

# Arts & Sciences PIEs

Instructions for Logging into & Navigating PIEs in  
Anthology Planning Software



WILLIAM & MARY

CHARTERED 1693

# 1

## General Instructions



**WILLIAM & MARY**  
CHARTERED 1693

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



### W&M Central Authentication Service

**WMuserid:**

**Password:**

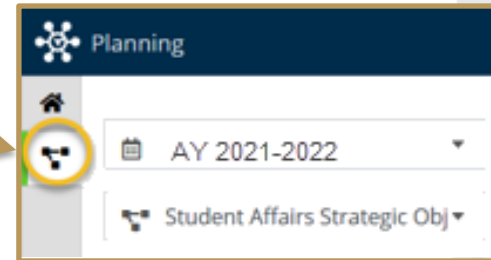
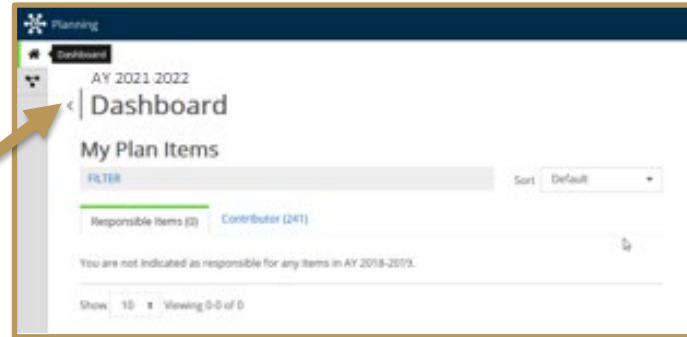
☐ I am at a public workstation.

**LOGIN**

# 2

## General Instructions

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



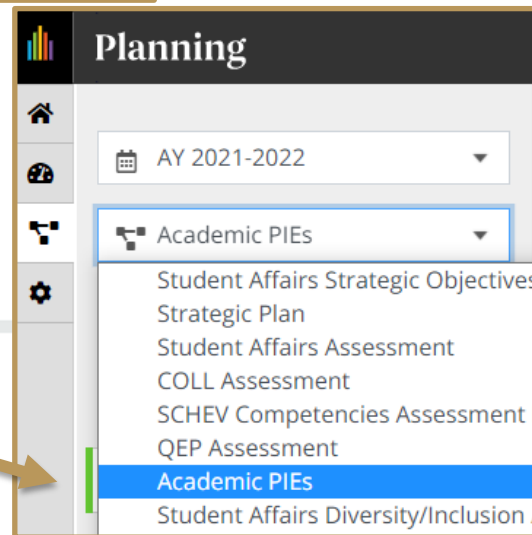
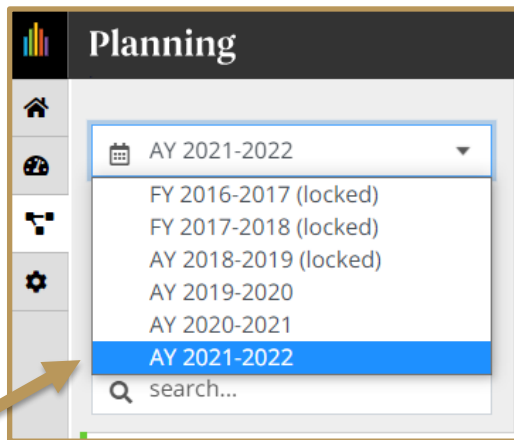
# 3

## General Instructions

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

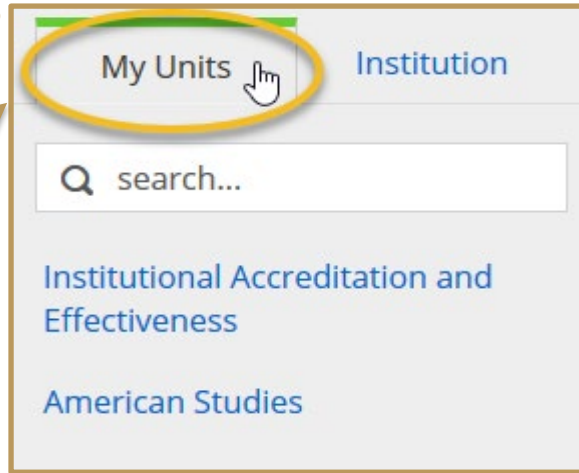
Planning is set to default to the current year.

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



4

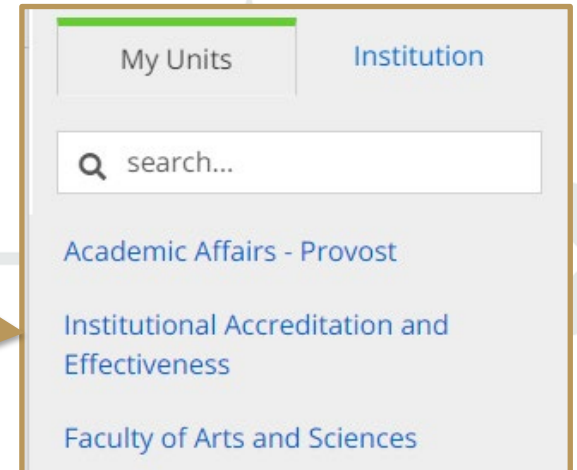
## General Instructions



- Select **My Units** Tab in the left-hand navigation menu.

The department(s)/program(s) to which you have permissions will display.

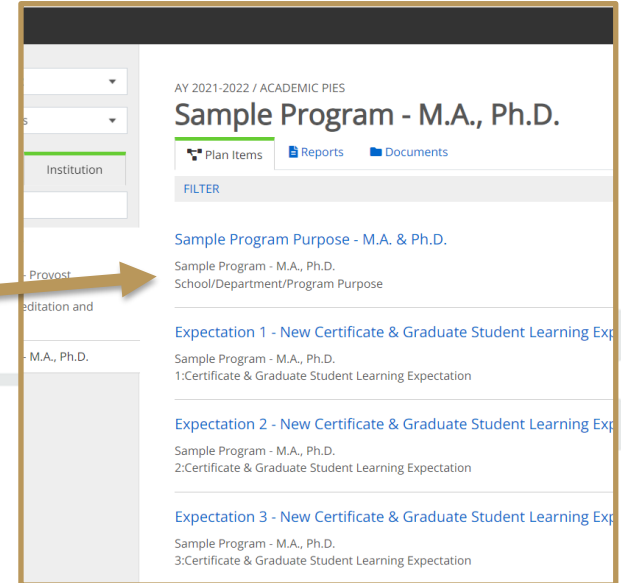
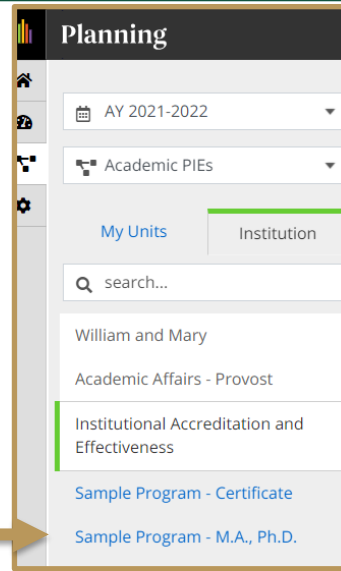
- Select your department.  
e.g., Institutional Accreditation and Effectiveness



# 5

## General Instructions

- Select your degree-level PIE from the left-hand navigation pane.  
e.g., Sample Program - M.A., Ph.D.
- Your PIE displays here.  
The **Plan Items** tab contains your Department/Program **Purpose & Learning Expectations**.



# 6

## General Instructions

- Select a **Plan Item (Program Purpose or Learning Expectation)** to view and edit an item.
- 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 1 - New Certificate & Graduate Student Learning Expectation Item

Sample Program - M.A., Ph.D.

1:Certificate & Graduate Student Learning Expectation

### Expectation 2 - New Certificate & Graduate Student Learning Expectation Item

Sample Program - M.A., Ph.D.

2:Certificate & Graduate Student Learning Expectation

Expectation Number \*

1

Expectation Name \*

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

Expectation 1 - New Certificate & Graduate Student Learning Expectation Item

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...

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# 7

## Sign Out of Planning

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

