

## Instructions for Attaching Baseline Project to Plan Item

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.



### 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' tab is selected, and the 'Student Development' unit is highlighted 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 sidebar also includes a search bar and a list of divisions: Division of Academic Affairs, Division of Administration and Finance, Division of Enrollment Management, and Division of Student Development.

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 identify which Plan Item you'd like to attach a Baseline project (generally it would be a SD Departmental Strategic Goal).

The screenshot displays the 'Planning' system interface. On the left is a navigation sidebar with a search bar and a list of units. The 'Assessment Services' unit is highlighted with a green bar and a red arrow. The main content area is titled 'FY 2019 / STUDENT DEVELOPMENT' and 'Assessment Services'. It features tabs for 'Plan Items', 'Reports', and 'Documents'. Below these is a 'FILTER' bar, a 'Sort' dropdown set to 'Default', and a '+ Plan Item' button. The main content lists three plan items, each with a title, description, and completion status. The first item is 'Continue CAS Review Process', the second is 'Manage Student Development Assessment Work and Processes', and the third is 'Professional Development of Assessment Team Members'. The second and third items are highlighted with red arrows. The completion status for all items is 'Completed' with a date range of '7/1/18 - 6/30/19'.

Plan Item	Description	Status	Period
Continue CAS Review Process	Assessment Services 1:SD Departmental Strategic Goal	Completed	7/1/18 - 6/30/19
Manage Student Development Assessment Work and Processes	Assessment Services 2:SD Departmental Strategic Goal	Completed	7/1/18 - 6/30/19
Professional Development of Assessment Team Members	Assessment Services 3:SD Departmental Strategic Goal	Completed	7/1/18 - 6/30/19

6. Scroll down to Baseline Sources and click on +Baseline.

The screenshot shows the 'Planning' interface. On the left is a sidebar with icons for home, calendar, a task icon (highlighted with a green bar), and settings. The main area is titled 'Baseline Sources' and contains a rich text editor with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and a toolbar with various formatting options. Below the editor, the text 'No Data Sources have been added.' is displayed. In the bottom right corner, there is a button labeled '+ Baseline', which is highlighted by a red arrow.

7. Search for your Available Baseline Projects, and click on the Project you'd like to attach.

The screenshot shows the 'Planning' interface with the title 'MANAGE STUDENT DEVELOPMENT ASSESSMENT WORK AND PROCESSES'. The main heading is 'Add Campus Labs Baseline Data Source'. There are three main sections: 'Available Baseline Projects', 'Available Data Views', and 'Added Data Sources'.  
- The 'Available Baseline Projects' section has a search bar containing 'Client Satisfaction'. Below it, two projects are listed: 'Client Satisfaction Survey Fall 2018 Women's Center' and 'Client Satisfaction Survey Fall 2019 Women's Center'. At the bottom, it says 'Show 10 Viewing 1-2 of 2'.  
- The 'Available Data Views' section shows 'All Results & Open Ended' and a blue '+' button. At the bottom, it says 'Show 10 Viewing 1-1 of 1'.  
- The 'Added Data Sources' section shows 'No Data Sources have been added.' and a '< Back to Plan Item' button.

8a. Click the + next to the Available Data View of your Project. It will populate under Added Data Sources. Complete Steps 5-8 for all Plan Items that you wish to attached a Baseline Project. 8b. If there are no “Available Data Views”, please continue to Step 9.

The screenshot shows the 'Add Campus Labs Baseline Data Source' interface. The left sidebar contains navigation icons for Planning, Home, and a gear icon. The main header is 'MANAGE STUDENT DEVELOPMENT ASSESSMENT WORK AND PROCESSES'. The title is 'Add Campus Labs Baseline Data Source'. There are three main sections: 'Available Baseline Projects', 'Available Data Views', and 'Added Data Sources'. The 'Available Baseline Projects' section has a search bar with 'Client Satisfaction' and a list of two projects: 'Client Satisfaction Survey Fall 2018 Women's Center' and 'Client Satisfaction Survey Fall 2019 Women's Center'. The 'Available Data Views' section has a search bar with 'All Results & Open Ended' and a list of one view: 'All Results & Open Ended'. A red arrow points to a blue '+' button next to the 'All Results & Open Ended' view. The 'Added Data Sources' section has a search bar with 'Client Satisfaction Survey Fall 2018' and a list of one source: 'Client Satisfaction Survey Fall 2018 All Results & Open Ended'. A red oval highlights this source. A 'Back to Plan Item' button is at the bottom right.

Planning

MANAGE STUDENT DEVELOPMENT ASSESSMENT WORK AND PROCESSES

## Add Campus Labs Baseline Data Source

**Available Baseline Projects**

Client Satisfaction

Client Satisfaction Survey Fall 2018  
Women's Center

Client Satisfaction Survey Fall 2019  
Women's Center

Show 10 Viewing 1-2 of 2

**Available Data Views**

All Results & Open Ended

Show 10 Viewing 1-1 of 1

**Added Data Sources**

Client Satisfaction Survey Fall 2018  
All Results & Open Ended

Back to Plan Item

The screenshot shows the 'Add Campus Labs Baseline Data Source' interface. The left sidebar contains navigation icons for Planning, Home, and a gear icon. The main header is 'MANAGE STUDENT DEVELOPMENT ASSESSMENT WORK AND PROCESSES'. The title is 'Add Campus Labs Baseline Data Source'. There are three main sections: 'Available Baseline Projects', 'Available Data Views', and 'Added Data Sources'. The 'Available Baseline Projects' section has a search bar with 'Assessment Training and Resources Survey' and a list of two projects: 'Assessment Training and Resources Survey Assessment Services' and 'Assessment Training and Resources Survey - Spring 2017 Assessment Services'. The 'Available Data Views' section has a search bar with 'There are no Views available.' and a list of no views. A red oval highlights this section. The 'Added Data Sources' section has a search bar with 'No Data Sources have been added.' and a list of no sources. A 'Back to Plan Item' button is at the bottom right.

Planning

MANAGE STUDENT DEVELOPMENT ASSESSMENT WORK AND PROCESSES

## Add Campus Labs Baseline Data Source

**Available Baseline Projects**

Assessment Training and Resources Survey

Assessment Training and Resources Survey  
Assessment Services

Assessment Training and Resources Survey - Spring 2017  
Assessment Services

Show 10 Viewing 1-2 of 2

**Available Data Views**

There are no Views available.

**Added Data Sources**

No Data Sources have been added.

Back to Plan Item

9. Click on Planning in the upper left corner to go back to the Home Page. Click on Baseline.

Planning

MANAGE STUDENT DEVELOPMENT ASSESSMENT WORK AND PROCESSES

## Add Campus Labs Baseline Data Source

**Available Baseline Projects**

Assessment Training and Resources Survey

Assessment Training and Resources Survey - Spring 2017

**Available Data Views**

There are no Views available.

**Added Data Sources**

No Data Sources have been added.

[Back to Plan Item](#)

Show 10 Viewing 1-2 of 2

10. Click on Manage Projects and search for your Closed Project. Click on the Project name.

Baseline

Home Community Projects Rubrics Benchmarks

## Projects

Search assessment training All Departments

**Active** 0 projects

There are no active projects that meet this criteria

**Scheduled** 0 projects

View Project Calendar

There are no scheduled projects

[Request Project](#) [Create Project](#)

**Closed** 2 projects

Assessment Training and Resources Survey - Spring 2017

Assessment Services 5/1/2017 - 5/25/2017

Assessment Training and Resources Survey

Assessment Services 5/2/2016 - 6/6/2016



11. Click on Project Dashboard. And then click on View Results.

Baseline

Home Community **Projects** Rubrics Benchmarks

## Project Results

[← Project Dashboard](#)

### Assessment Training and Resources Survey - Spring 2017

Administration Type: Web  
Date Created: 4/6/2017 2:38:26 PM  
Date Range: 5/1/2017 12:00:00 AM - 5/25/2017 11:59:00 PM  
Total Respondents: 8

**Results** Add/Remove Questions

Frequency Graph Cross Tab

Q1. Did you attend the Focus Group Training facilitated by Dr. Kernan on March 12th?

	Count	Percent	
<input type="checkbox"/>	3	37.50%	Yes
<input type="checkbox"/>	5	62.50%	No
8 Respondents			

**Reports**

Reports Available

- Time to complete survey
- Survey completion by Day of Week
- Survey completion by Time of Day

[View Reports](#)

**Filters**

Filter by

[Selected](#) [Date](#)

Baseline

Home Community **Projects** Rubrics Benchmarks

## Project Dashboard

[← Projects](#)

### Assessment Training and Resources Survey - Spring 2017

Status: Completed  
Date Created: 4/6/2017 2:38:26 PM  
Build Date: 5/4/2017 2:48:10 PM  
Active Date Range: 5/1/2017 12:00:00 AM - 5/25/2017 11:59:00 PM  
Department: Assessment Services  
Created By: LiguoriM1@wpunj.edu

[Edit](#) [Settings](#) [Copy](#) [Preview](#) [Outline](#) [Sharing](#) [Delete](#)

### Results

Total Respondents: 8

Email Response Rate: 40.00%  
Total Complete: 6  
Percent Complete: 75.00%  
Last Response Date: 5/24/2017 10:32:18 AM

[View Results](#)

Respondents Over Time

**Project Categories**

Selecting the most appropriate categories for a project will enhance filtering and search results.

**Selected Categories**

☒ Campus Climate ☒ Employment ☒ Facilities

[Manage](#)

12. Click on View Options. You have to create a Saved View in order to attach a Baseline Project to a Plan Item. If you apply filters, display graphs, or show statistics, those manipulations will be saved as part of a View. If you have Open-Ended Responses, be sure to click on +Responses to show these Open-Ended Responses. Name your Saved View accordingly (e.g., All Results, All Results with Open-Ended, Filtered Results, etc). Click Save.

The screenshot shows the 'Baseline' application interface. The top navigation bar includes 'Home', 'Community', 'Projects', 'Rubrics', and 'Benchmarks'. The main content area displays survey results for two questions. The first question, 'More hands-on training and discussion among other division members. What techniques work well to gain the information needed?', has 3 respondents with a 33.33% response rate. The second question, 'Have you been involved with a CAS self-study in the past several years?', has 6 respondents with a 50.00% response rate. The 'View Options' panel on the right is highlighted with a red circle. It includes a 'Save/Load View' section with a 'Save' button, a 'Select View' dropdown, and 'Load' and 'Delete' buttons. A red arrow points to the 'Save' button.

Baseline

Home Community Projects Rubrics Benchmarks

Exclude  
☒ Selected ☐ Incomplete

View Options  
View Questions As:   
Sort Responses By:   
View Origins View All Stats

Save/Load View  
All Results with Open-Ended Save  
Select View Load Delete

13. Once your View has been saved, click on Baseline in the upper left corner to go back to the Home Page to access Planning. You will now see the Available Data View that you just saved. Follow Steps 5-8.

The screenshot shows the 'Planning' application interface. The top navigation bar includes 'Planning'. The main content area displays 'Add Campus Labs Baseline Data Source'. The 'Available Baseline Projects' section shows a search bar with 'assessment training' and a list of projects. The 'Available Data Views' section is highlighted with a red circle and shows a list of views, including 'All Results with Open-Ended'. The 'Added Data Sources' section shows 'No Data Sources have been added.' and a 'Back to Plan Item' button.

Planning

MANAGE STUDENT DEVELOPMENT ASSESSMENT WORK AND PROCESSES

Add Campus Labs Baseline Data Source

Available Baseline Projects  
assessment training

Assessment Training and Resources Survey  
Assessment Services

Assessment Training and Resources Survey - Spring 2017  
Assessment Services

Available Data Views  
All Results with Open-Ended

Added Data Sources  
No Data Sources have been added.

Back to Plan Item