

# Undergraduate PIEs

Instructions for Accessing and Completing  
**Expectations 1 & 2 Assessments**  
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.

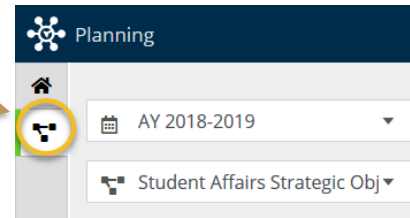
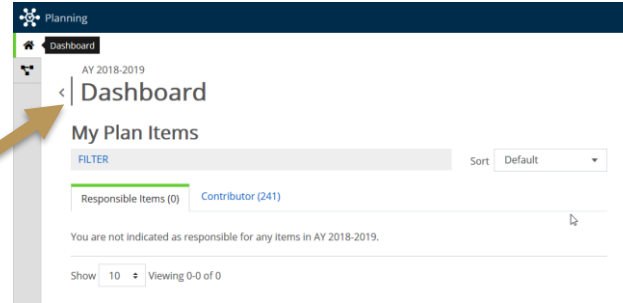
**LOGIN**



# 2

## General Instructions

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



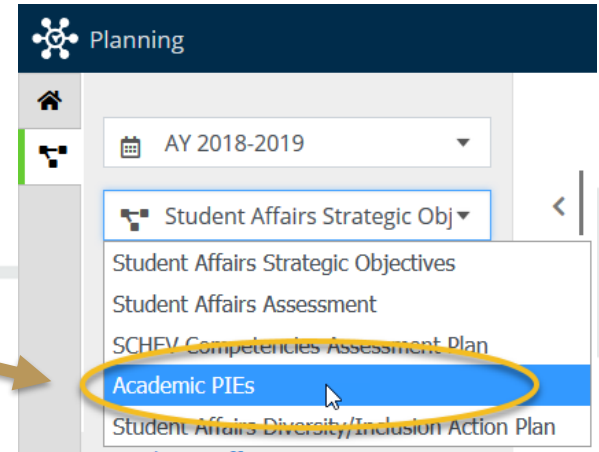
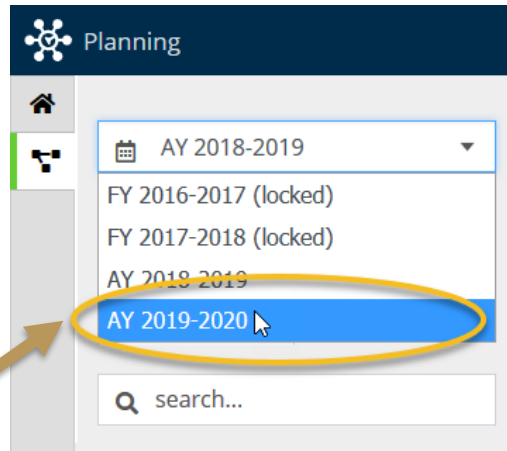
3

## General Instructions

- Ensure you are working in the current **Academic Year (2020-2021)**.

Planning is set to default to the current academic year (2020-2021).

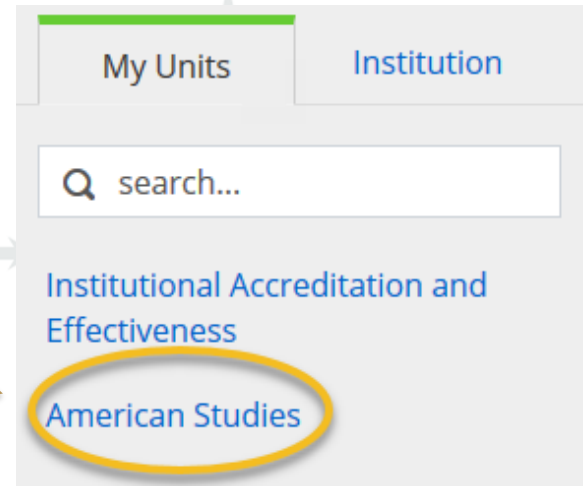
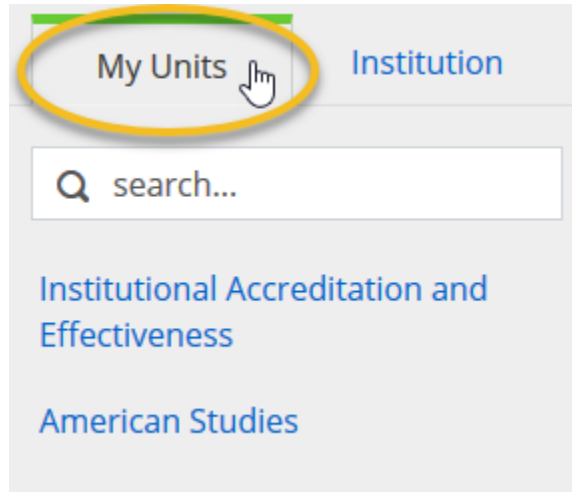
- Select **Academic PIEs** inside the drop down list. Academic PIEs may be the only item in your list.



4

## General Instructions

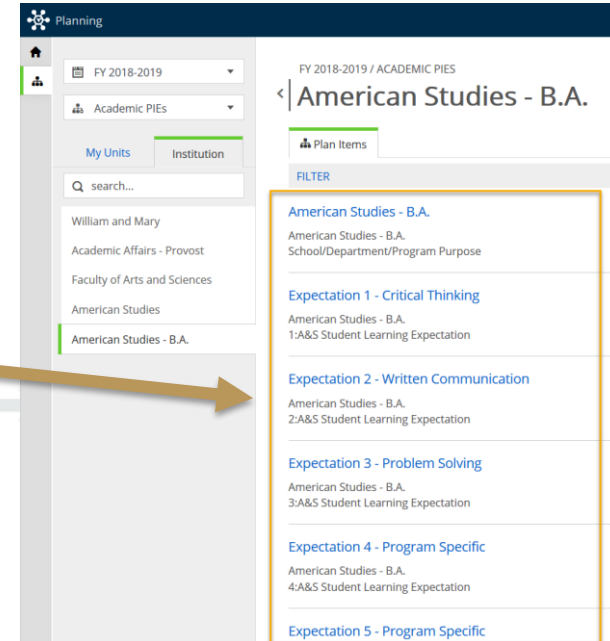
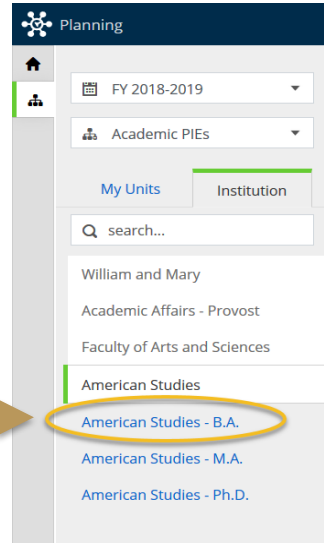
- Select **My Units** tab in the left-hand navigation menu.  
The department(s)/program(s) to which you have permissions will display.
- Select your department.  
e.g. American Studies



# 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** 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

## Complete Assessments for Expectations 1 & 2

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

The screenshot displays the 'Planning' interface for 'AY 2019-2020 / ACADEMIC PIEs' under the 'American Studies - B.A.' program. The left sidebar shows a navigation tree with 'American Studies - B.A.' selected. A blue arrow points from the text 'Select Expectation 1 – Critical Thinking' to the 'Expectation 1 - Critical Thinking' link in the main content area. The main content area lists five expectations, with the first one highlighted by an orange box.

Planning

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

**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

# 7

## Complete Assessments for Expectations 1 & 2

- Scroll down the page to **Data Analysis and Use of Results** section.
- The title and general instructions display at the top of each text box.
- Each field is updated and saved as you move to the next field or click outside of the text box.



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

**Data, Analysis, and Use of Results**  
Complete the fields below after you have collected and analyzed data.

**IAE: Assessment Data/Results for Undergraduate Expectations 1-3**  
*IAE: Describe and/or attach data/results/reports from this Expectation's assessment.*

File Edit View Insert Format Tools Table  
Paragraph B I [Text Alignment] [List] [Link]

Plan Item Files  
There are no attachments. [+ File](#) [+ Folder](#)

**Analysis of Assessment Results**  
*Based on assessment results (above), describe the strengths and weaknesses in your program curriculum and courses.*

File Edit View Insert Format Tools Table  
Paragraph B I [Text Alignment] [List] [Link]

Plan Item Files  
There are no attachments. [+ File](#) [+ Folder](#)



# 8

## Complete Assessments for Expectations 1 & 2

- **IAE** will upload summary rubric score results for critical thinking in the **Assessment Data/Results** field for Expectation 1. Attached files will appear here.
- **Guidance and Suggestions for Completing Expectations 1 and 2 Analysis and Use of Results** is uploaded under the **Documents** tab to help you complete the fields. These instructions and other instructions for completing PIEs are located here, as well.

IAE: Assessment Data/Results for Undergraduate Expectations 1-3  
IAE: Describe and/or attach data/results/reports from this Expectation's assessment.

File Edit View Insert Format Tools Table

Paragraph B I

Plan Item Files

+File +Folder

5 ways to stay calm & happy during the holidays \_ alignyo.pdf

Replace Rename

This screenshot shows a rich text editor interface for entering assessment data. The title bar reads 'IAE: Assessment Data/Results for Undergraduate Expectations 1-3' and the subtitle reads 'IAE: Describe and/or attach data/results/reports from this Expectation's assessment.' The editor has a menu bar with 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. Below the menu is a toolbar with icons for undo, redo, paragraph style, bold, italic, bulleted list, numbered list, link, unlink, and text color. The main text area is currently empty. Below the text area is a 'Plan Item Files' section with a '+File' and '+Folder' button. A file named '5 ways to stay calm & happy during the holidays \_ alignyo.pdf' is listed with 'Replace', 'Rename', and 'trash' icons.

Planning

AY 2019-2020

Academic PIEs

My Units Institution

search...

William and Mary

Academic Affairs - Provost

AY 2019-2020 / ACADEMIC PIEs

American Studies - B.A.

Documents

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

This screenshot shows a navigation interface for a planning system. The top bar is 'Planning'. Below it are dropdown menus for 'AY 2019-2020' and 'Academic PIEs'. There are also 'My Units' and 'Institution' dropdowns, and a search bar. The main content area shows 'AY 2019-2020 / ACADEMIC PIEs' and 'American Studies - B.A.'. A 'Documents' tab is highlighted with a yellow box. Below the tab is a 'Documents' section with a note: 'Note: To relate a single document to multiple organizational units the document must be added to each organizational unit separately.'

# 9

## Complete Assessments for Expectations 1 & 2

- Complete the *required* fields **Analysis of Assessment Results and Use of Assessment Results**, referring to Guidance and Suggestions for Completing Expectations 1 and 2 Analysis and Use of Results as needed.
- Click **+File/+Folder** under each text box to attach supporting documents, if applicable.

**Analysis of Assessment Results** *Required*  
*Based on assessment results (above), describe the strengths and weaknesses in your program curriculum and courses.*

File Edit View Insert Format Tools Table  
Paragraph B I [Text Alignment Icons] [List Icons]

Plan Item Files  
There are no attachments. [+ File](#) [+ Folder](#)

**Use of Assessment Results to Enhance Student Learning** *Required*  
*Based on the above analysis of assessment results, list and discuss planned changes at the course and program levels designed to enhance student learning. Include the evidence used for identifying these changes and when the changes will be implemented.*

File Edit View Insert Format Tools Table  
Paragraph B I [Text Alignment Icons] [List Icons]

Plan Item Files  
There are no attachments. [+ File](#) [+ Folder](#)

# 10

## Complete Assessments for Expectations 1 & 2

- Complete the *optional* field **Additional Department/Program Comments** (if applicable) for Expectation 1.
- When Expectation 1 is ready for review, select **“Ready for Review”** in the **Expectation Review Status** dropdown box. Select **“Not Ready for Review”** if the assessment is not complete.
- Scroll to the bottom of the page and click **Done**.

**Additional Department/Program Comments - Optional**  
*Use this section for additional comments about the assessment of this Expectation that might be helpful to ASC reviewers.*

File Edit View Insert Format Tools Table

Paragraph B I

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

**Department/Program: Expectation Review Status**  
*Is this Expectation ready for Assessment Steering Committee (ASC) review?*

Ready for Review

Delete Read view Done

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## Complete Assessments for Expectations 1 & 2

Repeat the steps for **Expectation 2 – Problem Solving.**

AY 2020-2021 / ACADEMIC PIES

### American Studies - B.A.

Plan Items

Reports

Documents

FILTER

#### American Studies - B.A.

American Studies - B.A.

0:School/Department/Program Purpose

#### Expectation 1 - Critical Thinking

American Studies - B.A.

1:A&S Undergraduate Student Learning Expectation

#### Expectation 2 - Problem Solving

American Studies - B.A.

2:A&S Undergraduate Student Learning Expectation

#### Expectation 3 - Written Communication

American Studies - B.A.

3:A&S Undergraduate Student Learning Expectation

#### Expectation 4 - Program Specific

American Studies - B.A.

4:A&S Undergraduate Student Learning Expectation

#### Expectation 5 - Program Specific



# 12

## 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.

