**Coming Sept. 4, 2019: Compliance Assist Assessment Plan “Rollover”**

***All existing information in Compliance Assist will remain accessible and editable at all times.***

**On September 4, 2019, some of your program’s 2018-2019 assessment information in Planning (formerly Compliance Assist) will be copied to 2019-2020 to save you time and effort, including your:**

* Mission statements
* Learning outcomes
* Curriculum maps
* Assessment methods
* Reporting to stakeholders

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

*This is a one-time process; any information added to 2018-2019 after Sept. 3 will not be rolled over.*

**Time-limited (annual) information will be retained in 2018-2019, but not copied to the new academic year (AY19-20). 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 2019-2020 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](https://wayne.edu/assessment/document/).)

**Questions?** Please contact WSU Director of Assessment Cathy Barrette (c.barrette@wayne.edu), your [University Assessment Council representative](https://wayne.edu/assessment/files/university_assessment_council_ay17-18.pdf), 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. To see previous years’ information, use the pulldown menu at the top left.

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Time Period pulldown menu location