## **IDEA Campus Labs**

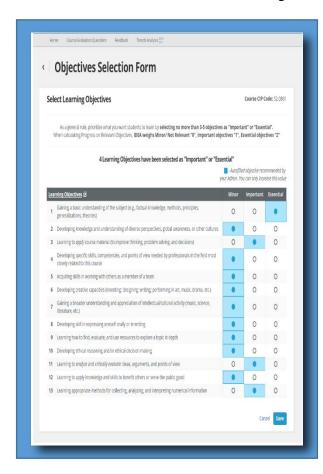
Directions for Selecting Learning Objectives

Learning Objectives are selected on the Campus Labs platform and <u>must be chosen for every course</u> that is evaluated. You may either select objectives for each course individually or by using the Objective Selection Form (OSF) Manager.

What is the deadline for selecting learning objectives? Learning objectives may be chosen at any time while the survey is open, but selections must be made <u>before</u> the survey closes to students.

What happens if I don't choose any learning objectives? The system will treat all the objectives as "important" objectives — even if they aren't something that applies to your course. Typically, this has a significant negative impact on the reported scores.

**How do I choose the objectives?** Follow the steps outlined below. Alternatively, view this two-minute instructional video on choosing learning objectives.



- •Log in to <u>Campus Labs</u> using your Messiah credentials.
- •Find the course for which you plan to select LOs.
- •Click on "Objectives Selection Form"
- •Choose your learning objectives by selecting "Minor," "Important," or "Essential."
  - Select *only 3-5* Learning Objectives as "Important" or "Essential."
  - The remaining should be marked as "Minor."
  - While all the objectives may be touched upon in your course, choose only the ones on which students are likely to make *significant* progress and that you actively teach.
- •To fill out multiple courses at once, you can use the OSF Manager by logging in to Campus Labs then clicking the OSF Manager link at the top of your Campus Labs home page.

Additional resources for choosing learning objectives can be found here.