Instructions for Attaching Baseline Project to Plan Item
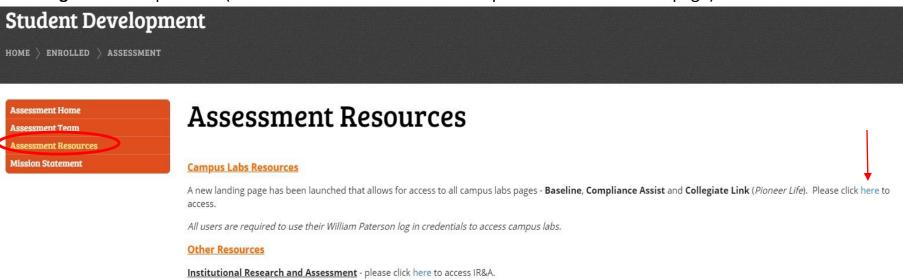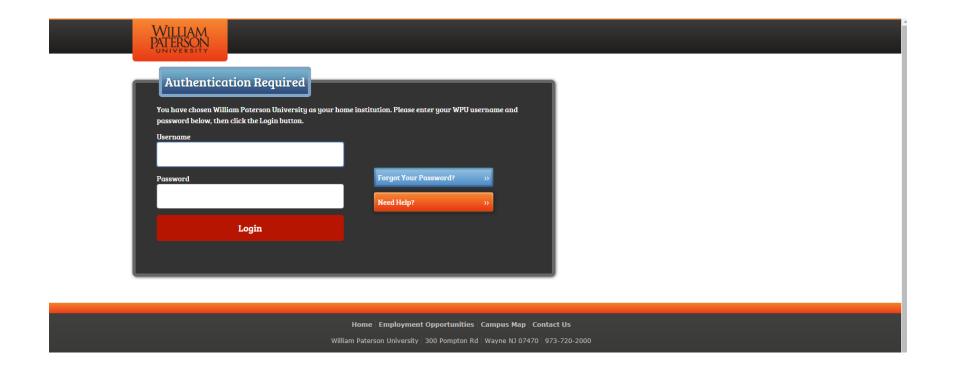
1. **Sign in** to Campus Labs (use the link on the Student Development Assessment webpage)

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.

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

2. Click on Planning

campuslabs

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
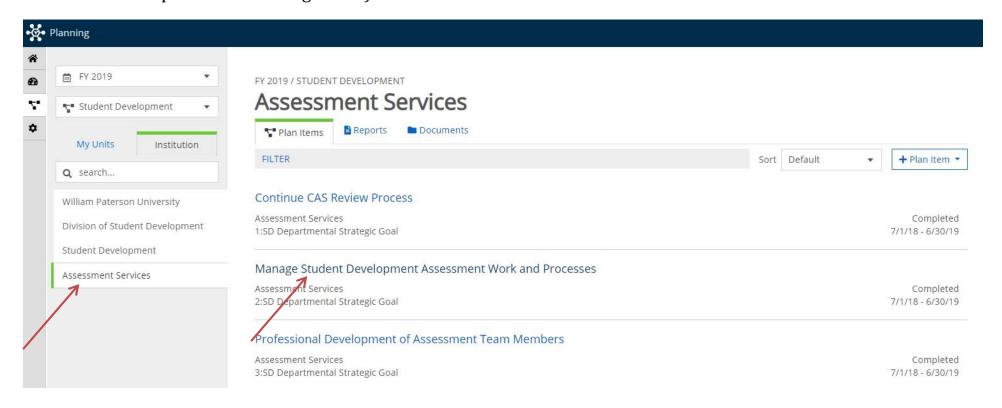Connect and manage your strategic
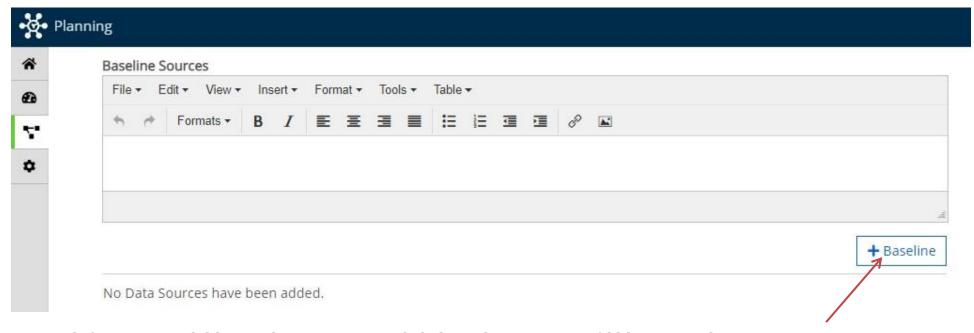planning efforts

3. Click on Plans

4. Click on My Units. Make sure you are in correct FY and in Student Development.
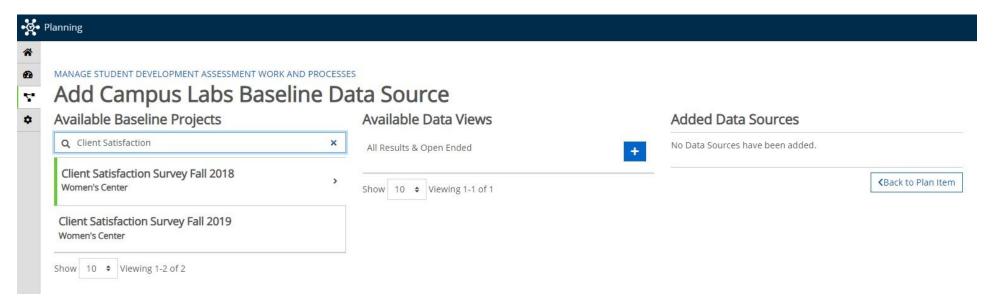
5. Click on your department name, and identify which Plan Item you'd like to attach a Baseline project (generally it would be a SD Departmental Strategic Goal).
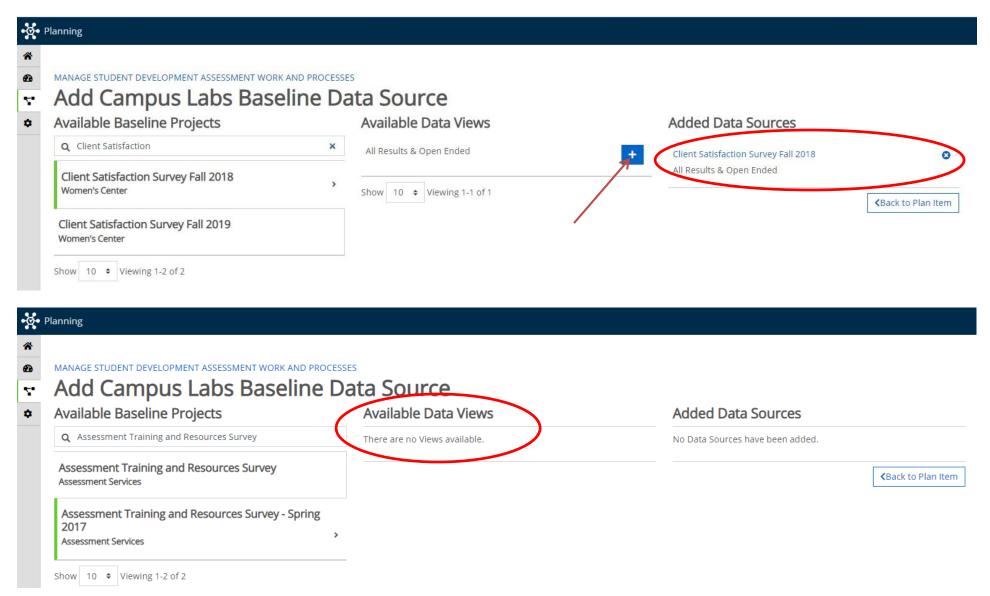
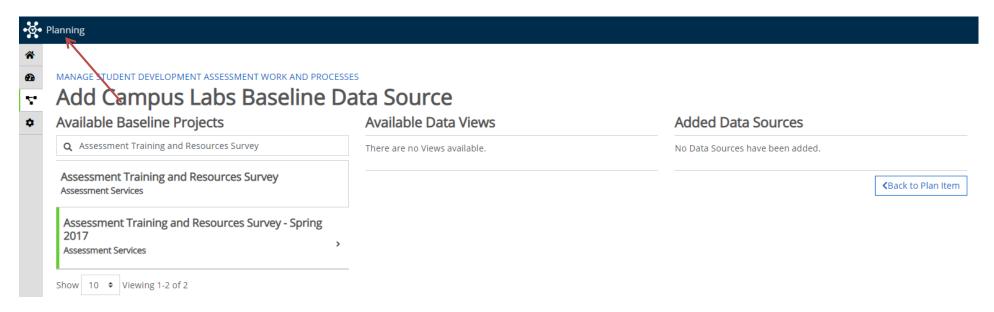6. Scroll down to Baseline Sources and click on +Baseline.

7. Search for your Available Baseline Projects, and click on the Project you'd like to attach.
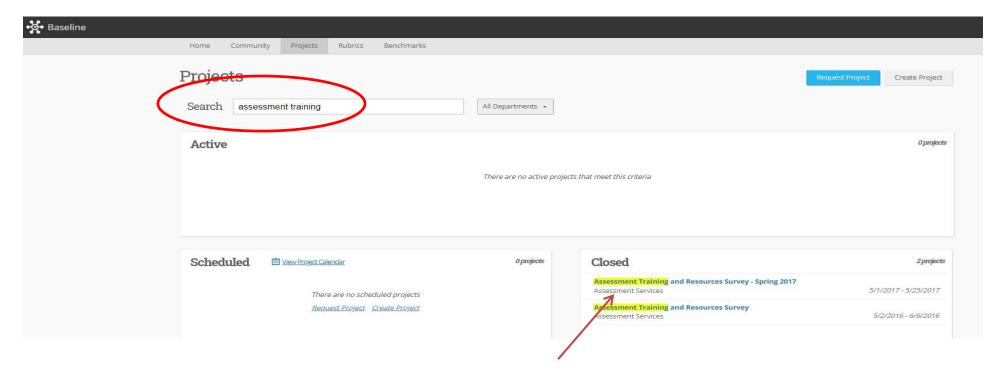
8a. Click the + next to the Available Data View of your Project. It will populate under Added Data Sources. Complete Steps 5-8 for all Plan Items that you wish to attached a Baseline Project. 8b. If there are no "Available Data Views", please continue to Step 9.
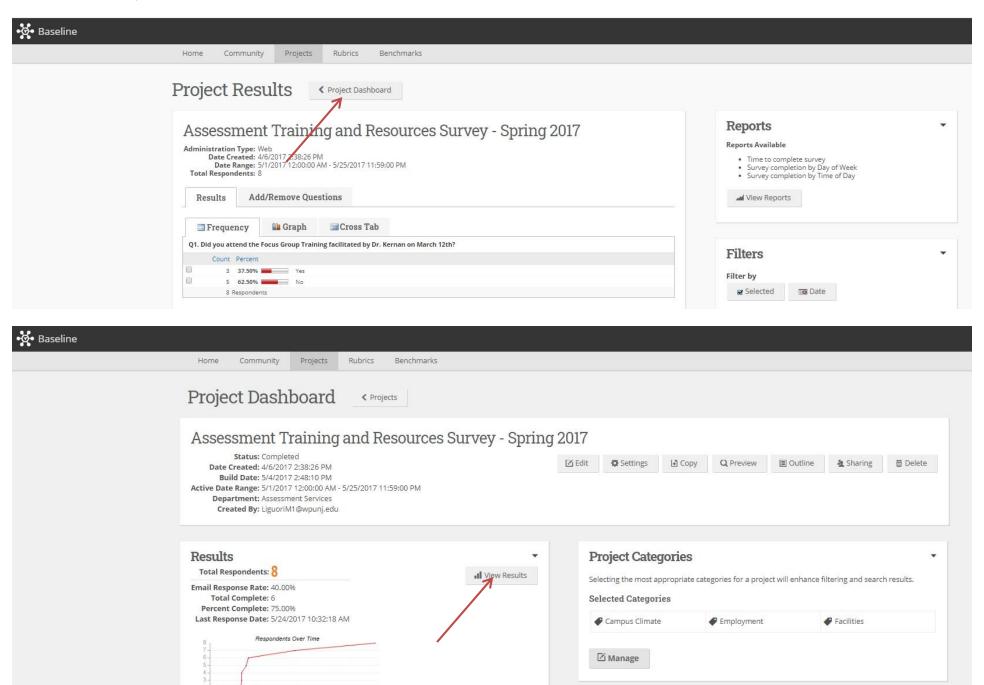
9. Click on Planning in the upper left corner to go back to the Home Page. Click on Baseline.
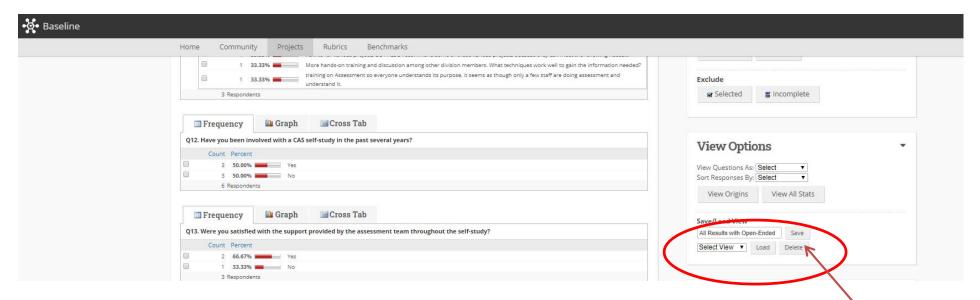

10. Click on Manage Projects and search for your Closed Project. Click on the Project name.

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

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.

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.