

# Undergraduate PIEs

Instructions for Accessing and Editing  
**Program-Specific Expectations 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.



W&M Central Authentication Service

WUserid:

Password:

I am at a public workstation.

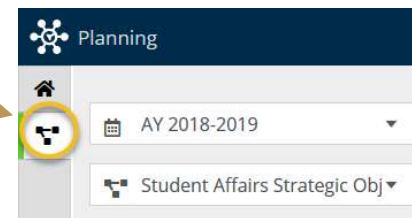
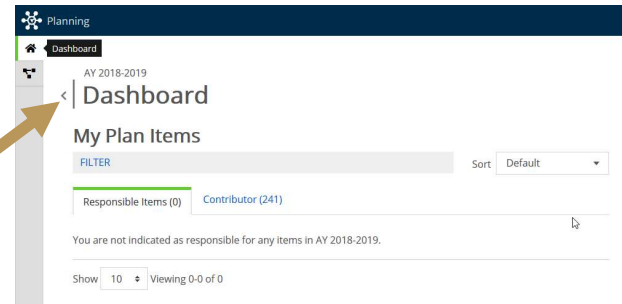
LOGIN



# 2

## General Instructions

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



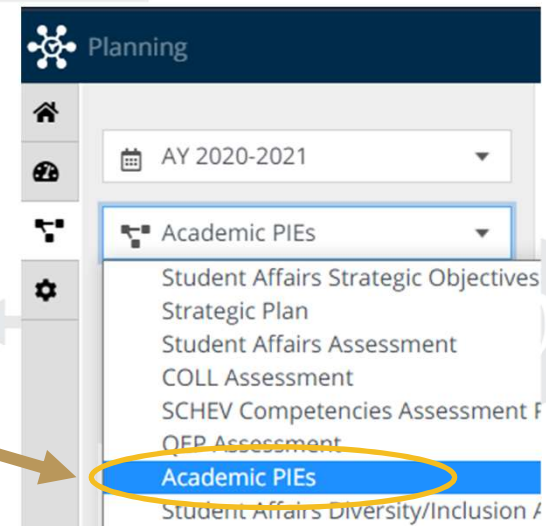
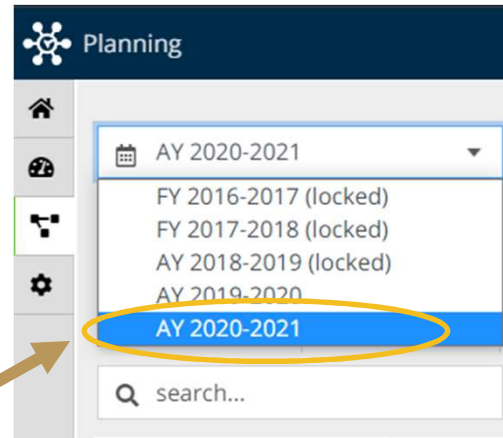
# 3

## General Instructions

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

Planning is set to default to the current year.

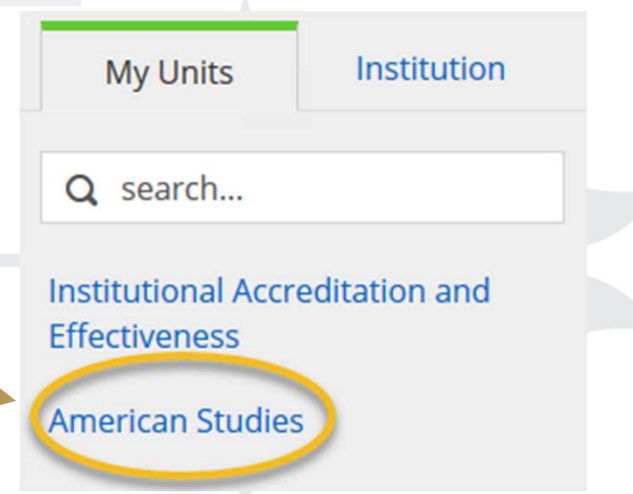
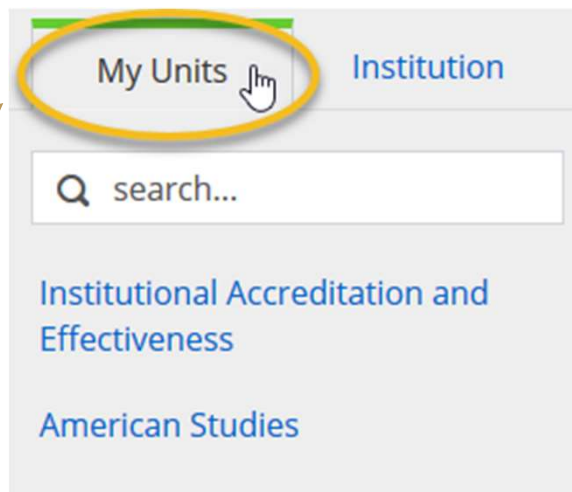
- Select **Academic PIEs** inside the drop down list. Academic PIEs may be the only item in your list.



4

## General Instructions

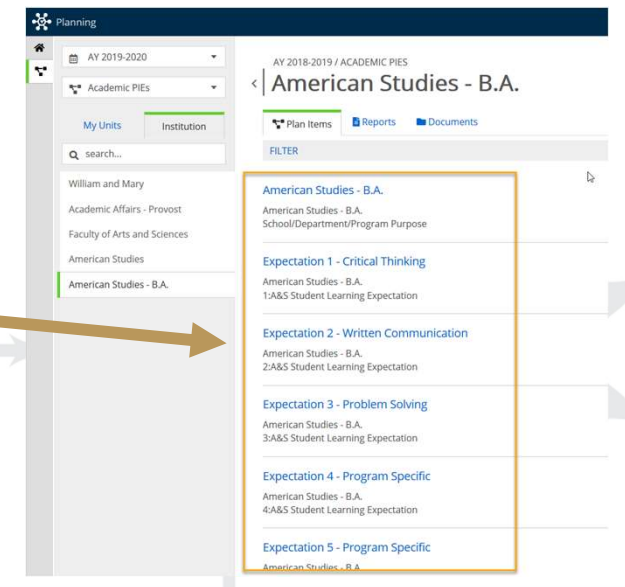
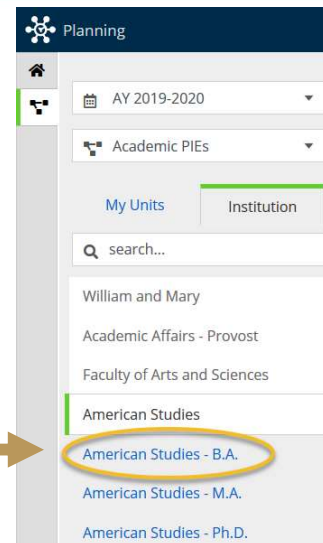
- Select **My Units** Tab in the left-hand navigation menu.  
The department(s)/program(s) to which you have permissions will display.
- Select your department.  
e.g. American Studies



# 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 & 5-6 Learning Expectations**. The first 3 are standard for all undergraduate PIEs. The remaining Expectations are specific to your department/program.



# 6

## General Instructions

- For Expectations 4+, select the **Expectation** to view, edit, and complete each assessment plan.
- The **title** and **general instructions** display at the top of each field. Additional specific instructions, as applicable, are italicized inside text boxes.
- Clicking anywhere outside of text boxes will **save** your edits. You will see a green circle with a check mark to the right of the box.

Expectation 4 - Program Specific  
American Studies - B.A.  
4:A&S Student Learning Expectation

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Expectation 5 - Program Specific  
American Studies - B.A.  
5:A&S Student Learning Expectation

Expectation Number \*  
4

Expectation Name \*  
*Enter the Expectation number and short name of the Expectation (e.g., Expectation 1 - Critical Thinking).*  
Expectation 4 - Program Specific

Expectation Description  
*What do we expect our majors to learn? Learning expectations should be measurable and define skills, competencies, or knowledge for all majors in the degree program.*  
Students will ...

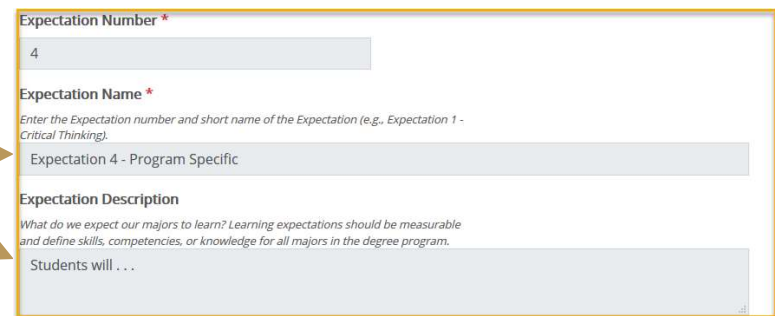
Auto Saved: Jan 9, 2019, 1:07:23 PM



# 7

## Complete Assessment Plan for Program-Specific Expectations

- Enter your program-specific **Expectation Name** and provide a description of what you expect all of your majors to learn.
- Your “old” PIE is uploaded under the **Documents** tab for your reference and to help you to determine and complete **Expectations 4+**. These instructions and other instructions for completing PIEs are located here, as well.



Expectation Number \*

4

Expectation Name \*

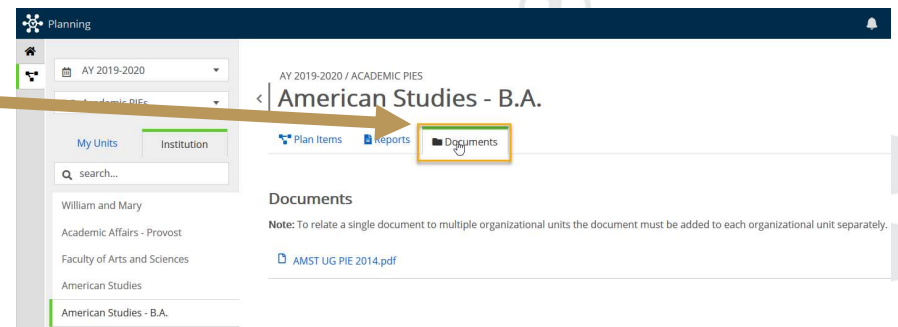
Enter the Expectation number and short name of the Expectation (e.g., Expectation 1 - Critical Thinking).

Expectation 4 - Program Specific

Expectation Description

What do we expect our majors to learn? Learning expectations should be measurable and define skills, competencies, or knowledge for all majors in the degree program.

Students will . . .



Planning

AY 2019-2020

AY 2019-2020 / ACADEMIC PIEs

American Studies - B.A.

Plan Items Reports Documents

Documents

Note: To relate a single document to multiple organizational units the document must be added to each organizational unit separately.

AMST UG PIE 2014.pdf





# 9

## Complete Assessment Plan for Program-Specific Expectations

- **Description of Student Work Assessed (Required):** List and describe specific assignments, methods, tests, etc., used to assess student learning for this expectation.
- **Description of Student Work Sampling Strategy (Required):** Describe the student work sampling strategy to ensure it represents the range of experiences and student performance for this expectation.

The image shows two empty text boxes, each with a rich text editor toolbar. The top box is titled "Description of Student Work Assessed Required" and has a subtitle "Identify specific types of assignments, methods, tests, etc., used to evaluate student learning for this Expectation (e.g., Honors thesis, research paper, essay, exam, etc.)". The bottom box is titled "Description of Student Work Sampling Strategy Required" and has a subtitle "Describe the sampling strategy to illustrate representativeness of student work relative to learning experiences and range of performance." Both boxes have a toolbar with options for File, Edit, View, Insert, Format, Tools, and Table, along with icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, and image.

# 10

## Complete Assessment Plan for Program-Specific Expectations

- **Description of Process Used to Evaluate Student Work:** Describe the process used and who conducts the evaluation of student work in your department/program.
- **Other Data/Evidence Collected and Reviewed (Optional):** Describe any data you collect and review other than student work. You may upload supporting documentation here by clicking the **+File** or **+Folder** icons.

The screenshot shows a web form with two text editors and a file upload section. The first text editor is titled "Description of Process Used to Evaluate Student Work Required" and has a subtitle "Describe who conducts the evaluation and the process used to evaluate student work." The second text editor is titled "Description of Other Data/Evidence Collected and Reviewed - Optional" and has a subtitle "Describe data/evidence other than student work collected and reviewed, as applicable. You may upload supporting documentation here." Both text editors have a rich text editor toolbar with options for File, Edit, View, Insert, Format, Tools, and Table. Below the text editors is a section titled "Plan Item Files" with the text "There are no attachments." and two buttons: "+File" and "+Folder".

# 11

## Complete Assessment Plan for Program-Specific Expectations

- **Expectation Plan Review Status:** Select “**Ready for Review**” in the dropdown box. If you are still editing, select “**Not Ready for Review.**”

IAE/ASC will indicate approval or ACTION NEEDED status after review.

- Click **Done** at the bottom of the page to return to your PIE Plan Items.

The screenshot shows a web interface for reviewing an expectation plan. A yellow box highlights the 'Expectation Plan Review Status' section, which contains a dropdown menu currently set to 'Ready for Review (Department/Program)'. Below this is a 'Delete' button. To the right, a blue 'Read View' button and a blue 'Done' button are visible. A large, faint watermark of a flag with the year '1693' is in the background. Two arrows point from the text instructions to the 'Ready for Review' dropdown and the 'Done' button.

# 12

## Complete Assessment Plan for Program-Specific Expectations

- Repeat the steps for **Expectation 5 (and 6, if applicable)**.

The screenshot displays the 'Planning' system interface. The top navigation bar includes 'Planning', 'AY 2019-2020', and 'Academic PIEs'. The main content area is titled 'AY 2018-2019 / ACADEMIC PIEs' and 'American Studies - B.A.'. A left sidebar shows a navigation tree with 'American Studies - B.A.' selected. The main content area lists several expectations, with 'Expectation 5 - Program Specific' highlighted by a yellow box. A yellow arrow points from the text 'Repeat the steps for Expectation 5 (and 6, if applicable)' to this highlighted expectation.

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

# 13

## Sign Out of Planning

- Click on your 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.

