CAN I GENERATE IE AND PROGRAM REPORTS IN CAMPUS LABS?

Yes, you will need to choose the type of report you want to generate (i.e., Unit/College Plan - IE Report, Assessment Plan - Program Report). Please see below the specific instructions for each report:

Institutional Effectiveness Reports:

1. Choose a year (dropdown) for the report you want to generate
2. Choose Unit/College Plan in the dropdown menu in Campus Labs

3. Click the tab "Report" (this item is located between the tabs "Plan Items" and "Documents")

4. From the list of reports, choose "Reviewers Report - IE"
5. Click the dropdown menu below (next to the "View Report: [Date]") and choose "Customize Dates"

6. Customize the report date range by changing the year only. <u>Please do not change the month and day</u>
7. Click "View Report" and a report will be generated.
8. Once the report is generated, you should be able to save it as PDFs, by clicking "Print" and choosing the option "Save as PDF"

UNIT REPORT

Custom Report Date Range

Reviewer's Report – IE

Reports Unit/College Mission, Unit/College Goals, Unit/College Actions for Improvement, IE detail, and connections to University Goals.

Date Range

Adjust the start and end dates and click, View Report

Start Date	End Date
07/01/2021	06/30/2022

Cancel   ℹ Word Export   ℹ CSV Report   📄 View Report

Academic Assessment (Program) Reports:

1. Choose a year (dropdown) for the report you want to generate
2. Choose Assessment Plan in the dropdown menu in Campus Labs
3. Choose your program

4. Click the tab "Report" (this item is located between the tabs "Plan Items" and "Documents"

5. From the list of reports, choose "Reviewers Report - Academic Data"
6. Click the dropdown menu below (next to the "View Report: [Date]") and choose "Customize Dates"

7. Customize the report date range by changing the year only. Please do not change the month and day
8. Click "View Report" and a report will be generated

9. Once the report is generated, you should be able to save it as PDFs, by clicking "Print" and choosing the option "Save as PDF"

Custom Report Date Range

Reviewer's Report - Academic Data

Reports Program Mission, Program Goals, SLOs, Use of Results, and AAP Detail

Date Range

Adjust the start and end dates and click, View Report

Start Date	End Date
07/01/2022	06/30/2023

Cancel   ⓘ Word Export   ⓘ CSV Report   📄 View Report