Campus Labs Outcomes: Assessing the Core
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Logging In

- Open Campus Labs in your browser: https://coastal.campuslabs.com/. You can also access the program from the Faculty and Staff page under Common Login Links for Faculty/Staff: https://www.coastal.edu/info/facstaff/ or from the Campus Labs link on the IRAA page: https://www.coastal.edu/iraa/.
- Sign in with your CCU email address. Campus Labs uses CCU’s multifactor authentication.

Getting Assistance

Vivian Ford, vford@coastal.edu, 843-349-2733
Chris Mee, christin@coastal.edu, 843-349-2091
Selecting from the Campus Labs Tools

- Select *Outcomes*. 
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Outcomes Landing Page

- Select the star link to be taken to the course sections you are teaching or have taught.
- Permission to access courses may also be granted. Contact Vivian Ford (vford@coastal.edu) to gain course level access.

- Navigate to other academic years via the drop-down menu.
In this example, three SLOs from the Core Curriculum are requesting assessment data from course CSCI 101.
CSCI 101 can either create an assessment at the course level or request assessment data from other CSCI 101 sections.

Creating Assessments – Supplying Data at the Course Level

- Select the Pending Connections tab.
- Select the link for the SLO in order to create an assessment.
• Select Assessment to create an assessment activity.

• Complete the assessment fields. Select Submit.
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- Add attachment(s) to provide additional information about the assessment.
- Select the attachments icon (paper clip).

- Select OK to acknowledge the Sensitive Data Policy.
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- Upload attachments by dropping files in the attachments window.
- Select Close.

**Files to Upload**

<table>
<thead>
<tr>
<th>Name</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Description.pdf</td>
<td>Add a comment</td>
</tr>
</tbody>
</table>

- Add a comment if desired. Select Upload.

**Eating Healthy On Campus Attachments**

<table>
<thead>
<tr>
<th>Name</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Description.pdf</td>
<td></td>
</tr>
</tbody>
</table>

- Add additional attachments, edit comment field, and/or delete attachments.
- Select Close.
Adding Assessment Results

- Select Add Results.

- Select Add Score Threshold.

- A 4-point Likert scale is used for all assessments in Outcomes. Within the scale, however, achievement thresholds can be customized.
- Add the achievement threshold for each category: Exceeded, Met, etc.
- The Results Scale determines how many units (categories) there are in the scale while thresholds decide where cutoff points for each category are for an individual assessment. This means that thresholds are customizable and set at the individual assessment level.
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- In the corresponding boxes, enter the number of students meeting each achievement level.

- Complete assessment by adding Analysis of Results and Use of Results for Continuous Improvement.

- Select Submit.
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- The complete Outcome.

- Mouse over the Results Scale to view data.

- Select *Back to List* to return to the main course page.
Creating Assessments – Requesting Data from Course Sections

- A course that has a data request may solicit data from faculty teaching sections of that course.

- Select the link for the SLO to create an assessment.

- Select Connection to request assessment data from other course sections.
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- Select *Assign assessment to other unit(s)* to open the Assigned Connection window.

- Select the icon beside each course section(s) that will supply assessment data.
- Course sections, identified by the symbol, will provide data for the course being assessed.
- Select *Save* to confirm course sections.
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- The faculty teaching the course section will select the SLO in order to provide assessment data.
- Notice that IA – SLO3 is a Core Curriculum outcome with data being requested through course CSCI 101.
- The faculty teaching each section will create an assessment (Pg. 5) then
- Add assessment results (Pg. 8)
- Assessments for each section may be unique for that section or assigned at the course level.
- Each assessment, however, will support the SLO that is requesting the data (e.g. IA – SLO3).
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- Aggregated assessment data from three CSCI 101 sections.
Core Skill IA – SLO 2 and SLO 3 now reflect the data contributed by CSCI 101.
Select the SLO title to see what courses and/or sections contribute to the aggregate results.
Mouse over the Results Scale to see the aggregate data.

CSCI 101 contributed to the data for Core Skill IA – SLO3.