

## Coming Sept. 1, 2023: Assessment Plan “Rollover” in Planning for Academic, Co-curricular, and Student Support Programs

(Rollover for Enrollment Support will take place in January due to calendar-year reporting cycle.)

*All existing information in Planning will remain accessible and editable at all times.*

The AY22-23 assessment [cycle](#) wraps up on August 31. To save you time and effort in the new cycle, on **September 1, 2023** some of your program’s 2022-2023 assessment information in Planning will be copied to 2023-2024, including your:

- Mission statements
- Learning outcomes
- Curriculum maps
- Assessment methods
- Stakeholder groups

You will be able to edit any of these items in the new (and old) reporting year if you’d like to do so.

*This is a one-time process; any information added to 2022-2023 after August 31 will not be rolled over.*

**Some information will not be copied to the new academic year (2023-2024). New information must be entered each year for:**

- Method history
- Results
- Action plans
- Timeline for implementation
- Stakeholder engagement
- Stakeholder feedback
- Any optional items (Surveys delivered through Baseline, Assessment plan feedback, Additional information)

**Once the rollover takes place, the default view when you open Planning will be for the 2023-2024 academic year.** You can always view and edit previous years by switching to another academic year’s view. (Detailed instructions are available below.)

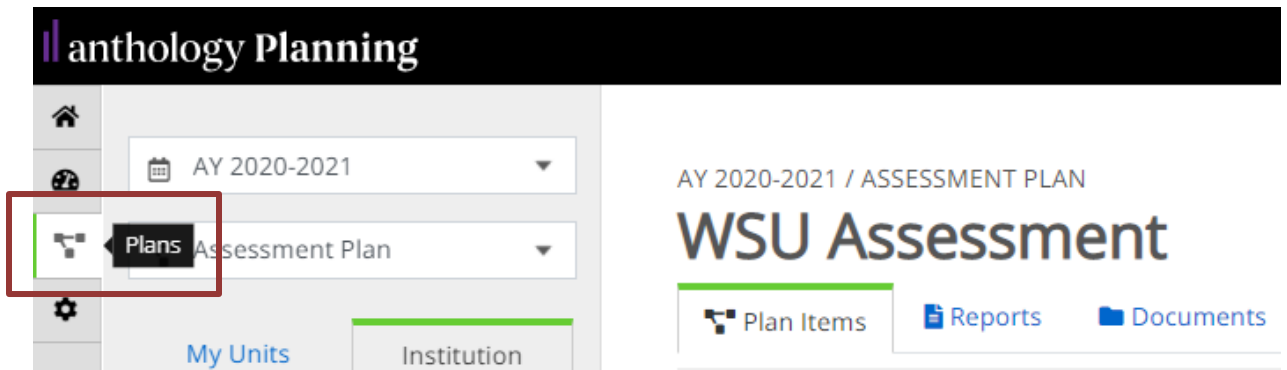
**Questions?** Please contact WSU Director of Assessment Cathy Barrette ([c.barrette@wayne.edu](mailto:c.barrette@wayne.edu)), your [University Assessment Council representative](#), or Campus Labs support ([support@campuslabs.com](mailto:support@campuslabs.com), (716)270-0000).

## CHANGING VIEWS TO A DIFFERENT ACADEMIC YEAR IN PLANNING:

### Login

Log in to Planning at <https://wayne.campuslabs.com/home> using your WSU credentials.

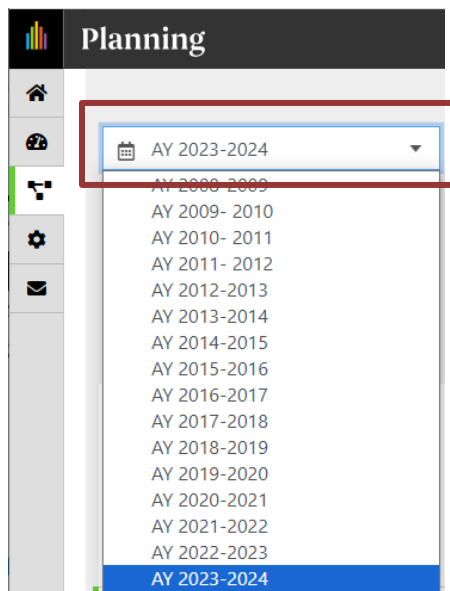
The default/**HOME** view is called the **DASHBOARD**. The dashboard provides filtered lists of the information you have access to. To see all of your information, change to the Plans view by clicking on the **PLANS** icon.



PLANS icon on left navigation bar

### Select a Time Period

The default time period is the current academic year (September 1 through August 31). To see previous years' information, use the pulldown menu at the top left.



Time Period pulldown menu location