

Quick Reference for the Ongoing Curriculum/Pedagogy Assessment Report

Log-in Instructions

Browser/Platform Compatibility – The recommended browser for CampusLabs Compliance Assist® is Google Chrome in both the Mac and Windows platforms. Firefox and Internet Explorer 9 can work, but will not be optimal. Safari is NOT recommended.

Instructions

Follow the link to access CampusLabs Compliance Assist®
<https://humboldt.compliance-assist.com/index.aspx>

Sign-in with your HSU user name and password

Screen Shots

The screenshot shows the Humboldt State University website. The header includes the university name and 'Academic Programs'. A navigation menu on the left lists various curriculum and graduate studies options. The main content area is titled 'Assessment Activities & Program Review' and features a table of 'Annual Review Due Dates for AY 2016/17'. A blue arrow points to the 'Department Activity' row in the table.

Annual Review Due Dates for AY 2016/17		
Report	Report Avail.	Due Date
Assessment Process Report	August 15, 2016	October 31, 2016
Student Success Report (Enrollment & Diversity)	January 10, 2017	March 30, 2017
Department Activity	January 10, 2017	May 15, 2017

5-Year Review Due March 30, 2017

Link to [Humboldt State University's Compliance Assist! \(PREP\) landing site](#), the online platform supporting assessment and program review

Instructions

After signing-in the Welcome page will display.

Select “**Planning**” to navigate to the Ongoing Curriculum/Pedagogy Assessment Report template.

Screen Shots

HUMBOLDT STATE UNIVERSITY

Available Web Sites

- Planning
- Program Review

Welcome

Welcome to Humboldt State University's *Compliance Assist!* (PREP) landing site, the online platform supporting assessment and program review.

Academic Affairs
Enrollment Management and Student Affairs

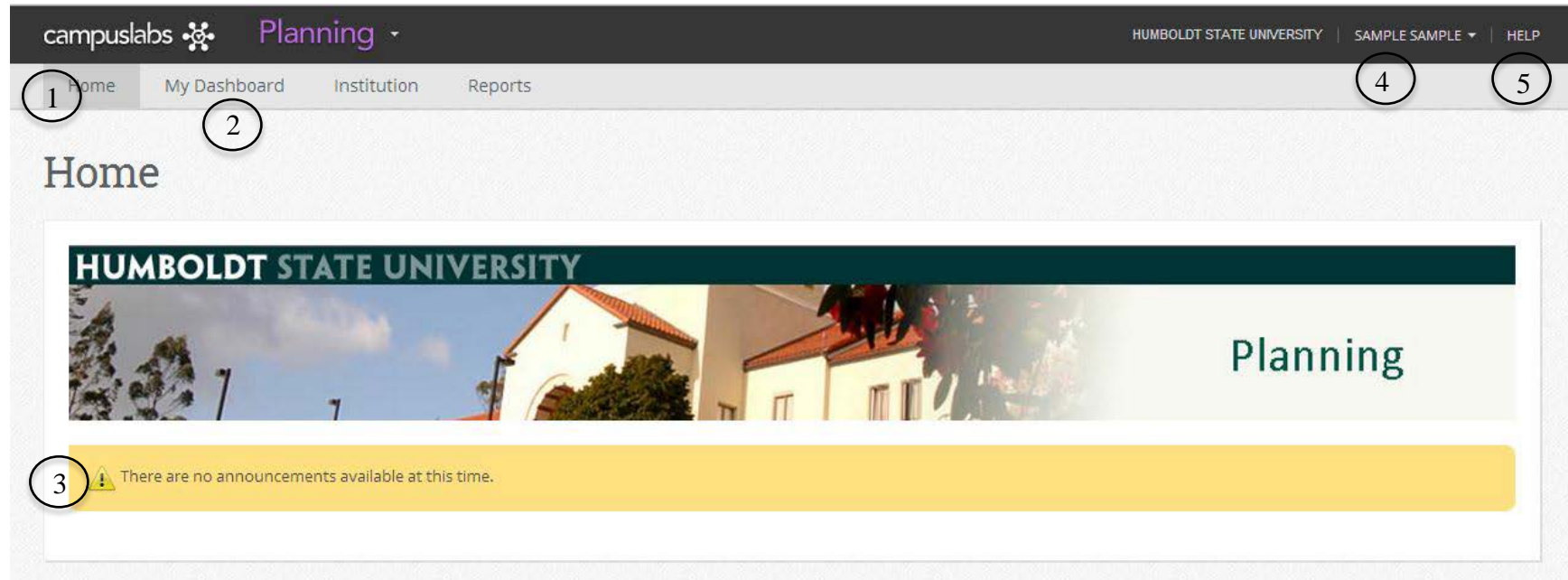
- to access the site for annual PREP click on "Planning"
- to access the site for 5-year Program Reviews click on "Program Review"

Administrative Affairs

- To access our planning and assessment methodology, tools, and reports click here: <http://www.humboldt.edu/adminaffairs/Assessment.html>

Humboldt State Home Page Powered by Compliant

The Planning page should look similar to this:



- 1) **Interface Tabs**– The tabs can be used to navigate to the different options. By default you will be brought to the Home Tab.
- 2) **MyDashboard** – The **Dashboard** is where you can edit **Program Annual Reviews**, view resource documents and view roles.
- 3) **Announcements** – On the **Home Tab** you will find **Announcements** about the Planning Process.
- 4) **Your Name** - Log-Out and Access your settings options. Note: Always log-out on public computers.
- 5) **Help** – Access the CampusLabs Compliance Assist® HelpCenter for FAQs, tutorials, etc.

Getting Started – Enrollment/Diversity and Student Success Report

Instructions

- 1) Select the “My Dashboard” Tab
- 2) In My Dashboard-My Roles - Select the “**Academic Programs**” tab

Screenshots

The screenshot shows the 'campuslabs Planning' interface. The top navigation bar includes 'Home', 'My Dashboard', 'Institution', 'Courses', 'Reports', and 'Administration'. The main heading is 'My Dashboard - Planning Items'. Below this, there are four tabs: 'My Roles', 'Strategic Plans', 'Academic Progra...', and 'Student Services'. The 'Academic Progra...' tab is selected. Below the tabs, there is a filter section: 'Table Filtered By: Academic Year: FY 2014/15' with an 'Edit Filter' button. Below the filter, there is a tree view of the organizational chart showing 'Humboldt State University', 'Academic Affairs', and 'College of All University'. Below the tree view, there is a table with columns 'Number' and 'Name'. The table is filtered by 'Academic Year: FY 2014/15' and contains the following items:

Number	Name
SLO 1	Substantive Knowledge of Anthropology
SLO 2	Research and Problem-solving
SLO 3	Ethics, Cultural Relativism, and Social Responsibility
SLO 4	Life-long Learning
	Academic Annual Assessment

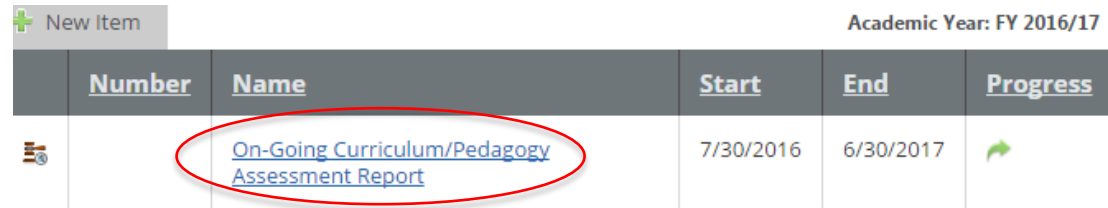
- 3) Open the organizational chart by clicking on the [+].
- 4) Click on your **department**.
- 5) For Graduate programs or other dependent programs (such as Botany), open up the department tree [+] and select the specific **program**.

Instructions

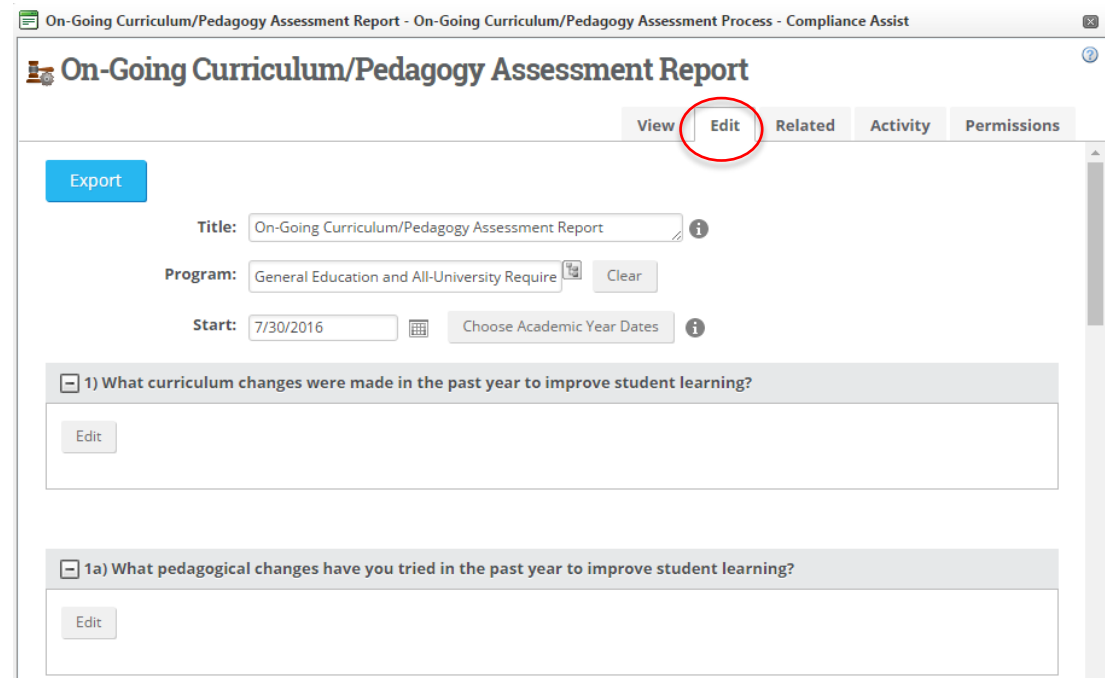
6) In the Academic Year tab, select Ongoing Curriculum/Pedagogy Assessment Report.

7) Select the “**Edit**” tab to enter information in the Ongoing Curriculum/Pedagogy Assessment Report.

Screenshots



Number	Name	Start	End	Progress
	On-Going Curriculum/Pedagogy Assessment Report	7/30/2016	6/30/2017	



On-Going Curriculum/Pedagogy Assessment Report - On-Going Curriculum/Pedagogy Assessment Process - Compliance Assist

On-Going Curriculum/Pedagogy Assessment Report

View **Edit** Related Activity Permissions

Export

Title: On-Going Curriculum/Pedagogy Assessment Report ⓘ

Program: General Education and All-University Require ⓘ Clear

Start: 7/30/2016 ⓘ Choose Academic Year Dates ⓘ

[-] 1) What curriculum changes were made in the past year to improve student learning?

Edit

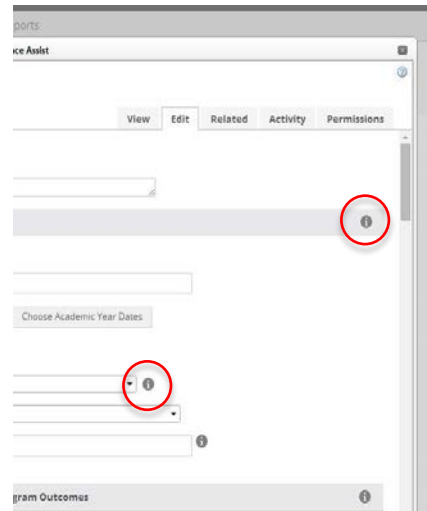
[-] 1a) What pedagogical changes have you tried in the past year to improve student learning?

Edit

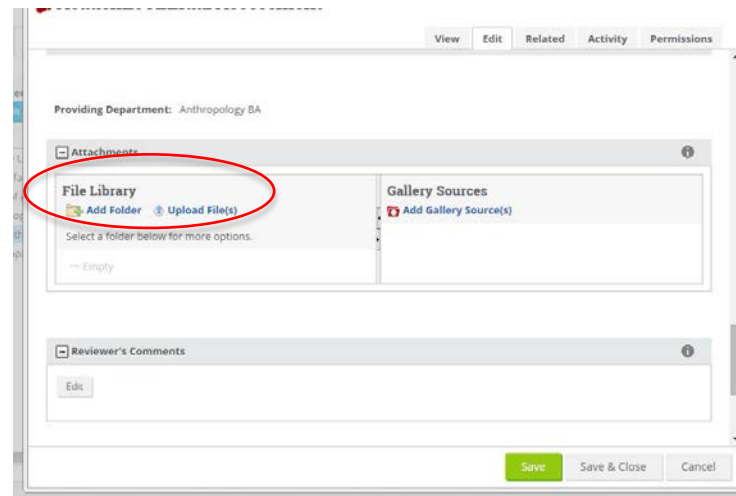
Instructions

- 8) Hover over the instructions symbol “**i**” to the right of the fields for additional information and instructions.

Screenshots



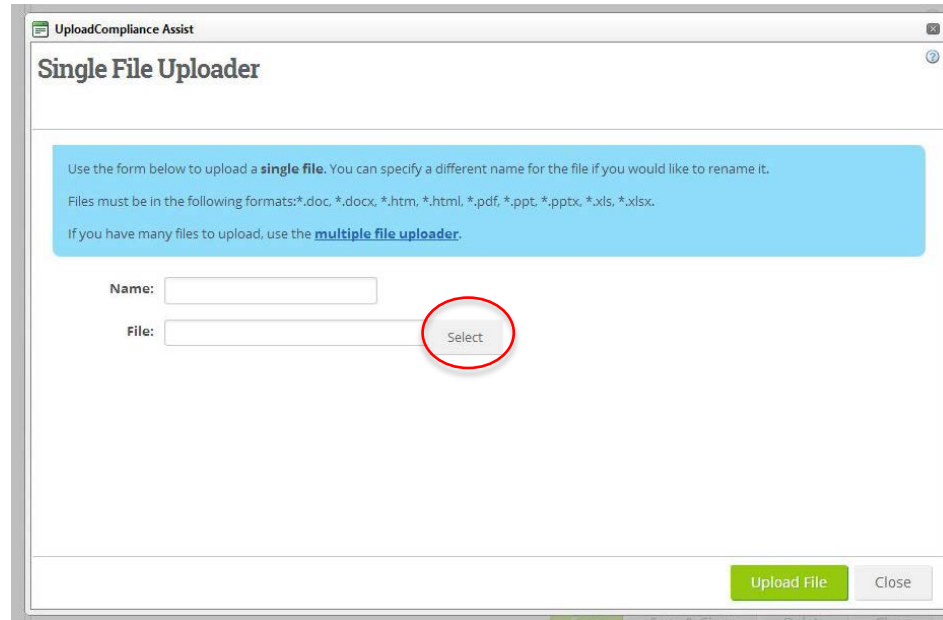
- 9) In File Library, click on Upload File(s) to attach supporting documentation, as needed.



Instructions

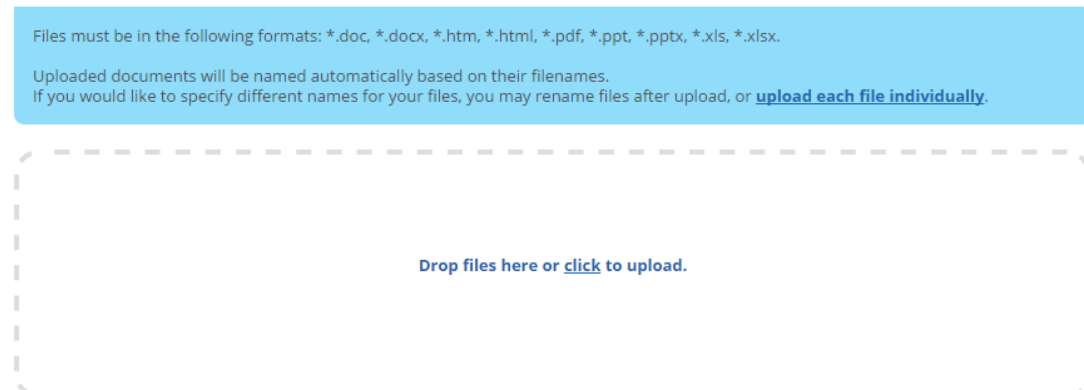
- 10) Click on “Select” to browse for supporting documents. Upload file.
Note: If you are attaching more than one document, choose “multiple file uploader”

Screenshots



- 11) When uploading multiple files, you can drag files directly from your Desktop/File Explorer.
Note: When using Multiple File Upload, documents will be named automatically based on their filenames.

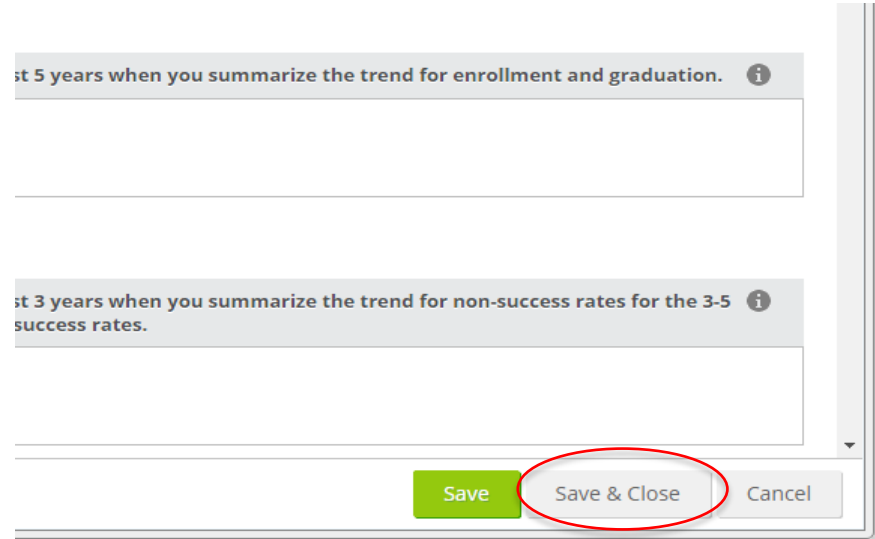
Multiple File Uploader



Instructions

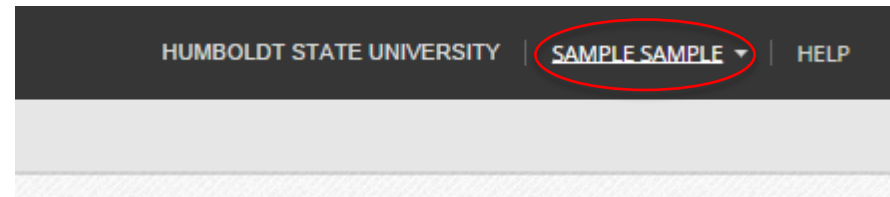
- 12) Click on “**Save & Close**” when you are finished editing the Ongoing Curriculum/Pedagogy Assessment Report.

Screenshots



The screenshot shows a web form with two text input fields. The first field has a header that reads "st 5 years when you summarize the trend for enrollment and graduation." and an information icon. The second field has a header that reads "st 3 years when you summarize the trend for non-success rates for the 3-5 success rates." and an information icon. At the bottom of the form, there are three buttons: a green "Save" button, a "Save & Close" button circled in red, and a grey "Cancel" button.

- 13) Log out. Click on your name and select log out from the drop down menu.



User Settings

Access User Settings by clicking on your name in the upper-right.

Questions and Access Issues

Please call Academic Programs at 826.3947 or e-mail curriculum@humboldt.edu for assistance.

Help

CampusLabs Compliance Assist® HelpCenter: <http://casupport.campuslabs.com/home>