP3, TXT, JPG, CSV, BMP, and PNG.

**Note:** ZIP files are *not supported*, as they cannot be downloaded in their original format once uploaded.

1. Under *Assessments*, click on the **paperclip icon**. 

### CSLO 1 [Edit](#)

At the end of instruction in ENGL 100, students will be able to compose an expository essay characterized by a controlling idea, logically sequenced paragraphs, and focused body paragraphs.

 Create  Nonfunctional Verb(s)

EVALUATED RESULT

[Latest](#) ▾

### Expository Essay

Met		60.53%	23
Not Met		39.47%	15

## Assessments

[Create Assessment](#)

### Expository Essay [\(Edit\)](#)

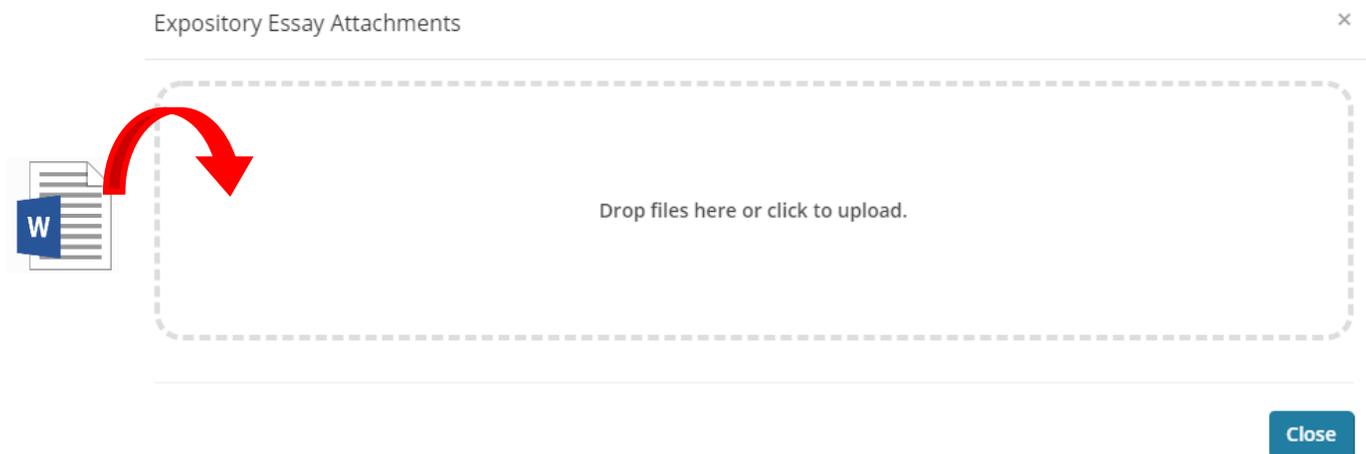
Aug 9, 2017 - Dec 15, 2017



[Result Details](#)



2. The *Attachments* window will appear. From your computer, click and drag your file into the **upload window** or click on the window to locate your file.



- The attachment will be added to your pending uploads. In the comment field, you can leave a **short description** regarding the file (*optional*).
- Click **Upload** to upload your file.

Expository Essay Attachments ×

---

### Files to Upload

Name	Comment
Engl 100.docx	Expository Essay Data

[Cancel](#)
Upload
3

Close
4

- Your file will be uploaded to the assessment. To upload additional files, repeat **steps 2-4**.
- Click **Close** once finished uploading your files to return to the assessments window.

Expository Essay Attachments ×

---

Name	Comment	
<a href="#">Engl 100.docx</a>	Expository Essay Data	<input checked="" type="checkbox"/> <input type="checkbox"/>
<a href="#">Additional Data.docx</a>		<input checked="" type="checkbox"/> <input type="checkbox"/>

Drop files here or click to upload.

Close

- Your Assessment will now show how many attachments are attached.

## Assessments

[Create Assessment](#)

Expository Essay [\(Edit\)](#)  
 Aug 9, 2017 - Dec 15, 2017



[Result Details](#)

📎 2

## Managing your Attachments

The following section will explain how to download existing attachments from an assessment, edit comments added to attachments, and how to delete attachments.

### Download an attachment

1. From the *Assessment* window, click on the **paperclip icon**.
2. The *Attachment* window will open and display all files attached to the current assessment. Click a **file** to download.

Expository Essay Attachments ×

Name	Comment	
<a href="#">Engl 100.docx</a>	Expository Essay Data	 
<a href="#">Additional Data.docx</a>		 

3. Save the file to a **location on your computer** to complete the download.

### Editing Comments

1. From the *Assessment* window, click on the **paperclip icon**.
2. The *Attachment* window will open and display all files attached to the current assessment. Click the **edit icon** next to the comment you wish to edit.

Expository Essay Attachments ×

Name	Comment	
<a href="#">Engl 100.docx</a>	Expository Essay Data	 
<a href="#">Additional Data.docx</a>		 

3. Make your changes to the comment in the comment field.
4. When finished, click **Update**.

Expository Essay Attachments ×

Name	Comment	
<a href="#">Engl 100.docx</a>	Expository Essay Data Spring 2018	 
<a href="#">Additional Data.docx</a>		 

## Deleting an Attachment

1. From the *Assessment* window, click on the **paperclip icon**.
2. The *Attachment* window will open and display all files attached to the current assessment. Click the **trashcan icon** next to the file you wish to delete.

Expository Essay Attachments ×

Name	Comment	
<a href="#">Engl 100.docx</a>	Expository Essay Data	 
<a href="#">Additional Data.docx</a>		 

3. A window will appear asking to confirm the deletion of the attachment. Click **Yes**.

Confirm Delete

---

Are you sure you want to delete this attachment?

---

4. The file will be deleted from the list of attachments.

## Assigning Assessments

You can make a connection between an assessment and an existing course with sections. If you wanted to assign instructors to enter their assessments and results on their own, then this would be a connection you could make.

1. Navigate to the *Outcomes* listed for your selected course and term (See *Accessing your Organization Unit and Outcomes* for more information).
2. Click the **Outcome** you wish to assign (this would be an outcome without an existing Assessment).
3. When asked *How the assessment will be performed?*, click **Connection**.

### CSLO 2 [Edit](#)

At the end of instruction in ENGL 100, students will be able to support paragraph level claims with explanations of relevant and specific evidence.

 Evaluate  Nonfunctional Verb(s)

AGGREGATED RESULT  
No Results

### How will assessment be performed?

On  
Measure

**Assessment**

ENGL 100 will perform assessment of this outcome.

**Connection**

Gather assessment data by making a connection to other organization units, courses, or outcomes.

4. When asked *What type of connection do you want to make?*, click **Assign assessment to other unit(s)**.

Create Connection ×

---

What type of connection do you want to make?



**Assign**

Request assessment of this outcome from another organization unit or course.

**Assign assessment to other unit(s)**



**Relate**

Perform assessment by aggregating data from other outcomes.

Relate to other outcomes

[Cancel](#)

5. A list of related course sections will be displayed. Select the **desired sections** from the list on the left (you can also Select All) by clicking on the **+**.

Assigned Connection ×

Organization

ENGL 100

[+](#)  
Select All

> S ENGL 100 1016 [+](#)

> S ENGL 100 1017 [+](#)

> S ENGL 100 1018 [+](#)

Assigned Units/Courses

Select one or more organization units or courses to measure this outcome.

[Cancel](#) [Save](#)

6. Under *Assigned Units/Courses* you should now see a list of the **sections** you selected. If you needed to remove any of these **sections** please click on **Remove**.

7. If you are happy with the **sections** listed, click **Save**.

Assigned Units/Courses [Remove All](#)

ENGL 100 1016	<a href="#">Remove</a>
ENGL 100 1017	<a href="#">Remove</a>
ENGL 100 1018	<a href="#">Remove</a>

**6**

[Cancel](#)

[Save](#)

**7**

8. Click on **Back to List**. Here you will see that the CSLO assessment has been assigned.

The screenshot shows the course page for ENGL 100, Academic Year 2017-2018. The page has tabs for Outcomes, Taxonomy, and Curriculum Map. The Term is set to Spring 2018. There are filter buttons for Assessed, Assigned, and Related. Below the filters, there is a section for CSLO 1 with a description: "At the end of instruction in ENGL 100, students will be able to compose an expository essay characterized by a controlling idea, logically sequenced p...". Below the description are icons for Create and Nonfunctional Verb(s). To the right of the CSLO 1 section, there is a box labeled "No Results" and a red-bordered box containing a green circle with a white 'A' and the text "Assigned".

9. When an instructor clicks on their course with section number they will see a *Pending Connection*.

10. When they click on the CSLO link it will take them directly to the page they need to enter the assessment.

The screenshot shows the course page for ENGL 100 1016, Academic Year 2017-2018. The page has tabs for Outcomes and Taxonomy. The Term is set to Spring 2018. On the left side, there is a sidebar with a list of organization units, including MiraCosta Community College District, Instructional Services, Letters & Communication Studies, English - Transfer, ENGL 100, and SPRING 2018. The ENGL 100 1016 Section is highlighted in blue. On the right side, there is a red-bordered box labeled "Pending Connections" with a red '1' in a circle next to it. The text inside the box says "This unit has been assigned the following outcomes." and "Spring 2018". Below this, there is a list of outcomes, with "CSLO 1" highlighted in a red box and a red '9' next to it. The text "ENGL 100" is also visible. There is also a red '8' next to the "Add Outcome" button.

11. When they click on the CSLO link it will take them directly to the page they need to enter the assessment. Now the assessment can be entered following the steps in the Getting Started tutorial.

## Relating Assessments

You can also make a connection between an assessment and an existing outcome, if the two are related (for example, relating reading comprehension to written communication). Doing so will duplicate the information to the assessment.

To relate an assessment:

1. Navigate to the *Outcomes* listed for your selected course and term (See *Accessing your Organization Unit and Outcomes* for more information).
2. Click the **Outcome** you wish to relate (this would be an outcome without an existing Assessment).

**ENGL 100**  
Academic Year 2017-2018

Outcomes Taxonomy Curriculum Map

Term: Fall 2017 [Add Outcome](#)

Filter:  Assessed  Assigned  Related

**CSLO 1**  
At the end of instruction in ENGL 100, students will be able to compose an expository essay characterized by a controlling idea, logically sequenced p...  
Create Nonfunctional Verb(s)  Assessed 38 Assessed

**CSLO 2**  
At the end of instruction in ENGL 100, students will be able to support paragraph level claims with explanations of relevant and specific evidence.  
Evaluate Nonfunctional Verb(s)  Not Selected

3. When asked *How the assessment will be performed?*, click **Connection**.

**CSLO 2** [Edit](#) AGGREGATED RESULT  
No Results

At the end of instruction in ENGL 100, students will be able to support paragraph level claims with explanations of relevant and specific evidence.

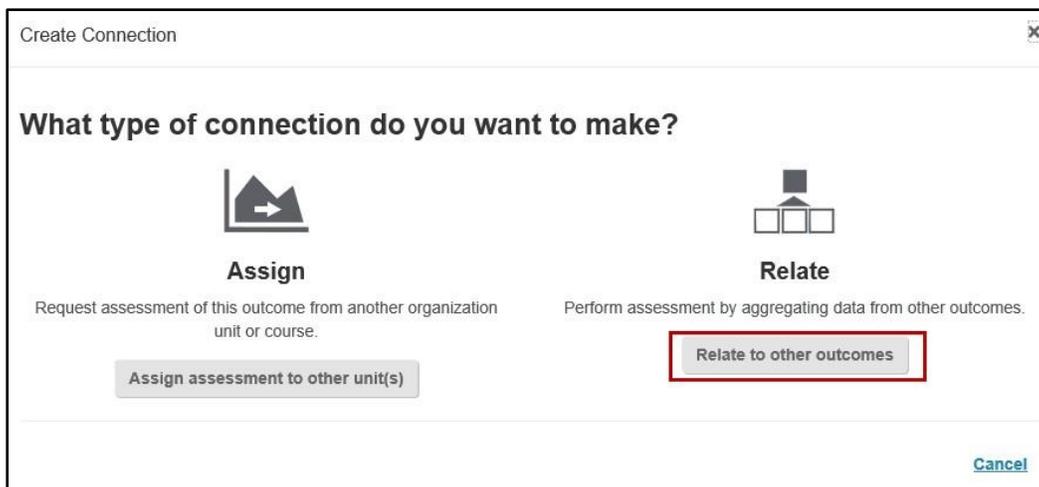
Evaluate Nonfunctional Verb(s)

**How will assessment be performed?**  On Measure

**Assessment**  
ENGL 100 will perform assessment of this outcome.

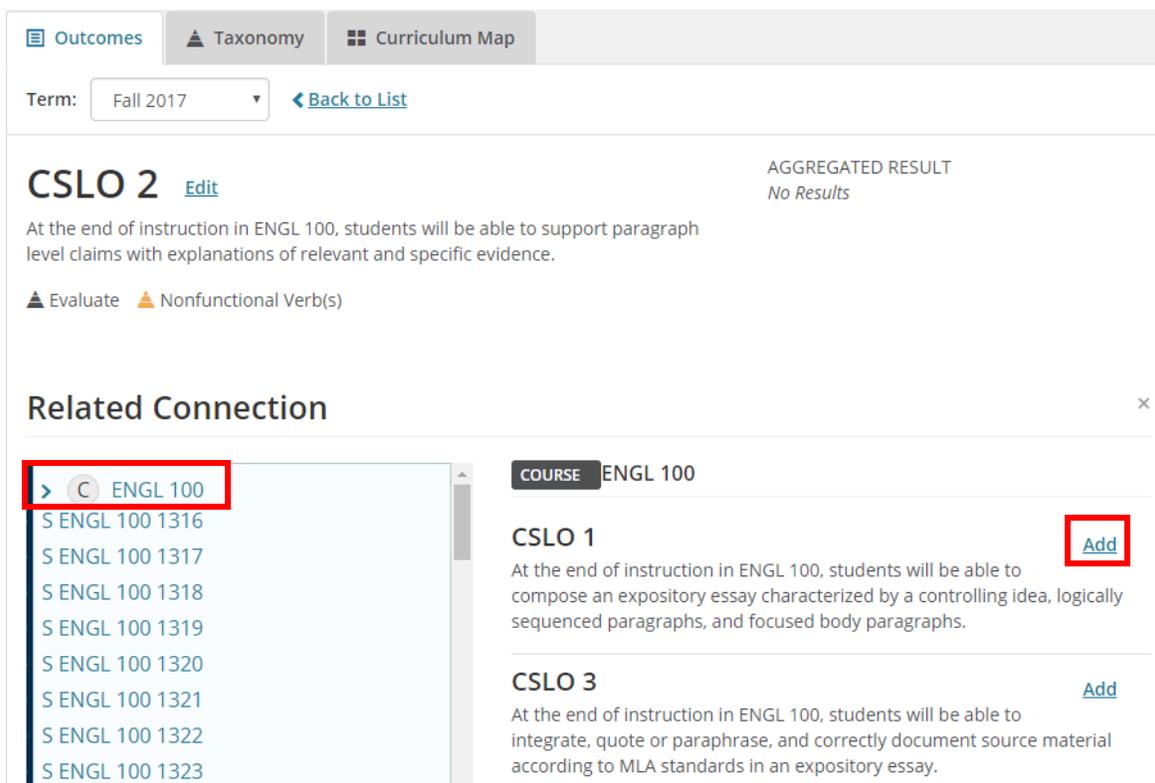
**Connection**  
Gather assessment data by making a connection to other organization units, courses, or outcomes.

4. When asked *What type of connection do you want to make?*, click **Relate to other outcomes**.



5. A list of related connections will be displayed, with available outcomes. Select the **desired course (not section)** from the list on the left (See Figure 26).

6. Next to the desired outcome you wish to relate, click **Add** (See Figure 26).



7. The outcome will be related. Click **Submit** to confirm.

### Related Connection ×

> **C** ENGL 100

- S ENGL 100 1316
- S ENGL 100 1317
- S ENGL 100 1318
- S ENGL 100 1319
- S ENGL 100 1320
- S ENGL 100 1321
- S ENGL 100 1322
- S ENGL 100 1323
- S ENGL 100 1324
- S ENGL 100 1325
- S ENGL 100 1326
- S ENGL 100 1327
- S ENGL 100 1328

**COURSE** ENGL 100

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**CSLO 1** [Remove](#)

At the end of instruction in ENGL 100, students will be able to compose an expository essay characterized by a controlling idea, logically sequenced paragraphs, and focused body paragraphs.

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**CSLO 3** [Add](#)

At the end of instruction in ENGL 100, students will be able to integrate, quote or paraphrase, and correctly document source material according to MLA standards in an expository essay.

### Related Preview [Remove All](#)

**CSLO 1** [Remove Connection](#)

At the end of instruction in ENGL 100, students will be able to compose an expository essay characterized by a controlling idea, logically sequenced paragraphs, and focused body paragraphs.

Course: ENGL 100

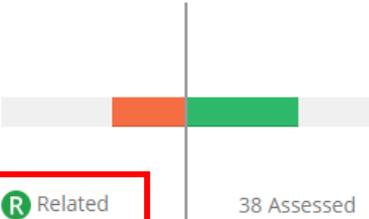
[Cancel](#)
Submit

8. The outcome will now have a *Related* icon. Click on the CSLO to see the related connections.

**CSLO 2**

At the end of instruction in ENGL 100, students will be able to support paragraph level claims with explanations of relevant and specific evidence.

▲ Evaluate ▲ Nonfunctional Verb(s)



R Related

38 Assessed

**CSLO 2** [Edit](#)

At the end of instruction in ENGL 100, students will be able to support paragraph level claims with explanations of relevant and specific evidence.

▲ Evaluate ▲ Nonfunctional Verb(s)

AGGREGATED RESULT			
Met	<div style="width: 100%; height: 10px; background-color: #28a745; border: 1px solid #000;"></div>	60.53%	23
Not Met	<div style="width: 100%; height: 10px; background-color: #dc3545; border: 1px solid #000;"></div>	39.47%	15

### Related Connections [Remove All](#) [Edit Connections](#)

**CSLO 1**

At the end of instruction in ENGL 100, students will be able to compose an expository essay characterized by a controlling idea, logically sequenced paragraphs, and focused body paragraphs.

Course: ENGL 100

▲ Uncategorized



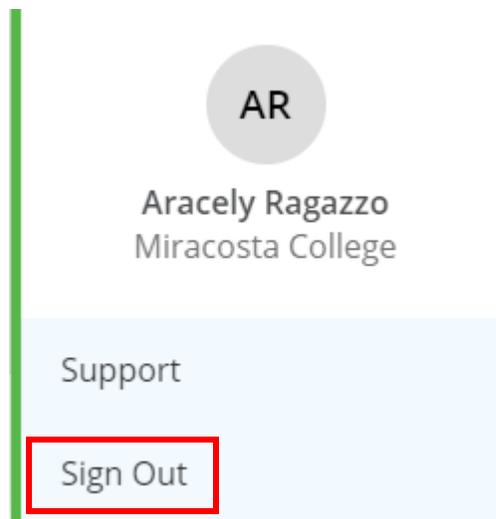
## Logging Out

To log out of Campus Labs/Anthology:

1. In the upper-right corner of the screen, click on your **name**.



2. From the drop-down menu, click **Sign Out**.



3. You will be signed out.

## Additional Help

For additional support, please contact:

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