

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

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 application interface. On the left sidebar, the 'FY 2019' and 'Student Development' dropdown menus are highlighted with red circles. A red arrow points to the 'My Units' button. The main content area shows the current selection: 'FY 2019 / STUDENT DEVELOPMENT' and 'William Paterson University'. Below this, there are tabs for 'Plan Items', 'Reports', and 'Documents'. A 'FILTER' bar is present, along with a 'Sort' dropdown set to 'Default' and a '+ Plan Item' button. A message states: 'There are no plan items associated with the current Time Period, Plan, and Organizational Unit.' At the bottom, a pagination control shows 'Showing 10 of 0 items'.

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. The top navigation bar is dark blue with the 'Planning' logo and name. The left sidebar contains navigation options: Home, a calendar icon, a dropdown for 'FY 2019', a dropdown for 'Student Development', a gear icon, and a search bar. Below the search bar are links for 'My Units' and 'Institution', and a list of organizational units: William Paterson University, Division of Student Development, Student Development, and Assessment Services. The main content area is titled 'FY 2019 / STUDENT DEVELOPMENT' and 'Assessment Services'. It features three tabs: 'Plan Items', 'Reports', and 'Documents'. The 'Reports' tab is active. Below the tabs is a search bar, a 'Sort' dropdown set to 'Default', and a '+ Report' button. The main content lists four reports:

- 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](#)

At the bottom, there is a 'Show' dropdown set to '10' and the text 'Viewing 1-4 of 4'. Three red arrows indicate the steps: one points to 'Assessment Services' in the sidebar, another points to the 'Reports' tab, and a third points to the 'View Report' link for the 2017-2018 report.

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

The screenshot displays the 'Planning' system interface. On the left is a navigation sidebar with a home icon, a calendar icon, a list icon, and a gear icon. Below these are dropdown menus for 'FY 2019' and 'Student Development', followed by tabs for 'My Units' and 'Institution'. A search bar is present, and the sidebar lists 'William Paterson University', 'Division of Student Development', 'Student Development', and 'Assessment Services' (which is highlighted). The main content area is titled 'FY 2019 / STUDENT DEVELOPMENT' and 'Assessment Services'. It features tabs for 'Plan Items', 'Reports', and 'Documents'. A 'Sort' dropdown is set to 'Default', and a '+ Report' button is visible. Three report entries are listed:

- 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](#)

A dropdown menu is open for the 2017-2018 report, showing the following options:

- View Report** (highlighted with a red arrow)
- Custom Dates
- CSV Report
- Word Export
- Print

The page number '4 of 4' is visible at the bottom right.

- 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

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:

