

The University of Tennessee at Chattanooga  
Annual Effectiveness and Assessment Data Entry

**Campus Labs/Anthology – Planning Module**  
**Entering and editing assessment and institutional effectiveness information**

This handout describes the following actions and functions of the Campus Labs system.

- Logging on to the system ..... [page 2](#)
  - Selecting the correct Fiscal Year..... [page 4](#)
- Editing and adding data to an Outcome..... [page 5](#)
- Adding new Outcomes..... [page 6](#)
- Adding a new Student Learning Outcome ..... [page 7](#)
  - Adding data and other reports..... [page 9](#)
- Adding a new Service Outcome..... [page 12](#)
  - Adding data and other reports..... [page 13](#)
- Managing personnel and users for your area(s) ..... [page 16](#)
- Relating outcomes to the Strategic Plan..... [page 17](#)

**URL:** <https://utc.campuslabs.com/planning>  
or <https://www.utc.edu/opeir> and scroll down and click on ‘Assessment and Institutional Effectiveness’ and then ‘Planning Login’.

**Additional Resources**

UTC Links on institutional effectiveness, assessment, planning, etc.

- <https://new.utc.edu/academic-affairs/planning-evaluation-and-institutional-research/assessment-and-institutional-effectiveness>

SACSCOC web pages

- Accrediting Standards:  
<https://sacscoc.org/app/uploads/2019/08/2018PrinciplesOfAcreditation.pdf>
- Institutional Resources: <https://sacscoc.org/accrediting-standards/institution-resources/>
- Policies and Publications: <https://sacscoc.org/documents/?type=policies>
- Accreditation Resource Manual: <https://sacscoc.org/app/uploads/2019/08/2018-POA-Resource-Manual.pdf> (see page 66 [page 71 of the pdf] for information on Requirement 8.2 -- institutional effectiveness).

**UTC Contacts (questions, to request access/permissions to the site and to specific areas, etc.)**

**April Matthews**  
[April-Matthews@utc.edu](mailto:April-Matthews@utc.edu)  
423-425-5684

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423-425-4288

# The University of Tennessee at Chattanooga Annual Effectiveness and Assessment Data Entry

## Logging on to the UTC Campus Labs/Anthology system.

Navigate to <https://utc.campuslabs.com/planning>

Preferred browsers are [Firefox](#), [Safari](#), [Microsoft Edge](#), [Opera](#) or [Google Chrome](#). Internet Explorer is not supported.

Enter your UTCID and password.

**THE UNIVERSITY OF TENNESSEE  
CHATTANOOGA**  
UTC Central Authentication Service

Enter your UTCID and Password

UTCID:

Password:

Warn me before logging me into other sites.

**LOGIN** clear

Log In with your UTCID. It will be similar to "abc123".  
Log Out and Exit Your Web Browser when you are finished.

**UTC Identity and Access Management:**  
To set or change your [password or challenge questions](#).  
If you [forgot your password or are a new user](#).

**UTC Central Authentication Service:**  
The Central Authentication Service (CAS) protects and provides access to UTC applications. See a list of [web services using CAS](#).

**UTC Acceptable Use Policy:**  
You are required to comply with the [University of Tennessee policy on "Acceptable Use of Information Technology Resources"](#) when using UTC resources and services.

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615 McCallie Avenue | Chattanooga, TN 37403 | (423)425-4111  
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Planning zww129

FY 2017-18

## Dashboard

FILTER Sort: Default

My Items (30) Responsible Items (0) Contributor (1342)

You are not indicated as responsible for any items in FY 2017-18.

Show 10 Viewing 0-0 of 0

### Announcements

Welcome to the UT Chattanooga Strategic and Unit Planning Site!

Welcome to UTC's tool to document, track and report on the strategic planning and unit planning efforts of UT Chattanooga. As you navigate through the system, please [More](#)

### Resources & Links

Links and resources are provided below as well as the guide from the initial training. UTC Links on institutional effectiveness, assessment, planning, etc. ... [More](#)

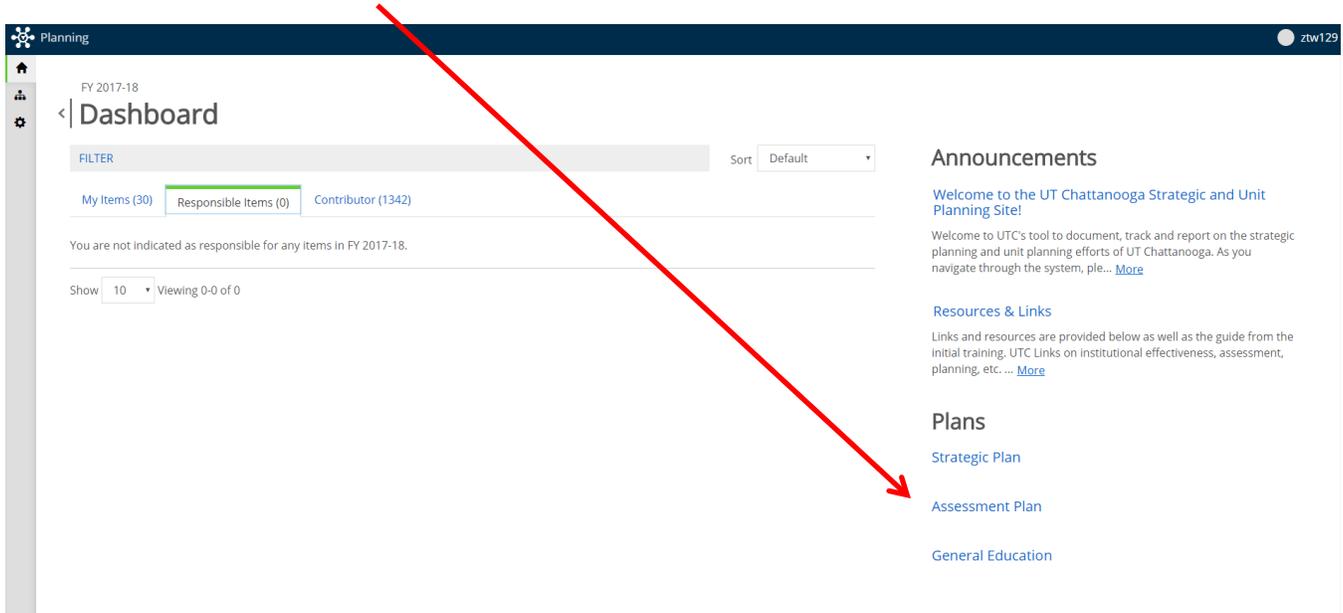
### Plans

- [Strategic Plan](#)
- [Assessment Plan](#)
- [General Education](#)

Please be sure and review the announcements that are located on the right side of the screen. Updates and Resources and Links will be posted here.

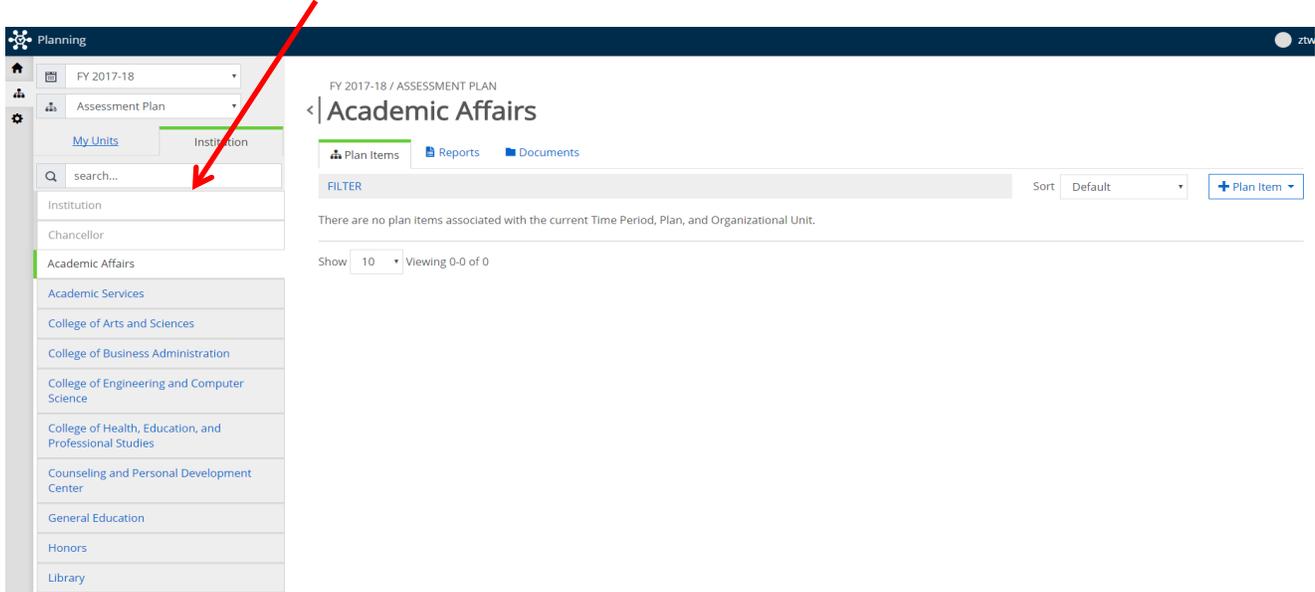
# The University of Tennessee at Chattanooga Annual Effectiveness and Assessment Data Entry

Click on the **Assessment Plans** tab.



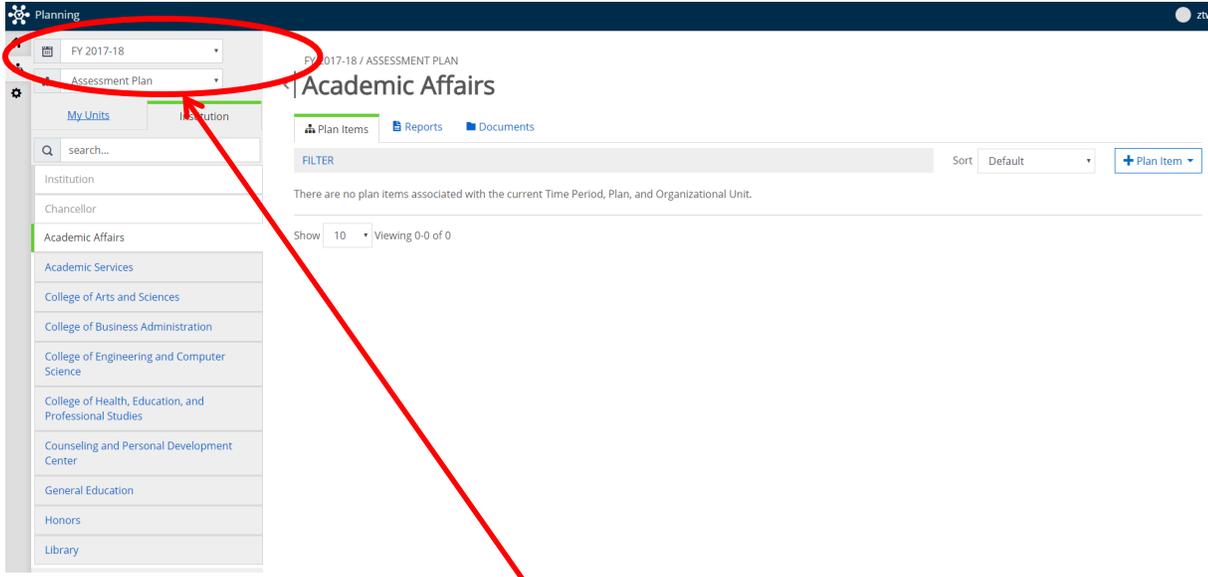
The screenshot shows the 'Planning' dashboard for FY 2017-18. The main content area displays 'My Items (30)', 'Responsible Items (0)', and 'Contributor (1342)'. A message states: 'You are not indicated as responsible for any items in FY 2017-18.' On the right side, there are sections for 'Announcements', 'Resources & Links', and 'Plans'. The 'Plans' section includes links for 'Strategic Plan', 'Assessment Plan', and 'General Education'. A red arrow points from the top of the page down to the 'Assessment Plan' link.

On the left, click on Institution > Chancellor to find your office/department/program.



The screenshot shows the 'Planning' interface for 'Academic Affairs' under 'FY 2017-18 / ASSESSMENT PLAN'. The left sidebar has tabs for 'My Units' and 'Institution'. Under 'Institution', there is a search bar and a list of units including 'Institution', 'Chancellor', 'Academic Affairs', 'Academic Services', 'College of Arts and Sciences', 'College of Business Administration', 'College of Engineering and Computer Science', 'College of Health, Education, and Professional Studies', 'Counseling and Personal Development Center', 'General Education', 'Honors', and 'Library'. A red arrow points to the 'Chancellor' link. The main content area shows 'Plan Items', 'Reports', and 'Documents' tabs, a filter bar, and a message: 'There are no plan items associated with the current Time Period, Plan, and Organizational Unit.'

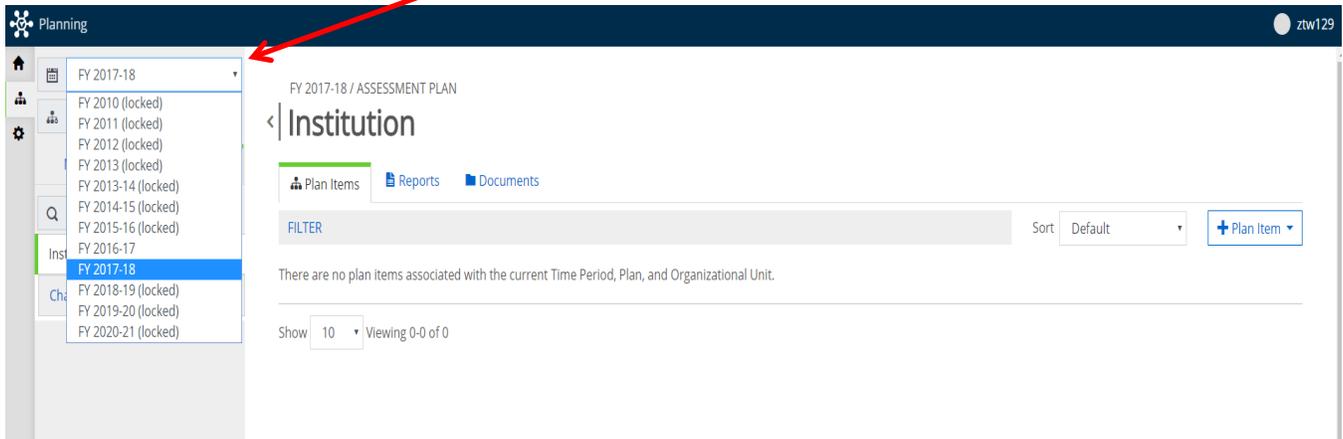
# The University of Tennessee at Chattanooga Annual Effectiveness and Assessment Data Entry



Make sure you have selected the correct **Fiscal Year**. If entering data from the past year, you will need to change the year. If you are entering information on your plans for the current fiscal year, the system should default to the correct year.

## To Change the Fiscal Year

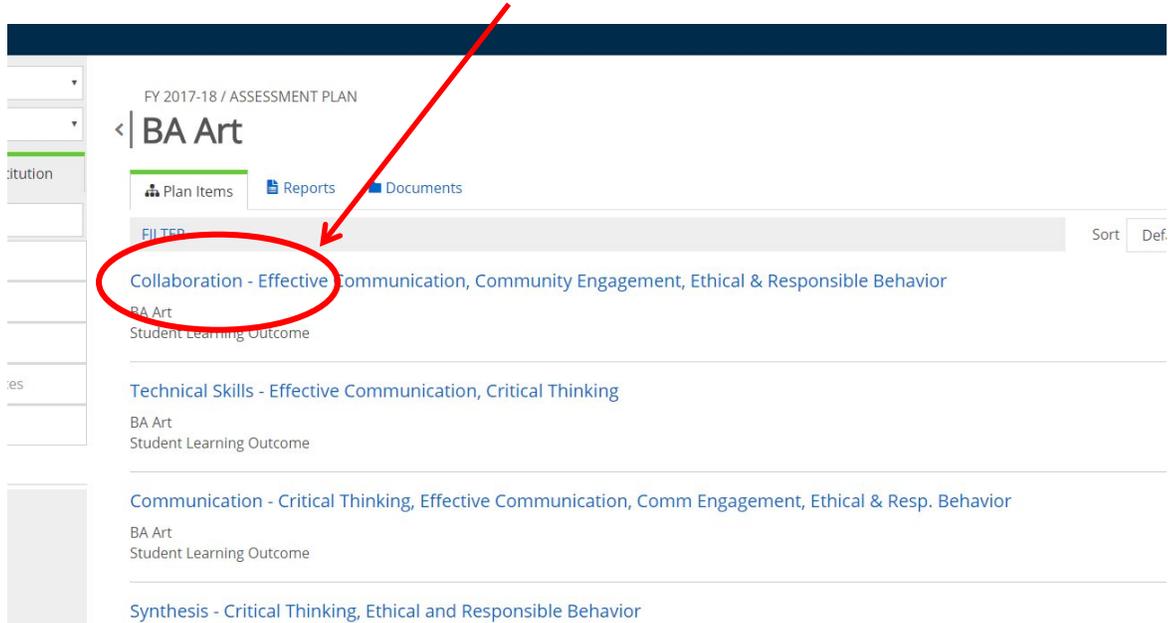
Click on the down arrow and select the correct fiscal year from the drop down menu. There is no information in Campus Labs prior to 2014-15.



# The University of Tennessee at Chattanooga Annual Effectiveness and Assessment Data Entry

## Editing and Adding Data to Outcomes

To edit an outcome, click on the **outcome** for which you would like to edit or enter data.



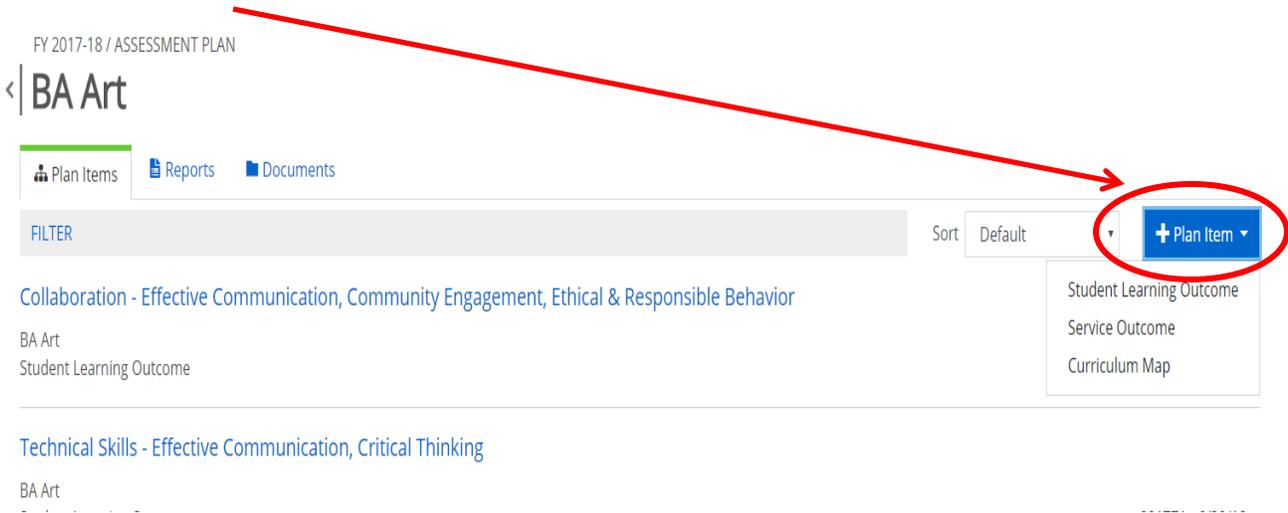
This will open the outcome into **Edit Mode**.

Follow the directions for entering data in the missing fields from the instructions for Adding New Outcomes on page 7 if entering a Student Learning Outcome and page 12 if entering a Service Outcome.

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Annual Effectiveness and Assessment Data Entry

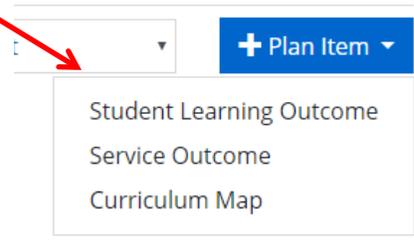
### Adding New Outcomes

Click on the + Plan Item area.



Select what type of outcome you will be adding.

- **Student Learning Outcomes** (page 7) are outcomes that describe what students will know, be able to do, etc. as a result of completing an academic program. (See <https://www.diabeteseducator.org/docs/default-source/education-and-career/ce-program-accreditation/howtowriteobjectivesoutcomes.pdf> for more information on student learning outcomes.)
- **Service Outcomes** (page 12) are outcomes related to outcomes you might want as a result of providing service or programs for students and other constituencies (student support, administrative, student development, etc.)
- The **Curriculum Map** item is a place where you can upload your programmatic curriculum map if you wish and it is highly recommended that you do so.



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If you have selected to add a new **Student Learning Outcome**, a form will come up asking for the information highlighted below for each field.

FY 2017-18 / ASSESSMENT PLAN

< | **Edit Plan Item**

Template: Student Learning Outcome

Department/Degree Major \*

BA Art

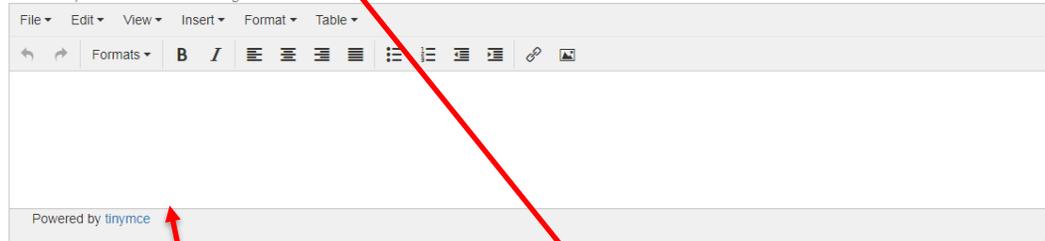
Student Learning Outcome Title \*

*Enter a Student Learning Outcome that clearly states the expected knowledge, skill, or competency the students are expected to demonstrate as a result of completing the program.*

New Student Learning Outcome Item

Student Learning Outcome Description

*Enter description of the Student Learning Outcome.*



The screenshot shows a rich text editor with a menu bar (File, Edit, View, Insert, Format, Table) and a toolbar with various formatting options. A red arrow points from the 'Student Learning Outcome Title' field to the description field, and another red arrow points from the 'Student Learning Outcome Description' field to the title field.

**Student Learning Outcome Title:** Enter a shortened version of the outcome that summarizes the main idea. (If the outcome relates to critical thinking, please add that to the title).

**Student Learning Outcome Description:** Enter the description of the outcome that is being assessed.

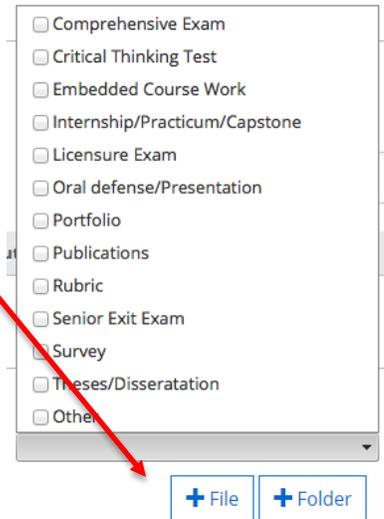
**Academic/Fiscal Year Outcome Last Assessed:** Enter the academic/fiscal year that the outcome was last assessed. If it is a new outcome put 'New' in the field.

**Academic/Fiscal Year Outcome Last Assessed**

*Please indicate the last time this outcome was assessed.*

## The University of Tennessee at Chattanooga Annual Effectiveness and Assessment Data Entry

Select a **Means of Assessment**: Select from the menu list. You can select more than one means of assessment. If you are assessing using a rubric, attach the file or folder that contains the rubric. If you are assessing in a way other than those listed, please select "Other" and enter the type of assessment in the next field.



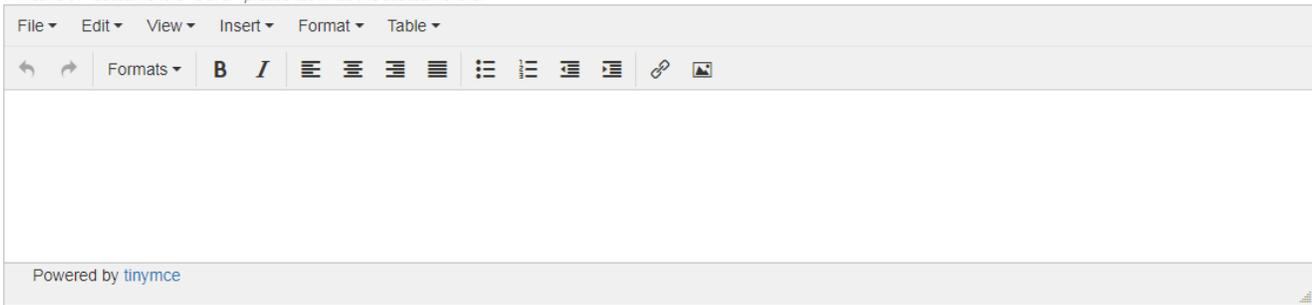
Comprehensive Exam  
 Critical Thinking Test  
 Embedded Course Work  
 Internship/Practicum/Capstone  
 Licensure Exam  
 Oral defense/Presentation  
 Portfolio  
 Publications  
 Rubric  
 Senior Exit Exam  
 Survey  
 Theses/Disseratation  
 Other

[+ File](#) [+ Folder](#)

If Means of Assessment is "Rubric", please attach the file  
There are no attachments.

If Means of Assessment is "Other" please specify

*If Means of Assessment is "Other" please list what the assessment is.*



File Edit View Insert Format Table

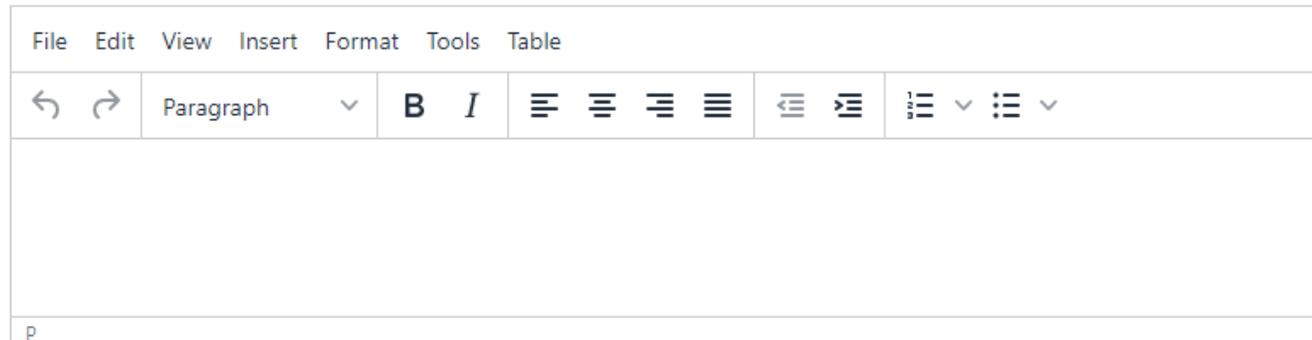
← → Formats **B** *I* [Text Alignment Icons] [List Icons] [Link Icon] [Image Icon]

Powered by tinymce

**Relation of Means of Assessment to the Outcome:** Describe how the means of assessment is related to the outcome.

### Relation of Means of Assessment to the Outcome

*Describe how this means of assessment is related to the outcome.*



File Edit View Insert Format Tools Table

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

P

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**Courses Associated with the SLO:** If the Student Learning Outcome is addressed in specific courses, enter those in the next field.

Course(s) associated with SLO 

*Enter courses associated with this Student Learning Outcome.*

File Edit View Insert Format Table

Formats **B** *I* [Text Alignment] [List] [Link] [Image]

Powered by [tinymce](#)

If Means of Assessment is "Embedded Coursework" which course

*If Means of Assessment is "Embedded Course" which course is the SLO embedded.*

File Edit View Insert Format Table

Formats **B** *I* [Text Alignment] [List] [Link] [Image]

Powered by [tinymce](#)

Criteria for Success

*For each assessment type, enter the beginning status, or number, to which you will compare the results.*

File Edit View Insert Format Table

Formats **B** *I* [Text Alignment] [List] [Link] [Image]

Powered by [tinymce](#)

**If Means of Assessment is "Embedded Coursework" which course:** Enter the course in which this outcome is assessed. 

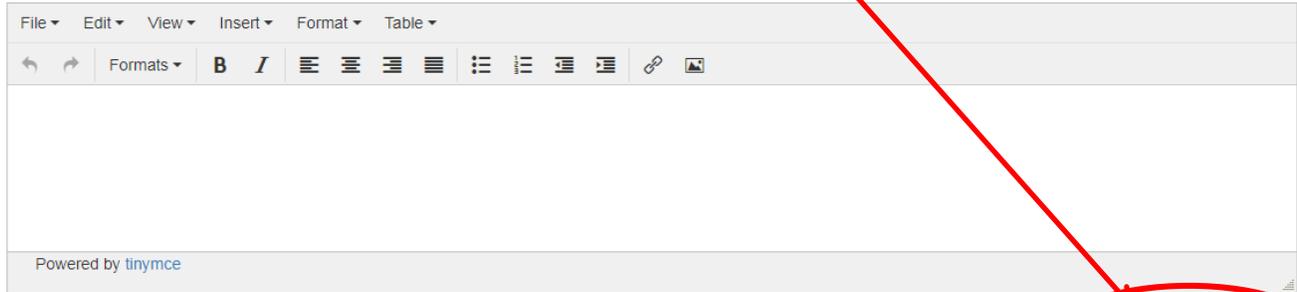
**Criteria for Success:** For each assessment, enter the beginning status, or number, to which you will compare results. 

## The University of Tennessee at Chattanooga Annual Effectiveness and Assessment Data Entry

**Assessment Data:** Enter a summary of the assessment data in this field. Note: This would be where you begin updating your information to wrap up the annual assessment. If you have assessment data you'd like to upload, click on the appropriate button (File or Folder).

### Assessment Data (Results)

Click on Edit to enter your data. Once the information is entered, click update to save. You can include attachments (word, excel, html, pdf, and power point) once your information has been saved.

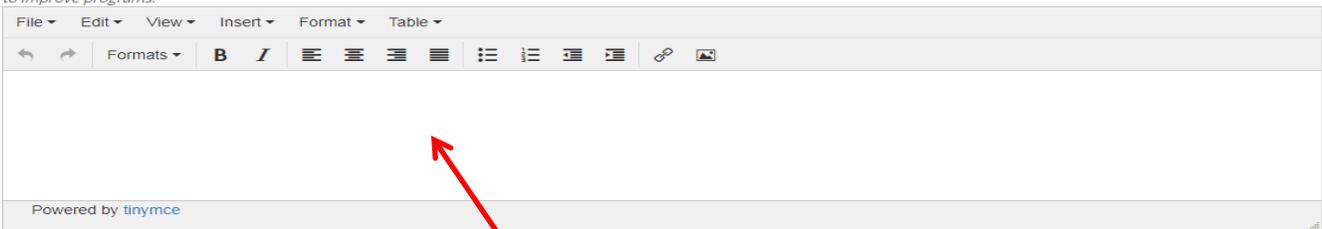


### Attached Files

There are no attachments.

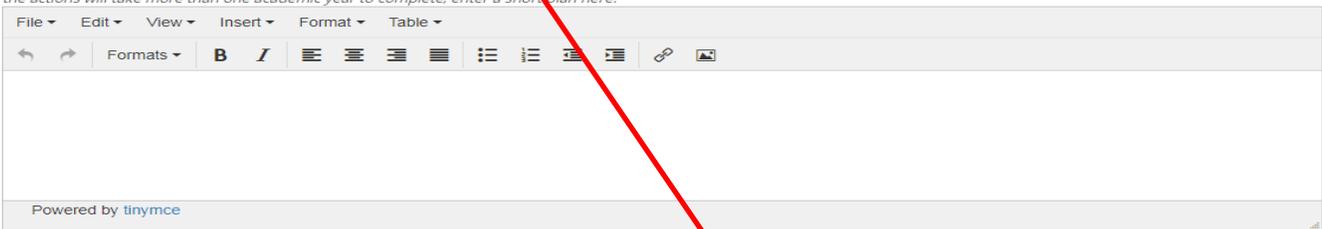
### Status and improvements made during the Fiscal Cycle

Changes that occurred during the Fiscal Cycle that could have affected your assessment results. Click Edit to enter any information related to what your department did based on the data. This might include curriculum revisions, syllabus revisions, course redesign, program redesign, etc. See <http://www.utc.edu/assessment/using-results.php> for sample ideas on using results to improve programs.



### Follow Up Actions Planned

Click on the Edit button to enter any additional actions that will be taken in upcoming years addressing this outcome. For example, if the curriculum process is not complete or if some of the actions will take more than one academic year to complete, enter a short plan here.



**Status and improvements during the Fiscal Cycle:** Enter any information related to what your department did based on the data during the cycle. This might include curriculum revisions, syllabus revisions, course redesign, program redesign, etc.

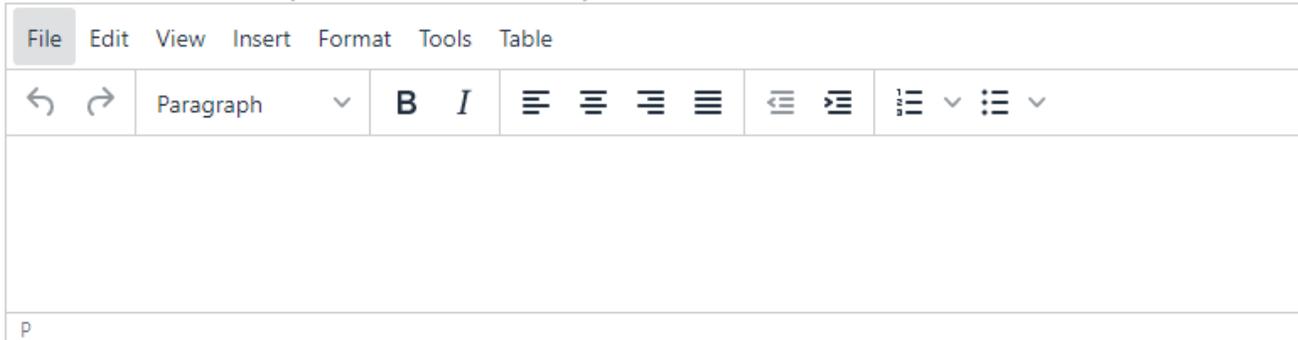
**Follow Up Actions Planned:** Enter any additional actions that will be taken in upcoming years addressing this outcome. For example, if the curriculum process is not complete or if some of the actions will take more than one academic year to complete, enter a short plan here. State how you will use the results to make improvements going forward. **You are required to complete this field (as well as the Outcome, Academic/Fiscal Year Outcome Last Assessed, Means of Assessment, Criteria for Success, and Assessment Data fields)!**

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**Continuous Improvement:** Describe how continuous improvement efforts are related to previous assessment results.

**Continuous Improvement**

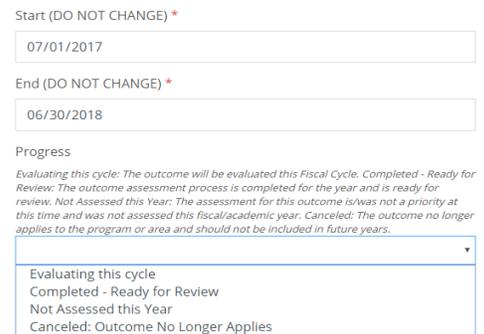
*Describe how continuous improvement efforts related to previous assessment results.*



**Do not change these dates.** The system defaults to the fiscal year you selected at the beginning of the process.

The **Progress** field selection can be used to note the progress of the assessment for this outcome and if the outcome will continue to be assessed.

- **Evaluating this cycle:** The outcome will be assessed during this assessment cycle.
- **Completed – Ready for Review:** The outcome assessment process is completed for the year and is ready for review.
- **Not Assessed this Year:** The assessment for this outcome is/was not a priority at this time and was not assessed this fiscal/academic year.
- **Canceled:** The outcome no longer applies to the program or area and should not be included in future years.



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If you have selected to add a new **Service Outcome**, a form will come up asking for the information highlighted below. Enter the information for each field.

Planning

FY 2017-18 / ASSESSMENT PLAN

## Edit Plan Item

Template: Service Outcome

Department \*  
Institution

Title \*  
New Service Outcome Item

Department Goal (Long-term)  
*This is a broad overall statement and is not necessarily measurable.*

File Edit View Insert Format Table  
← → Formats **B** *I* [List Icons] [Link Icon] [Image Icon]

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Outcomes Expected (including targets)  
*This is stated measurably.*

File Edit View Insert Format Table  
← → Formats **B** *I* [List Icons] [Link Icon] [Image Icon]

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**Title:** Enter a shortened version of the outcome that summarizes the main idea. (If the outcome relates to critical thinking, please add that to the title).

**Department Goal:** Enter (type or copy/paste using the editing tools). This is a broad overall statement and is not necessarily measurable.

**Outcomes Expected:** These are what you will be measuring.

**Academic/Fiscal Year Outcome Last Assessed:** Enter the academic/fiscal year that the outcome was last assessed. If it is a new outcome put 'New' in the field.

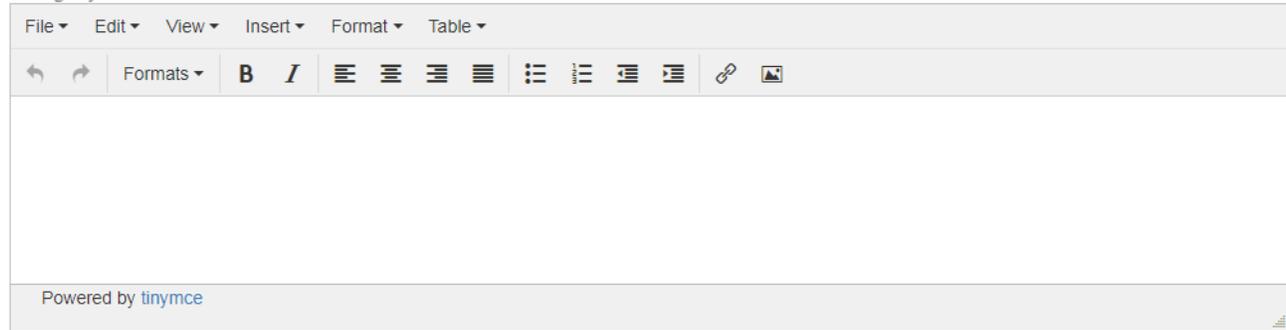
**Academic/Fiscal Year Outcome Last Assessed**

*Please indicate the last time this outcome was assessed.*

# The University of Tennessee at Chattanooga Annual Effectiveness and Assessment Data Entry

## Strategies

Strategies you will take to achieve the outcome.



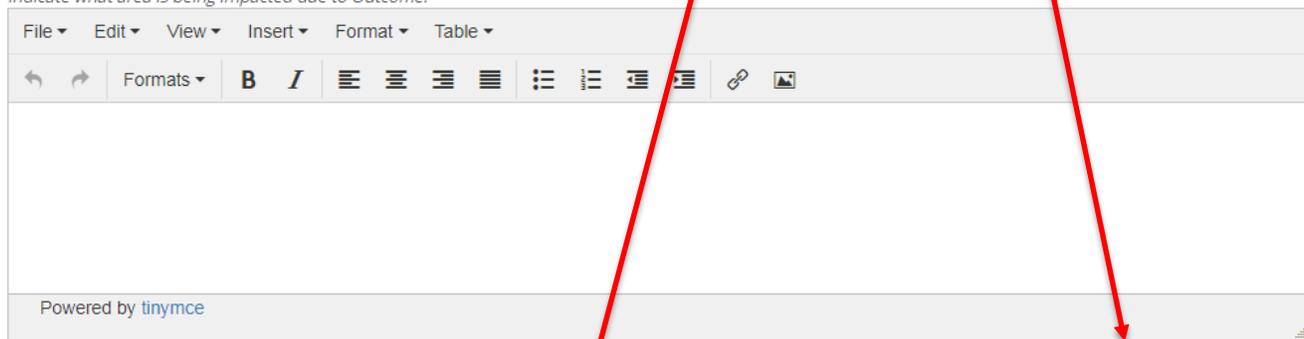
**Strategies:** These are the strategies and techniques you will use to achieve the outcome.

**Means of Assessment:** Select from the menu list. You can select more than one means of assessment. If you are assessing using a rubric, attach the file or folder that contains the rubric. If you are assessing in a way other than those listed, please select "Other" and enter the type of assessment in the next field.

- Survey
- Rubric
- Number (Count)
- Dollars
- Areas Impacted
- Response Time
- Other

If Means of Assessment is "Area Impacted", please specify

Indicate what area is being impacted due to Outcome.



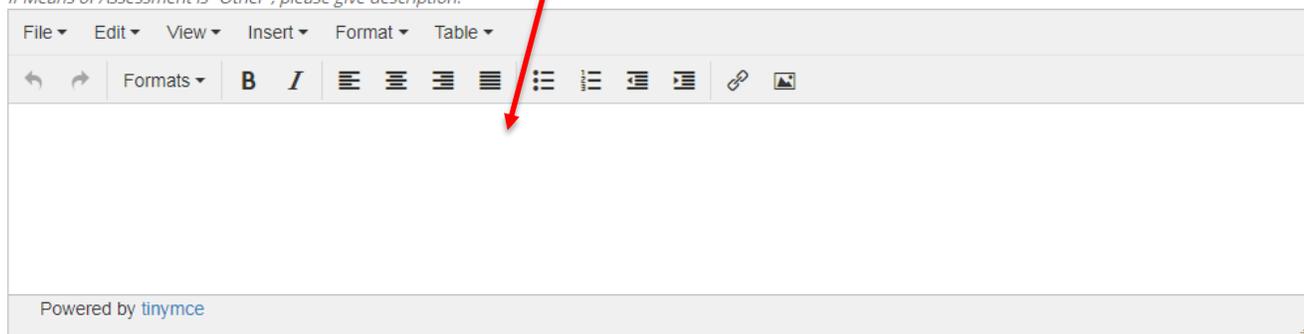
[+ File](#) [+ Folder](#)

If Means of Assessment is "Rubric", please attach file

There are no attachments.

If Means of Assessment is "Other", please give description

If Means of Assessment is "Other", please give description.



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**Relation of Means of Assessment to the Outcome:** Describe how the means of assessment is related to the outcome.

**Relation of Means of Assessment to the Outcome**

*Describe how this means of assessment is related to the outcome.*

File	Edit	View	Insert	Format	Tools	Table							
↶	↷	Paragraph	▼	<b>B</b>	<i>I</i>	☰ ☱ ☲ ☳	☰ ☱ ☲ ☳	☰ ☱ ☲ ☳	☰ ☱ ☲ ☳	☰ ☱ ☲ ☳	☰ ☱ ☲ ☳	☰ ☱ ☲ ☳	☰ ☱ ☲ ☳
P													

**Criteria for Success:** For each assessment, enter the beginning status, or number, to which you will compare results.

**Criteria for Success**

*For each assessment type, enter the beginning status, or number, to which you will compare the results.*

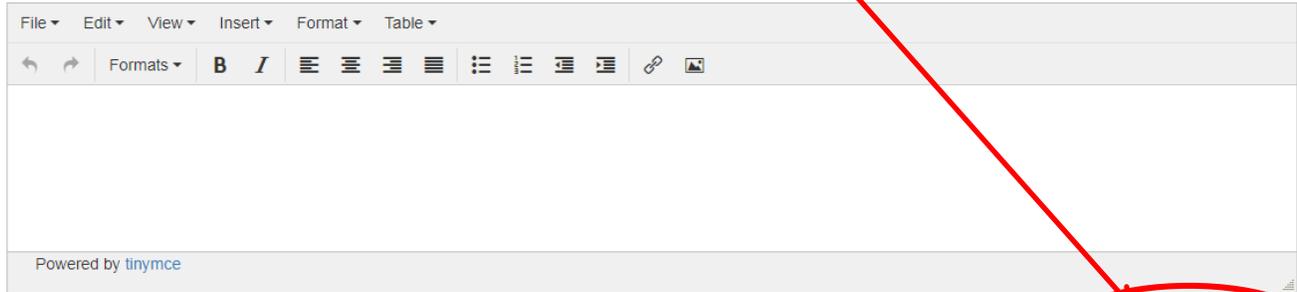
File	Edit	View	Insert	Format	Table											
↶	↷	Formats	▼	<b>B</b>	<i>I</i>	☰ ☱ ☲ ☳	☰ ☱ ☲ ☳	☰ ☱ ☲ ☳	☰ ☱ ☲ ☳	☰ ☱ ☲ ☳	☰ ☱ ☲ ☳	☰ ☱ ☲ ☳	☰ ☱ ☲ ☳	☰ ☱ ☲ ☳	☰ ☱ ☲ ☳	☰ ☱ ☲ ☳
Powered by <a href="#">tinymce</a>																

## The University of Tennessee at Chattanooga Annual Effectiveness and Assessment Data Entry

**Assessment Data:** Enter a summary of the assessment data in this field. Note: This would be where you begin updating your information to wrap up the annual assessment. If you have assessment data you'd like to upload, click on the appropriate button (File or Folder).

### Assessment Data (Results)

Click on Edit to enter your data. Once the information is entered, click update to save. You can include attachments (word, excel, html, pdf, and power point) once your information has been saved.



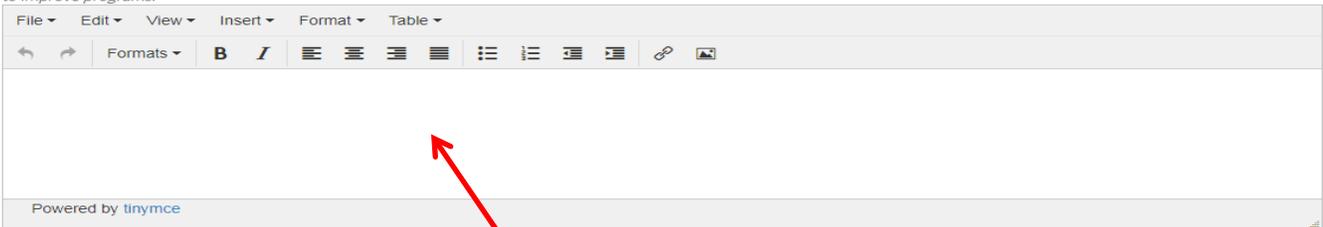
### Attached Files

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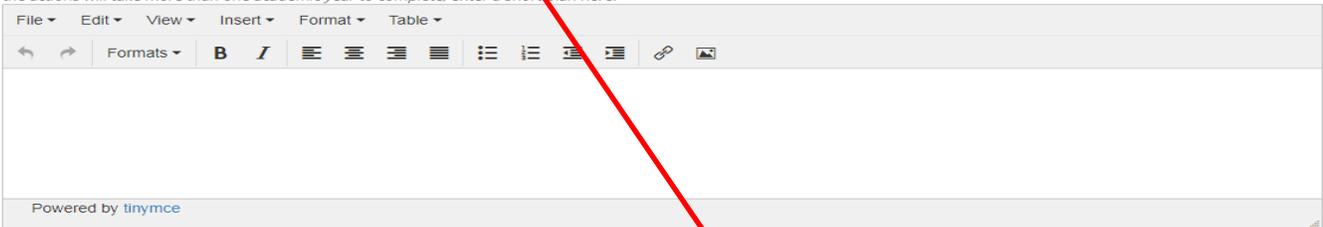
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Changes that occurred during the Fiscal Cycle that could have affected your assessment results. Click Edit to enter any information related to what your department did based on the data. This might include curriculum revisions, syllabus revisions, course redesign, program redesign, etc. See <http://www.utc.edu/assessment/using-results.php> for sample ideas on using results to improve programs.



### Follow Up Actions Planned

Click on the Edit button to enter any additional actions that will be taken in upcoming years addressing this outcome. For example, if the curriculum process is not complete or if some of the actions will take more than one academic year to complete, enter a short plan here.



**Status and improvements during Fiscal Cycle:** Enter any information related to what your department did based on the data during the cycle. This might include curriculum revisions, syllabus revisions, course redesign, program redesign, etc.

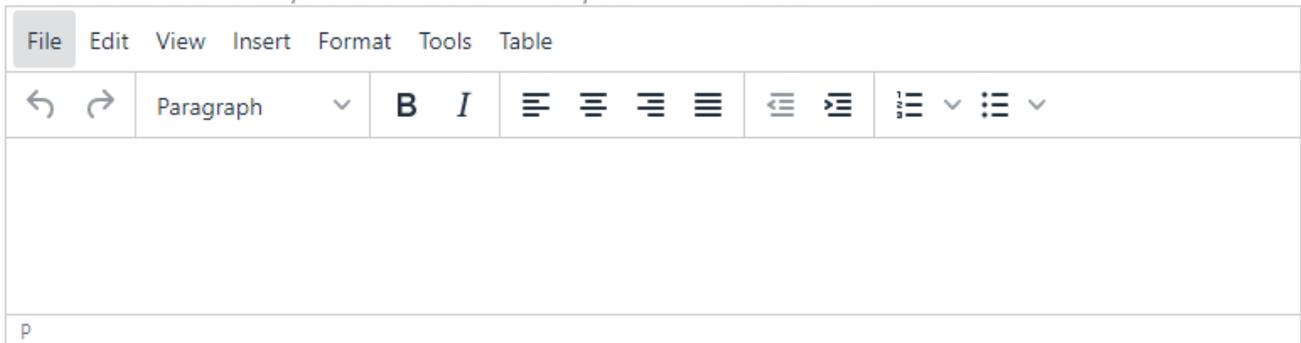
**Follow Up Actions Planned:** Enter any additional actions that will be taken in upcoming years addressing this outcome. For example, if the curriculum process is not complete or if some of the actions will take more than one academic year to complete, enter a short plan here. State how you will use the results to make improvements going forward. **You are required to complete this field (as well as the Outcome, Academic/Fiscal Year Outcome Last Assessed, Means of Assessment, Criteria for Success, and Assessment Data fields)!**

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**Continuous Improvement:** Describe how continuous improvement efforts are related to previous assessment results.

**Continuous Improvement**

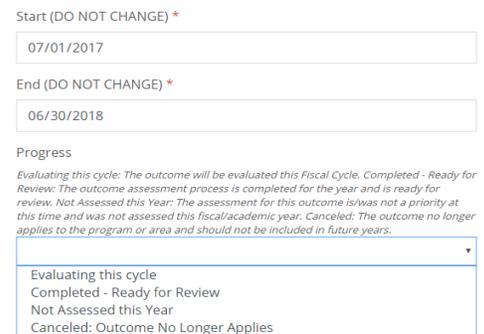
*Describe how continuous improvement efforts related to previous assessment results.*



**Do not change these dates.** The system defaults to the fiscal year you selected at the beginning of the process

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- **Canceled:** The outcome no longer applies to the program or area and should not be included in future years.

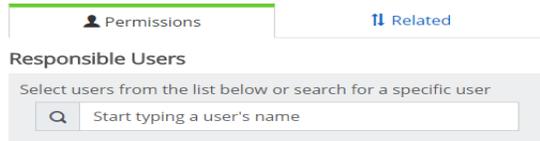


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## Responsible Users

Other faculty and staff may be asked to enter, edit, or approve the assessment plans for the program.

In the Responsible User area (located on the right side when adding or editing an outcome), those individuals can be entered and given permissions to perform the actions they have been assigned.

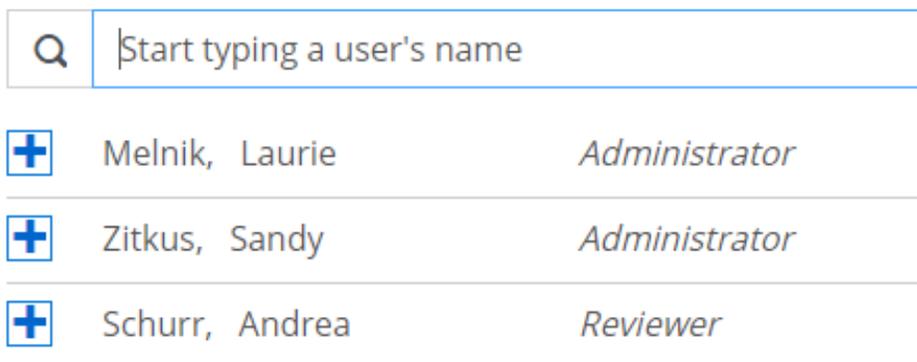


The screenshot shows a web interface with two tabs: 'Permissions' (selected) and 'Related'. Below the tabs is the heading 'Responsible Users' and a sub-heading 'Select users from the list below or search for a specific user'. A search input field contains the placeholder text 'Start typing a user's name'.

Then click in the user's name field. Enter the last name of the person you want to enter, which should bring up all users with that last name. Select the person's name you want to add by clicking on the '+' symbol beside their name. If you do not see the name you are looking for, contact OPEIR to have the person added to Campus Labs.

## Available Users

Select users from the list below or search for a specific user



The screenshot shows a search input field with the placeholder text 'Start typing a user's name'. Below the search bar is a list of three users, each with a blue '+' icon to its left and a role to its right:

+	Melnik, Laurie	Administrator
+	Zitkus, Sandy	Administrator
+	Schurr, Andrea	Reviewer

### Role Types and Permissions:

- **Administrator:** Can add, edit, and delete any items/information for the department or any level below.
- **Contributor:** Can edit and contribute to any of the data in the department. Contributors cannot add or delete items.
- **Reviewer:** Read-only access to the items in the area or any level below the current level.

## Relating Outcomes to the Institutional or College Strategic Plan and the General Education Plan

### Relating to the Institutional Strategic Plan:

To relate your outcomes (Service, Student Learning, or Program Outcomes) to the Institutional Strategic Plan start by clicking on the title of the outcome. Once you are in the outcome on the right side click on 'Related'.



### Assign Responsible Users

#### Responsible Users

*No responsible users have been added.*

Think of your outcome and the strategic plan in terms of a ladder. Your outcome is at the bottom and supports up the ladder, so you will click on '+ Supports'.



#### Supports (Connected Up)

[+ Supports](#)

*No Connections have been added.*

This Item

#### Supported By (Connected Down)

[+ Supported By](#)

*No Connections have been added.*

The University of Tennessee at Chattanooga  
Annual Effectiveness and Assessment Data Entry

Click on the arrow in the box that says 'Assessment Plan' and change it to 'Strategic Plan'. Make sure the year is for the current fiscal year. Also, make sure that Institution is selected.

DEVELOP METHODOLOGY TO COLLECT FORMAL FE

## Select a Supports (Re

FY 2019-20

Assessment Plan

search...

Institution

Chancellor

FY 2019-20

Strategic Plan

search...

Institution

Chancellor

When you click on the '+' sign on the right you are adding that strategic plan item to your outcome.

FILTER	
UTC Mission, Vision, and Values	
Institution Mission, Vision, and Values	7/1/19 - 6/30/20
UG experiential learning	
Institution 1a:Strategic Objective	7/1/19 - 6/30/20

You can click on as many as appropriate for the outcome.

The University of Tennessee at Chattanooga  
Annual Effectiveness and Assessment Data Entry

If you click on one and change your mind click on the 'x' to remove it.

## Supports (Connected Up)

UTC Mission, Vision, and Values  
*Institution Mission, Vision, and Values*



This Item

You can also link your outcomes to you specific College or Department if they have a Strategic Plan. To do this for academic departments click on 'Chancellor', then on 'Academic Affairs', and then select your college. For non-academic departments click on 'Chancellor, and then select the division your department is in.

Q search...

Institution

Chancellor

Academic Affairs

You can also link your outcomes with the General Education outcomes. To do this change from Strategic Plan to General Education.

📅 FY 2019-20

🏠 General Education

Q search...

This will bring up the Gen Ed outcomes and you can select all that are appropriate b clicking on '+'.