Quick Start Guide for OIRA-Planning (Outcomes)

The Compliance Assist-Planning software used for the Assessment Plan and Report process has been upgraded with a new look and a new name, OIRA-Planning.

Section 1: Access the website https://UAH.campuslabs.com/planning.
1. Login with your ChargerID and password.
2. Select the Dashboard home icon OR the Org Chart graphic.

Section 2: Navigate the Dashboard to display items by level of access.
• Use one of the three primary tabs ...
  ➢ My Items tab shows items that you have created
  ➢ Responsible Items shows items assigned to you as a Responsible User.
  ➢ Contributor tab shows all items that you have access to.
• Click the More link at right to read the most recent Announcement.
• Use the Page Numbers at the bottom of the page to access more items.
• Use the FILTER option as needed. Check which items to include and click Apply Filters. Leaving the tab removes any FILTER, Sort, or Page options.

Section 3: Navigate the Org Chart to access items by program, or area.
1. Use the first drop-down box to set the appropriate Academic Year.
2. Set the second drop-down box to “Assessment Plan.”
3. Click each level of the org chart on the left as needed for the desired unit.
4. Use the Plan Items tab to access Outcomes or Review Items for that unit. OR Use the Reports tab to view or print a report. (Section 7.)

Section 4: Edit an existing Outcome.
1. View the outcome you want to edit, either on the Dashboard (Section 2) or the Org Chart (Section 3). Click on the blue title to open the Outcome.
2. Use the scrollbar or Tab key to navigate to teach field and edit as needed.
Changes to an Outcome are saved immediately.
• Outcome Number and Year of Implementation is a 3-digit number underscore academic year outcome was first added (e.g. 001_15-16).
• SLO Major Area and Degree/Operational Outcome and Unit Name is SLO or OPO underscore unit (e.g. SLO_Biology_BA).
• Progress is “Ongoing.” (“Completed” for an outcome no longer assessed.)
• Providing Department, Start Date, and End Date should auto-populate.
3. Click +File on any field to upload a file (e.g. rubric, data report).
4. Click the blue Done button at the bottom of the outcome to exit.

Section 5: Relate an Outcome to the Strategic Plan.
1. Edit the outcome. (Section 4.)
2. Click the Related tab. Click the +Supports button.
3. Change the second drop-down to “Strategic Plan.”
4. Click the blue + next to each appropriate item to select it.
5. Click the Back to Plan Item button when finished.

Section 6: Assign a Responsible User.
These items appear in the Responsible Items tab on the Dashboard.
1. Edit the outcome. (Section 4.)
2. Click the Permissions tab.
3. Start typing the user name in the search box under Available Users.
4. Click the select the appropriate user from the list displayed.

Section 7: View or print a Report.
1. Navigate to the appropriate Org Chart unit. (Section 3.)
2. Click the Reports tab. Click the View Report link under Full Assessment Plan Report. Click the View Report option to display it as a webpage.
   • Use the Print option to print a hard copy of the report or to print to pdf.
   • Copy and paste the report text into another software (i.e. Word).

Section 8: Add a new Outcome.
1. Navigate to the appropriate Org Chart unit. (Section 3.)
2. Check the Academic Year setting to ensure it is set for the correct year.
3. Click on the Plan Items tab. Click on the + Plan Item link on the right.
4. Click in each field to edit it. See Section 4 for more information.
5. Click the blue Done button at the bottom of the outcome to exit.

Section 9: Delete an Outcome.
This action cannot be undone.
1. Edit the outcome. (Section 4.) Verify that it is for the appropriate academic year. Deleting an outcome affects that Academic Year only.
2. Use the scrollbar at right to scroll to the bottom of the screen.
3. Click the Delete option on the far left. Click the blue Confirm button.

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Quick Start Guide for OIRA-Planning (Review Items)

The Compliance Assist-Planning software used for the Assessment Plan and Report process has been upgraded with a new look and a new name, OIRA-Planning.

Section 1: Access the website https://UAH.campuslabs.com/planning.
1. Login with your ChargerID and password.
2. Select the Dashboard home icon OR the Org Chart graphic.

Section 2: Navigate the Dashboard to display items by level of access.
- Use one of the three primary tabs...
  - My Items tab shows items that you have created
  - Responsible Items shows items assigned to you as a Responsible User.
  - Contributor tab shows all items that you have access to.
- Click the More link at right to read the most recent Announcement.
- Use the Page Numbers at the bottom of the page to access more items.
- Use the FILTER option as needed. Check which items to include and click Apply Filters. Leaving the tab removes any FILTER, Sort, or Page options.

Section 3: Navigate the Org Chart to access items by program, or area.
1. Use the first drop-down box to set the appropriate Academic Year.
2. Set the second drop-down box to “Assessment Plan.”
3. Click each level of the org chart on the left as needed for the desired unit.
4. Use the Plan Items tab to access Outcomes or Review Items for that unit.
   - OR Use the Reports tab to view or print a report. (Section 4.)

Section 4: View or print a Report.
1. Navigate to the appropriate Org Chart unit. (Section 3.)
2. Click the Reports tab to display the tabs of reports available for that unit. The default reporting dates show below each report name.
   - The Full Assessment Plan Report includes all Outcomes for the unit.
   - The Review Items Report includes all Review Items for the unit.
3. Click the View Report link under the appropriate report to display the report options. Click the View Report option to display it as a webpage.
   - Use the Print option to print a hard copy of the report or to print to pdf.
   - Copy and paste the report text into another software (i.e. Word).
   - Click the Customize Dates option to view a different reporting year.
     Change just year in the Start Date and Edit Date and then click the blue View Report button again to open the new customized report.
4. Close the browser tab to exit the report.

Section 5: Complete a Review Item.
1. Ensure that you have access to the outcomes being reviewed, either in hardcopy or by viewing a report. (Section 4.)
2. Navigate to the appropriate Org Chart unit. (Section 3.)
3. Check the Academic Year setting to ensure it is set for the correct year (usually the previous academic year).
4. Set the second drop-down box to “Assessment Plan.”
5. Click on the Plan Items tab. Click on the + Plan Item link on the right.
6. Use the scrollbar or Tab key to navigate to teach field and edit as needed. Changes to a Review Item are saved immediately.
   - Enter the Outcome Number and Year of Implementation as the word “Review_” followed by the outcome number and your name.
   - Enter the Outcome as the word “Review_” followed by the actual wording of the outcome.
   - Click the dropdown menu next to each item and choose the appropriate response, “Evident” or “Not Evident.”
   - Click in each Comment field to type directly in it or copy/paste from an existing document. Include, at minimum, a comment for any criteria marked “Not Evident” and any other comments as needed.
   - Change the Progress field to “Completed” when all fields are filled in.
7. Click the blue Done button at the bottom of the page to exit or when the review item is complete.
8. Use the Read View button to view the review item as it will appear in a report.

A Review Student Learning Outcome needs to be completed for each Student Learning Outcome (SLO)

A Review Operational Outcome needs to be completed for each Operational Outcome (OPO).

Revised 03/13/2018