

# Quick Reference for the 5-Year Program Review 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

**HUMBOLDT STATE UNIVERSITY**

Academic Programs

Assessment Activities & Program Review

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 “**Program Review**” to navigate to the 5-Year Program Review 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.

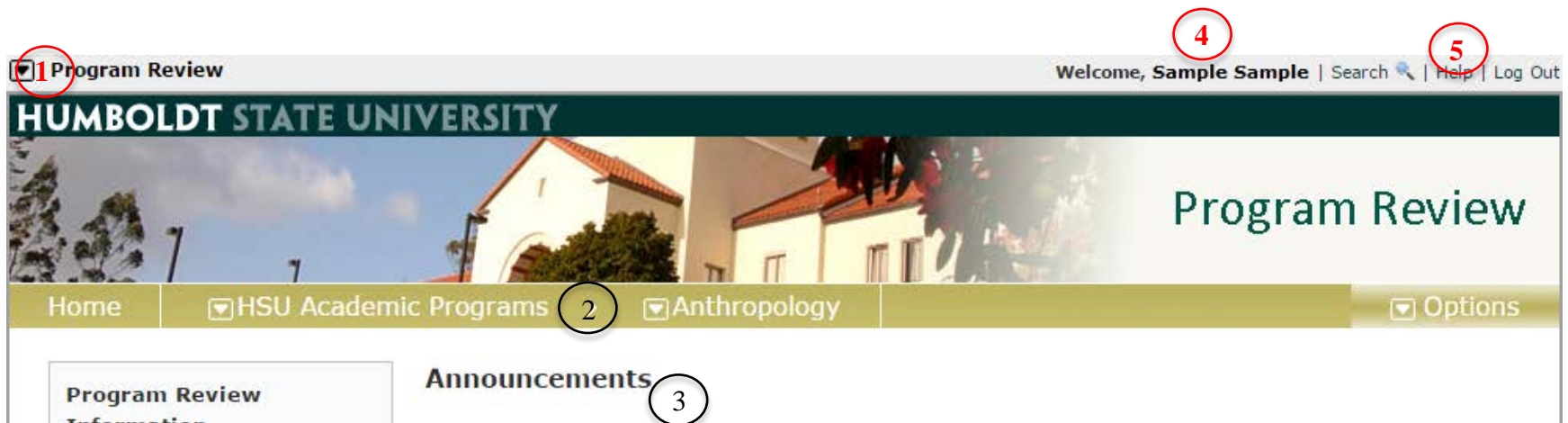
Academic Affairs  
Enrollment Management and Student Affairs

- 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 Compliar



The main Program Review page should look similar to this:

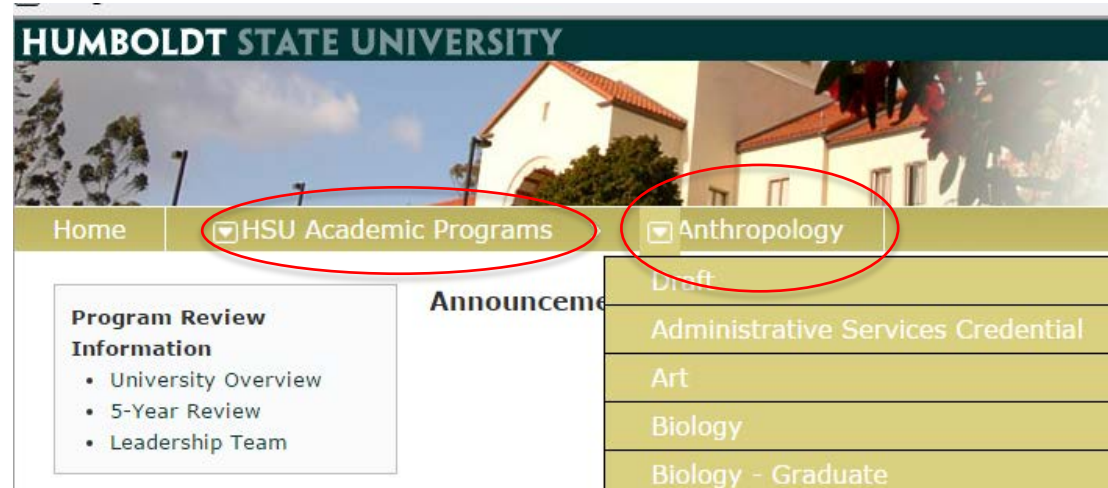
- 1) **Site Navigation** – This drop box can take you to the Planning site or the Compliance Assist! Launch page.
- 2) **Page Navigation** – These drop boxes help you navigate to your department page(s).
- 3) **Announcements** – On the **Home Page** you will find **Announcements** about the Program Review 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) Make sure “HSU Academic Programs” is selected from the first navigation drop box.
- 2) Select your department from the second dropbox.

### Screenshots



- 3) This will display all of the past and present reviews, document directory, and/or dean’s comments that you currently have access to under this department. Contact the Academic Programs department if you cannot find the report you should have access to.
- 4) Select the appropriate review to edit (in this example, “PR AY 16/17”).



## Instructions

5) This will display the 5-Year Program Review template. To load a specific item in the review, click on the *outline heading* (i.e; “I.A.” or “III.B.”) rather than the title of the item.

## Screenshots

Home | HSU Academic Programs > Anthropology | Options

AR AY 13/14 | Dean AY 13/14 | AR AY 12/13 | Dean AY 12/13 | Document Directory | PR AY 11/12 | PR AY 16/17

**Section I - Program Mission, Goals and Student Learning Outcomes**  
Mission  
Goals  
I.A. - Program Student Learning Outcomes  
I.D. - Program Update

**Section II - Assessment**  
II.A. - Assessment of Student Learning Outcomes  
II.B. - Other Program Assessment

**Section III - Diversity and Inclusive Excellence**  
III.A. - Enrollment  
III.B. - Diversity and Inclusive Excellence

**Section IV - Strengths and Challenges**  
IV. - Strengths and Challenges

6) This will display the specific item. To edit the item, click on the “Options” dropbox in the upper right and select “Edit Item.”

Home | HSU Academic Programs > Anthropology | Options

AR AY 13/14 | Dean AY 13/14 | AR AY 12/13 | Dean AY 12/13 | Document Directory | PR AY 11/12 | PR AY 16/17

**I.A.**

**Mission**  
Update your program mission in the narrative section if there are any changes. See the university catalog at <http://pine.humboldt.edu/registrar/catalog/documents/HSUcatalog2016-17.pdf>

**Status**  
 Under Development  In Review  Published

**Due Date:** 3/30/2017

**Narrative**

Options  
Edit Item  
Copy Item  
Check-out  
Printable File

## Instructions

7) This will display the Edit Item page for that item. You will change the status from “Under Development” to “In Review” once your External Review has begun, and change it again to “Published” once your Program Review is complete. The “Description” box includes the prompt for the item. Scroll down to the next box, labelled “Narrative.”

8) The “Narrative” text box is where you will type (or paste, if you have already written your report) your response to this Item’s prompt. The “Reviewer’s Comments” box is for your External Reviewer.

## Screenshots

The screenshot shows the 'Edit Item I.A.' page. At the top, there are navigation tabs for 'AR AY 13/14', 'Dean AY 13/14', 'AR AY 12/13', 'Dean AY 12/13', 'Document Directory', 'PR AY 11/12', and 'PR AY 16/17'. Below the tabs, the page title is 'Edit Item I.A.' with buttons for 'Edit', 'Preview', 'Activity Log', and 'Permissions'. On the right side, there are buttons for 'Save', 'Save & Close', and 'Cancel'. The form contains the following fields:

- Number:** I.A.
- Title:** Mission
- Status:** Under Development (dropdown menu)
- Due Date:** 3/30/2017 (calendar icon)

Below the form is the 'Description' section, which includes a rich text editor toolbar and a text area containing the following text:

Update your program mission in the narrative section if there are any changes. See the university catalog at <http://pine.humboldt.edu/registrar/catalog/documents/HSUcatalog2016-17.pdf>

The screenshot shows the 'Narrative' and 'Reviewer's Comments' sections. The 'Narrative' section has a rich text editor toolbar and a large empty text area. Below the text area, there are tabs for 'Design' and 'HTML', and a status bar showing 'Words: 0 Characters: 1 ...'. The 'Reviewer's Comments' section also has a rich text editor toolbar and an empty text area.

## Instructions

- 9) You can add additional sources to each item as well. The Requirement Sources box allows you to Upload Files and even allows you to organize them into separated folders using the Add Folder button. You may also add sources from your department's Document Directory, and add links to external sources using the URL Sources box. There is also a Planning Sources box below <not pictured>, which allows you to link your item to specific items or reports from your Planning (Annual Review) page.

## Screenshots

**Requirement Sources** ⓘ

[+ Add Folder](#) [Upload File](#)  
Select a folder below for more options.

**Getting Started** ⓘ

Use the "Add Folder" & "Upload File" buttons above to start adding sources to this item.

Select an existing folder to create subdirectories within or to upload files into the folder.

Right-click on any item to rename or delete it.

Right-click on an existing document and choose "Replace" to upload another document in its place.

**Document Directory Sources** ⓘ

[+ New Document Source](#)

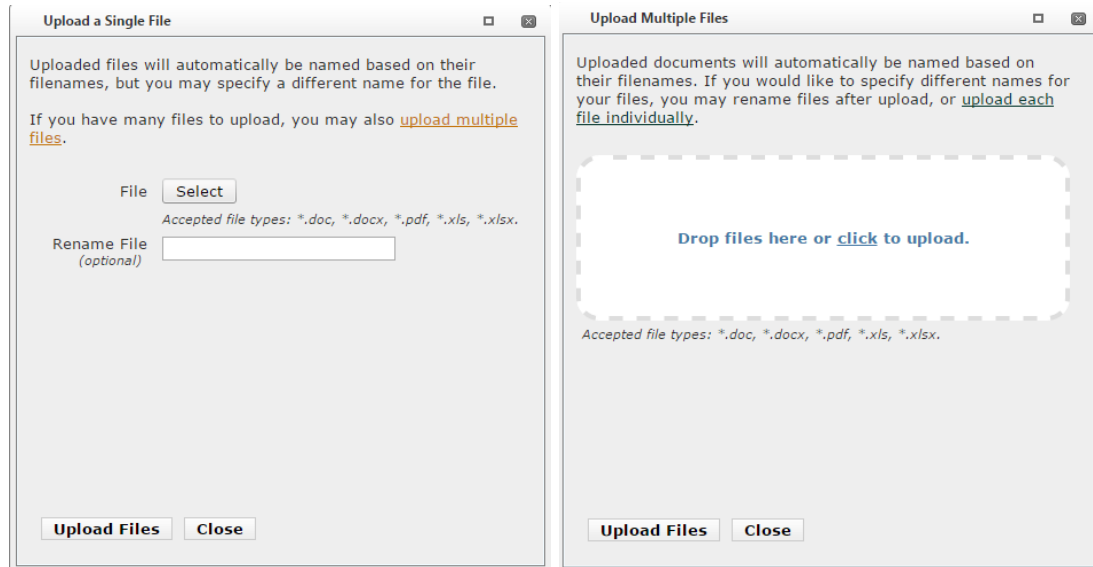
Name	View	Edit	Delete
No sources have been added. Click the "New Document Source" link above to begin adding sources.			

**URL Sources** ⓘ

[+ New URL Source](#)

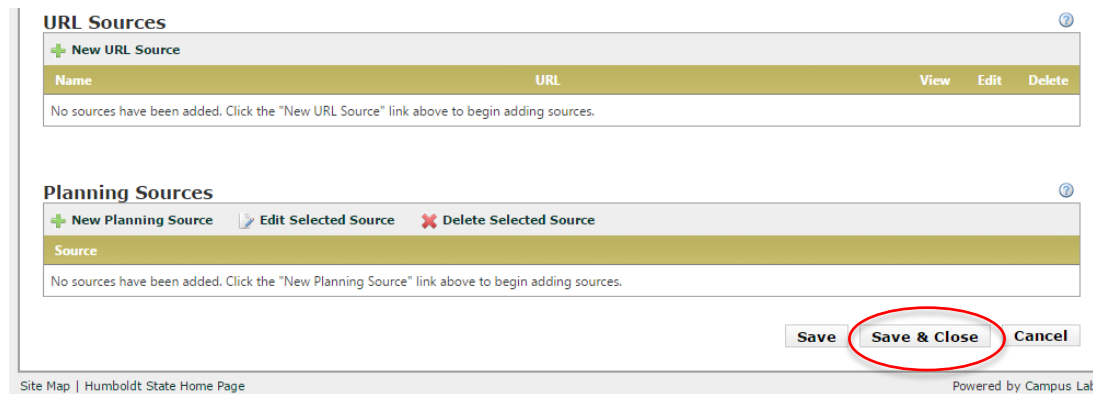
Name	URL	View	Edit	Delete
No sources have been added. Click the "New URL Source" link above to begin adding sources.				

10) When you select “Upload File under the “Requirements Sources” box, the Upload a Single File box pops up. Click on “Select” to choose a file, rename it if you wish, then select “Upload Files”. To upload multiple files, click on the “upload multiple files” link.



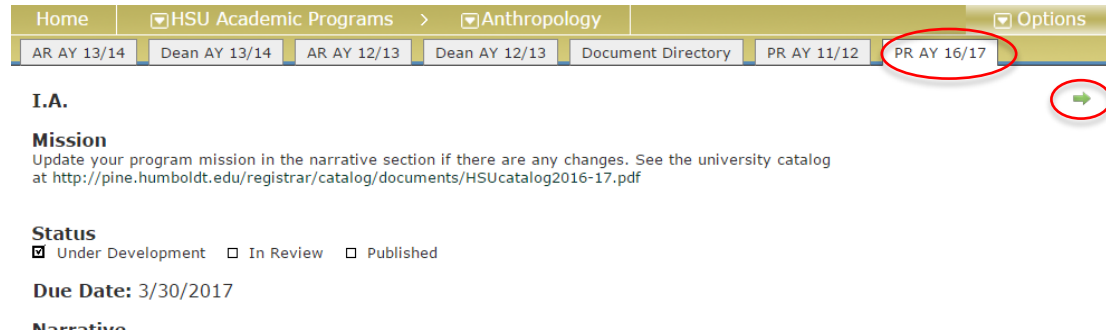
11) When uploading multiple files, you can drag files directly from your Desktop/File Explorer. **Note:** When using Multiple File Upload, documents will be named automatically based on their filenames.

12) Click on “**Save & Close**” when you are finished editing the 5-Year Program Review item.

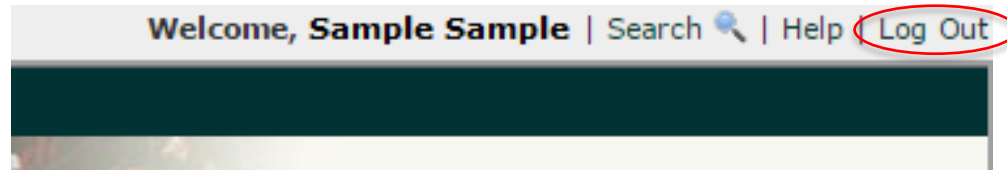




13) To travel to the next item, return to the Program Report home page or click on the green “Next” arrow.



14) Log out. Click on the “Log Out” link at the top right of the page when you are done.



### Questions and Access Issues

Please call Academic Programs at 826.3947 or e-mail [curriculum@humboldt.edu](mailto:curriculum@humboldt.edu) for assistance.

### Help

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