Guide to Using the campuslabs® Assessment Reporting System
Beginning Fall 2017, Hawai‘i Community College has implemented the Campus Labs OUTCOMES assessment management system for online reporting of course, program and unit assessments. All Kauhale faculty, staff and administrators have VIEW access to the system.

Campus Labs Website

Campus Labs Report Preparation Worksheet
Step 2

Please Sign In with your UH Username and Password

[Login Form]

Copyright © 2017 Unauthorized access is prohibited by law in accordance with Chapter 708, Hawai‘i Revised Statutes; all use is subject to University of Hawai‘i Executive Policy E2.210
Please Duo Authenticate by choosing a method below

Choose an authentication method

- [ ] Duo Push
  - Send Me a Push

- Call Me
  - Call Me

- Passcode
  - Enter a Passcode

Remember me for 1 day

What is this? Need help?

Copyright © 2017 Unauthorized access is prohibited by law in accordance with Chapter 708, Hawai‘i Revised Statutes; all use is subject to University of Hawai‘i Executive Policy E2.210
Step 4

Choose your Academic Year

Hawai‘i Community College

AcademicYear2020-21

Select a time period
- Academic Year 2018-19
- AcademicYear2020-21
- Academic Year 2019-20
- Academic Year 2016-17
- Academic Year 2017-18

Outcomes

Term: Overview

ILO 1

Communication - Ho‘oka‘a‘ike
Communicate effectively in a variety of situations. Ho‘oka‘a‘ike pono i nā manawa like ‘ole.

ILO 2

Critical Thinking - No‘ono‘o loi
Utilize critical thinking to solve problems and make informed decisions. No‘ono‘o loi ma ka hull ‘ana i ka hā‘ina a ho‘oholo mana‘o me ke na‘auao.

ILO 3
Use the navigation bar on the left to find your course. The path will be:

1. Hawaii Community College
2. Academic Affairs - Instructional
3. Business Education & Technology
4. Information Technology Department
5. Your Academic Division (school)
6. Program (Department)
7. Course (Alpha/#)
Step 6

Choose Your Term

Information Technology

AcademicYear2020-21

Outcomes

Term:
Overview
Overview
Fall2020
Spring2021
Summer-1_2021
Summer-2_2021

Add Outcome

No Results

IT PLO2

IT PLO2: Networking: Plan, develop, and implement the hardware, software, and procedural components of a data communications system in a business environment...
Step 7

Click on CLO to be assessed

Please do not enter data for PLOs
ICS101_CLO1

"CLO1: Utilize the appropriate computer applications to documents, spreadsheets, presentation, databases, and communication (major content area)."

Please do do:

How will assessment be performed?

Please do:

- Edit CLO
- Toggle the “measure” switch off
- Use the “Relate” option

Click Assessment

ICS 101 will perform assessment of this outcome.

Here

Relate

ICS 101 will Perform assessment by aggregating data from other outcomes.
Step 9

The next slide will show you a default scale for thresholds.

Follow the instructions below each field.

Enter the assessment date

Enter Scoring Method (drop-down menu)
Enter minimum scores for each Achievement threshold, based on your Rubric

<table>
<thead>
<tr>
<th>Threshold</th>
<th>Minimum Score</th>
<th>Partially Met</th>
<th>Met</th>
<th>Exceeded</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-59%</td>
<td>0%</td>
<td>60%</td>
<td>70%</td>
<td>80%</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Example Default Scale**

Enter the minimum scores/percentages for each of the following achievement level thresholds.

<table>
<thead>
<tr>
<th>Threshold</th>
<th>Minimum Score</th>
<th>Partially Met</th>
<th>Met</th>
<th>Exceeded</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-59%</td>
<td>0%</td>
<td>60%</td>
<td>70%</td>
<td>80%</td>
<td>100%</td>
</tr>
</tbody>
</table>
Edit Assessment Plan template

Step 9b

Short Description *

INITIAL, ICS101: Final Individual Project on Software

Identify assessment as INITIAL, CLOSING THE LOOP (CTL), or UNIT ANNUAL. Enter a short description of the assessment project, e.g., Final Research Paper, Public Hula Performance, Photography Portfolio, Greenhouse Design Project, 2017-18 Unit Annual Survey (max. 100 characters).

Assessment Date *

10 / 21 / 2020

Enter the date the assessment will be conducted. If date is unknown, enter the date students will submit their summative assignment at/near the end of the semester/year. For Units, enter the last day assessment data will be collected.

Scoring Method

Rubric

Select the method used to determine students’ or unit’s achievement level. FOR COURSE ASSESSMENTS: Also attach a blank copy of summative assignment/exam AND assessment rubric or scoring guide.

Type of Student Work to be assessed OR Unit Services assessment tool

Individual Project

From the drop-down menu in the box above, select the type of summative student work that will be assessed (e.g., Final Exam) OR the non-instructional-Unit assessment tool that will be used to evaluate services (e.g., Survey Questionnaire).

Please remember: to save input, you must click the “Submit” Button.
After Submitting your Assessment Plan, you will see this screen.

Click on the “PAPER CLIP ICON” in the lower right corner to add required and optional supporting attachments. (i.e. assignments, exams, rubrics, scoring guides, surveys, exemplars)
Please click “Add Results” to enter your assessment strategy information and results data.
Note that your threshold carries over to the add results part of the assessment process.
Step 12

Please, enter the number of students that achieved each threshold.

If threshold was not met by any student, please enter a zero.
Provide context for the entered results by further describing the assessment.

Assessment Strategy

Describe assessment strategy
Follow instructions below text box.
(4,000 character limit)

FOR COURSE & UNIT ASSESSMENTS: Describe who conducted the assessment, e.g., course/program faculty alone or in a small group; course/program faculty with industry advisors; unit faculty/staff, etc. FOR COURSE ASSESSMENTS: State the % of students expected to achieve the course learning outcome (CLO). Identify the method used to select student's work for assessment. NOTE: in single-section courses, all students' summative assignments should be assessed; in multiple-section courses, a representative random sample of students' summative assignments from each section may be selected for assessment. If the latter, specify sample % per section and selection protocol. [max. 4,000 characters].
Please describe results, and analyze strengths and challenges. Follow instructions below text box. (4,000 character limit)

1) Provide a detailed narrative ANALYSIS of the quantitative results reported above. 2) Discuss the STRENGTHS and CHALLENGES of the course OR unit. [max. 4,000 characters]
Please enter action items for improvement.

Please click create to save your action plan.

Please click the “Submit” Button to save and submit all your valuable data.
A summary of your quantitative results are displayed on the right.

Click “Back to List” to return to the course screen and enter assessment results for another CLO.
CONGRATULATIONS!
Your CLO assessment report is complete.
Mahalo for taking the time to share your experience & results.