



How to Edit/Add SLOs in Anthology

Office of Assessment and Accreditation

February 1, 2024

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Welcome to the Office of Assessment and Accreditation. This presentation provides instructions for reporting your unit’s Strategic Plan progress or updates in Anthology Planning. (Please note that any program, department, college, or office is referenced as a “unit” in these instructions.)

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First, click on the words “Help with Reporting”

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HELP WITH REPORTING

Annual Report Instructions for Academic Affairs
Anthology Planning User Guides

Anthology's Planning is the University's strategic planning, assessment, and accreditation software. Anthology Planning facilitates the documentation of assessment efforts and creates reports that showcase campus achievements and institutional effectiveness.

GETTING STARTED:

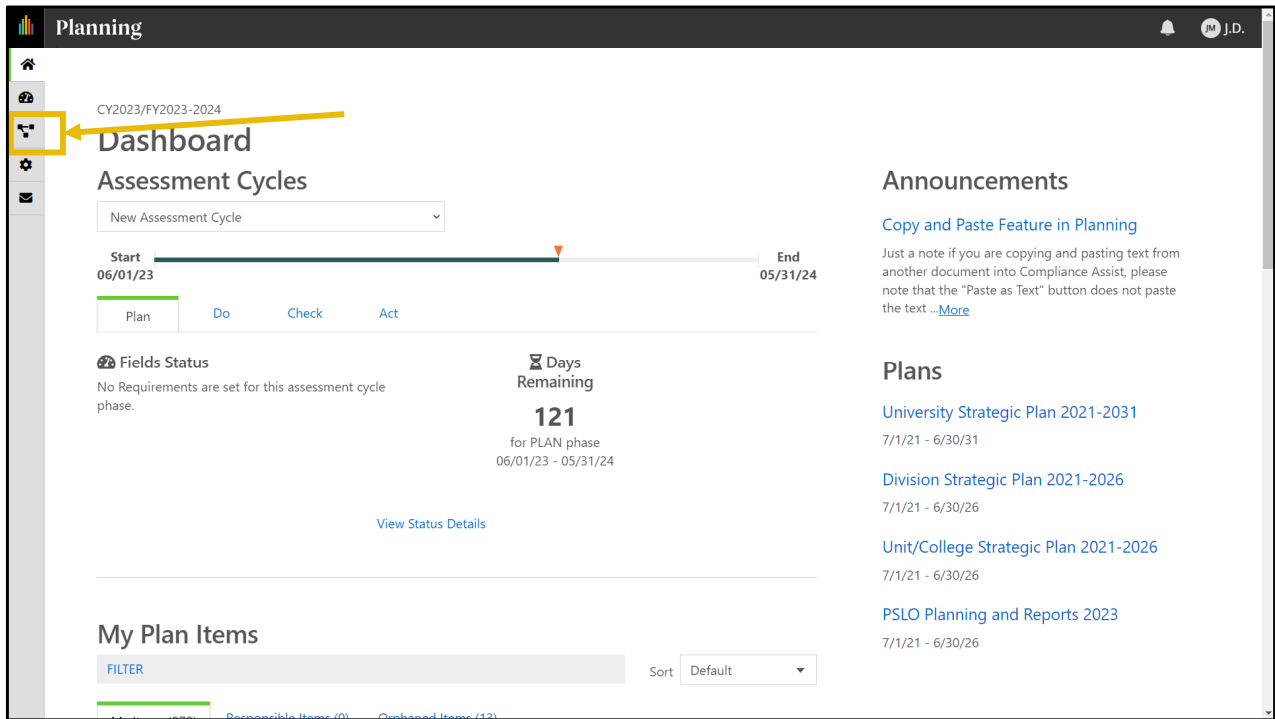
- Using your NinerNET credentials log into Anthology Planning by clicking this link <https://uncs.campuslabs.com/planning/>
- If you need access email jmosley@charlotte.edu to set up your user name and password.
- Attend a Anthology Planning workshop and review the user guides before entering data.

BENEFITS:

- All assessment data and reports located in a centralized system
- Allows collection of assessment artifacts and data throughout the year
- Allows linking of departmental assessments to division and university objectives
- Allows workflow management and progress tracking
- Links supporting documentation to goals and objectives

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Then, using your NinerNET credentials log into Anthology Planning by clicking this link.



After authentication, “Dashboard” should appear on the page. If it does not appear, click on Planning. Once you’re in the Planning Dashboard, click on the “Plans” icon to get started.

Planning

CY2023/FY2023-2024

UNIVERSITY STRATEGIC PLAN 2021-2031

UNC Charlotte

Plan Items Reports Documents

FILTER Sort Default + Plan Item

UNC Charlotte Mission Statement

UNC Charlotte
Institutional Mission Statement 7/1/23 - 6/30/24

UNC Charlotte Vision & Values

UNC Charlotte
Institutional Vision & Values 7/1/23 - 6/30/24

Goal A1: Provide students a unique, comprehensive, intellectually rigorous education...

UNC Charlotte
Institutional Goal 7/1/23 - 6/30/24

Goal A2: Ensure equity, accessibility, affordability and student success using the Charlotte model.

UNC Charlotte
Institutional Goal 7/1/23 - 6/30/24

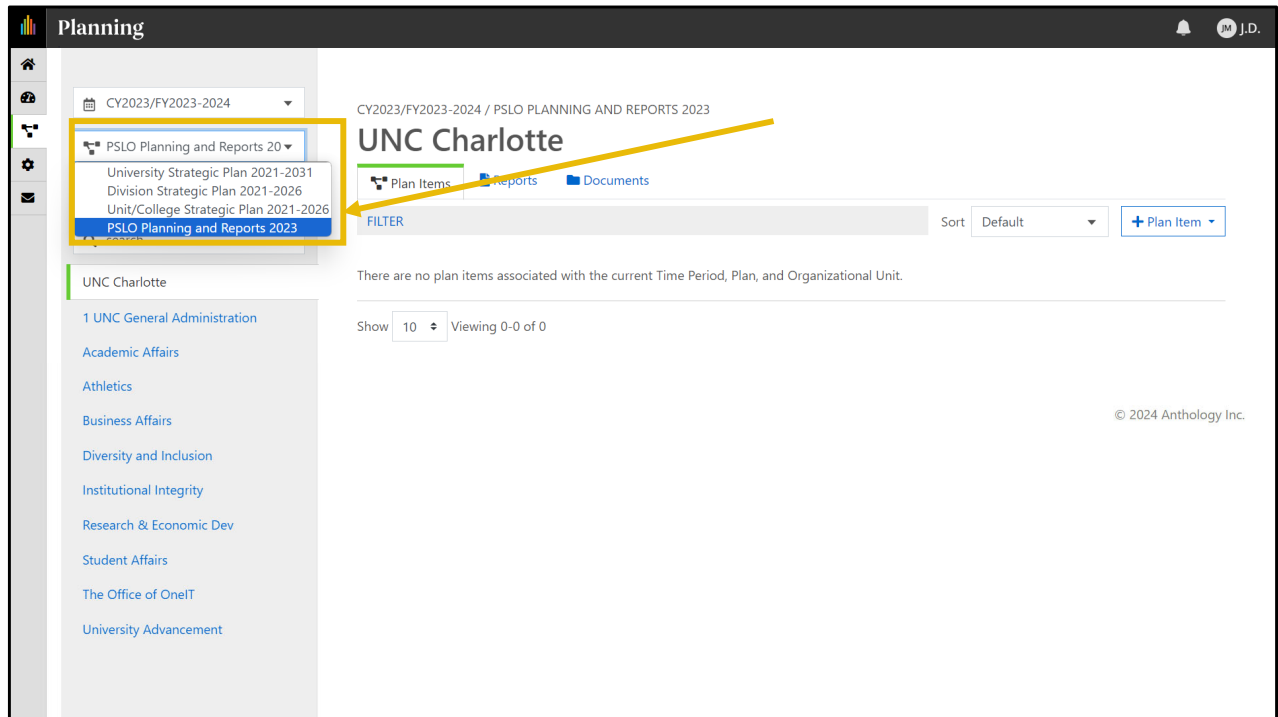
Goal A3: Prepare students to thrive in a changing world.

UNC Charlotte

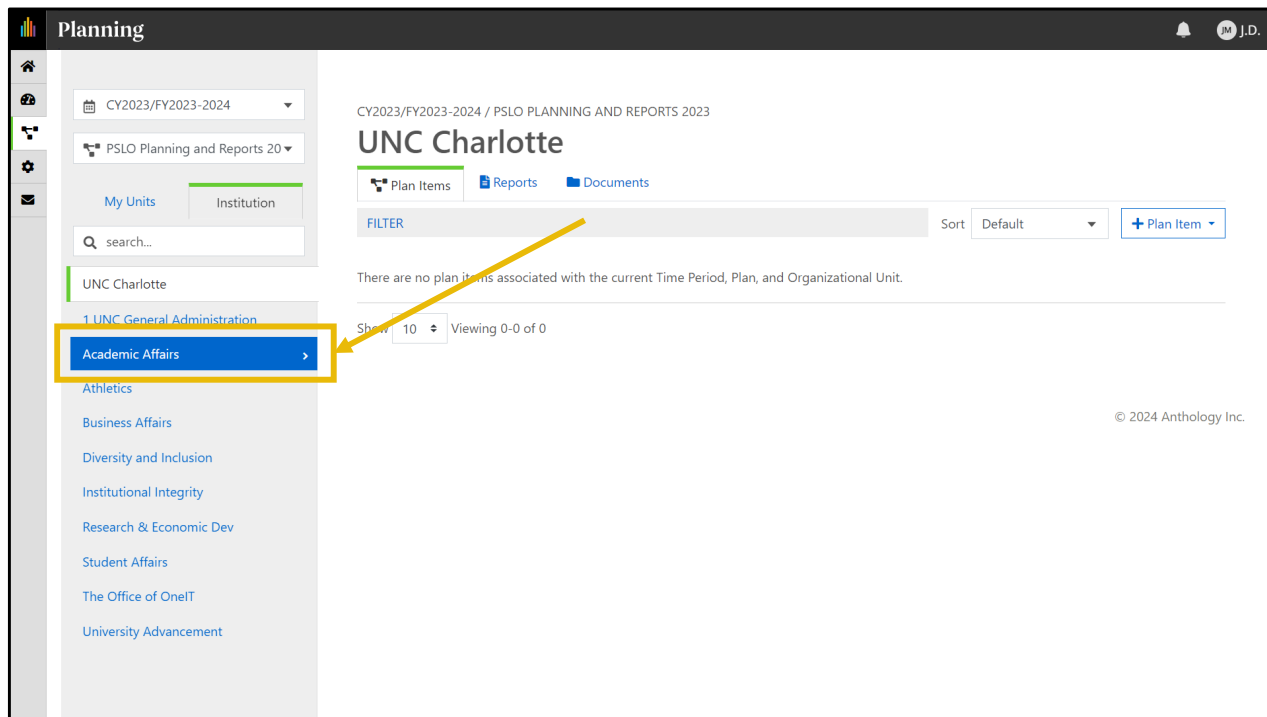
Be certain that you're working with the correct year. CY indicates "Calendar Year" and FY indicates "Fiscal Year." This page shows CY2023/FY2023-2024.

The screenshot shows the 'Planning' interface for UNC Charlotte. On the left, a dropdown menu is open, listing fiscal years from 'CY2009/FY2009-2010' to 'CY2023/FY2023-2024'. The current selection is 'CY2023/FY2023-2024'. The main content area displays the 'UNC Charlotte' strategic plan for 2021-2031. It includes sections for the 'UNC Charlotte Mission Statement', 'UNC Charlotte Vision & Values', and three institutional goals (Goal A1, Goal A2, and Goal A3). A yellow arrow points from the dropdown menu to the main content area.

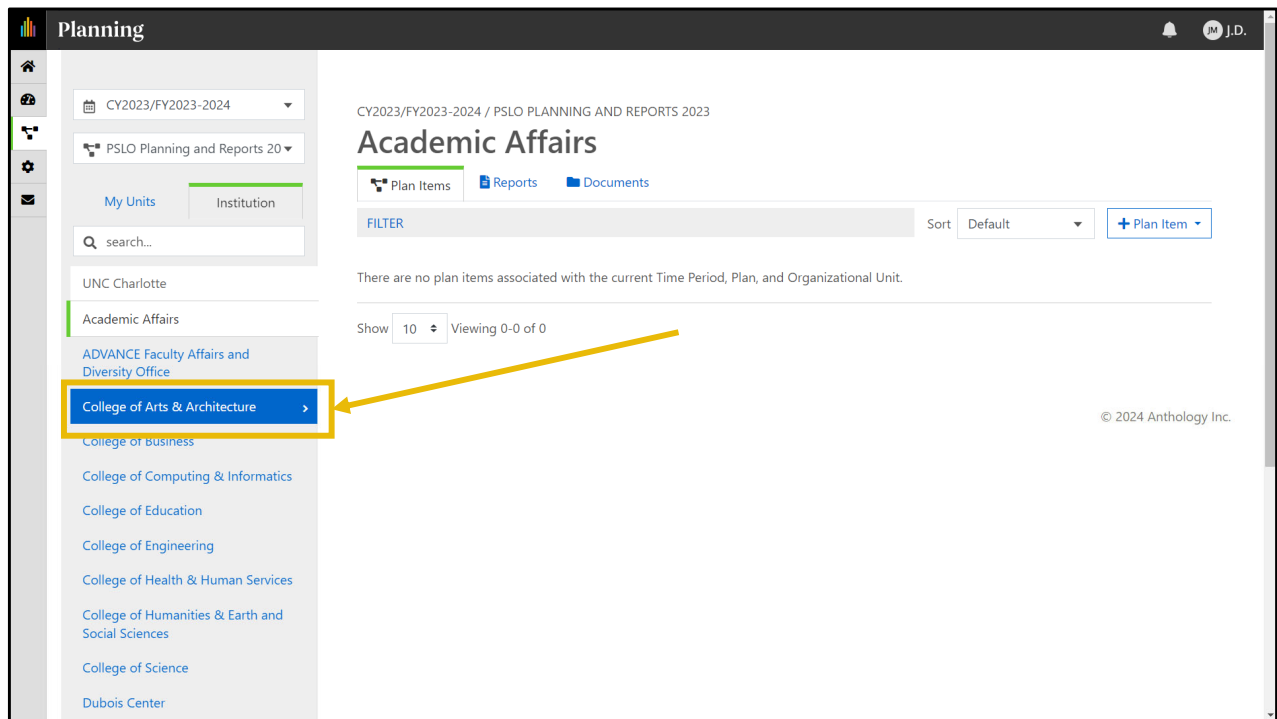
If the correct year is not appearing, click the dropdown list and change to the desired year. All data is organized by calendar/fiscal year for reporting purposes. If your area operates by CALENDAR year, “CY” indicates the year that you want to select . If your area operates on FISCAL year, “FY” indicates the year you should select.



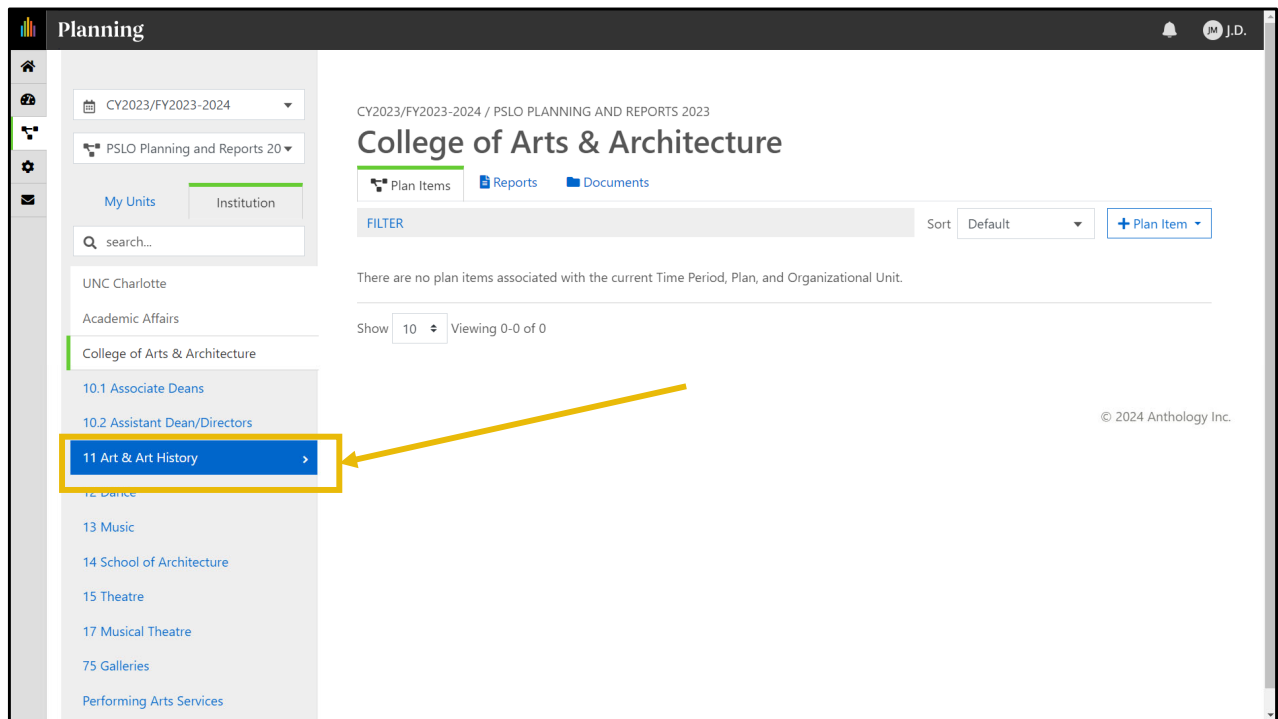
Next, select “PSLO Planning & Reports” from the dropdown menu.



Click on “Academic Affairs” to expand the organization tree.



Then select your College or Division to further expand the organization tree.



From there you can drill down further to find the unit you're reporting on.

Planning J.D.

CY2023/FY2023-2024 / PSLO PLANNING AND REPORTS 2023

11 Art & Art History

Plan Items | Reports | Documents

FILTER | Sort: Default | + Plan Item

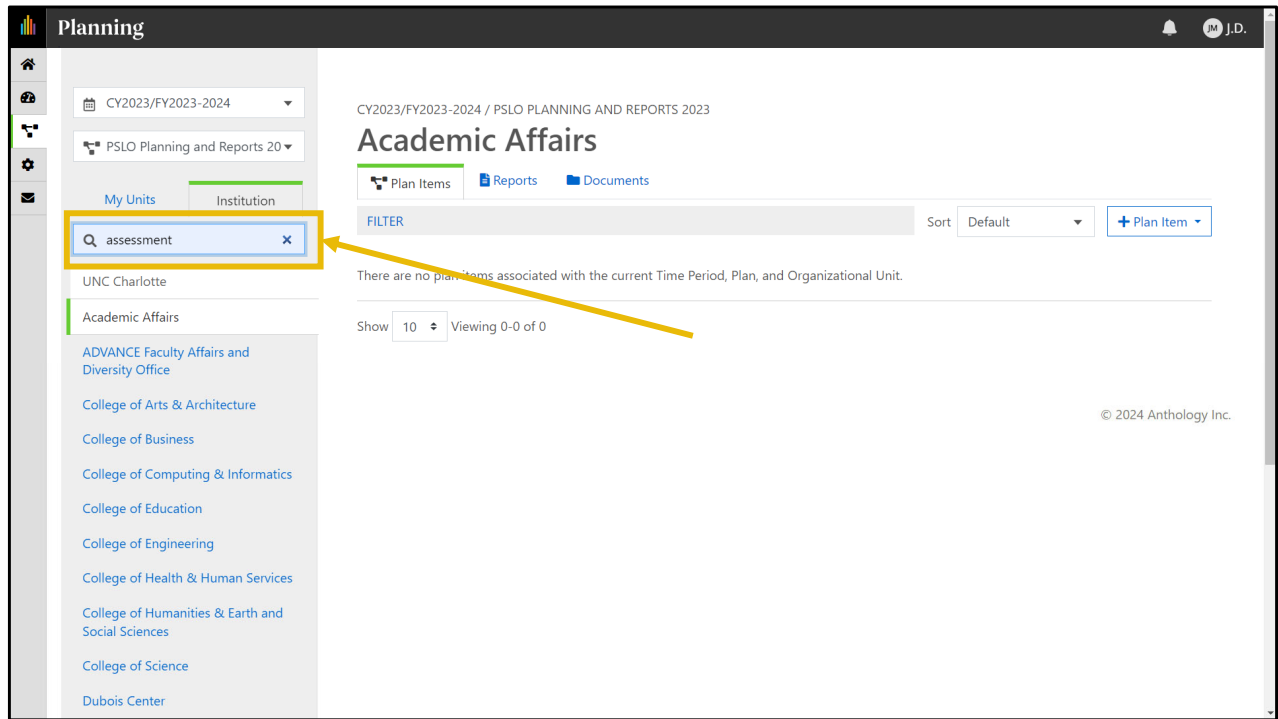
There are no plan items associated with the current Time Period, Plan, and Organizational Unit.

Show 10 | Viewing 0-0 of 0

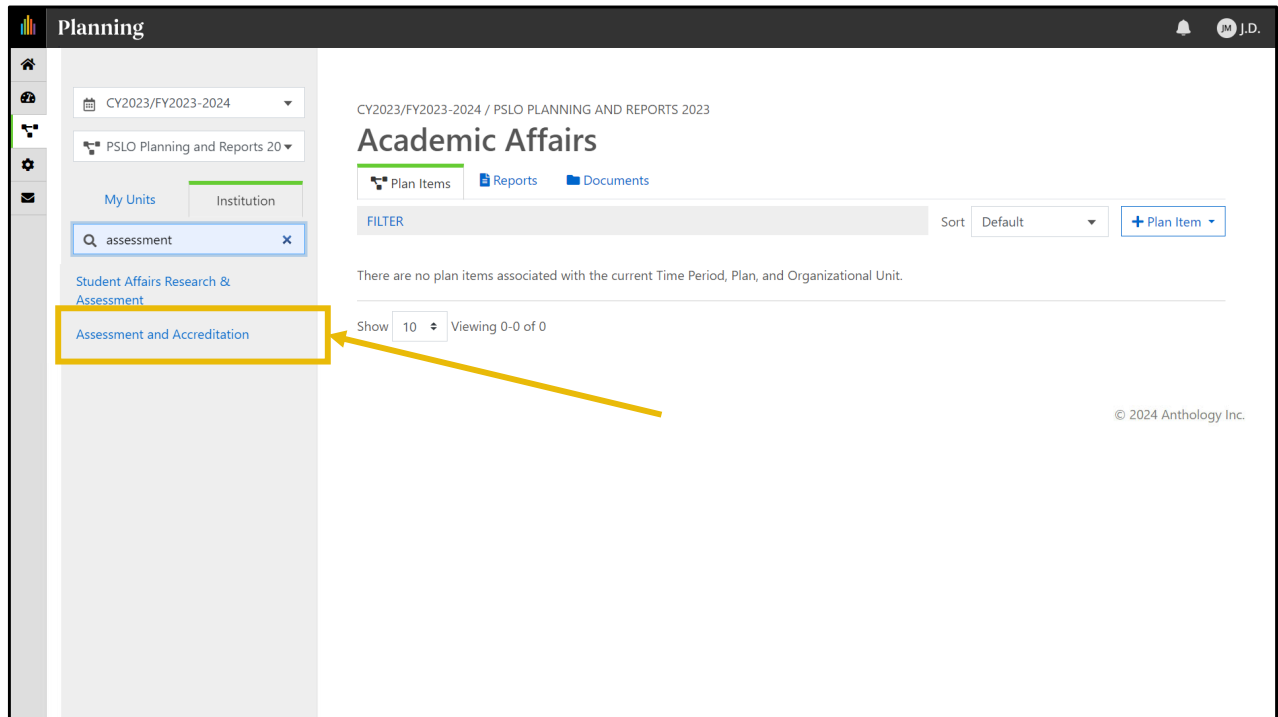
© 2024 Anthology Inc.

Navigation Sidebar:

- UNC Charlotte
- Academic Affairs
- College of Arts & Architecture
- 11 Art & Art History**
 - BA Art** (highlighted with a yellow box and arrow)
 - BA Art History
 - BFA Art
 - BFA Graphic Design



Or use the search box to find your unit.



In this example, Assessment and Accreditation is selected.

The screenshot displays the 'Planning' system interface. The top navigation bar includes the 'Planning' logo, a notification bell, and the user profile 'JM J.D.'. The left sidebar contains navigation options: 'My Units' and 'Institution', a search bar, and a list of units including 'UNC Charlotte', 'Academic Affairs', 'Institutional Effectiveness & Analytics', and 'Assessment and Accreditation'. The main content area is titled 'Assessment and Accreditation' and shows a list of SLO items. The first item is 'SLO 1', which is highlighted with a yellow box and a yellow arrow pointing to it. Below it is 'OAA'. The table lists the following items:

SLO Name	Start Date	End Date
Assessment and Accreditation Program SLO	7/1/23	6/30/24
OAA		
Assessment and Accreditation Use of Results for Improvement	7/1/23	6/30/24

At the bottom of the list, there is a 'Show 10' dropdown and 'Viewing 1-2 of 2'. The footer of the page reads '© 2024 Anthology Inc.'

To add an existing SLO item, click the name of the SLO (blue text) near the center of the page.

The screenshot displays the 'Planning' application interface. The top navigation bar includes the 'Planning' title, a notification bell, and the user profile 'JM J.D.'. The left sidebar contains navigation options: 'My Units' and 'Institution'. The main content area is titled 'Assessment and Accreditation' and shows a list of SLOs. A yellow arrow points to a blue '+ Plan Item' button in the top right corner of the list area.

SLO ID	Description	Effective Dates
SLO 1	Assessment and Accreditation Program SLO	7/1/23 - 6/30/24
OAA	Assessment and Accreditation Use of Results for Improvement	7/1/23 - 6/30/24

To add a new SLO, click the “+Plan Item” button on the right side of the screen.

The screenshot shows the 'Planning' software interface. The main header is 'Assessment and Accreditation' under the context 'CY2023/FY2023-2024 / PSLO PLANNING AND REPORTS 2023'. The left sidebar contains navigation options like 'My Units' and 'Institution'. The main content area shows a list of items with columns for 'FILTER', 'Sort', and '+ Plan Item'. A dropdown menu is open under the '+ Plan Item' column, with 'Program SLO' highlighted. A yellow arrow points to this highlighted option. Below the list, there is a 'Show 10' dropdown and 'Viewing 1-2 of 2'. The footer includes '© 2024 Anthology Inc.'.

Then select “Program SLO” from the dropdown list.

Planning

CY2023/FY2023-2024 / PSLO PLANNING AND REPORTS 2023

Edit Plan Item

Template: Program SLO [Report View](#)

SLO Number *

New Program SLO Item

Start *

07/01/2023

End *

06/30/2024

Progress

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

Permissions [Related](#) [History](#)

Assign Responsible Users

Responsible Users

No responsible users have been added.

Available Users

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

Start typing a user's name

- + Alterowitz, Gretchen Administrator
- + Anderson, Amanda Administrator
- + Andres, Benny Administrator
- + Andrews, Erica Administrator
- + Baez-Rivera, Yamilka Administrator
- + Baez-Rivera, Yamilka Administrator

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

Planning

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

SLO Area (select one)
Select the area for which the SLO is aligned.

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.

File Edit View Insert Format Tools Table

Paragraph B I

Assessment Methods Checklist

Anderson, Amanda Administrator

Anderson, Amanda Administrator

Andres, Benny Administrator

Andrews, Erica Administrator

Baez-Rivera, Yamilka Administrator

Baez-Rivera, Yamilka Administrator

Barfield, Auguste Administrator

Bennett, Jeanette Administrator

Berardinelli, Angela Administrator

Bissiere, Michele Administrator

Show 10 Viewing 1-10 of 139

Previous 1 2 3 ... 14 Next

Item Visibility

Select Users
 Viewable only by item creator, responsible users, and users with permissions to Program SLO

Org Level Permissions
 Viewable by users with permissions to Assessment and Accreditation

All Users
 Viewable to all users, unless they are set to 'No Access'

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

SLO Assessed

Was the selected performance target met on all effectiveness measures?

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.

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.

File Edit View Insert Format Tools Table

Paragraph B I

Plan Item Files

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

Performance Assessment Target

Was the selected performance target met on all effectiveness measures?

Reflection on Results

Were changes recommended during the last assessment cycle implemented as planned? If not, please explain.

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.

The screenshot shows the 'Planning' interface in Anthology. At the top, the title 'Planning' is displayed. The interface is divided into several sections:

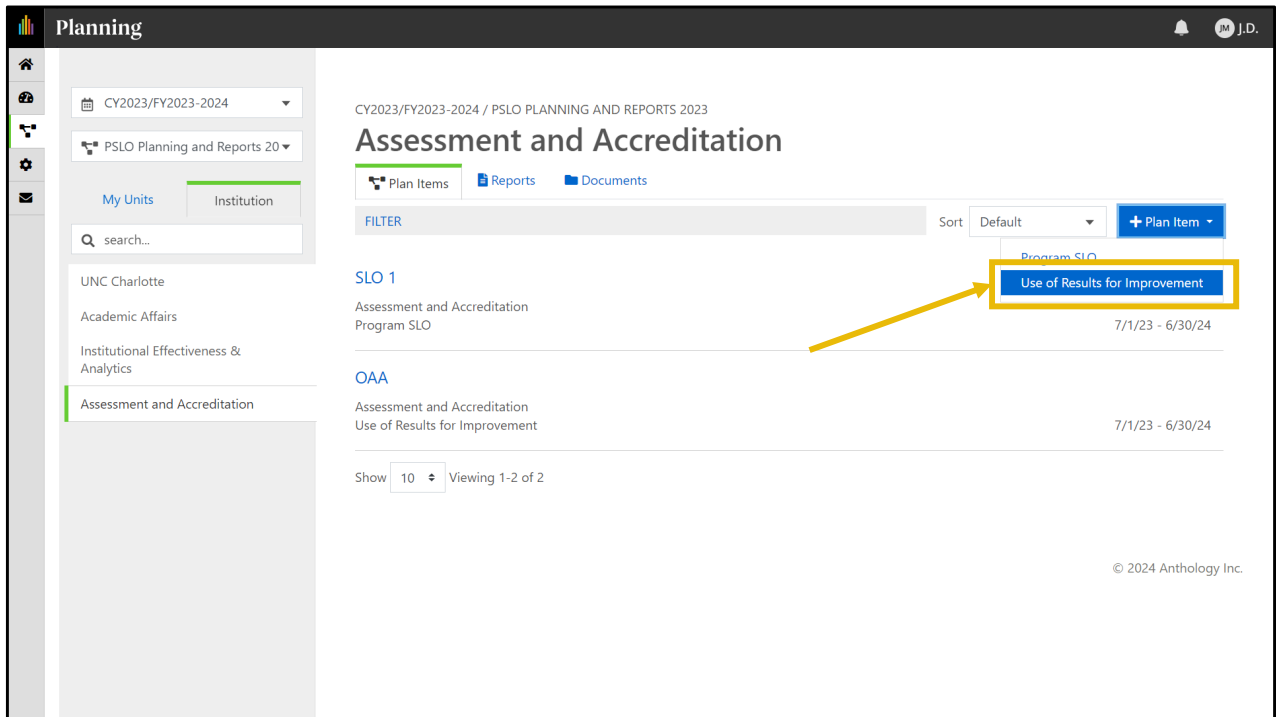
- Plan Item Files:** A section with the text 'There are no attachments.' and buttons for '+ File' and '+ Folder'.
- Performance Assessment Target:** A section with a dropdown menu and the text 'Was the selected performance target met on all effectiveness measures?'.
- Reflection on Results:** A section with a text area and a rich text editor toolbar. The toolbar includes options for 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. The text area contains the following text: '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?'.

At the bottom right of the main content area, a blue 'Done' button is circled in red. A 'Delete' button is also visible at the bottom left. The interface includes a sidebar with navigation icons, a top navigation bar with a user profile 'J.D.', and a bottom right corner with the copyright notice '© 2024 Anthology Inc.'.

When you are finished, please remember to click “Done” to save your work!

The screenshot displays the 'Planning' system interface. On the left is a navigation sidebar with 'My Units' and 'Institution' tabs, a search bar, and a list of units including 'UNC Charlotte', 'Academic Affairs', 'Institutional Effectiveness & Analytics', and 'Assessment and Accreditation'. The main content area is titled 'Assessment and Accreditation' and shows a list of SLOs. The first SLO is 'SLO 1' with the description 'Assessment and Accreditation Program SLO' and dates '7/1/23 - 6/30/24'. Below it is a blue link 'OAA' with a yellow arrow pointing to it. The second SLO is 'Assessment and Accreditation Use of Results for Improvement' with dates '7/1/23 - 6/30/24'. The text 'Use of Results for Improvement' is circled in red. At the bottom of the list, it says 'Show 10 Viewing 1-2 of 2'. The footer includes '© 2024 Anthology Inc.'.

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.

Planning J.D.

Providing Department *
[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 program-related changes and explain how the changes will affect the assessment.

Start typing a user's name

- + Alterowitz, Gretchen Administrator 0:22
- + Anderson, Amanda Administrator
- + Andres, Benny Administrator
- + Andrews, Erica Administrator
- + Baez-Rivera, Yamilka Administrator
- + Baez-Rivera, Yamilka Administrator
- + Barfield, Auguste Administrator
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- + Bissiere, Michele Administrator

Show 10 Viewing 1-10 of 139

Previous **1** 2 3 ... 14 Next

Item Visibility

Select Users
Viewable only by item creator, responsible users, and users with permissions to Use of Results for Improvement

Org Level Permissions
Viewable by users with permissions to Assessment and Accreditation

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

Planning

☐ 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.

File Edit View Insert Format Tools Table

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

Plan Item Files

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

[Delete](#) **Done**

Item Visibility

0:22

☐ **Select Users**
Viewable only by item creator, responsible users, and users with permissions to Use of Results for Improvement

☐ **Org Level Permissions**
Viewable by users with permissions to Assessment and Accreditation

● **All Users**
Viewable to all users, unless they are set to 'No Access'

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If You Need Help...

If you need help, just ask!

We are happy to offer any assistance you may need.

J.D. Mosley-Matchett, x76174
jmosleym@charlotte.edu

Mitch Cottenoir, x71292
mcotteno@charlotte.edu

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