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
Instructions

After signing-in the Welcome page will display.

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

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
Instructions

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

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”

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.
Instructions

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

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

Screenshots

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