

Office of Academic Planning and Assessment

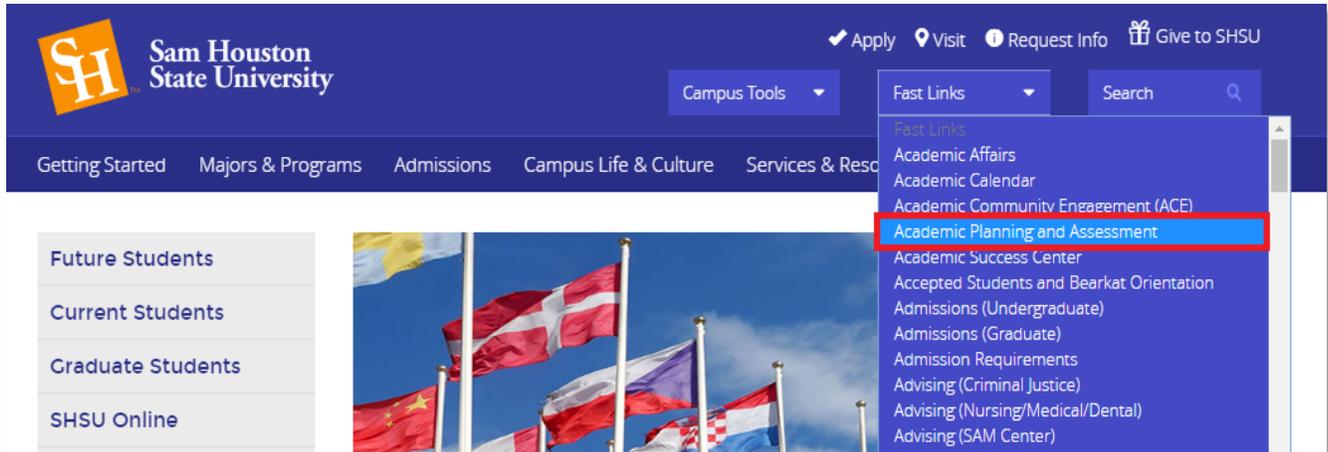
CampusLabs User Guide

Accessing the System, Adding, and Editing Elements



Accessing CampusLabs

From the Sam Houston State University homepage access the Office of Academic Planning and Assessment webpage under “Fast Links.”



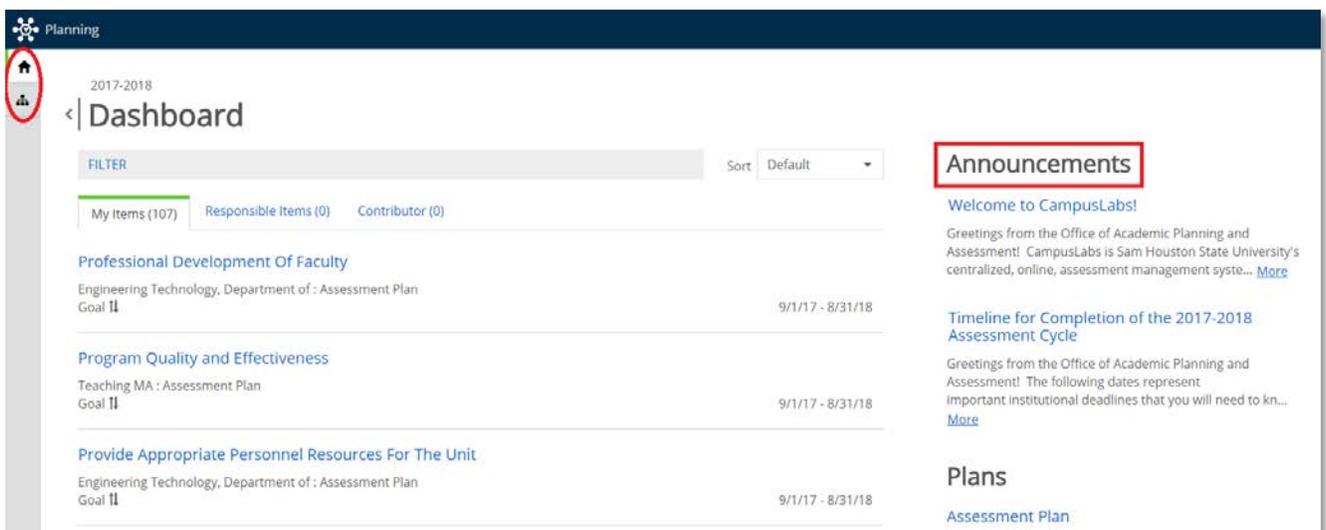
From the OAPA webpage, you will find a link to the CampusLabs page under the “Assessment” tab.



Once on the CampusLabs Page click the “Click here to Access CampusLabs!” button. You will be automatically authenticated through a single sign-on process. Please contact us if you receive a message that states you do not have permission to access the site.



This will take you to the CampusLabs Planning page, where you will see everything available to you through the Dashboard and Assessment Plans icons on the left. The Dashboard will list any current messages or updates on the right. “My Items” are items you have added or modified.



The Dashboard will also display any assessment plan items you have access to, and will allow you to navigate to your assigned assessment plans using the Assessment Plan icon on the left or the Assessment Plan link on the right under the Announcements section.

The screenshot shows the 'Planning' dashboard for the 2017-2018 academic year. The left sidebar contains a navigation menu with a 'My Units' icon highlighted in a red box. The main content area is titled 'Dashboard' and includes a filter bar, a sort dropdown set to 'Default', and three assessment plan items: 'Professional Development Of Faculty', 'Program Quality and Effectiveness', and 'Provide Appropriate Personnel Resources For The Unit'. On the right, there are sections for 'Announcements' and 'Plans', with the 'Assessment Plan' link under 'Plans' highlighted in a red box.

The “My Units” tab will be where you access your existing assessment plan, edit existing elements, and add new elements. You will be able to view, but not edit, the assessment plans of other units using the “Institution” tab.

This screenshot shows the 'Planning' interface for the 2017-2018 assessment plan at Sam Houston State University. The left sidebar has a navigation menu with 'My Units' and 'Institution' tabs highlighted in a red box. The main content area displays the title '2017-2018 / ASSESSMENT PLAN' and 'Sam Houston State University'.

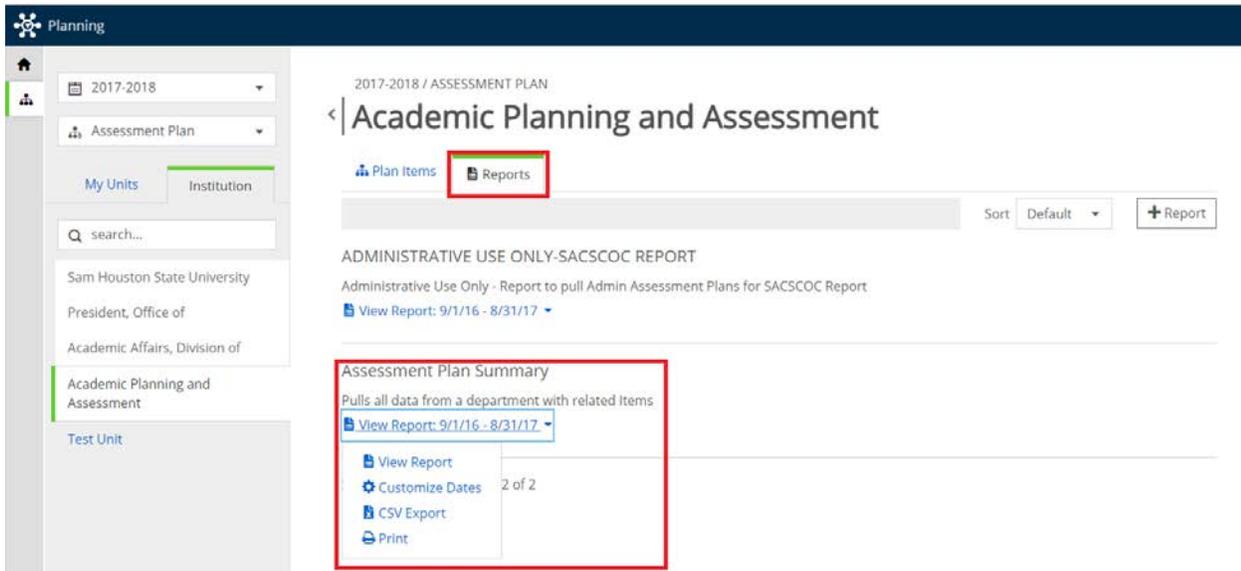
You will be able to navigate to the appropriate academic year by using the drop down box at the top left. Only those entities to which you have specific access to edit will appear in your “My Dashboard.”

The screenshot shows the 'Planning' dashboard. On the left, a navigation menu is visible with a dropdown menu for the academic year '2017-2018' highlighted with a red box. Below it, the 'Assessment Plan' dropdown is also visible. The main content area is titled '2017-2018 / ASSESSMENT PLAN' and 'Academic Planning and Assessment'. It features a 'Plan Items' tab and a 'Reports' tab. A 'FILTER' button and a 'Sort' dropdown (set to 'Default') are present. A '+ Plan Item' button is also visible. The main content area displays a list of assessment plan items, including 'Effective And Efficient Administrative Practices' and 'Promote An Environment That Encourages Continuous Improvement Of Assessment Initiatives'. Each item is a 'Goal' with a date range of '9/1/17 - 8/31/18'. A red arrow points to the 'Academic Planning and Assessment' unit in the navigation menu.

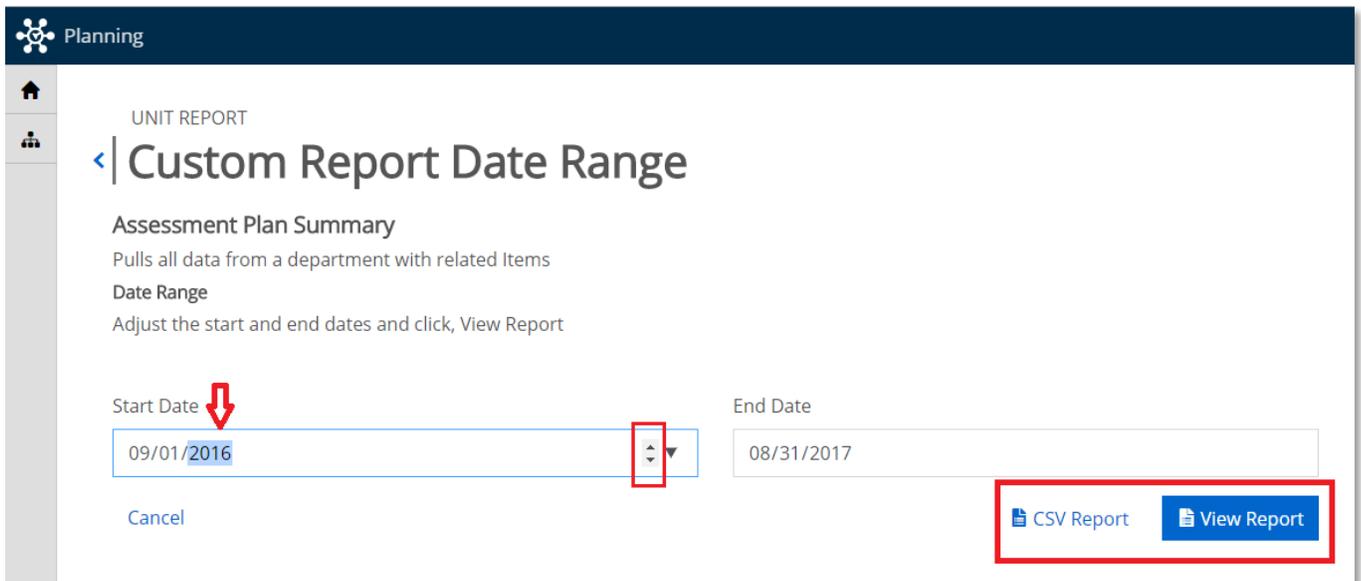
It is recommended that if you have a large assessment plan, then scroll to the bottom to choose the number of items to display per page. Up to 100 items can be displayed on one page.

The screenshot shows a list of assessment plan items. The first item is 'Curriculum Review and Approval Process' with a date range of '9/1/17 - 8/31/18'. The second item is 'Design and Implement Quality Undergraduate Program Review Process' with a date range of '9/1/17 - 8/31/18'. A dropdown menu is open over the second item, showing options for the number of items to display per page: 10, 25, 50, and 100. The '10' option is selected. At the bottom of the list, there is a 'Show' dropdown set to '10' and a 'Viewing 1-10 of 47' indicator. Navigation links for 'Previous', '1', '2', '3', '4', '5', and 'Next' are also visible.

Finally, reports to which you have access can be found under the “Reports” tab. All users should have access to the “Assessment Plan Summary” report. Clicking on the View Report link will show a dropdown list of options. Go to View Report to create a report that will provide you with an outline of your entire assessment plan for the date range shown. If a report is needed for a different academic year, then choose the Customize Dates link.



When choosing the Customize Dates option, be sure to leave the date range as 09/01/20XX-08/31/20XX – do not change the month and day, only the year. The easiest way to change the year is to click on the year itself and use the up and down arrows to the right to select the correct one. Be sure to change the Start Date AND End Date in order to run the report correctly, then choose either View Report or CSV Report.



The following is an example excerpt of the “Assessment Plan Summary” Report in HTML. This report will not be saved within CampusLabs, so it is recommended that you either print a hard copy, print it to PDF, or copy and paste it into a Word document to save on your computer. Many CampusLabs users

have reported a preference for making updates to the report in a Word document, and then copying and pasting it into the interface. You can also share a Read Only copy of the report with other CampusLabs Users.

UNIT REPORT
Academic Planning and Assessment - Assessment Plan
Summary
Generated: 2/21/18, 11:33 AM

Remove indentation on related items

Customize Dates CSV Export Print Share Item

Academic Planning and Assessment

Effective And Efficient Administrative Practices

Goal Description:
The Office of Academic Planning and Assessment will contribute to the creation and maintenance of effective and efficient administrative practices that support the mission of Sam Houston State University at large, and the Division of Academic Affairs in particular.

RELATED ITEM LEVELS

RELATED ITEM LEVEL 1
Create A Curriculum Plan For Academic Affairs
Performance Objective Description:
Develop a Curriculum Plan that incorporates strategic planning and budget.

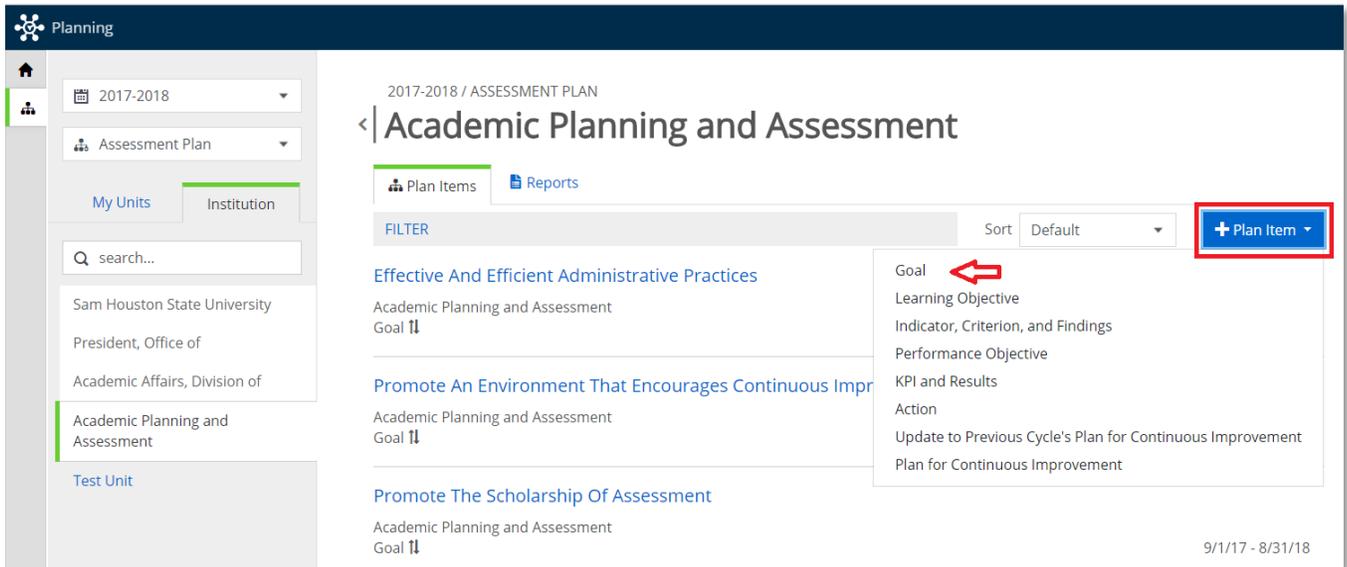
RELATED ITEM LEVEL 2
Curriculum Plan
KPI Description:
Develop and complete the Curriculum Plan and develop budget spreadsheets and white paper forms to use with the plan.
Results Description:
The white paper template was reviewed and amended to include only those pertinent planning components that can be reasonably predicted 1, 2, or 3 years prior to a full proposal submission, depending on proposed degree level. Detailed cost and revenue projection requirements were eliminated as discussions revealed these items to be unreliable and not realistically predicted at the time of white paper submission. The detailed projections were replaced with a qualitative description of the necessary resources and impact to other programs. The new white paper template is currently being incorporated into the upcoming curriculum software, online curriculum guides, and resources. No progress was made

The following is an example excerpt of the “Assessment Plan Summary” Report in CSV format.

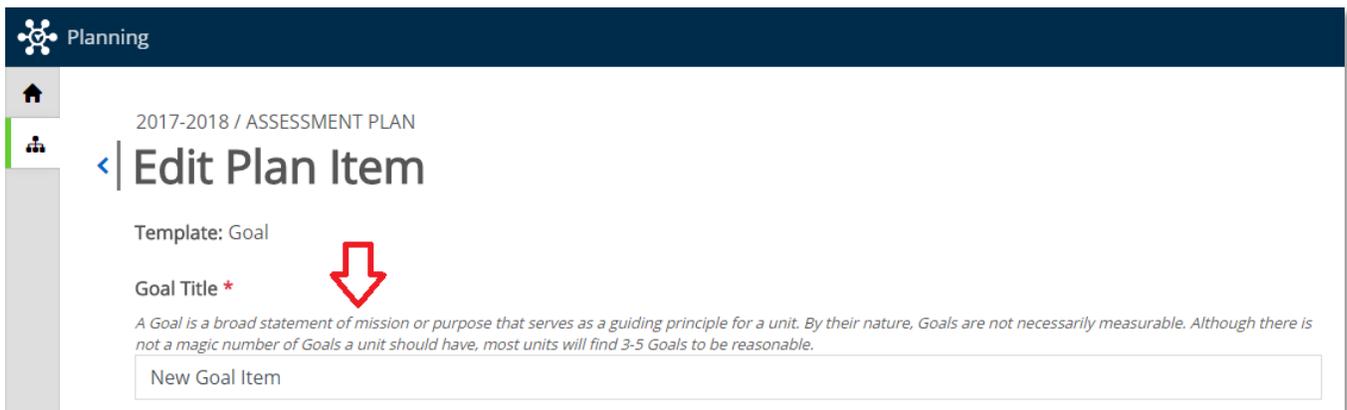
Group Name	Type	Related To	KPI and Results	Previous Goal Desc	Closing Success Indicator	Performance KPI Description	Action Description	Update of Criterion	Results Description	Findings	Description
Academic Goal		Effective And Efficient Administrative Practices		The Office of Academic Planning and Assessment will contribute to the creation and maintenance of effective and efficient administrative practices that support the mission of Sam Houston State University at large, and the Division of Academic Affairs in particular.							
Academic Performance	Effective	Create A Curriculum Plan For Academic Affairs		Develop a Curriculum Plan that incorporates strategic planning and budget.							
Academic KPI and Results	Create A Curriculum Plan			Develop and complete the Curriculum Plan and develop budget spreadsheets and white paper forms to use with the plan.							
Academic Action	Curricular	Curriculum Plan Action		The Office of Academic Planning and Assessment will work with the campus community to develop and complete the Curriculum Plan and develop budget spreadsheets and white paper forms to use with the plan.							
Academic Performance	Effective	Curriculum Review and Approval Process		The Office of Academic Planning and Assessment will work with the campus community to review and approve the Curriculum Plan and develop budget spreadsheets and white paper forms to use with the plan.							
Academic KPI and Results	Curricular	CourseLeaf Implementation for Curriculum Planning		The Office of Academic Planning and Assessment will work with the campus community to implement CourseLeaf for Curriculum Planning.							
Academic Action	CourseLeaf	CourseLeaf Implementation Action		Implementation will continue into the 2017-2018 academic year.							
Academic KPI and Results	Curricular	Curriculum Review and Approval Timelines		The Office of Academic Planning and Assessment will work with the campus community to review and approve the Curriculum Plan and develop budget spreadsheets and white paper forms to use with the plan.							
Academic Action	Curricular	Curriculum Timelines Action		Based upon the committee recommendations, work will begin in the 2017-2018 academic year.							
Academic KPI and Results	Curricular	Development of Curriculum Process Training Materials		The Office of Academic Planning and Assessment will work with the campus community to develop the necessary training materials upon the completion of the Curriculum Plan and develop budget spreadsheets and white paper forms to use with the plan.							
Academic Action	Development	Development of Curriculum Training Materials Action		Develop the necessary training materials upon the completion of the Curriculum Plan and develop budget spreadsheets and white paper forms to use with the plan.							
Academic Performance	Effective	Undergraduate and Graduate Catalogs		The Office of Academic Planning and Assessment will work with the campus community to review and approve the Undergraduate and Graduate Catalogs.							
Academic KPI and Results	Undergrad	Catalog Software Training		Office of Academic Planning and Assessment will work with the campus community to provide annual trainings for the CourseLeaf software.							
Academic Action	Catalog Software	Catalog Software Training Action		OAPA will continue to provide annual trainings to new and returning faculty.							
Academic KPI and Results	Undergrad	Publish Undergraduate and Graduate Catalogs		After the successful test implementation OAPA successfully worked with the campus community to publish the Undergraduate and Graduate Catalogs.							
Academic Action	Publish Undergrad	Publish Catalogs Action		Steps will be taken in the 2017-2018 academic year to meet the needs of the campus community.							

Adding and Editing Elements within CampusLabs

To add **ANY** new elements to your assessment plan in CampusLabs, you will use the “Plan Item” button to select the item you wish to add. The steps for adding any new elements are the same, regardless of the element.



Within each element you will see information about that assessment plan element.



When adding **ANY** new element, you will want to provide both a title and a description. The “Start” and “End” dates are provided and should not be adjusted. The “Providing Department” and “Assign Responsible Users” sections can be similarly ignored. However, the “Progress” option can be used to indicate that status of the element (Draft, Ongoing, On Hold, Completed). Any work within an assessment plan element is automatically saved as you go.

Goal Title *

A goal is a broad statement of mission or purpose that serves as a guiding principle for a unit. By their nature, Goals are not necessarily measurable. Although there is not a magic number of Goals a unit should have, most units will find 3-5 Goals to be reasonable.

New Goal Item

Goal Description

File Edit View Insert Format Table

Formats B I

Powered by tinyMCE

Attached Files
There are no attachments.

+ File + Folder

~~Start *~~
05/01/2017

~~End *~~
08/31/2018

Progress

Provider Department *
Academic Planning and Assessment

Assign Responsible Users

Item Visibility

- All Users
Item is public and viewable to all users in the system.
- Org Level Permissions
Only users with permissions at this org level can view.
- Template Based Permissions
Users with any permission at an org department at this level or higher can view.

From this page you are also able to relate the element to others within your assessment plan, and upload supporting documents.

Goals are not necessarily measurable. Although there is

Permissions **Related**

Supports (Connected Up) + Supports

No Connections have been added.

This Item

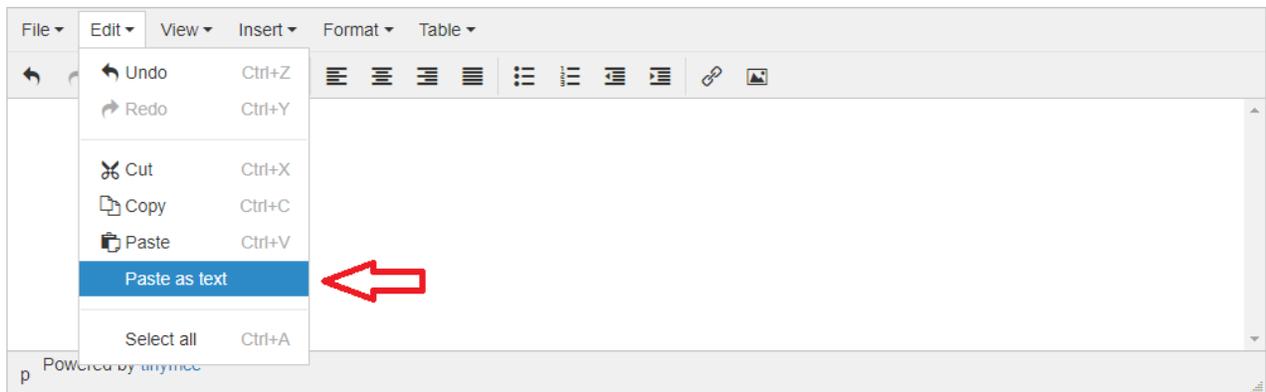
Supported By (Connected Down) + Supported By

No Connections have been added.

+ File + Folder

You can type your information directly into this box or copy it from an outside document. If you copy in from an outside source, it is recommended that you use the “Paste as text” option. Within this editor you can also format the text (**Bolding**, *Italicizing*, and Underlining), add bulleted or numbered lists, add tables, etc.

Goal Description



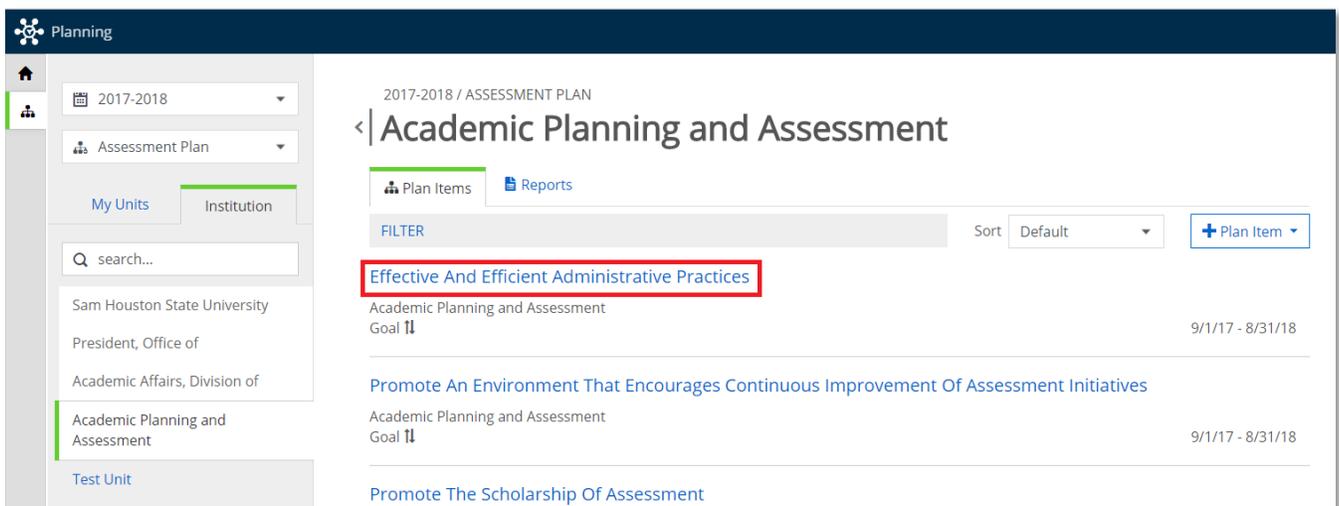
The screenshot shows a rich text editor interface with a menu bar containing File, Edit, View, Insert, Format, and Table. The 'Edit' menu is open, displaying options: Undo (Ctrl+Z), Redo (Ctrl+Y), Cut (Ctrl+X), Copy (Ctrl+C), Paste (Ctrl+V), Paste as text (highlighted with a red arrow), and Select all (Ctrl+A). The editor area is currently empty.

Attached Files
There are no attachments.

[+ File](#) [+ Folder](#)

Auto Saved: Jan 30, 2018, 1:46:12 PM

To edit existing assessment plan items, add supporting documents, or relate assessment plan items to other elements, click on the desired item to open the Edit Screen. The steps for editing ANY assessment plan element are the same, regardless of the element.



The screenshot shows the 'Academic Planning and Assessment' interface. The left sidebar includes a 'Planning' header, a home icon, a user icon, a date selector for '2017-2018', an 'Assessment Plan' dropdown, and a search bar. The main content area displays a list of plan items under the heading '2017-2018 / ASSESSMENT PLAN'. The first item, 'Effective And Efficient Administrative Practices', is highlighted with a red box. Other items include 'Promote An Environment That Encourages Continuous Improvement Of Assessment Initiatives' and 'Promote The Scholarship Of Assessment'. The interface also features a 'FILTER' button, a 'Sort' dropdown set to 'Default', and a '+ Plan Item' button.

Once you have selected the item you wish to edit, simply type any updates in the title or description box, and it will be automatically saved.

Goal Title *

A Goal is a broad statement of mission or purpose that serves as a guiding principle for a unit. By their nature, Goals are not necessarily measurable. Although there is not a magic number of Goals a unit should have, most units will find 3-5 Goals to be reasonable.

Effective And Efficient Administrative Practices



Goal Description



File Edit View Insert Format Table

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

The Office of Academic Planning and Assessment will contribute to the creation and maintenance of effective and efficient administrative practices that support the mission of Sam Houston State University at large, and the Division of Academic Affairs in particular.

Powered by [tinymce](#)

Once an item is created you can also upload supporting documents to it through the “+ File” button, and you can create folders using the “+ Folder” button.

Goal Description

File Edit View Insert Format Table

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

The Office of Academic Planning and Assessment will contribute to the creation and maintenance of effective and efficient administrative practices that support the mission of Sam Houston State University at large, and the Division of Academic Affairs in particular.

Powered by [tinymce](#)

Attached Files
There are no attachments.

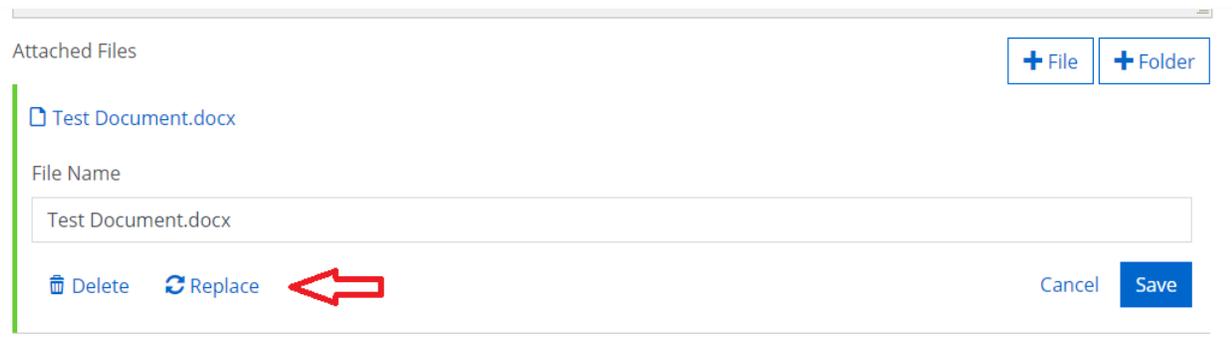


Start *

Attaching supporting documents to any assessment plan element is very similar to the process of attaching a file to an email. You will be given an option to browse your computer for the file you wish to attach. Once the document has been selected click the “Open” button. You can upload Word, Excel, PowerPoint, HTML, and PDF documents.



Documents can be edited or deleted by clicking on the desired edit icon on the far right.



Once an assessment plan element has been created, it can be related to other elements with your assessment plan, as appropriate, using the “Related” tab. Objectives of all types can be related to Goals; Indicators/Criterion/Findings can be related to Learning Objectives; KPIs/Results can be related to Performance Objectives; and Actions can be related to Objectives of all types Indicators/Criterion/Findings and KPIs/Results. These associations can be made using the “+ Supports” or “+ Supported By” buttons. Building these relationships will generate the structure that you see within your “Assessment Plan Summary” report.

The screenshot shows a software interface with a navigation menu on the left and a main content area on the right. The navigation menu includes options like '+ File' and '+ Folder'. The main content area has a 'Permissions' tab and a 'Related (3)' tab, which is highlighted with a red box. Below the 'Related (3)' tab, there are sections for 'Supports (Connected Up)' and 'Supported By (Connected Down)'. The 'Supports (Connected Up)' section has a red arrow pointing to a '+ Supports' button. The 'Supported By (Connected Down)' section has a red arrow pointing to a '+ Supported By' button. Below these sections, there are two items listed: 'Undergraduate and Graduate Catalogs' and 'Create A Curriculum Plan For Academic Affairs', each with a blue 'x' icon to its right.

Once you are in the “Related” tab, you can associate assessment plan elements by filtering through the organization chart and selecting the “plus” sign next to the correct plan item.

The screenshot shows a software interface with a navigation menu on the left and a main content area on the right. The navigation menu includes options like '2016-2017', 'Assessment Plan', and a search bar. The main content area has a 'SELECT A SUPPORTS (RELATED DOWN) ITEM' header and a list of items. The first item is 'Design and Implement Quality Undergraduate Program Review Process', which has a red box around its blue '+' icon. Below this list, there are two sections: 'Supports (Connected Up)' and 'Supported By (Connected Down)'. The 'Supported By (Connected Down)' section has a red arrow pointing to a '+ Supported By' button. Below these sections, there are two items listed: 'Undergraduate and Graduate Catalogs' and 'Create A Curriculum Plan For Academic Affairs', each with a blue 'x' icon to its right.

To remove an association between assessment plan elements, simply locate where the plan item should be removed and click on the “X” to the right of the plan item. This does NOT delete the plan item, only the association.

The screenshot shows a software interface with two tabs: 'Permissions' and 'Related (4)'. The 'Related (4)' tab is active and contains two sections: 'Supports (Connected Up)' and 'Supported By (Connected Down)'. The 'Supports' section is currently empty, displaying the message 'No Connections have been added.' Below this is a grey bar labeled 'This Item'. The 'Supported By' section lists four items, each with a delete icon (a blue 'x' in a circle). The items are: 'Undergraduate and Graduate Catalogs', 'Create A Curriculum Plan For Academic Affairs', 'Curriculum Review and Approval Process', and 'Design and Implement Quality Undergraduate Program Review Process'. The delete icon for the last item is circled in red.

If you need to delete a plan item, then navigate to the plan item, scroll to the bottom, and click the Delete link. A warning will appear allowing you to Cancel or Confirm deletion of that item. Once deleted, the item is permanently removed from your plan, and it cannot be retrieved.

Goal Title *

A Goal is a broad statement of mission or purpose that serves as a guiding principle for a unit. By their nature, Goals are not necessarily measurable. Although there is not a magic number of Goals a unit should have, most units will find 3-5 Goals to be reasonable.

Test goal for user guide

Goal Description

File Edit View Insert Format Table

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

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Plan Item Files

There are no attachments.

[+ File](#) [+ Folder](#)

Start *

09/01/2017

End *

08/31/2018

Progress

Draft

Providing Department *

Test Unit

[Delete](#)

[Read View](#)

[Done](#)

ning

Removing Plan Item

Please confirm that you want to remove Test goal for user guide.

This will delete the item and the relationships it has with other plan items.

[Cancel](#)

[Confirm](#)

Assessment Plan Elements within CampusLabs

Goal

A **Goal** is a broad statement of mission or purpose that serves as the guiding principles of a unit. By their nature, **Goals** are not necessarily directly measurable. While there is no “magic” number of **Goals**, most units will probably find 3-5 **Goals** to be reasonable.

Learning Objective

Learning Objectives are specific, and detailed, expressions of the expected knowledge or skills someone should gain as a result of receiving instruction or training. Generally, **Learning Objectives** are utilized by degree programs, where they focus on the specific student learning outcomes associated with a degree.

Performance Objective

Performance Objectives are specific, and detailed, expressions of the expected level of attainment of non-learning tasks (i.e. satisfaction with service, attendance/participation levels, student recruitment and enrollment, general administrative functions, etc.). Generally, **Performance Objectives** are found within all units not directly engaged with student instruction.

Indicator, Criterion, Findings

Indicators are the instruments, processes, or evidence, both direct and indirect, used by a unit to assess a **Learning Objective**. **Indicators** should be described in detail. It should be clear what the instrument/process is, how it was developed, how it was implemented, and how it is being used to gather assessment results that are useful to the program. Examples of instruments being used should be attached, if appropriate.

Criterion are utilized with Indicators to assess **Learning Objectives**. **Criterion** are the specific, and detailed, level of expected attainment for an **Objective**. The **Criterion** description should include all relevant information about how that **Criterion** was established and determined to be appropriate. If the **Criterion** is derived from professional standards, required licensure passage rates, etc., then those standards should be referenced as part of the **Criterion** description. It is perfectly ok if a **Criterion** is not met. Assessment is not about punishing units when they do not meet their objectives; rather, it is about identifying areas for continuous improvement. If a **Criterion** was not met it just means that a unit has identified an area in which they should take action.

Findings are the data resulting from the unit’s assessment measures and are used to determine whether an **Objective** was successfully met. **Findings** should be detailed, breaking down what a unit has discovered as a result of its assessment, in order to identify areas for potential improvement. Supporting documents should be provided, if appropriate.

Key Performance Indicators (KPIs) and Results

KPIs are the instruments, processes, or evidence, both direct and indirect, used by a unit to assess a performance objective. **KPIs** should be described in detail. It should be clear what the instrument/process is, how it was developed, how it was implemented, and how it is being used

to gather assessment results that are useful to the program. Examples of instruments being used should be attached, if appropriate. **KPI** descriptions should also include information that outlines expected levels of attainment/success. It is perfectly ok if a **KPI** is not met. Assessment is not about punishing units when they do not meet their objectives; rather, it is about identifying areas for continuous improvement. If a **KPI** was not met it just means that a unit has identified an area in which they should take action.

Results are the data resulting from the unit's assessment measures and are used to determine whether an **Objective** was successfully met. **Results** should be detailed, breaking down what a unit has discovered as a result of its assessment, in order to identify areas for potential improvement. Supporting documents should be provided, if appropriate.

Actions

Actions are the next steps to be taken by a unit in response to specific assessment **Findings** or **Results**. Actions are associated with specific **Findings** or **Results**. A unit's **Actions** should be clearly driven by assessment results for that particular **Indicator/Criterion** or **KPI**, and should clearly relate to improving that **Objective**. Within meaningful, mature, and well-developed assessment plans it is very rare for a unit to meet all its **Objectives** and have nothing on which it can improve. Even when an **Objective** is met, units may find some reason for action when they analyze their assessment results.

Update to Previous Cycles "Plan for Continuous Improvement"

This element provides the entity a chance to update progress made towards completing the action-items identified within their previous cycle's **Plan for Continuous Improvement**. The narrative for the **Previous Cycle's "Plan for Continuous Improvement"** should provide sufficient detail to address whether all action-items were accomplished and to what level of success. If action-items were not completed, the entity should provide an explanation.

Plan for Continuous Improvement

The **Plan for Continuous Improvement** provides an entity with an opportunity to combine its various **Actions**, along with any other action-items not included elsewhere within the assessment report, together into a coherent and detailed plan. The items included within the **Plan for Continuous Improvement** should be clearly based on a unit's assessment results, and should include details about what they are, how and when they will be implemented, and who will be responsible.

Other CampusLabs Definitions (Alphabetical Order)

Dashboard

The **Dashboard** serves as your primary navigation screen. From this screen you will be able to read announcements, and to access the various unit-level assessment plans to which you have access using the “My Units” tab.

Description

The **Description** is a detailed narrative that presents and explains the assessment plan element in such a manner that would be clear to an outside reviewer.

Institution Tab

The **Institution** tab allows you to view the assessment plans of other units from across campus, but does not allow you to add or edit them, or to run reports on them.

My Units Tab

The **My Units** tab gives you access to only those assessment plans for which you have permission to modify or edit.

Plan Item Files

The **Plan Item Files** section allows you to attach supporting documents as evidence to support an assessment plan element. These documents can be in the form of sample rubrics, tests, collected assessment data, reports, etc. When attaching supporting documents make sure that no student or faculty-identifying information is included within the document.

+ Plan Item

The + **Plan Item** is used to create any new assessment plan items.

Progress

The **Progress** identifies whether a particular assessment element is complete. Assessment plan elements can be given one of four statuses: **Draft**, **Ongoing**, **On Hold**, and **Completed**. **Draft** indicate the assessment plan element is still being developed or is being revised. **Ongoing** indicates the assessment plan element is currently in use. **On Hold** is used to indicate if the assessment plan element is not being used for that cycle. **Completed** would be used when an assessment plan item was completed for the cycle.

Related Items

The **Related Items** tab allows you to connect plan items in two ways: supports (connected up) or supported by (connected down). A goal will not support anything, but it will be supported by a learning or performance objective. See the Assessment Plan Elements section above. Elements must be related in order to appear in the report view.

Title

A **Title** is a very short descriptor of an assessment plan element. The title should provide a general idea as to what that particular assessment plan is.