



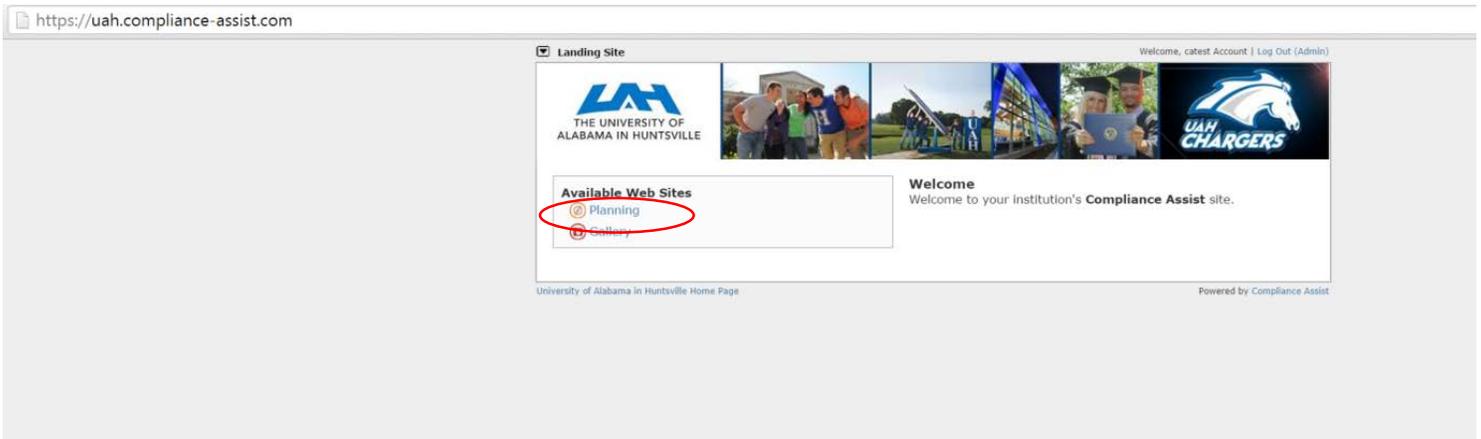
University of Alabama Huntsville

Planning User Guide

Go to: <https://UAH.compliance-assist.com>

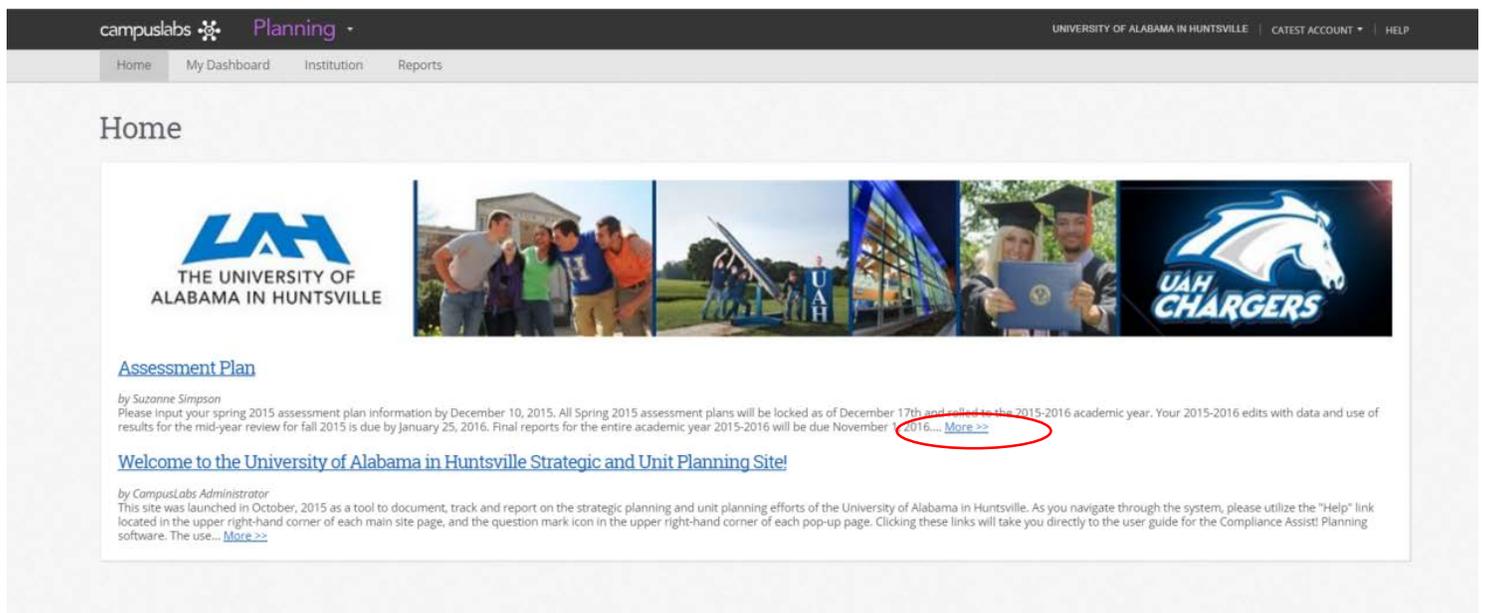
You will need to enter your USERNAME and PASSWORD (Note: You will use your UAH credentials.)

You will be directed to the Landing Page. Click on "Planning"

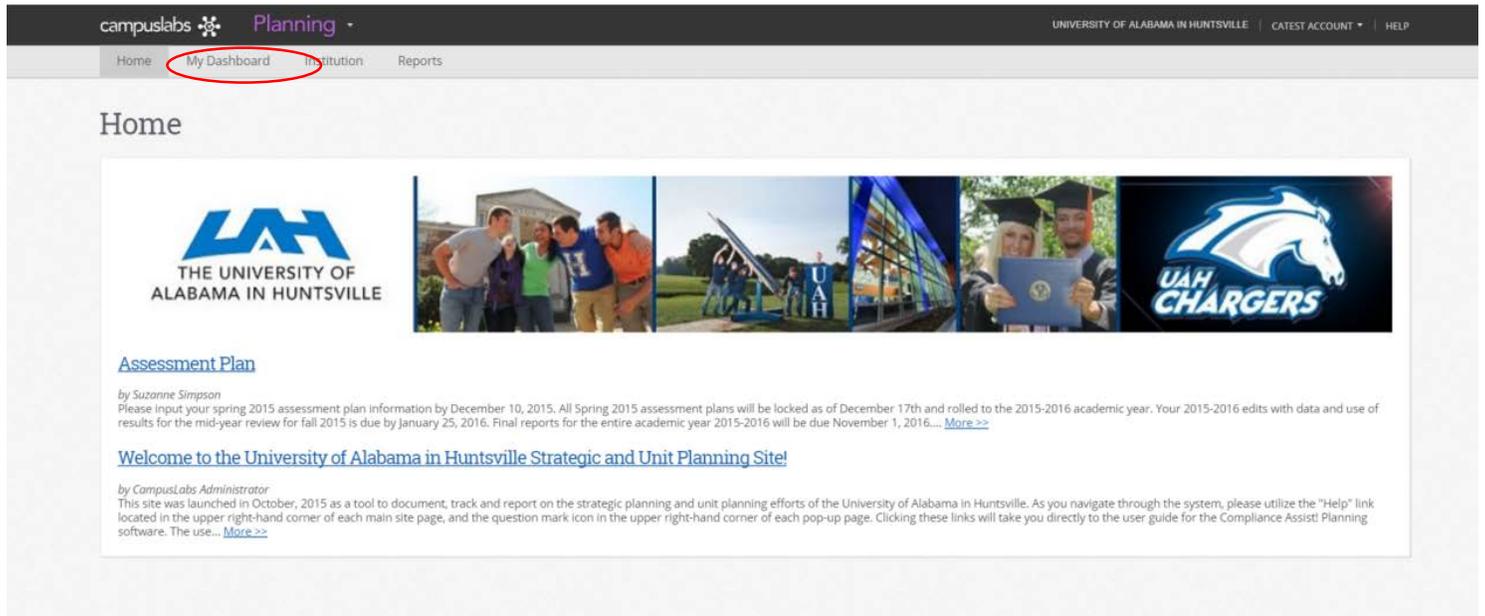


You will be taken to your Planning Home page. Here you will find announcements and updates.

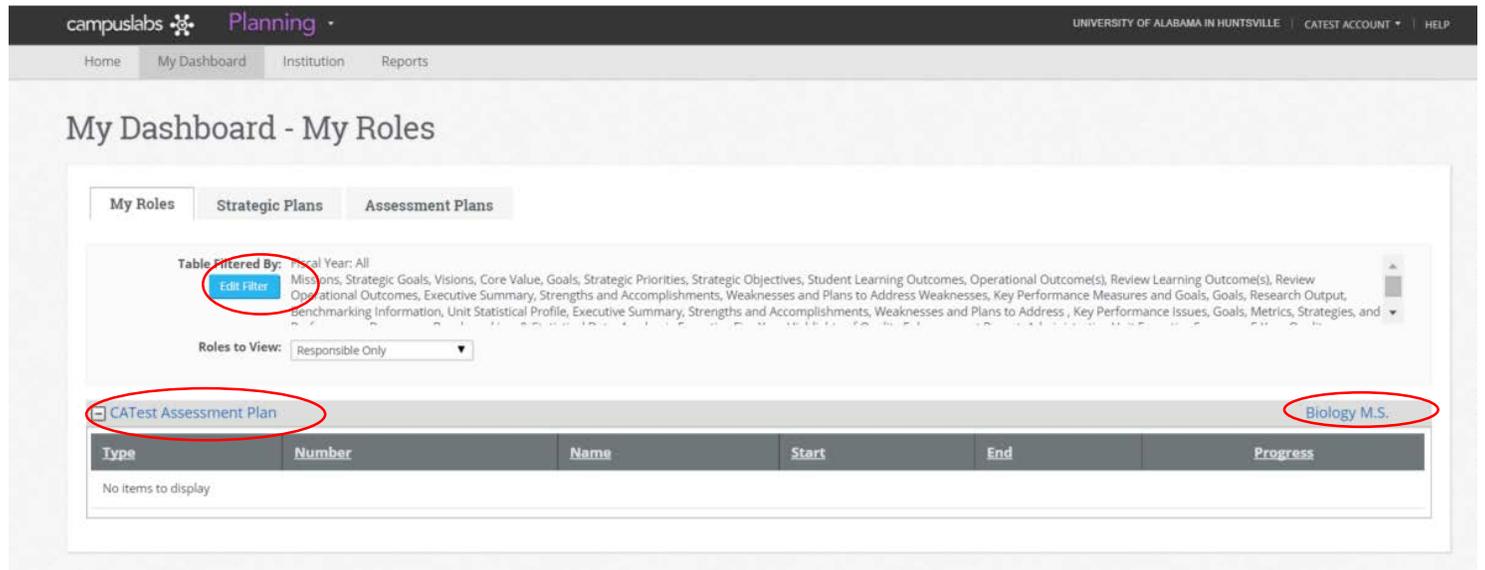
Click "More" to expand an announcement and see full details.



Next, click on “My Dashboard” to get to the Strategic Plan, and Assessment Plans.



“My Dashboard” shows tabs assigned to you, and the program(s) for which you will be entering data. Click on “Edit Filter” to get to the appropriate year/timeframe. Select “Spring Pilot Phase 2015” for this first cycle.



Assessment Plans: To enter your Student Learning or Operation outcome data click on the “Assessment Plans” tab.

campuslabs **Planning** UNIVERSITY OF ALABAMA IN HUNTSVILLE | CATEST ACCOUNT | HELP

Home My Dashboard Institution Reports

My Dashboard - My Roles

My Roles Strategic Plans **Assessment Plans**

Table Filtered By: Fiscal Year: All
Missions, Strategic Goals, Visions, Core Value, Goals, Strategic Priorities, Strategic Objectives, Student Learning Outcomes, Operational Outcome(s), Review Learning Outcome(s), Review Operational Outcomes, Executive Summary, Strengths and Accomplishments, Weaknesses and Plans to Address Weaknesses, Key Performance Measures and Goals, Goals, Research Output, Benchmarking Information, Unit Statistical Profile, Executive Summary, Strengths and Accomplishments, Weaknesses and Plans to Address, Key Performance Issues, Goals, Metrics, Strategies, and

Roles to View: Responsible Only

CATEST Assessment Plan Biology M.S.

Type	Number	Name	Start	End	Progress
No items to display					

Once you have clicked on your specific unit, you will be able to access the outcomes forms by selecting “+ New Item” and then clicking on the appropriate template.

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Home My Dashboard Institution Reports

My Dashboard - Planning Items

My Roles Strategic Plans **Assessment Plans**

Table Filtered By: Fiscal Year: Pilot Phase Spring 2015
Student Learning Outcomes, Operational Outcome(s), Review Learning Outcome(s), Review Operational Outcomes

University of Alabama Huntsville
Board of Trustees
Office of the President
Provost & Executive Vice President for Academic Affairs
Academics
College of Science
Biology M.S.

+ New Item

Number	Name	Start	End	Progress
No items to display				

Fiscal Year: Pilot Phase Spring 2015

Begin filling out the fields in the template you have selected. You must fill out the top three lines in order to save the template.

NOTE: if you hover over the “i” bubbles, helpful instructions will appear. The number should be a three digit number with two leading zeros then the 4 digit Academic Year (e.g. 001_sp15).

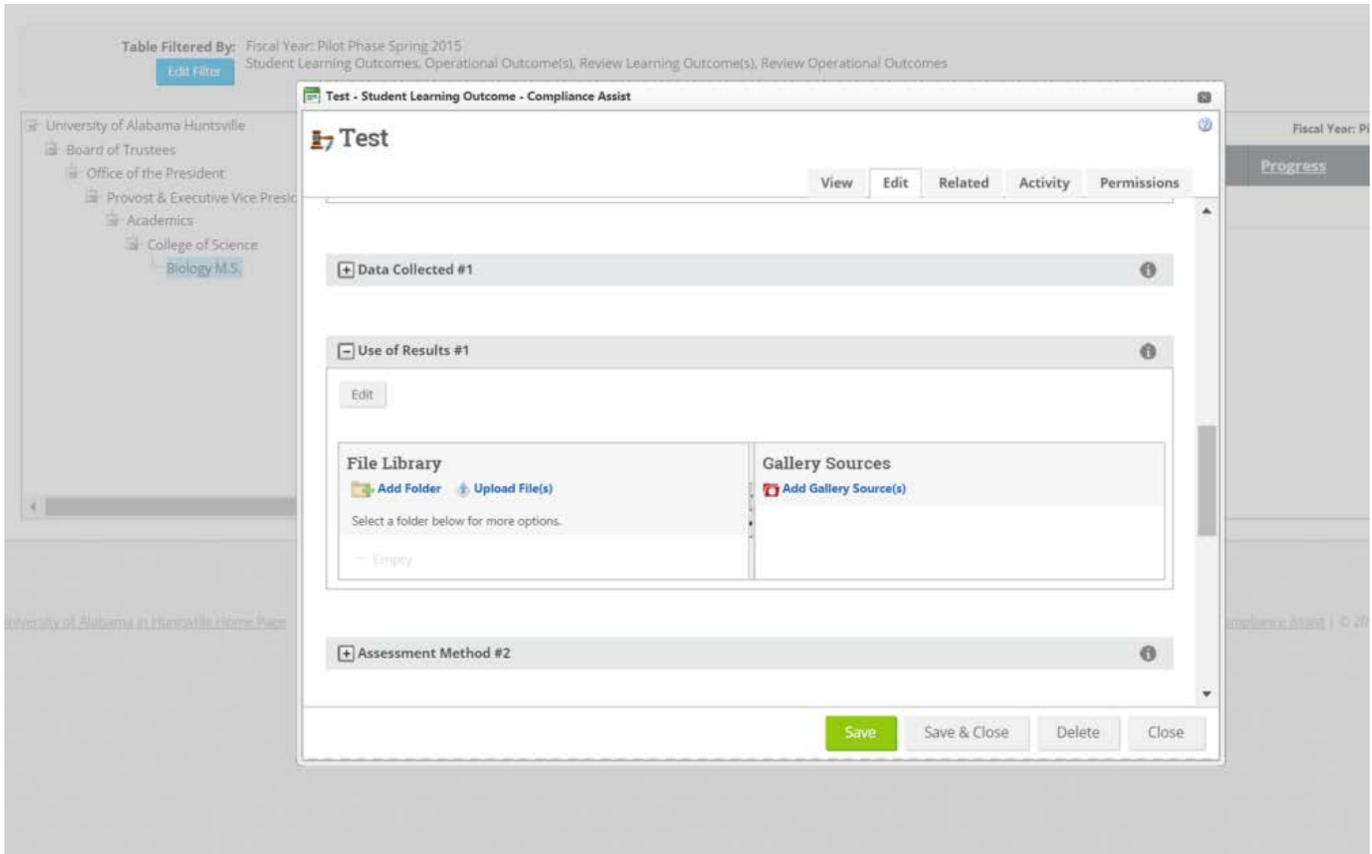
The screenshot shows a web application interface with a modal window titled "Add New Student Learning Outcome - Compliance Assist". The modal window has a title bar and a close button. The main content area is titled "Add New Student Learning Outcome" and contains the following fields:

- Outcome Number and Year of Implementation:** A text input field with an information icon (i) to its right.
- SLO Major Area and Degree:** A text input field with an information icon (i) to its right.
- Outcome:** A text input field with a slash icon (//) and an information icon (i) to its right.

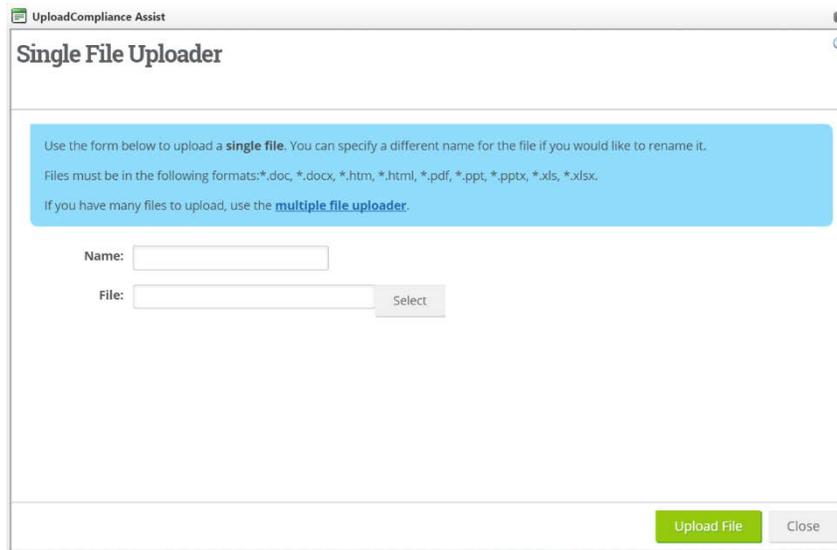
Below these fields is a section titled "Description" which contains a rich text editor. The editor has a toolbar with various icons for text formatting (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image) and a paragraph style dropdown menu. Below the editor is a "Design" button and a toggle switch for "HTML".

At the bottom of the modal, there is a "Start:" field with the value "1/1/2015" and a "Choose Fiscal Year Dates" button. At the very bottom are three buttons: "Save" (green), "Save & Close", and "Cancel".

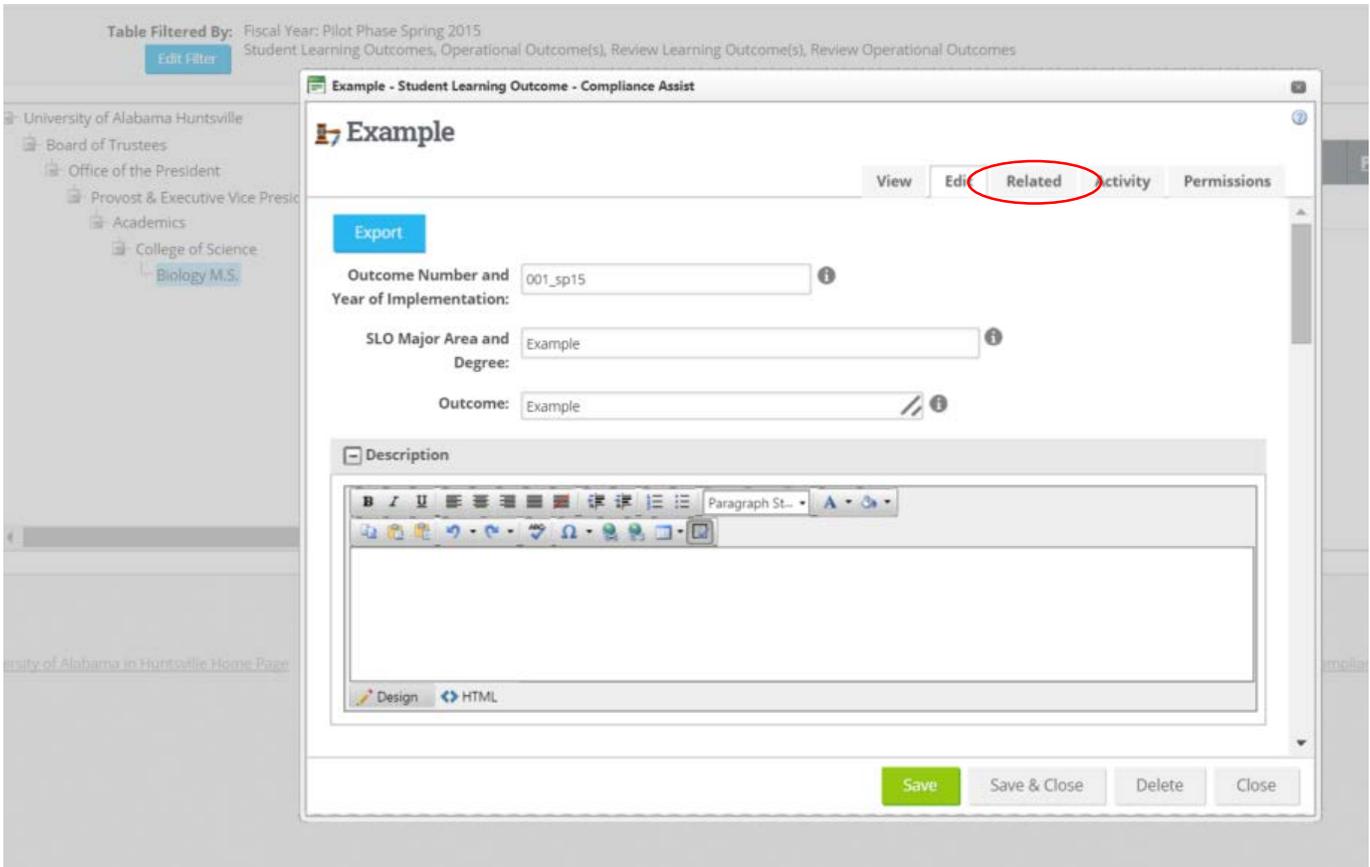
Uploading Files: after you have pressed “Save” within this template you will have the option to attach files and organize them into folders within certain fields.



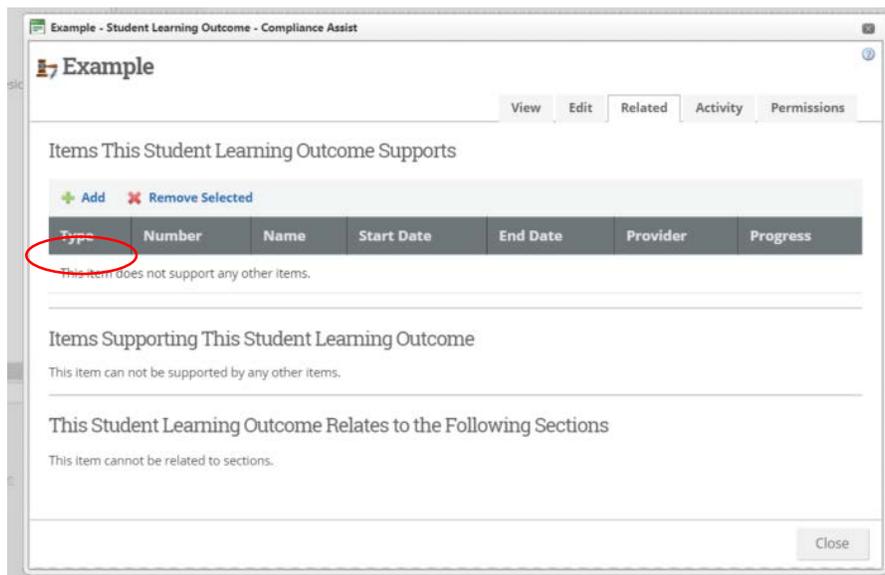
After clicking “Upload File” the screen below will appear. Click “Select” to browse your computer the file you wish to attach. Then click “Upload File.”



Connecting to the Strategic Plan/Related Items: Once you have saved your template you can connect your outcome to the UAH Strategic Plan. First select the “Related” tab at the top of the template.



After you click on the “Related” tab, click the green “+ Add” button to select the Strategic Plan item your outcome is supporting.



Next, select the “University of Alabama Huntsville” level within the organizational chart. Then click the button next to the appropriate Strategic Plan items. Finally, hit the green “Add” button to complete the process.

Add Related Item Compliance Assist

Related Item Chooser

Filter: Fiscal Year: Pilot Phase Spring 2015
Missions, Strategic Goals, Visions, Core Value, Goals, Strategic Priorities, Strategic Objectives

My Roles All Roles

- University of Alabama Huntsville
- Board of Trustees
- Office of the President
 - Provost & Executive
 - Academics
 - College of Science
 - Biology M.

<input type="checkbox"/>	Priority 5	Engage more fully our stakeholders: alumni, the community, elected officials, and global partners	08/01/2012	07/31/2020
<input type="checkbox"/>	P1_O1	Grow Enrollment	08/01/2012	07/31/2020
<input type="checkbox"/>	P1_O2a	Diversity: nonresident domestic undergraduates	08/01/2012	07/31/2020
<input type="checkbox"/>	P1_O2b	Diversity	08/01/2012	07/31/2020
<input type="checkbox"/>	P1_O2c	Diversity	08/01/2012	07/31/2020

After adding the related item you can return to editing your template by clicking the “Edit” tab, or simply hit the “Close” button.

Example - Student Learning Outcome - Compliance Assist

Example

View **Edit** Related Activity Permissions

Items This Student Learning Outcome Supports

+ Add ✖ Remove Selected

Type	Number	Name	Start Date	End Date	Provider	Progress
Goal	Goal 2	Strengthen and maintain a financial, physical, and personnel infrastructure that supports continuous quality enhancement and the pursuit of excellence in research and education	08/01/2012	07/31/2020	University of Alabama Huntsville	

Items Supporting This Student Learning Outcome

This item can not be supported by any other items.

This Student Learning Outcome Relates to the Following Sections

This item cannot be related to sections.

Close