

Coming Sept. 1, 2017: Compliance Assist Assessment Plan “Rollover”

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

On September 1, some of your program’s AY16-17 assessment information in Compliance Assist will be copied to the AY17-18 reporting year 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 AY16-17 after Aug. 31 will not be rolled over.

Time-limited (annual) information will be retained in AY16-17, but not copied to the new academic year (AY17-18). 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 Compliance Assist will be for the 2017-2018 academic year. You can always view and edit previous years by switching to another academic year’s view. (See attached instructions.)

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).

Other resources as the new academic year begins:

- AY17-18 University assessment timeline ([online](#) and attached)
- [Program](#) and [Dept./College](#) Committee Assessment Conversation Calendars (online and attached)

INSTRUCTIONS FOR CHANGING VIEWS TO A DIFFERENT ACADEMIC YEAR IN COMPLIANCE ASSIST:

1. Navigate to the assessment plan for your program and select your program's name. (Detailed [instructions](#) for doing so are available online.)
2. Click on the blue "Edit filter" button.

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', 'University State...', 'Assessment Plans', 'General Educatio...', 'Budget', and 'Role'. The 'Assessment Plans' tab is active, showing a table filtered by 'Academic Year: AY 2014-2015'. A blue 'Edit Filter' button is visible. On the left, a tree view shows the navigation structure, with 'Bachelor of Arts in Education in Element' selected. A table on the right lists assessment plans with columns for 'Number' and 'Name'.

	Number	Name
		Bachelor of Arts in Education in Ele. Education M
	1	BA in Elementary Education Learning Outcomes
	2	BA in Elementary Education Assessment
		BA in Elementary Education Curriculum Map

3. In the new pop-up window, select the academic year you'd like to view.

4. Click "OK".

The screenshot shows the 'campuslabs Planning' interface. The main content area is titled 'My Dashboard - Planning Items'. A filter bar indicates 'Table Filtered By: Academic Year: AY 2014-2015'. A sidebar on the left shows a tree view of 'Wayne State University' with 'Academic Programs' expanded. A table with columns 'Number' and 'Name' is visible. A 'Select Items' pop-up window is open, showing a dropdown for 'Academic Year' set to 'AY 2014-2015' and a list of items with checkboxes: Mission Statements, Learning Outcomes (Program-level), Assessment, Curriculum Maps, ABET Outcomes, and Course Assessments. The 'OK' button is highlighted with a red box and an arrow labeled '4'. A red box labeled '3' points to the 'Academic Year' dropdown.