

# Undergraduate PIEs

Instructions for Accessing and Editing  
**Expectations 1-3 Assessment Plans**  
in CampusLabs Planning Software



WILLIAM & MARY

CHARTERED 1693

# 1

## General Instructions

- Go to <https://wm.campuslabs.com/planning/dashboard>.
- Enter your W&M User ID & Password.



**WILLIAM & MARY**  
CHARTERED 1693

W&M Central Authentication Service

**WMuserid:**

**Password:**

I am at a public workstation.

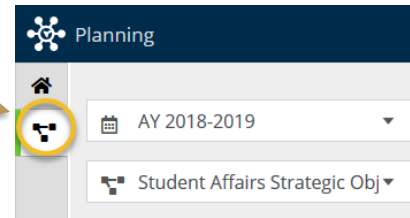
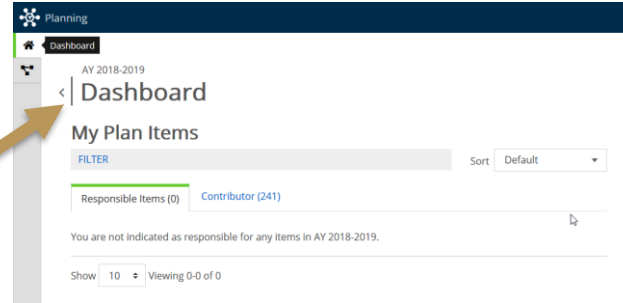
**LOGIN**



# 2

## General Instructions

- Your **Dashboard** displays here.
- Select the **Plans** icon to access your PIE(s).



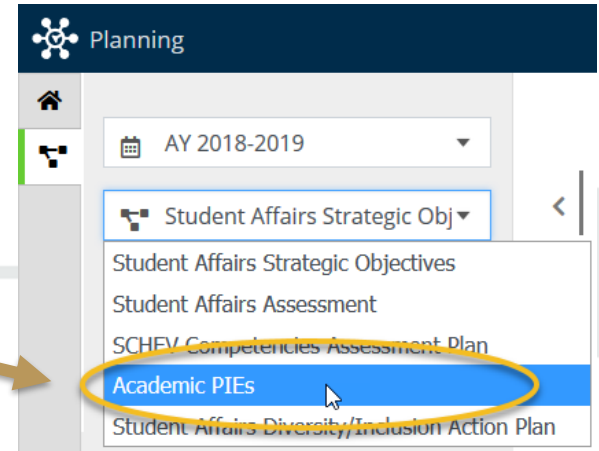
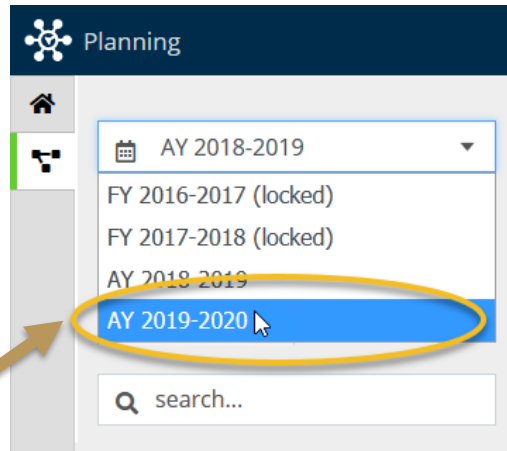
3

## General Instructions

- Ensure you are working in the current **Academic Year**.

Planning is set to default to the current academic year.

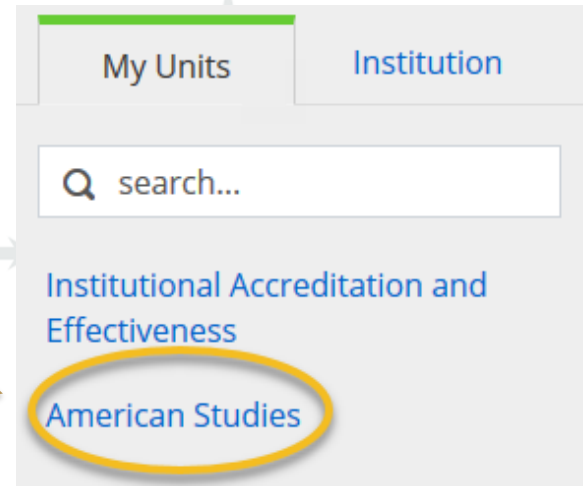
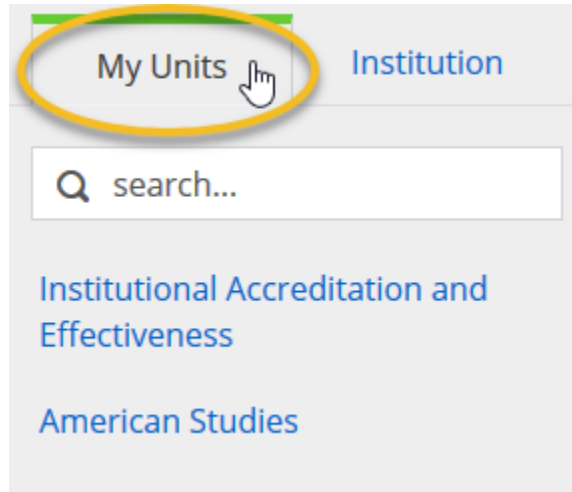
- Select **Academic PIEs** inside the drop down list. Academic PIEs may be the only item in your list.



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## General Instructions

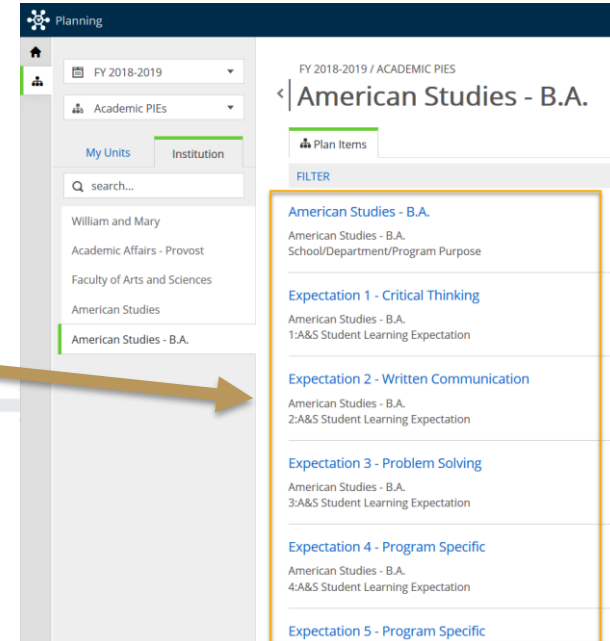
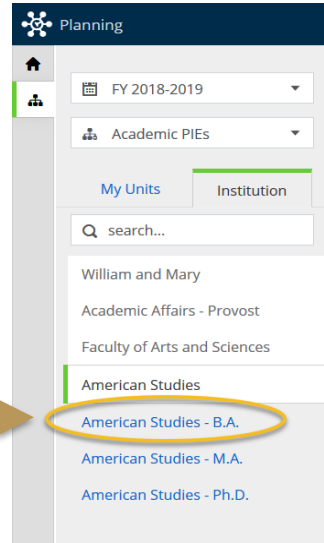
- Select **My Units** tab in the left-hand navigation menu.  
The department(s)/program(s) to which you have permissions will display.
- Select your department.  
e.g. American Studies



# 5

## General Instructions

- Select your undergraduate degree level PIE from the left-hand navigation pane. e.g. American Studies - B.A.
- Your PIE displays here. The **Plan Items** tab contains your **Department/Program Purpose** and **5 Learning Expectations**. The first 3 Expectations are standard for all undergraduate PIEs. Expectations 4 and 5 are specific to your department/program.



# 6

## View and Edit Purpose

- Select **Department/Program Purpose** to view and edit.  
(e.g. American Studies - B.A.)  
Clicking anywhere outside of the text box will save your edits. You will see a green circle with a check mark below and to the right of the text box.
- Click **Done** at the bottom of the page to return to your PIE.

AY 2019-2020 / ACADEMIC PIEs

### American Studies - B.A. .

Plan Items Reports Documents

FILTER

American Studies - B.A.  
American Studies - B.A.  
School/Department/Program Purpose

Planning

FY 2018-2019 / ACADEMIC PIEs

### Edit Plan Item

Template: School/Department/Program Purpose

Department/Program Name - Degree Level \*  
Enter your Department/Program Name - Degree Level for this PIE (e.g., Anthropology - B.A.)  
American Studies - B.A.

Providing Department \*  
American Studies - B.A.

**Purpose Statement**  
The Purpose Statement clearly describes the department/program within the context of the university and links to the university's mission.

The mission of the American Studies Program is the creation and dissemination of American Studies knowledge through interdisciplinary teaching, research, and public service. The program engages undergraduate student majors in the interdisciplinary study of the culture and society of the United States and the Americas, past and present, encouraging students to cross traditional intellectual boundaries in order to develop critical perspectives on American life that are more expansive than those normally found within the limits of a single discipline. Each student's curriculum is unique, but built on staged core courses. Students also take designated courses in departments and programs across campus, enhancing their experience of the interdisciplinary approach in our core courses. The program recognizes the central significance of faculty research, and its role both in promoting scholarship and in enriching the teaching of American Studies.

Plan Item Files + File + Folder

AMST UG PIE 2014.pdf Replace Rename

Read View

Done

# 7

## Complete Assessment Plan for Expectations 1-3

- Select **Expectation 1 – Critical Thinking** to view, edit, and complete the assessment plan.

The screenshot displays the 'Planning' interface for the 'AY 2019-2020 / ACADEMIC PIEs' section. The main heading is 'American Studies - B.A.'. Below this, there are tabs for 'Plan Items', 'Reports', and 'Documents'. A 'FILTER' bar is present. The main content area lists several expectations, with 'Expectation 1 - Critical Thinking' highlighted by an orange box. A large orange arrow points from the text in the adjacent slide to this box. The list includes:

- Expectation 1 - Critical Thinking**  
American Studies - B.A.  
1:A&S Student Learning Expectation
- Expectation 2 - Written Communication**  
American Studies - B.A.  
2:A&S Student Learning Expectation
- Expectation 3 - Problem Solving**  
American Studies - B.A.  
3:A&S Student Learning Expectation
- Expectation 4 - Program Specific**  
American Studies - B.A.  
4:A&S Student Learning Expectation
- Expectation 5 - Program Specific**



# 8

## Complete Assessment Plan for Expectations 1-3

- Scroll down the page to **Catalog Numbers and Course Names of Curricular Experiences** field. The title and general instructions display at the top of each text box.
- Additional specific instructions are italicized inside each text box.
- Each field is updated and saved as you move to the next field or click outside of the text box.



**Catalog Numbers and Course Names of Curricular Experiences**  
*Identify the catalog numbers and course names where majors experience this learning and indicate in which courses departments/programs assess student learning for this Expectation.*

File Edit View Insert Format Tools Table

Formats B I [Text alignment icons] [List icons] [Link icon] [Image icon]

**COLL 400 Critical Thinking Curricular Experiences**

As part of the general education curriculum, all students must complete a capstone experience - a course bearing the COLL 400 attribute. These courses may be upper-level seminar courses, Honors theses, or courses specifically developed as COLL 400s. Critical thinking is assessed in the following COLL 400 experience(s):

*[List COLL 400 catalog numbers and course names in the table below. Click on the table to add or delete rows.]*

COLL 400 Catalog Number	COLL 400 Course Name

# 9

## Complete Assessment Plan for Expectations 1-3

- Edit & complete the *required* field **Description of Student Work Assessed** & the *optional* field **Description of Other Data/Evidence Collected and Reviewed** (if applicable) for Expectation 1.
- When Expectation 1 is ready for review, select “**Ready for Review**” in the **Expectation Plan Review Status** dropdown box, then click **Done** at the bottom of the page. Select “**Not Ready for Review**” if the assessment plan is not complete.

**Description of Other Data/Evidence Collected and Reviewed - Optional**  
Describe data/evidence other than student work collected and reviewed, as applicable. You may upload supporting documentation here.

File Edit View Insert Format Tools Table

Formats B I [Text Alignment Icons] [List Icons] [Table Icons] [Link Icon] [Image Icon]

Plan Item Files  
There are no attachments. + File + Folder

**Expectation Plan Review Status**  
Department/Program: Is this Expectation assessment plan ready for review?  
IAE/ASC Reviewers: Is action needed or is this Expectation assessment plan approved?

Ready for Review (Department/Program)

IAE: Comments  
For Institutional Accreditation & Effectiveness Use

Delete

Read View Done

10

## Complete Assessment Plan for Expectations 1-3

- Repeat the steps for **Expectations 2 & 3.**

AY 2019-2020 / ACADEMIC PIES

### American Studies - B.A.

Plan Items Reports Documents

FILTER

American Studies - B.A.
American Studies - B.A. School/Department/Program Purpose
<b>Expectation 1 - Critical Thinking</b>
American Studies - B.A. 1:A&S Student Learning Expectation
<b>Expectation 2 - Written Communication</b>
American Studies - B.A. 2:A&S Student Learning Expectation
<b>Expectation 3 - Problem Solving</b>
American Studies - B.A. 3:A&S Student Learning Expectation
<b>Expectation 4 - Program Specific</b>
American Studies - B.A. 4:A&S Student Learning Expectation
<b>Expectation 5 - Program Specific</b>

# 11

## Sign Out of Planning

- Click on your profile name in the top right corner to sign out of **Planning** and the **CampusLabs** platform.
- Close your browser to fully complete the sign out process.

