

Annual Report Submission

CAMPUS LABS GUIDE

Office of Assessment
UPDATED: FALL 2018





**Annual Report Submission
Campus Labs Guide**

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I. Logging-In to Campus Labs

1. You can access the Annual Report Planning workspace via the Office of Assessment website under Quick Links

Office of the Provost > Office of Assessment

Office of Assessment

- Assessment Infrastructure
- Assessment Planning
- Principles of Assessment of Student Learning
- Program Review
- Collegiate Learning Assessment
- Assessment Spotlight
- Contact Information

Office of Assessment


The Office of Assessment provides leadership, support, and coordination for university-wide assessment.


Mission Statement

The Office of Assessment provides vigorous and positive leadership in the coordination of university-wide efforts related to improving student learning and enhancing educational effectiveness through assessment.

Quick Links


- Academic Program Review
- Assessment Planning
- Annual Reports - Log-in to CampusLabs**





2. You can also access Campus Labs at <https://csustan.compliance-assist.com/>. Log in using your CSU Stanislaus user ID and password. After you log in, you will see the Landing Page. Click on the “Planning” link under “Available Web Sites.”

▼ Landing Site



Available Web Sites

- Planning**
- Gallery

Welcome
Welcome to your institution's **Compli**

3. The link will take you to your Dashboard page:

FY 2018

< Dashboard

FILTER

My Items (1) Responsible Items (0) Contributor (441)

II. Accessing the Workspace

1. The Department Chair has default access to the to the program’s self-study workspace. Please contact the Office of Assessment (elittlepage@csustan.edu) to add members with responsible roles (various levels of permission are available – from Reviewer to Administrator).
2. Once in the Dashboard, you may see one or more options under the “Plans” section in the right-hand navigation bar. Click on the “Annual Reports.” Select your program from the left-hand hierarchy (note: you may have only one program listed).

Plans

test plan
9/11/18 - 11/30/18
test

Two-year Plan

Annual Report
9/11/18 - 6/30/19
Annual Report template. Please submit findings previous year's assessment activities.

a. Framing the Future

My Units | Institution

search...

CSU Stanislaus

Academic Affairs

College of the Arts Humanities and Social Sciences

Anthropology, Geography, and Ethnic Studies

Anthropology BA

3. If you have a role in an annual report, you may also see your report listed under “My Items” on this Dashboard page.

FY 2018

< Dashboard

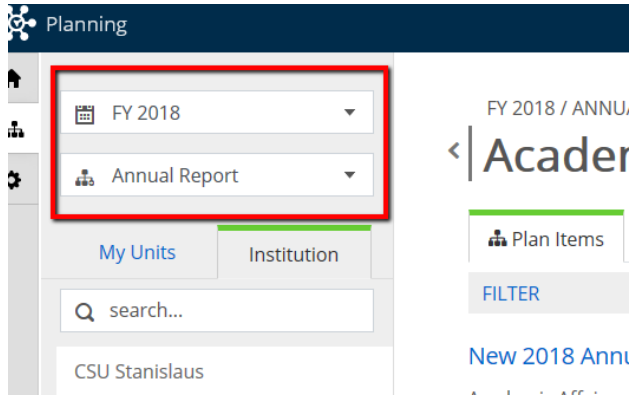
FILTER

My Items (1) | Responsible Items (0) | Contributor (441)

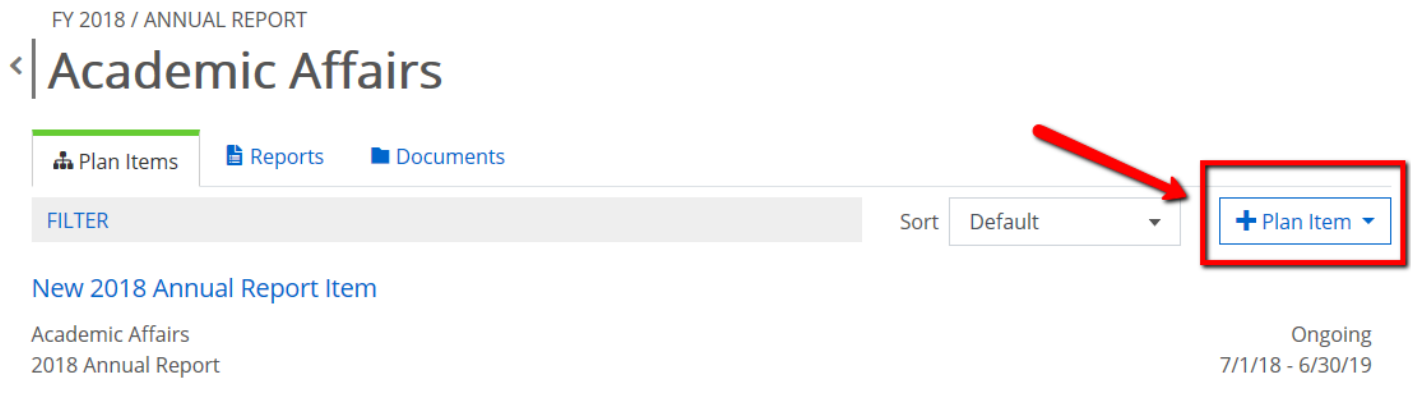
New 2018 Annual Report Item

Academic Affairs : Annual Report
2018 Annual Report

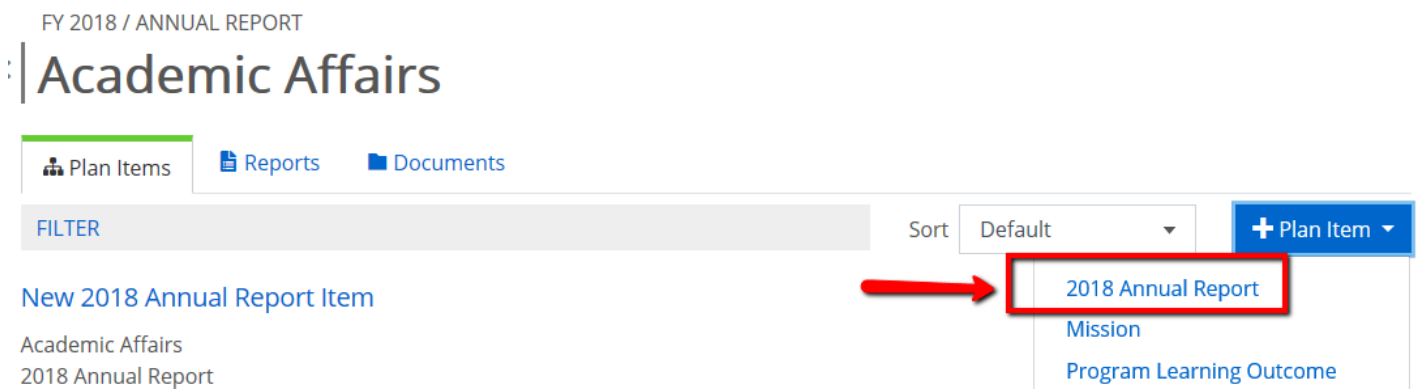
4. The default for annual reports is FY 2018, but make sure that you are in the correct year in the upper-left portion of the workspace.



5. To open the annual report template, click on "+Plan item" from the right drop-down menu.



6. Select "2018 Annual Report" from the drop-down menu



NOTE: The template is now housed within a one-page form; you will no longer need to select the individual plan items.

III. Editing Plan Items

1. Once in the 2018 Annual Report template, the Start and End date will go to the default dates for FY 2018-19. The providing department will also be filled in.

< Edit Plan Item

Template: 2018 Annual Report

Name *

2018 Annual Report Item

Start *

7/1/2018

End *

6/30/2019

Providing Department *

Academic Affairs

2. The fields included in the workspace can be edited using the rich-text format fields. For the Program Learning Outcomes field, the [Program Learning Outcomes](#) page on the University website may be used as a reference

Program Learning Outcomes

Please list the program learning outcomes (with number) assessed or reviewed last year. All program learning outcomes are posted on the University Program Learning Outcomes page and updated annually as part of catalog review - <https://www.csustan.edu/academics/program-learning-outcomes>

File Edit View Insert Format Tools Table

← → Formats **B** *I* [List Icons] [Link Icon] [Image Icon]

Program Maintenance Outcomes

Please list the program maintenance outcomes (with number) assessed (if applicable) or reviewed last year.

File Edit View Insert Format Tools Table

← → Formats **B** *I* [List Icons] [Link Icon] [Image Icon]

3. Select the type(s) of assessment and enter the assessment method, data reviewed and findings, actions, and resources requested (if applicable). You may also indicate whether or not the outcomes were published. Click “Edit” to enter narrative for each field.

Which type(s) of assessment methods were used?

- Direct
- Indirect

4. The Assessment Methods and Description of Summary Findings and Actions Taken sections have been streamlined. Attachments (e.g., survey instruments) can be added via the “Plan Item Files.” Attachments can be added using the “+File” button. If you would like to add folders for organization of items, that option is also available.

Assessment Method(s)

Describe the assessment method(s) used.

A rich text editor interface with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and a toolbar containing icons for undo, redo, bold, italic, bulleted list, numbered list, link, and image. The main text area is empty.

Description of Summary Findings and Actions Taken

Please provide a summary of the findings. Describe the process for evaluating/analyzing the findings and any actions taken in response. Attachments can be added, if applicable.

A rich text editor interface with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and a toolbar containing icons for undo, redo, bold, italic, bulleted list, numbered list, link, and image. The main text area is empty.

Plan Item Files + File + Folder
There are no attachments.

5. If any modifications have been made to the program’s learning outcomes or course offerings over the past year, please attach a revised curriculum map using the Plan Item Files feature. If there have been no revisions, no attachment is needed.

Curriculum Map

If any modifications have been made to your program learning outcomes or course offerings over the past year, please attach a revised curriculum map.

Plan Item Files

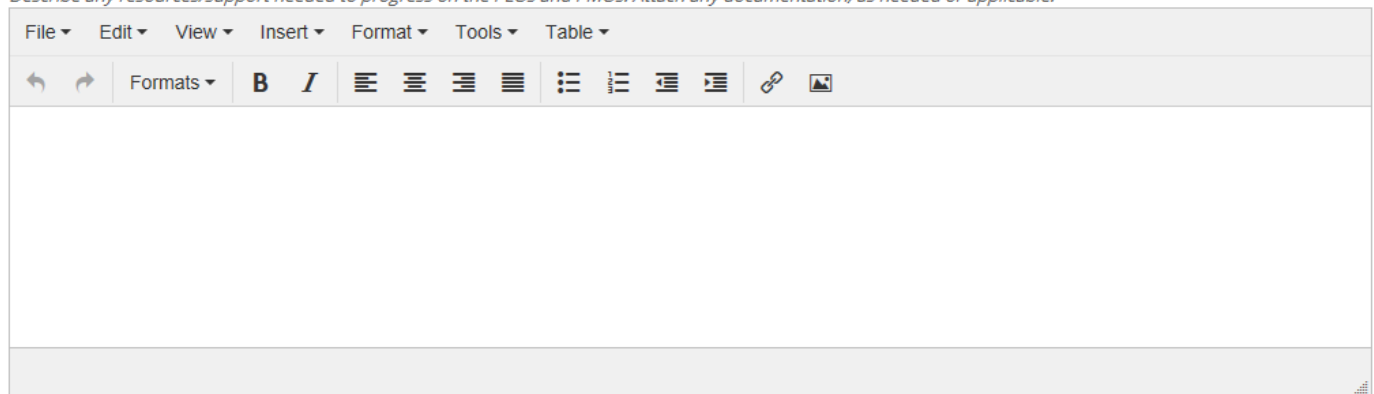
[+ File](#) [+ Folder](#)

There are no attachments.

6. If any resources are being requested at the college or university level, please indicate in the Resources Needed/Requested field. These requests will be reviewed by the College Assessment Faculty Learning Communities and the College Dean.

Resources Needed/Requested

Describe any resources/support needed to progress on the PLOs and PMOs. Attach any documentation, as needed or applicable.



A rich text editor interface with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and a toolbar containing icons for undo, redo, bold, italic, bulleted list, numbered list, link, and image. The main text area is empty.

Plan Item Files

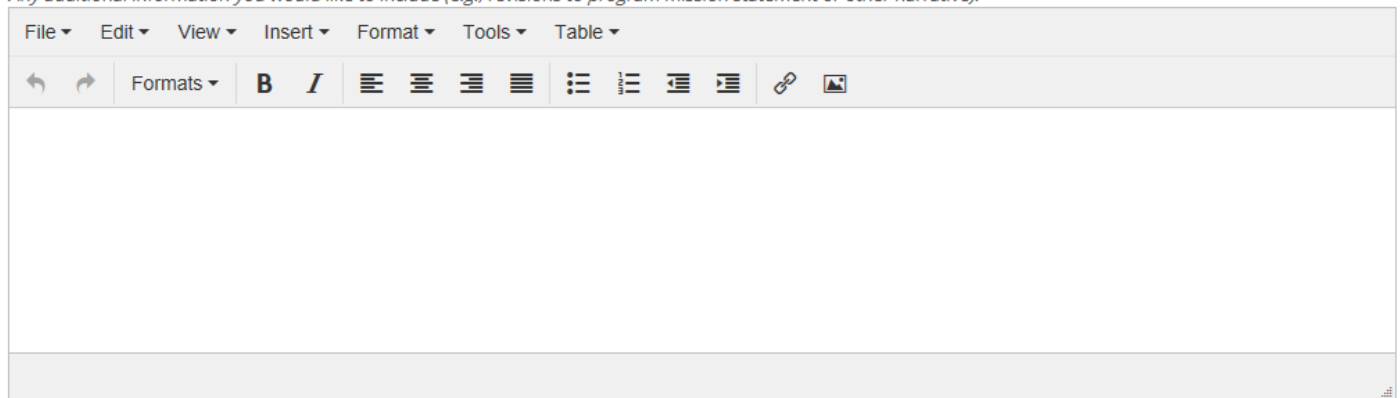
[+ File](#) [+ Folder](#)

There are no attachments.

7. Any additional narrative the program would like to include can be submitted to the Other Narrative field.

Other Narrative (Optional)

Any additional information you would like to include (e.g., revisions to program mission statement or other narrative).



A rich text editor interface with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and a toolbar containing icons for undo, redo, bold, italic, bulleted list, numbered list, link, and image. The main text area is empty.

Plan Item Files

[+ File](#) [+ Folder](#)

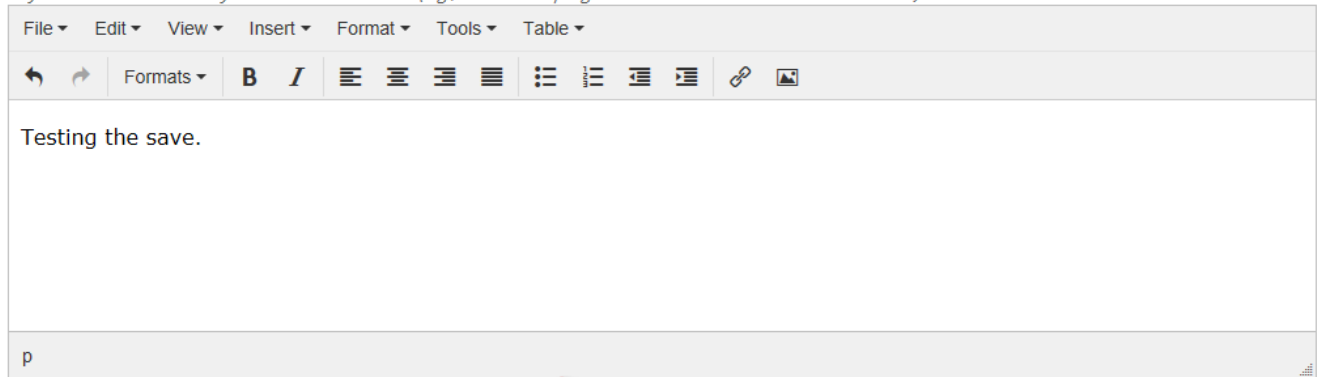
There are no attachments.

IV. Saving Information in the Annual Report

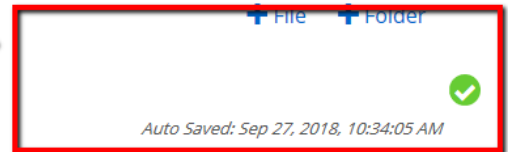
As narrative is added to the fields, the information should be auto-saved. After entering information into the field, if you click out anywhere on the page, you should see a green check mark in the bottom right-hand corner of the textbox. This indicates that the work in that field has been saved.

Other Narrative (Optional)

Any additional information you would like to include (e.g., revisions to program mission statement or other narrative).



Plan Item Files
There are no attachments.



V. Submitting the Report

Once the report is completed, those with Contributor-level roles can effectively “Submit” the annual report by selecting the “Complete” option from the Status dropdown menu.

Status

When the annual report is complete and you are ready to submit, please select “Complete” from the status dropdown.



VI. After Submission

As displayed in the [Institutional Academic Assessment Process](#), at the end of the fall reporting cycle, the college annual reports move forward for College Dean and College Assessment Faculty Learning Community for review and feedback. College summaries are then provided to the Office of Assessment for integration into institutional assessment reports completed by the Faculty Fellow for Assessment.