

Coming Sept. 1, 2021: Assessment Plan “Rollover” in Planning

All existing information in Planning will remain accessible and editable at all times.

On September 1, 2021, some of your program’s 2020-2021 assessment information in Planning will be copied to 2021-2022 to save you time and effort in the new academic year, including your:

- Mission statements
- Learning outcomes
- Curriculum maps
- Assessment methods

You will be able to edit any of these items in the new (and old) reporting year if you’d like to do so.

This is a one-time process; any information added to 2020-2021 after August 31 will not be rolled over.

Note that Reporting to stakeholders was rolled over in previous years, but will not be rolled over to 2021-2022. It is being retired and replaced with Stakeholder engagement. More information on the new item is coming soon.

Time-limited (annual) information will be retained in 2020-2021, but not copied to the new academic year (2021-2022). New information must be entered each year for:

- Results
- Action plans
- Timeline for implementation
- Any optional items (Surveys delivered through Baseline, Assessment plan feedback, Additional information)

Once the rollover takes place, the default view when you open Planning will be for the 2021-2022 academic year. You can always view and edit previous years by switching to another academic year’s view. (Detailed instructions are available below and [online](#).)

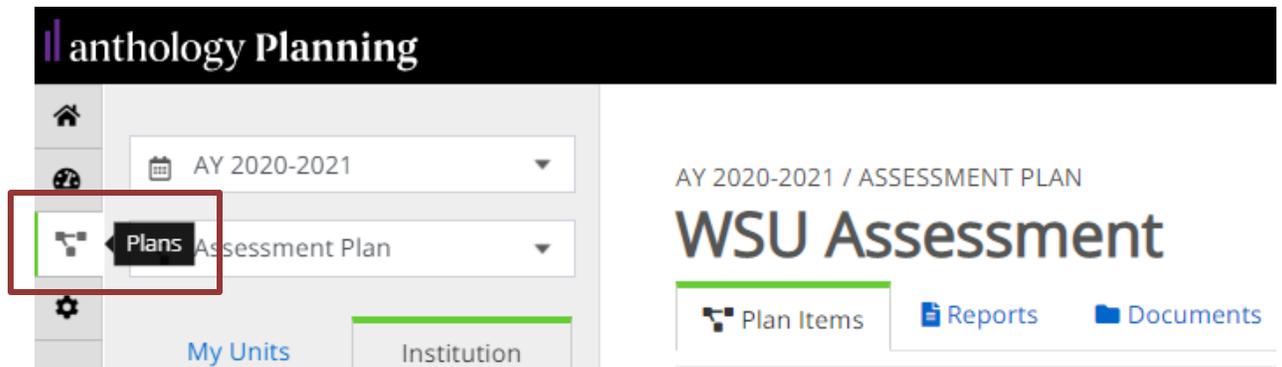
Questions? Please contact WSU Director of Assessment Cathy Barrette (c.barrette@wayne.edu), your [University Assessment Council representative](#), or Campus Labs support (support@campuslabs.com, (716)270-0000).

CHANGING VIEWS TO A DIFFERENT ACADEMIC YEAR IN PLANNING:

Login

Log in to Planning at <https://wayne.campuslabs.com/home> using your WSU credentials.

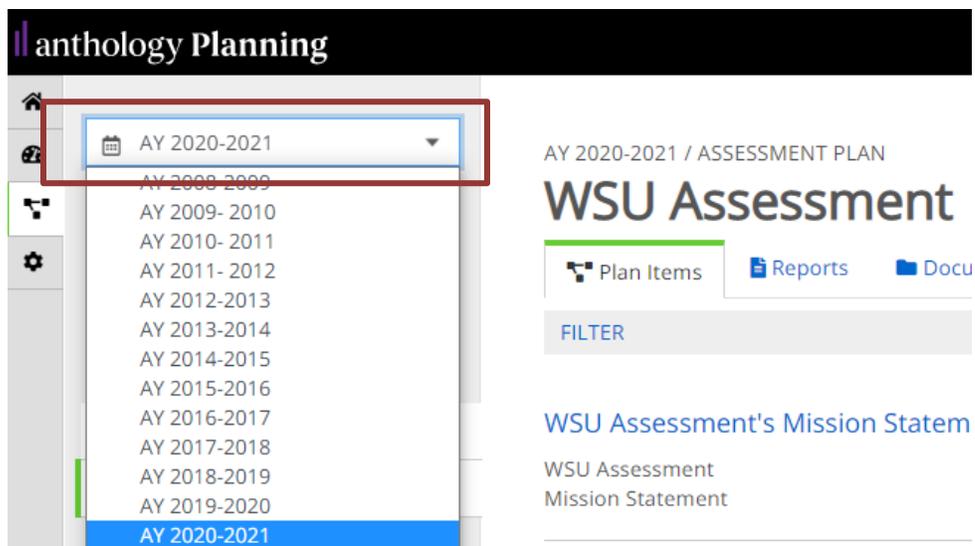
The default/**HOME** view is called the **DASHBOARD**. The dashboard provides filtered lists of the information you have access to. To see all of your information, change to the Plans view by clicking on the **PLANS** icon.



PLANS icon on left navigation bar

Select a Time Period

The default time period is the current academic year (September 1 through August 31). To see previous years' information, use the pulldown menu at the top left.



Time Period pulldown menu location