

Overview

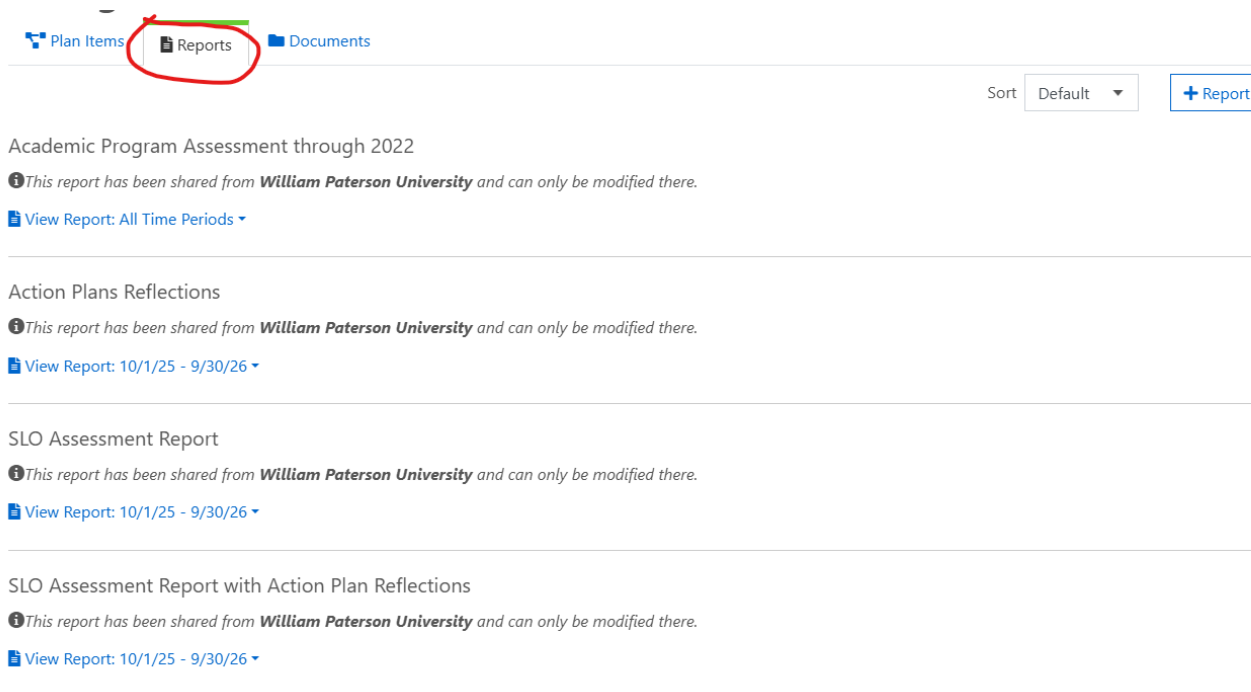
This document outlines how to run reports in Anthology. WP has developed four standard reports accessible to all faculty with access to Anthology. These are:

- SLO Assessment Report: Includes assessment results for specified year(s). Includes SLO, measure, performance target, target attainment (met or not met), assessment results, analysis and interpretation of results, and action plan to drive improvement. This report does not include the reflection on action plans.
- Action Plan Reflections: Includes reflections on previous implementation of intended action plans for specific SLOs.
- SLO Assessment Report with Action Plan Reflections: Combine the elements from the SLO Assessment Report and the Action Plan Reflections into one report.
- Academic Program Assessment through 2022: This legacy report includes assessment results for year through 2022, when the format of assessment was different.

As shared reports, the results can be filtered, but the format and fields cannot be altered. Faculty also can create custom reports from scratch.

Accessing Reports

Reports are accessed through the Reports tab in the Planning area. The screenshot below lists the standard reports.



Plan Items Reports Documents

Sort Default + Report

Academic Program Assessment through 2022

This report has been shared from William Paterson University and can only be modified there.

View Report: All Time Periods ▾

Action Plans Reflections

This report has been shared from William Paterson University and can only be modified there.

View Report: 10/1/25 - 9/30/26 ▾

SLO Assessment Report

This report has been shared from William Paterson University and can only be modified there.

View Report: 10/1/25 - 9/30/26 ▾

SLO Assessment Report with Action Plan Reflections

This report has been shared from William Paterson University and can only be modified there.

View Report: 10/1/25 - 9/30/26 ▾

Running a Standard Report

1. Go to the reports tab and identify the report you wish to run. Select the “View Report” link to generate the report for the default time period listed.

SLO Assessment Report

*This report has been shared from **William Paterson University** and can only be modified there.*

[View Report: 10/1/25 - 9/30/26](#)

2. It is possible to customize the time period for a report. To do so, click the down arrow after the default time period and select the Customize Dates option.

SLO Assessment Report

*This report has been shared from **William Paterson University** and can only be modified there.*

[View Report: 10/1/25 - 9/30/26](#)

[View Report](#)
[Customize Dates](#)
[CSV Report](#)
[Word Export](#)
[Print](#)

3. Adjust the date range in the field and click view report. Note that WP’s annual assessment cycles run from 10/1 through 9/30. Therefore, to run a report for the 2024-2025 academic year, select 10/01/2024 as the start date and 09/30/2025 as the end date

UNIT REPORT

Custom Report Date Range

SLO Assessment Report

Date Range

Adjust the start and end dates and click, View Report

Start Date

10/01/2025

End Date

09/30/2026

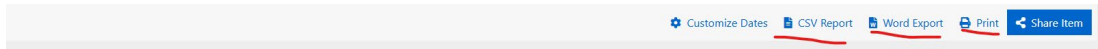
[Cancel](#)

[Word Export](#)

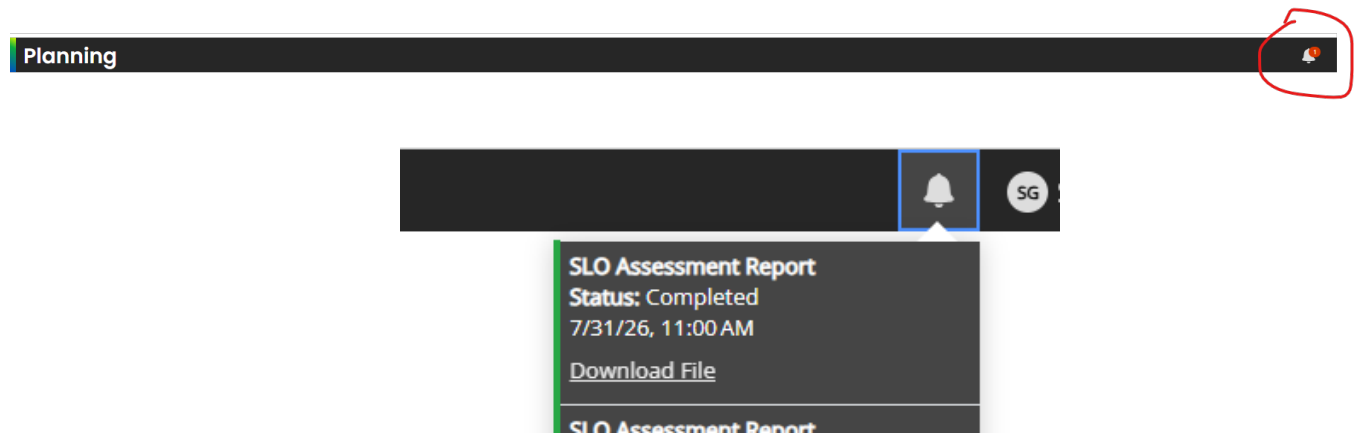
[CSV Report](#)

[View Report](#)

- To print or export a report, select the format desired in the header bar.



- A notification will appear on the top menu bar when a report exported to CSV or Word is ready.



Creating Your Own Report

- To create a custom report, select the + Report button to open the New Report Template



- Complete the descriptive header information with report name and description and other requested information.

WILLIAM PATERSON UNIVERSITY

New Report

Report Name

Report Description

This will display on the Reports list view to provide additional information about this report.

Providing Organization Unit: William Paterson University

☐ Share this report with all sub-units

☐ List the unit name at the beginning of the report

Filter Report:

Filters can be customized on the report Preview screen

3. In the Primary Data area, select Template >> Choose Template, and pick the template or templates that store the data on which you want to report.
 - (a) The SLO, Measure, Results, Action Plan template is the main template with information on SLOs, measures, performance targets, target attainment, results, analysis and interpretation, and action plans
 - (b) The Summary of Implemented Action Plan template contains reflections on the implementation of action plans.

Primary Data

+ Choose Template ▾

+ Template

Academic Program SLO Assessment

SLO, Measure, Results, Action Plan

Summary of Implemented Action Plan

4. Once the template or templates are selected, fields will be accessible for inclusion in the report. In the Data Fields Available column, click on the + sign to move to to the Data Fields Added column.

Template

SLO, Measure, Results, Action Plan ▾

✕

Data Fields Available

Is this outcome being assessed in this year?	+
Measure/Method of Assessment	✓
Target/Criteria	+
Target Attainment	+
Assessment Results	+
Analysis and Interpretation of Results	+
Plan to Use Results for Improvement	+
Providing Department	+
Start	+
End	+

Data Fields Added

SLO Number and Outcomes Statement
Measure/Method of Assessment ✕