Getting Started

1. Make sure you are using the **Google Chrome** web browser.
2. Go to [https://sdstate.campuslabs.com/home](https://sdstate.campuslabs.com/home)
   a. Login to Campus Labs using your sdstate username and password.
3. Of the four options on the homepage, choose “Outcomes.”
4. Select year in upper left corner (e.g. 2017-2018).
5. Left column- Select Academic Affairs or Student Affairs (whichever applies to you), and go down to your department. (A star symbol indicates where you have the rights to edit).

Adding Outcomes

6. Click on “Add Outcome.”
7. Enter all your program’s Outcomes:
   a. Identifier: Choose an ordering scheme ahead of time, such as 1, 2, 3 or a, b, c.
   b. Title: Choose a short title that encompasses the purpose of the outcome statement (e.g. Critical Thinking).
   c. Statement: Put in the complete text of the outcome.
   d. Do not enter ‘Desired Degree of Learning’ here, only under the courses themselves.
   e. Click “Submit”

8. (Optional) Enter Outcomes to be assessed in each course.
   a. Vitally important- under ‘Term’ choose “Overview”, not the specific semester, or information you enter will not be seen by the curriculum map.

9. (Optional) Do not select a particular section in a particular semester – keep it general for the course as a whole.
10. (Optional) Enter all outcomes for the course.

Adding Assessment Types

11. Select an outcome for the program,
   a. Under “Measures” select a semester
   b. Click on ‘Assessment’ (Not Connection).
12. Fill in form with how the Outcome is assessed (i.e. Test).
   a. Decide the title of the assessment (i.e. Final Exam)
   b. Select the method (i.e. Final Exam)
   c. Enter the dates for the measurement
   d. Select the purpose for the measurement (i.e. Summative)
   e. Select a delivery format (i.e. Computer Adaptive Test)
   f. Then select the level of learning that is being measured (i.e. Mastered)
   g. When done – “Submit”.

Linking Courses to Department Outcomes
13. For an outcome you wish to link as a Course Outcome to Program Outcome to make the Curriculum Map
   a. Choose Program level, then click on Outcome you wish to link.
14. Under Measures select the term
15. Click on ‘Connection’, then ‘Relate’ in the pop-up.
16. Go down the course list (not the course list on the far left side of the screen), and select the course (middle right side of screen). Select appropriate Outcome and click ‘Add’.
17. Keep going down the course list and ‘Add’ every other instance of that outcome.
   a. Scroll down the page and see Outcomes from all courses. Then click ‘submit’.
   b. “Submit” is at the very bottom of the page and you must click it for the connections to be made.

Putting it all Together
18. Add results for a semester – Go to program, click on specific Outcome, then ‘Add Results’.
   a. Edit the Assessment.
   b. Many different types of assessments can be chosen under ‘Method’.
19. Example: if the assessment method is an exam, score the exams, then just enter overall results here (not each specific student), so choose ‘Total Achievement Levels’.
20. Example cont.: Click on ‘Add Score Threshold’.
21. Example cont.: Determine what the thresholds are for your rubric [i.e. 4 levels-Excellent (85-100), Good (70-84), Below Average (55-69), Poor (0-54)].
22. Example cont. Enter information of how many students fell into each level of rubric, and what you plan to do based on those results (Close the loop).
23. Example cont. Go back up and choose program (Overview Level), and see the assessment results for the program.

Resource link: https://outcomessupport.campuslabs.com/hc/en-us