

Quick Reference for the Enrollment/Diversity and Student Success 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 “**Planning**” to navigate to the Enrollment/Diversity and Student Success 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

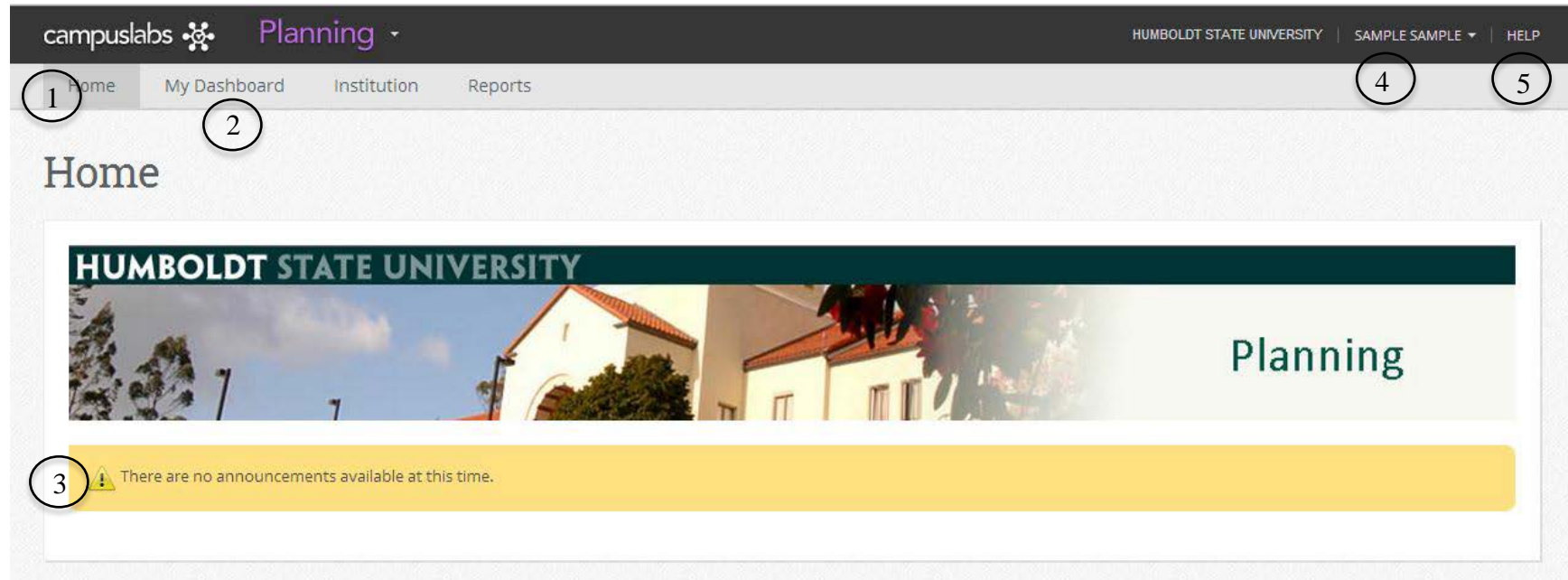
- to access the site for annual PREP click on "Planning"
- to access the site for 5-year Program Reviews click on "Program Review"

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 tabs for 'My Roles', 'Strategic Plans', 'Academic Progra...', and 'Student Services'. A filter bar indicates 'Table Filtered By: Academic Year: FY 2014/15, Core Competencies, University Outcomes, Program Student Learning Outcomes, Inclusive Excellence Reports'. The main content area shows an organizational chart for 'Humboldt State University' with 'Academic Affairs' expanded to show 'College of All University'. A table with columns 'Number' and 'Name' is visible. A second screenshot shows the same interface with the 'Applied Anthropology MA' program selected and circled in red.

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) Open your department.
- 5) Click on your **program**.

Instructions

6) In the Academic Year tab, select Enrollment/Diversity and Student Success Report

7) Select the “**Edit**” tab to enter information in the Enrollment/Diversity and Student Success Report

Screenshots

Academic Year: FY 2016/17

	Number	Name	Start	End	Progress
	SLO 1	Substantive Knowledge of Anthropology	7/30/2016	6/30/2017	
	SLO 2	Research and Problem Solving	7/30/2016	6/30/2017	
	SLO 3	Ethics, Cultural Relativism, and Social Responsibility	7/30/2016	6/30/2017	
	SLO 4	Life-long Learning	7/30/2016	6/30/2017	
		Enrollment/Diversity and Student Success Report	7/30/2016	6/30/2017	

Enrollment/Diversity and Student Success Report

View **Edit** Related

[Export](#)

Title:

Program: [Clear](#)

Start: [Choose Academic Year Dates](#)

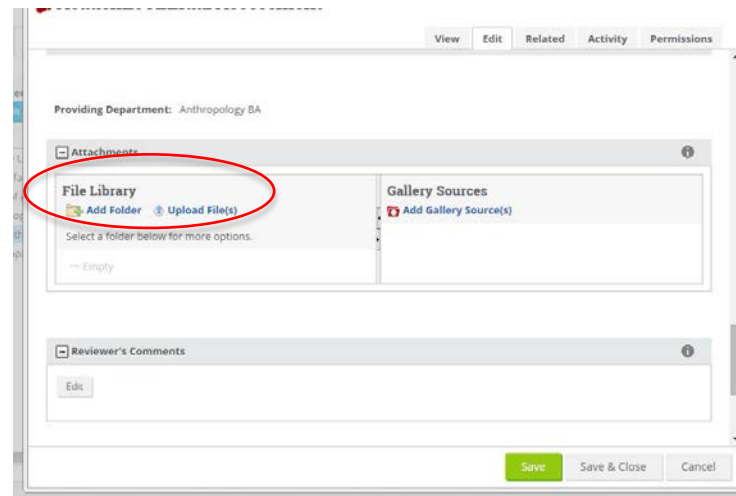
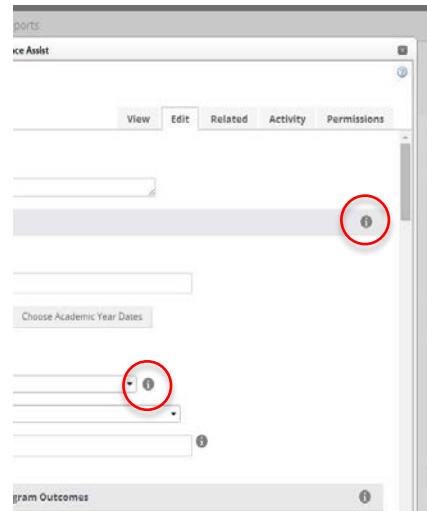
1) Describe enrollment trends in your program, major(s), FTES, and retention/graduation rates. Sum faculty opinions covered in the discussion of this data and/or describe the action plan that is a result o

Instructions

8) Hover over the instructions symbol “**i**” to the right of the fields for additional information and instructions. Many prompts in the Enrollment/Diversity & Student Success Report have additional questions to answer found in these instructions, so make sure that read these all thoroughly before answering.

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

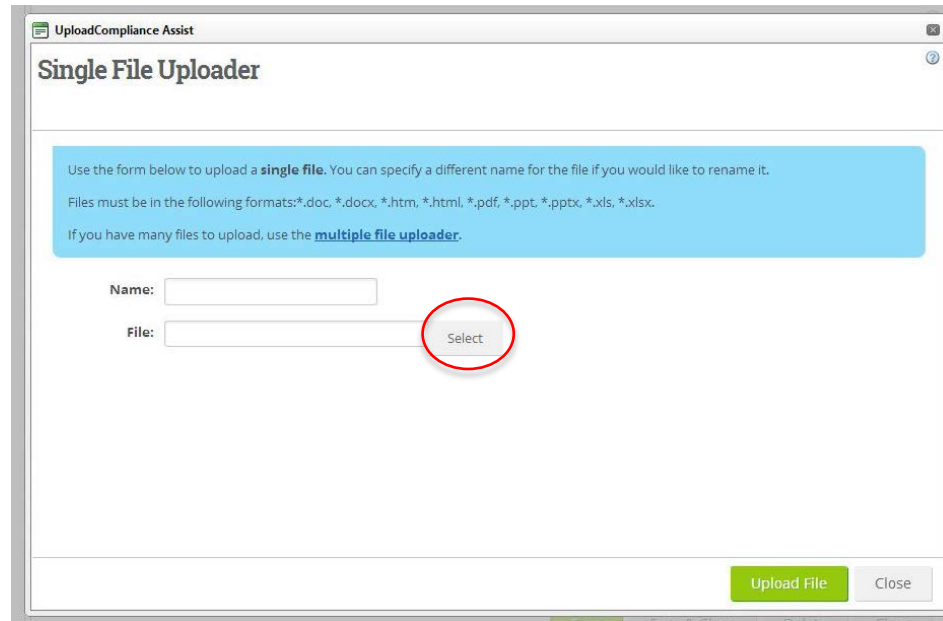
Screenshots



Instructions

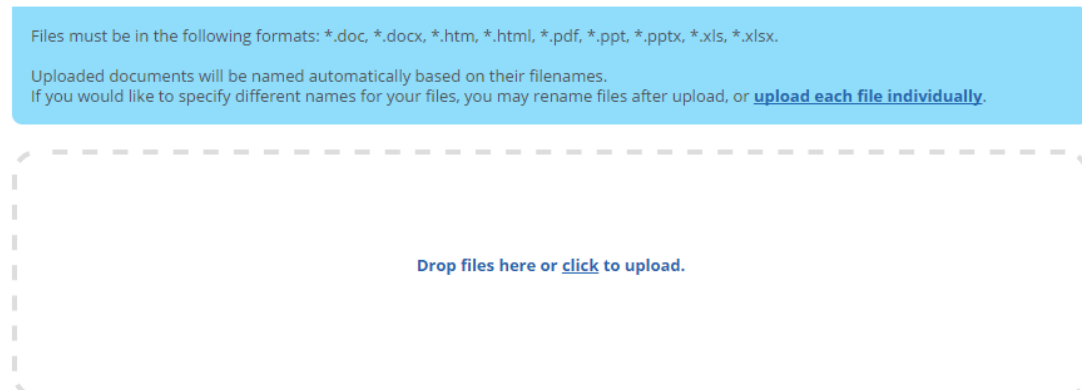
- 10) Click on “Select” to browse for supporting documents. Upload file.
Note: If you are attaching more than one document, choose “multiple file uploader”

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.

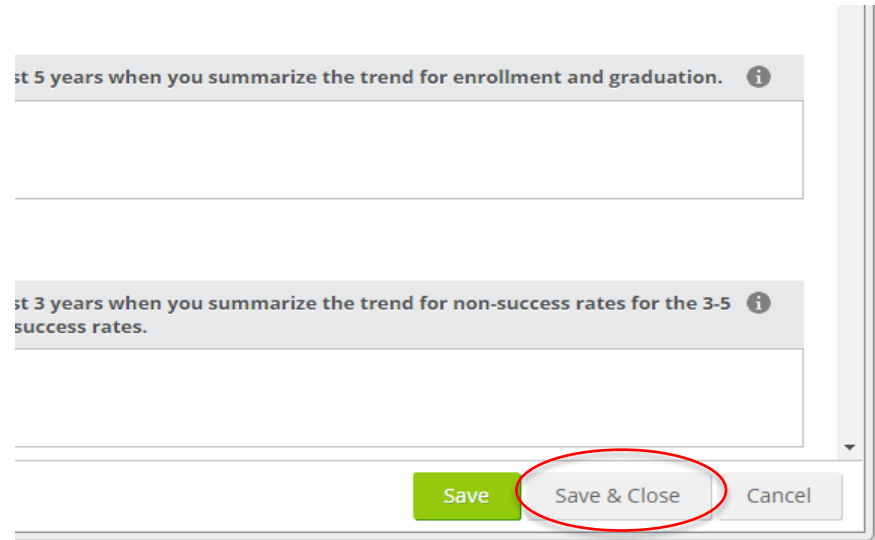
Multiple File Uploader



Instructions

- 12) Click on “**Save & Close**” when you are finished editing the Enrollment/Diversity and Student Success Report.

Screenshots

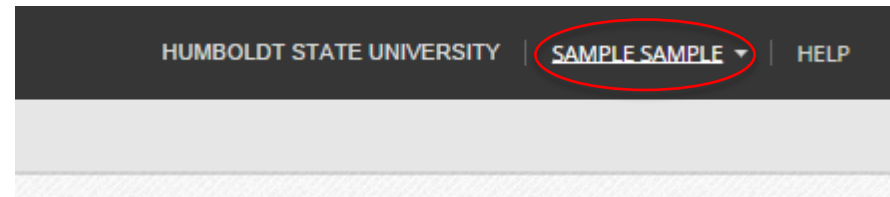


st 5 years when you summarize the trend for enrollment and graduation. ⓘ

st 3 years when you summarize the trend for non-success rates for the 3-5 success rates. ⓘ

Save Save & Close Cancel

- 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>