Getting Started
1. Open a web browser using Google Chrome.
2. Click on the link to navigate to the Campus Labs Platform.
   a. Log into Campus Labs using your sdstate username and password.
3. Select Outcomes from the list of options on the homepage.
4. Select the desired term from the drop down menu in the upper year left corner, for example: 2017-2018.
5. Select Academic Affairs or Student Affairs located on the left side of the screen.
6. Select the college that your program resides in.
7. Select the department or co-curricular from the list. (A star symbol indicates the items that you have permission to edit).
8. Select the program that you will be editing.

Adding Outcomes
9. Click on Add Outcome and enter all of the Outcomes that are associated with the selected program.
   a. Identifier: Choose an ordering scheme for your outcomes, such as 1, 2, 3 or a, b, c.
   b. Title: Choose a short title that encompasses the purpose of the outcome statement, for example: Critical Thinking.
   c. Statement: Enter the complete text of the outcome.
   d. Do not enter Desired Degree of Learning. This information will be entered under the courses themselves.
   e. Click Submit to save the outcomes that you entered.
10. (Optional) Enter the outcomes to be assessed in each course.
    a. Under Term choose Overview, not the specific semester, or information you enter will not be seen by the curriculum map.
    b. Do not select a particular section in a particular semester – keep it general for the course as a whole.
    c. Enter all outcomes for the course.
South Dakota State University Assessment Academy
Getting Started: Outcomes

For more information visit the [Campus Labs Outcomes Support Page](https://campuslabs.com/support)

### Adding Assessment Types

11. Select an outcome for the program.
   - a. Under **Measures** select the desired semester.
   - b. Click on **Assessment** (Not Connection).

12. Fill in form with how the Outcome is assessed, for example: Test.
   - a. Enter the title of the assessment, for example: Final Exam.
   - b. Select the method, for example: Final Exam.
   - c. Enter the dates the assessment was performed.
   - d. Select the purpose for the measurement, for example: Summative.
   - e. Select a delivery format, for example: Computer Adaptive Test.
   - f. Select the level of learning that is being measured, for example: Mastered.
   - g. Click **Submit** when finished.

### 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 the Outcome you wish to link.

14. Under **Measures** select the term.

15. Click on **Connection**, then **Relate** from the drop down list.

16. Select the course from the list located on the middle right side of screen. Select the appropriate Outcome and click **Add**.

17. Continue down the course list and click **Add** for every other instance of that outcome.
   - a. Scroll down the page and verify the Outcomes from all of your courses. Then click **Submit** at the very bottom of the page to complete the connections.

### Putting it all Together

18. To add the results from a semester, navigate to the desired program. Click on the **Outcome** in which you need to enter results. Click on **Add Results** and enter the assessment.

19. Many different types of assessments can be chosen under **Method**.
   - a. For example: If the assessment method is an exam. Score the exams, and enter the overall results under **Total Achievement Levels**.
   - b. **Add Score Threshold**: Determine what the thresholds are for your rubric. An example with 4 levels would be: Excellent (85-100), Good (70-84), Below Average (55-69), Poor (0-54). 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).
   - c. Go back and choose the program (Overview Level) to see the assessment results for the program.