Strategic Planning and Assessment

Frequently Asked Questions (FAQs) About Outcomes

Question	Response
What is Outcomes?	The Office of Strategic Planning & Assessment (SPA) will deploy a new tool called Outcomes in Fall 2023. The Outcomes Tool is an addition to Planning (formerly Compliance Assist) within the Anthology suite of products. The tool will allow teams and faculty to use the single Outcomes tool for section selection (the choice of which sections will participate in assessment) and faculty to enter in their section-level assessment data. To watch a previously recorded training session about the Outcomes tool click **HERE:** (Video Link). **Benefits of the Outcomes Tool** ☐ More informed decision-making surrounding data for faculty ☐ Bloom's Taxonomy distribution assignment ☐ Section Selection and data collection all in one place ☐ Expanded reporting options by course, program, and college ☐ Automated email notifications for key stakeholders
How do I Log-in to the Outcomes Tool?	Users can log into Outcomes in one of two ways, **1)** Using their single sign-on email address and password, go directly to the Anthology Home Page and select Outcomes **HERE:** (https://lonestar.campuslabs.com/home/). **2).** Click the Outcomes URL address **HERE:** (https://lonestar.campuslabs.com/outcomes/) to go directly to Outcomes Home Screen. For additional help with SLO/PLO assessment consider reviewing the SPA homepage.
I logged into the Outcomes tool, but I don't see all my discipline or program areas. What should I do?	Once a user signs into the Outcomes tool, several views are available (*Administrator, Creator,* and *Viewer*). ☐ Administrators of a level can add permissions, assign and relate outcomes, view outcomes, view curriculum map, view Taxonomy breakdown, and progress at their organizational level (requires Dean approval). ☐ Creators of a level can create, remove, and edit outcomes and assessments. ☐ Viewers of a level can only view outcomes statements and assessments. Select the level of access you want to provide to each individual on campus If you do not see a specific discipline or all your areas of responsibility, you may need to have your permissions updated. A link to have your permissions updated is provided **HERE:** (Update My Permissions in Outcomes).To gain *Administrator* access to any discipline or program area, your direct supervisor must approve.
How do I find a definition guide for icons on the Outcomes Home Screen?	Once a user signs into the Outcomes tool, the user is taken directly to the Home Screen. The Home Screen has many icons that resemble Planning. Click **HERE:** (Outcomes Home Screen Dashboard) to review definitions of the icons on the Outcomes Home Screen.

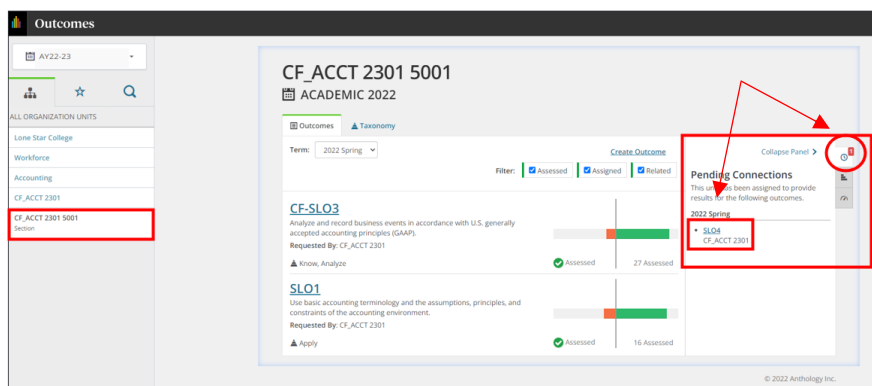|	
How do I complete Section Selection in Outcomes (Curriculum Team and Faculty Leads, Program Directors, & Liaisons)?	Below find links to a video and instructional guide. Section selection is an easy process in Outcomes. Before completing section selection, you will need to obtain a list of all available sections for your discipline for your campus. Don't forget the 25/4 Rule and to Diversify when selecting sections. **25/4 Rule:** ☐ Assess a minimum of 25% of the sections offered of the selected courses (we recommend 30% in case someone doesn't respond or submit their data) ☐ If 25% is less than four sections, assess a minimum of four sections of the selected courses ☐ If there are four or less sections, assess all sections offered of the selected courses **Diversify:** ☐ Online, face to face, and hybrid sections ☐ Dual credit and non-dual credit ☐ Main campus and centers See the links below for additional support when selecting sections. ☐ [Section Selection Video](#) ☐ [Section Selection Instructional Guide](#)
I was selected to assess sections; how do I enter results? Where can I find help with data entry?	Entering results in the Outcomes tool has never been easier. Once a user signs into the tool, click on your discipline which will take you directly to your sections. You should a see a red indicator ⬚ on the right-hand side within the Content Panel. The number will depend on the number of sections you were assigned to assess. If you were assigned one section, you will see a #1. For additional section assignments, you will see the corresponding #. Click on the SLO# in the Content Panel to add the assignment description and results. See the links below for additional support for adding assessment results for sections. ☐ [Reporting SLO Data in Outcomes Instructional Guide](#) ☐ [Reporting SLO Data in Outcomes Video](#) Results are entered towards the end of the semester in the Fall/Spring. ☐ Fall SLO Data Entry – November 1st to December 19th ☐ Spring SLO Data Entry – April 1st to May 15th

In Planning (formerly Compliance Assist), I could see all program/discipline areas. Why can't I see all program/disciplines in Outcomes?	Note permissions in Planning are not the same as in Outcomes and while both tools have some integration, they are not the same. Instructors do not have access to see all disciplines in Outcomes in the same way as in Planning. The current view in Outcomes allow for program directors, faculty leads, and liaisons to focus on their area of responsibility. If you do not see a specific discipline or all your areas of responsibility, you may need to have your permissions updated. A link to have your permissions updated is provided **HERE:** (Update My Permissions in Outcomes).To gain *Administrator* access to any discipline or program area, your direct supervisor must approve.
Will I receive email notifications when my section is assigned/selected for assessment?	Yes. You will receive an email notification from the Curriculum Team Lead stating which section(s) you are to assess. Additionally, Anthology has a feature that allows for email notifications to go out to the intended user. However, the notification feature within Anthology does not look like an LSC generated email, but it is not Phishing, or Spam and it is intended for the recipient. Notifications from Anthology will resemble the below image.
When will I know I am assigned a section(s)?	After Official Day (OD), Curriculum Teams Leads, Program Directors, Faculty Leads, and Liaisons will log-in to Outcomes to assign sections for assessment. When an instructor logs into Outcomes they will see a red indicator notifying them section(s) were assigned for assessment on the right-hand side within the content panel.
How do I know my data was entered?	Users can click on the course where data was entered and see results. Notice in the image below for each outcome statement, a number of assessed is associated with the orange/green color bar. Users can see all their course section data with the course and SLO.

What if the class I am to assess gets cancelled? Should I assess a different one?	Be sure to let the curriculum team or faculty lead know and they will enter the necessary content in Planning for courses canceled or not offered.
Do I have to do this for every class?	You should only enter data for sections you were assigned. Email notifications will be sent to you when you are assigned a section or sections to assess.
If I have problems with accessing Outcomes, who can I contact?	Please contact Dr. Sherell Laster in the Office of Strategic Planning & Assessment (SPA) for additional help or insight with Outcomes.

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SPA Homepage

Institutional Effectiveness

Strategic Planning & Assessment

Lone Star College's 2020-25 Strategic Plan has the following five Strategic Priorities:

AY 2020-25 Strategic Planning Listening Tour
AY 2020-25 Strategic Plan
AY 2015-2020 Strategic Plan

SPA News

You may find assessment news, timelines, and resources from our monthly newsletter from the link below:

SPA Newsletter

Our Vision

The Office of Strategic Planning & Assessment will be nationally recognized for fostering a culture of collaborative inquiry, participatory planning, and continuous improvement.

Institutional Effectiveness (IE)

What's New?

ACE Timeline:

AY 2021-22 Closing the Loop Reports are due by September 15, 2022.

AY 2022-2023 ACE Plans are also due by September 15, 2022.

AY 2022-23 ACE Timeline

Compliance Assist Has a New Look: Quick Navigation Guide

ACE Quick Navigation Guide

ACE Tips:

ACE Tips – Planning

ACE Tips – Closing the Loop

New Planning and Reporting Tools:

ACE One Page View

ACE Assessment for Academic and Student services

Planning: Strategy Mapping