

Instructions for Entering Departmental Accomplishments & Concluding Reflections into Compliance Assist

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

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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.

The screenshot shows a web dashboard for 'Planning' with a dark blue header. On the left is a vertical sidebar with icons for Home, Alerts, Plans, and Settings. The 'Plans' icon is highlighted with a red arrow. The main content area is titled 'FY 2019 Dashboard' and features a section for 'Assessment Cycles' with a yellow message box stating 'There are no Assessment Cycles active at this time. Create a new Assessment Cycle to monitor institutional progress on a dynamic site administrator dashboard.' Below this is a 'My Plan Items' section with a 'FILTER' button, a 'Sort' dropdown set to 'Default', and two tabs: 'My Items (0)' and 'Responsible Items (0)'. A message below the tabs reads 'You have not created any items in FY 2019.' At the bottom, there is a 'Show 10' dropdown and '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**.

Planning

Home

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 **Plan Item**. Then click on **SD Additional Departmental Accomplishment** from the drop-down menu.

The screenshot displays the 'Assessment Services' interface for FY 2019. On the left is a navigation sidebar with a search bar and a list of units: William Paterson University, Division of Student Development, Student Development, and Assessment Services (highlighted with a red arrow). The main content area shows the breadcrumb 'FY 2019 / STUDENT DEVELOPMENT' and the title 'Assessment Services'. Below this 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 (highlighted with a red arrow). A dropdown menu is open from the '+ Plan Item' button, listing several options: Student Development Strategic Goal, SD Departmental Strategic Goal, SD Assessment Project, SD Departmental Mission Statement, SD Additional Departmental Accomplishment (highlighted with a red arrow), SD Departmental Concluding Reflections, Student Development Division Mission Statement, Student Development Learning Domain, and Student Development Strategic Objective. Below the menu, three items are listed in a table-like format:

Continue CAS Review Process	
Assessment Services 1:SD Departmental Strategic Goal	
Manage Student Development Assessment Work and Processes	
Assessment Services 2:SD Departmental Strategic Goal	
Professional Development of Assessment Team Members	
Assessment Services 3:SD Departmental Strategic Goal	Completed 7/1/18 - 6/30/19
New SD Additional Departmental Accomplishment Item	
Assessment Services SD Additional Departmental Accomplishment	10/1/18 - 9/30/19
New SD Departmental Concluding Reflections Item	
Assessment Services	

6. Complete form by entering **Accomplishment #1: Accomplishment Title** into the title field and a brief summary of the accomplishment into the **Summary of Accomplishment** field. *On this screen you will also have the option to upload supporting documents or link to data stored in Baseline.* Once finished, scroll down and click on done. Repeat this step until you have entered all of your departmental accomplishments for the year.

Planning

FY 2019 / STUDENT DEVELOPMENT

< Edit Plan Item

Template: SD Additional Departmental Accomplishment

Summary of Accomplishment *

Start *

10/01/2018

End *

09/30/2019

Progress

Providing Department *

[Assessment Services](#)

Summary of Accomplishment

File Edit View Insert Format Tools Table

← → Formats **B** *I* [List Icons] [Link Icon] [Image Icon]

Supporting Documents

Linked Documents

There are no attachments.

[+ Linked Document](#)

7. To enter **Departmental Concluding Reflections**, click on **Plan Item**. Then click on **SD Departmental Concluding Reflections** from the drop-down menu.

The screenshot displays the 'Assessment Services' interface for FY 2019. The left sidebar shows a navigation menu with 'Assessment Services' selected. The main content area has 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 dropdown menu is open from the '+ Plan Item' button, listing various options. A red arrow points to the '+ Plan Item' button, and another red arrow points to 'SD Departmental Concluding Reflections' in the dropdown menu.

FY 2019 / STUDENT DEVELOPMENT

Assessment Services

Plan Items Reports Documents

FILTER Sort Default + Plan Item

- Student Development Strategic Goal
- SD Departmental Strategic Goal
- SD Assessment Project
- SD Departmental Mission Statement
- SD Additional Departmental Accomplishment
- SD Departmental Concluding Reflections
- Student Development Division Mission Statement
- Student Development Learning Domain
- Student Development Strategic Objective

Continue CAS Review Process

Assessment Services
1:SD Departmental Strategic Goal

Manage Student Development Assessment Work and Processes

Assessment Services
2:SD Departmental Strategic Goal

Professional Development of Assessment Team Members

Assessment Services
3:SD Departmental Strategic Goal

Completed
7/1/18 - 6/30/19

New SD Additional Departmental Accomplishment Item

Assessment Services
SD Additional Departmental Accomplishment

10/1/18 - 9/30/19

New SD Departmental Concluding Reflections Item

Assessment Services

8. Complete this form by entering **Concluding Reflection #1: Title** into the title field and a brief summary of your reflections into the **Concluding Reflection** field. Once finished, scroll down and click on done. Repeat this step until you have entered all of your concluding reflections for the year.

Planning

FY 2019 / STUDENT DEVELOPMENT

< | Edit Plan Item

Template: SD Departmental Concluding Reflections

Title *

Start *

End *

Progress

Providing Department *

[Assessment Services](#)

Concluding Reflections

At this point, you should have already written an end-of-year update for each of your specific departmental goals for this past year. Those end-of year updates for each departmental goal should have described the outcomes of whatever it is you did in service of trying to accomplish that goal. Here we are asking you to reflect on the more general conclusions you are drawing from your past year in light of these various outcomes. In other words if you add the outcomes up or put them all together and think about the collective impact upon and implications for your overall department - what do these outcomes say about where you go next? For example, what are the implications for program modification, or program discontinuation, or program augmentation? You may address each of the goals and outcomes separately if that makes more sense, but if some of them are related and you can draw more general operational conclusions that would be better. You may think of these conclusions as logically leading to your next set of goals for the upcoming Academic Year.

File Edit View Insert Format Tools Table

← → Formats **B** *I* [List Icons] [Link Icon] [Image Icon]