(Rollover for Enrollment Support will take place in January due to calendar-year reporting cycle.)

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

The AY22-23 assessment cycle wraps up on August 31. To save you time and effort in the new cycle, on September 1, 2023 some of your program’s 2022-2023 assessment information in Planning will be copied to 2023-2024, including your:

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

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 2022-2023 after August 31 will not be rolled over.

Some information will not be copied to the new academic year (2023-2024). New information must be entered each year for:

- Method history
- Results
- Action plans
- Timeline for implementation
- Stakeholder engagement
- Stakeholder feedback
- 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 2023-2024 academic year. You can always view and edit previous years by switching to another academic year’s view. (Detailed instructions are available below.)

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

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.

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.