

Instructions for Accessing Reports in Planning

1. **Sign in** to Campus Labs (use the link on the Student Development Assessment webpage)

Student Development

HOME > ENROLLED > ASSESSMENT

Assessment Home

Assessment Team

Assessment Resources

Mission Statement

Assessment Resources

Campus Labs Resources

A new landing page has been launched that allows for access to all campus labs pages - **Baseline**, **Compliance Assist** and **Collegiate Link** (*Pioneer Life*). Please click [here](#) to access.

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

Other Resources

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

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



Your Campus Labs Platform at
William Paterson University of New Jersey

Baseline

Assess student learning and success through surveys, rubrics, and benchmarking

Compliance Assist

Connect and manage your program review and accreditation efforts

Course Evaluations

Elevate teaching and learning with meaningful data

Engage

Promote meaningful engagement experiences across campus

Faculty

Manage course rosters, course evaluations, and more with a personalized dashboard

Outcomes

Assess academic and co-curricular alignment and performance

Planning

Connect and manage your strategic planning efforts



3. Click on Plans

Planning

FY 2019

Plans **Dashboard**

Assessment Cycles

There are no Assessment Cycles active at this time.
Create a new Assessment Cycle to monitor institutional progress on a dynamic site administrator dashboard.

My Plan Items

FILTER Sort Default

My Items (0) Responsible Items (0)

You have not created any items in FY 2019.

Show 10 Viewing 0-0 of 0

Plans

- University Mission and Strategic Plan
7/1/12 - 6/30/22
- Unit-Level Key Performance Indicators
10/1/18 - 9/30/31
- College Mission and Strategic Plans
7/1/18
- Academic Program Assessment
- Academic Affairs
- Administration and Finance
- Enrollment Management
- Student Development

4. Click on My Units. Make sure you are in correct FY and in Student Development.

The screenshot displays the Planning system interface for William Paterson University. The left sidebar contains navigation icons and a list of units. The main content area shows the 'FY 2019 / STUDENT DEVELOPMENT' view for 'William Paterson University'. The 'My Units' section is active, showing a list of units with filters for 'FY 2019' and 'Student Development'. A red arrow points to the 'My Units' link in the sidebar. The main content area shows a message: 'There are no plan items associated with the current Time Period, Plan, and Organizational Unit.' The 'Show' dropdown is set to 10, and the 'Viewing' status is 0-0 of 0.

Planning

FY 2019

Student Development

My Units

Institution

search...

William Paterson University

Division of Academic Affairs

Division of Administration and Finance

Division of Enrollment Management

Division of Student Development

FY 2019 / STUDENT DEVELOPMENT

William Paterson University

Plan Items Reports Documents

FILTER

Sort Default

+ Plan Item

There are no plan items associated with the current Time Period, Plan, and Organizational Unit.

Show 10 Viewing 0-0 of 0

5. Click on your department name, and then Reports. Then click on View Report for the correct FY.

The screenshot displays the Planning system interface. On the left sidebar, the navigation menu includes 'William Paterson University', 'Division of Student Development', 'Student Development', and 'Assessment Services'. A red arrow points to 'Assessment Services'. The main content area is titled 'FY 2019 / STUDENT DEVELOPMENT' and 'Assessment Services'. It features tabs for 'Plan Items', 'Reports', and 'Documents'. A red arrow points to the 'Reports' tab. Below the tabs, there are three report entries: 'Assessment Services End of Year Report 2015-2016', 'Assessment Services End of Year Report 2016-2017', and 'Assessment Services End of Year Report 2017-2018'. Each entry has a 'View Report' link with a date range. A red arrow points to the 'View Report' link for the 2017-2018 report. At the bottom, there is a 'New Report' section and a pagination bar showing 'Showing 10' and 'Viewing 1-4 of 4'.

Planning

FY 2019

Student Development

My Units Institution

search...

William Paterson University

Division of Student Development

Student Development

Assessment Services

FY 2019 / STUDENT DEVELOPMENT

Assessment Services

Plan Items Reports Documents

Sort Default + Report

Assessment Services End of Year Report 2015-2016

Functional Area End of Year Report for 2015-2015

View Report: 7/1/15 - 6/30/16

Assessment Services End of Year Report 2016-2017

Functional Area End of Year Report for 2016-2017

View Report: 7/1/16 - 6/30/17

Assessment Services End of Year Report 2017-2018

Functional Area End of Year Report for 2017-2018

View Report: 7/1/17 - 6/30/18

New Report

View Report: All Time Periods

Show 10 Viewing 1-4 of 4

6. Click on View Report in the Drop Down menu.

The screenshot displays the Planning system interface. On the left is a sidebar with navigation icons and a tree view. The tree view shows the hierarchy: William Paterson University > Division of Student Development > Student Development > Assessment Services. The main content area is titled 'FY 2019 / STUDENT DEVELOPMENT' and 'Assessment Services'. It features tabs for 'Plan Items', 'Reports', and 'Documents'. A list of reports is shown, including 'Assessment Services End of Year Report 2015-2016', 'Assessment Services End of Year Report 2016-2017', and 'Assessment Services End of Year Report 2017-2018'. For the 2017-2018 report, a 'View Report' dropdown menu is open, showing options: 'View Report', 'Custom Dates', 'CSV Report', 'Word Export', and 'Print'. A red arrow points to the 'View Report' option. The interface also includes a search bar, a sort dropdown set to 'Default', and a '+ Report' button.

Planning

FY 2019

Student Development

My Units Institution

search...

William Paterson University

Division of Student Development

Student Development

Assessment Services

FY 2019 / STUDENT DEVELOPMENT

< Assessment Services

Plan Items Reports Documents

Sort Default + Report

Assessment Services End of Year Report 2015-2016

Functional Area End of Year Report for 2015-2015

View Report: 7/1/15 - 6/30/16

Assessment Services End of Year Report 2016-2017

Functional Area End of Year Report for 2016-2017

View Report: 7/1/16 - 6/30/17

Assessment Services End of Year Report 2017-2018

Functional Area End of Year Report for 2017-2018

View Report: 7/1/17 - 6/30/18

View Report

Custom Dates

CSV Report

Word Export

Print

4 of 4

7. The report will open in a new window/tab. You have the option of exporting the report into CSV (Excel) or a Word document or Printing. You may also Share the report with another User. The report includes your Departmental Goals, Objectives, Assessment Plan, Mid-Year and End of Year Updates, Additional Departmental Accomplishments, and Concluding Reflections.

UNIT REPORT
Assessment Services - Assessment Services End of Year Report
2017-2018
Generated: 12/10/19, 3:14 PM

☐ Remove indentation on related items

Customize Dates

CSV Report

Word Export

Print

Share Item

Filter Report

No Filters Applied

Clear Filters

Apply Filters

Report view currently reflects all filter option selections.

SD Departmental Strategic Goal

Goal 1 Training

Start: 07/01/2017
End: 06/30/2018
Progress:

Detailed Goal Statement:
In order to build assessment capacity within the division, especially in light of the number of new employees we have hired over the past five -six years ago who did not benefit from prior division-wide in-depth, assessment training, we will conduct a series of assessment training sessions over the course of the year.

Objectives:
Conduct an overview of major components of assessment as part of the divisional all-staff meeting in October, 2017. Follow this up with one or two in-depth, hands-on workshops on more specific assessment topics to be determined based on interest and need, over the course of the academic year for those staff members interested in participating and/or assigned by their directors to attend.

Assessment Plan :
Utilizing the October workshop and subsequent training sessions, solicit feedback from participating staff members at conclusions of each session on perceived quality of training sessions and subsequent training needs staff members would be interested in.

Baseline Sources:

Mid Year Update:
Second portion of Division-wide meeting on October 17, 2017 focused on Assessment. Campus Labs consultants presented to directors and professional staff on overview of assessment basics and overview for those newer to assessment, and latest innovations for those more experienced. Structured discussions by department then occurred to invite departments to review the status of their assessment programs and strategies to consider modifications or enhancements they might wish to consider for the remainder of this year and next.

Once Campus Labs informed us that their online Student Affairs Assessment Certificate program and been updated and re-launched, we promoted it to our Directors and staff, encouraging those interested in expanding their assessment knowledge, capacity, and skills, to enroll. To date, 6 staff members and three Assessment team members have expressed their intent to enroll and engage in the course.

End of Year Update:
The only update on this item is that since the relaunch of the Student Affairs Assessment Certificate program, three additional staff members have stated that they are enrolled in and working through the program, toward certification. We have asked them to advise us of their progress and we plan to reach out to them toward the end of the summer to check on their progress.

Upload Supporting Documents:

