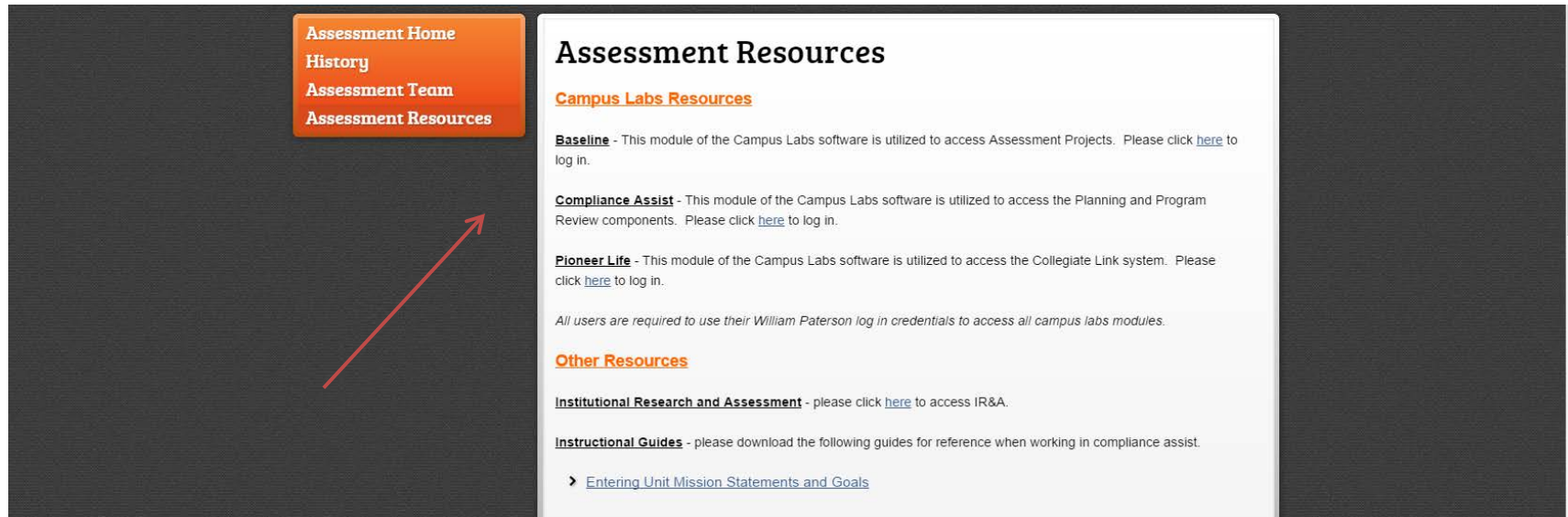


Instructions for Accessing Reports in Compliance Assist

1. **Sign in** to Compliance Assist (use the link on the Student Development Assessment website)



The screenshot shows the 'Assessment Resources' page. On the left, a sidebar contains four orange buttons: 'Assessment Home', 'History', 'Assessment Team', and 'Assessment Resources'. A red arrow points from the 'Assessment Resources' button to the 'Assessment Resources' section on the main page. The main page has a white background with the title 'Assessment Resources' in bold. Below the title, there are three sections: 'Campus Labs Resources', 'Other Resources', and 'Instructional Guides'. Each section contains links and descriptions for various assessment tools and resources.

Assessment Resources

Campus Labs Resources

Baseline - This module of the Campus Labs software is utilized to access Assessment Projects. Please click [here](#) to log in.

Compliance Assist - This module of the Campus Labs software is utilized to access the Planning and Program Review components. Please click [here](#) to log in.

Pioneer Life - This module of the Campus Labs software is utilized to access the Collegiate Link system. Please click [here](#) to log in.

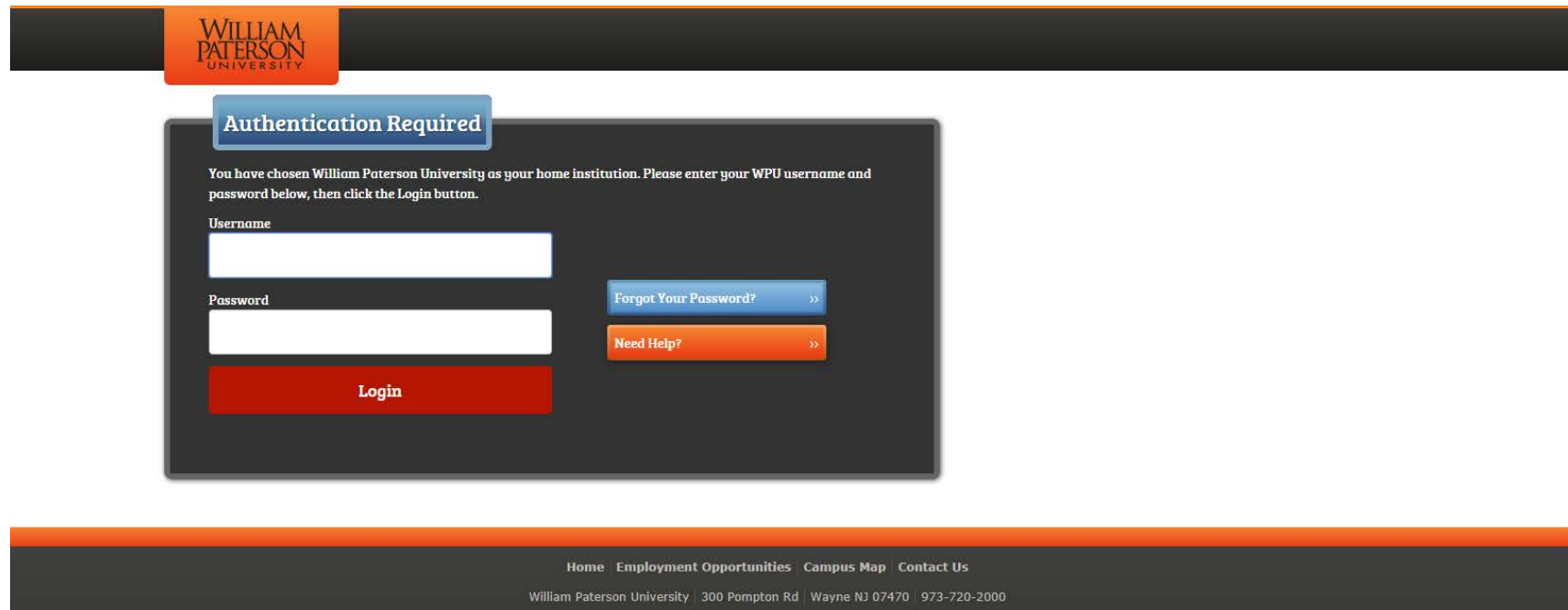
All users are required to use their William Paterson log in credentials to access all campus labs modules.

Other Resources

Institutional Research and Assessment - please click [here](#) to access IR&A.

Instructional Guides - please download the following guides for reference when working in compliance assist.

› [Entering Unit Mission Statements and Goals](#)



The screenshot shows the William Paterson University login page. At the top, there is a black header with the William Paterson University logo on the left. Below the header, there is a blue button labeled 'Authentication Required'. The main content area is a dark gray box with a white background. It contains a message: 'You have chosen William Paterson University as your home institution. Please enter your WPU username and password below, then click the Login button.' Below this message, there are two input fields: 'Username' and 'Password'. To the right of the 'Password' field, there are two buttons: 'Forgot Your Password?' and 'Need Help?'. Below the input fields, there is a red button labeled 'Login'. At the bottom of the page, there is a black footer with white text: 'Home | Employment Opportunities | Campus Map | Contact Us' and 'William Paterson University | 300 Pompton Rd | Wayne NJ 07470 | 973-720-2000'.

WILLIAM PATERSON UNIVERSITY

Authentication Required

You have chosen William Paterson University as your home institution. Please enter your WPU username and password below, then click the Login button.

Username

Password

[Forgot Your Password?](#) >>

[Need Help?](#) >>

Login

Home | Employment Opportunities | Campus Map | Contact Us

William Paterson University | 300 Pompton Rd | Wayne NJ 07470 | 973-720-2000

2. Click on Planning

Landing Site Welcome, Christine Smith | [Log Out](#)

WILLIAM PATERSON UNIVERSITY

[Home](#) [Settings](#) [Permissions](#) [Options](#)



Available Web Sites


- [Planning](#)
- [Credentials](#)
- [Gallery](#)
- [Program Review](#)

Welcome
Welcome to the William Paterson University *Compliance Assist!* landing site!

William Paterson Home Page Powered by [Compliance Assist](#)

3. Click on Reports

campuslabs  Planning 

WILLIAM PATERSON UNIVERSITY OF NEW JERSEY | CHRISTINE SMITH  | HELP

Home

My Dashboard



Institution

Courses

Reports

Administration

Home



Announcements

Manage Announcements

Welcome to the William Paterson University Strategic and Unit Planning Site!

by CampusLabs Administrator

This site was launched in July, 2011 as a tool to document, track and report on the strategic planning and unit planning efforts of William Paterson University. As you navigate through the system, please utilize the "Help" link located in the upper right-hand corner of each main site page, and the question mark icon in the upper right-hand corner of each pop-up page. Clicking these links will take you directly to the user guide for the Compliance Assist! Planning software. The user guide contain... [More >>](#)

William Paterson Home Page

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4. Click on + sign next to Division of Student Development to expand the menu

campuslabs

Planning

WILLIAM PATERSON UNIVERSITY OF NEW JERSEY | CHRISTINE SMITH | HELP

Home

My Dashboard

Institution

Courses

Reports

Administration

Reports - Department Reports

DepartmentIndividualGap AnalysisSettings

☐ Show Deleted Departments

To Edit a Department Level Report, click on the report's name. **To Run** a Department Level Report, select one of the three export options (PDF, Word or Excel). **To Delete** a Department Level Report, select the report's row and select "Delete Selected Report" from the top of the chart.
Note: If these options are not available, you may not have permission for that action.

My RolesInstitution

William Paterson University

Academic Affairs

Division of Enrollment Manage

Division of Student Developme

Add Report

| Name | Description | PDF | Word | Excel |
|---|-------------|-----|------|-------|
| No reports are available to you in William Paterson University. | | | | |

5. Click on Your Department

The screenshot displays the 'campuslabs Planning' interface for William Paterson University. The top navigation bar includes links for Home, My Dashboard, Institution, Courses, Reports, and Administration. The main content area is titled 'Reports - Department Reports' and features tabs for Department, Individual, Gap Analysis, and Settings. A checkbox for 'Show Deleted Departments' is present. A blue informational box provides instructions on how to edit, run, or delete reports. The left-hand navigation tree shows a hierarchy starting with 'William Paterson University', followed by 'Academic Affairs', 'Division of Enrollment Management', 'Division of Student Development', 'Athletics', 'Campus Life', and 'Student Development'. The 'Residence Life/Housing' department is highlighted in the tree, and a red arrow points to it. The main table lists reports for this department, including 'Assessment Projects', 'Departmental Strategic Planning Worksheets', and 'End of Year Assessment Guide'. Each report row includes columns for Name, Description, and export options (PDF, Word, Excel).

William Paterson University

- Academic Affairs
- Division of Enrollment Management
- Division of Student Development
 - Athletics
 - Campus Life
 - Student Development
 - Alcohol, Tobacco & Other
 - Assessment Services
 - Career Development & Assessment
 - Counseling, Health and Wellness
 - Disability Student Support
 - Residence Life/Housing

Reports - Department Reports

Department | Individual | Gap Analysis | Settings

☐ Show Deleted Departments

To Edit a Department Level Report, click on the report's name. To Run a Department Level Report, select one of the three export options (PDF, Word or Excel). To Delete a Department Level Report, select the report's row and select "Delete Selected Report" from the top of the chart. Note: If these options are not available, you may not have permission for that action.

| Name | Description | PDF | Word | Excel |
|--|--|-----|------|-------|
| Assessment Projects | End of Year Report for Assessment Projects - Attach to End of Year Report for Dr. John Martone | | | |
| Departmental Strategic Planning Worksheets | FY 2013 | | | |
| End of Year Assessment Guide | Unit Mission, Strategic Planning Worksheets and Assessment Projects | | | |

William Paterson Home Page | Powered by Compliance Assist | © 2013 Campus Labs, LLC | Legal

6. Click on the PDF, Word or Excel version of whichever report you'd like to view

The screenshot displays the 'Reports - Department Reports' section of the Campus Labs Planning application. The top navigation bar includes 'campuslabs Planning', 'WILLIAM PATERSON UNIVERSITY OF NEW JERSEY', 'CHRISTINE SMITH', and 'HELP'. Below this, a secondary navigation bar shows 'Home', 'My Dashboard', 'Institution', 'Courses', 'Reports', and 'Administration'. The main content area is titled 'Reports - Department Reports' and features tabs for 'Department', 'Individual', 'Gap Analysis', and 'Settings'. A checkbox for 'Show Deleted Departments' is present. A blue informational box provides instructions on how to edit, run, or delete reports. On the left, a tree view shows the organizational structure of William Paterson University, with 'Residence Life/Housing' selected. The main table lists reports with columns for 'Name', 'Description', 'PDF', 'Word', and 'Excel'. Three red arrows point to the export icons for the 'End of Year Assessment Guide' report.

Department Reports

Department Individual Gap Analysis Settings

☐ Show Deleted Departments

To Edit a Department Level Report, click on the report's name. To Run a Department Level Report, select one of the three export options (PDF, Word or Excel). To Delete a Department Level Report, select the report's row and select "Delete Selected Report" from the top of the chart.
Note: If these options are not available, you may not have permission for that action.

My Roles Institution

William Paterson University

- Academic Affairs
- Division of Enrollment Management
- Division of Student Development
 - Athletics
 - Campus Life
 - Student Development
 - Alcohol, Tobacco & Other
 - Assessment Services
 - Career Development & Assessment
 - Counseling, Health and Wellness
 - Disability Student Support
 - Residence Life/Housing

| Name | Description | PDF | Word | Excel |
|--|--|-----|------|-------|
| Assessment Projects | End of Year Report for Assessment Projects - Attach to End of Year Report for Dr. John Martone | | | |
| Departmental Strategic Planning Worksheets | FY 2013 | | | |
| End of Year Assessment Guide | Unit Mission, Strategic Planning Worksheets and Assessment Projects | | | |

William Paterson Home Page

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