Fall 2018 COLL 400 Pilot Assessment

Faculty Guide

How to Upload COLL 400 Assignments & Student Work
LOG INTO CAMPUSLABS PLATFORM

LOG INTO

https://wm.campuslabs.com
Enter your current W&M userid and password (the same used to log into any W&M network resource, such as myWM).
SELECT OUTCOMES

Baseline
Assess student learning and success through surveys, rubrics, and benchmarking

Compliance Assist
Connect and manage your program review and accreditation efforts

Engage
Promote meaningful engagement experiences across campus

Faculty
Manage course rosters, course evaluations, and more with a personalized dashboard

Outcomes
Assess academic and co-curricular alignment and performance

Planning
Connect and manage your strategic planning efforts

Need Help? Visit our Support Center for articles, webinars, and other resources!
Ensure that you are in the current time period, select the My Organization Units tab, then select the current term to display your course sections.

Click on your name to access Outcomes support resources, such as articles, videos, webinars, & FAQs.
NAVIGATE TO COURSE SECTION

Select the COLL 400 course section to which you will upload your assignment(s) & student work.

NOTE: Double-check the CRN if you have multiple sections to ensure you upload work to the correct section (especially cross-listed courses).
SELECT FORM TO UPLOAD MATERIALS

Be sure you are in the right section, then select the link to the assignment & work collection form.
ASSIGNMENT & WORK COLLECTION FORM

Instructions are provided for uploading & naming files to avoid overwriting files. Please read carefully.
Assignment & Work Collection Form One Assignment

Assignment & student work files addressing BOTH "synthesis and/or critical analysis" AND "solving problems in an applied and/or academic setting" should be uploaded under COLL 400 Assignment 1. Select the Attachments link.
ASSIGNMENT & WORK COLLECTION FORM

ONE ASSIGNMENT

Click OK to acknowledge the Sensitive Data Policy.
Outcomes software allows you to drag & drop files or click in the box to select & upload files. Outcomes will accept any type of file, such as documents, media, & other data formats.

For additional assistance, see “Adding Attachments to Assessments:”
Navigate to the assignment & student work files & select the files you wish to upload, then click Open or drag the files into the upload area.
Your files to upload display with a comment field next to each file. Enter any comments that may be helpful to IAE (not required), then click Upload.
ASSIGNMENT & WORK COLLECTION FORM

ONE ASSIGNMENT

Your uploaded files & comments display. Click in the box or drag files to upload more files if needed or click Close.
The Assignment & Work Collection form shows that there are four attachments. Click on “Attachments” to edit your attachments or add more files. Click on your name in the upper right-hand corner & select Sign Out to exit Outcomes & the CampusLabs platform.
To upload 2 assignments & student work:
Assignment & student work files addressing "synthesis and/or critical analysis" should be uploaded under COLL 400 Assignment 1.
Assignment & student work files addressing "solving problems in an applied and/or academic setting" should be uploaded under COLL 400 Assignment 2.
Select the Attachments link for each & upload files following previous instructions for each.
ASSIGNMENT & WORK COLLECTION FORM

TWO ASSIGNMENTS

Be sure to append “CT” to the file name for all student work files uploaded under COLL 400 Assignment 1 & “PS” to the file name for all student work files uploaded under COLL 400 Assignment 2 to avoid overwriting files.
ASSIGNMENT & WORK COLLECTION FORM

Two Assignments

Your files to upload display with a comment field next to each file. Enter any comments that may be helpful to IAE (not required), then click Upload.
ASSIGNMENT & WORK COLLECTION FORM

TWO ASSIGNMENTS

Your uploaded files & comments display. Click in the box or drag files to upload more files if needed or click Close. Repeat this process for Assignment 2.
ASSIGNMENT & WORK COLLECTION FORM

TWO ASSIGNMENTS

The Assignment & Work Collection form shows that there are four attachments. Click on “Attachments” to edit your attachments or add more files. Click on your name in the upper right-hand corner & select Sign Out to exit Outcomes & the CampusLabs platform.
Signed Out

Be sure to close your browser to completely log out.

Thank you for your assistance in piloting this assessment process and logistics!