Guide to Using the campuslabs® Assessment Reporting System
Step 1

Click on this link: Campus Labs OUTCOMES Assessment Reporting System and log in with your UH ID
Troubleshooting

If only the College appears in this leftmost column, refresh the page.

The leftmost column should look like this.
Step 2

Choose Year and Term

Select the “Outcomes” tab
Step 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. Accounting
5. Your Academic Division (School)
6. Your Program (Department)
7. Your Course Alpha/#
Step 4

Click on a CLO

Do not enter data for PLOs
Step 5

Click on “Assessment”

PLEASE DO NOT:
• Edit the CLO
• Toggle the “measure” switch off
• Use the “Relate” option

Assessment
ACC 252 will Perform Assessment of this outcome.
Step 6

Follow the instructions below each field.

Briefly describe the assessment

Identify the assessment tool (drop-down menu)

Enter the assessment date

Click on “Submit”
Step 7

Click “Attachments” to upload required and optional supporting documents.

Examples: assignments, exams, rubrics, scoring guides, surveys, exemplars
Step 8

Click “Add Results” to enter your assessment strategy information and results data.
Step 9
Select Scoring Scale and Type

Enter minimum score for each Achievement threshold.

Pass/Fail = Binary Scale
Met/Did Not Meet
Step 10

Enter the number of students in each achievement category. If 0, enter 0.

Describe the Assessment Strategy (4,000 characters)

Follow the instructions below the text field.
Step 11

Enter Results Analysis (4,000 characters)

Follow the instructions below the text field.

Enter Action Items for Improvement

Click “Submit”
Your CLO assessment report is complete!

Click “Back to List” to return to the course screen and enter assessment results for another CLO.

A summary of your quantitative results is displayed on the right.
The CLO and aligned PLO results will graphically reflect your assessment. Your results also will “roll up” to contribute to Institution-wide results.
Resources and Contact

Assessment Resources

- HawCC Assessment Home Page
- HawCC Assessment Reports & Resources
- HawCC Assessment Handbook
- HawCC Assessment Reports Archive
- HawCC Assessment Master Schedules for Programs & Courses

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