

CAN I GENERATE IE AND PROGRAM REPORTS IN CAMPUS LABS?

Yes, you will need to choose the type of report you want to generate (i.e., Unit/College Plan - IE Report, Assessment Plan - Program Report). Please see below the specific instructions for each report:

Institutional Effectiveness Reports:

1. Choose a year (dropdown) for the report you want to generate
2. Choose Unit/College Plan in the dropdown menu in Campus Labs

The screenshot shows a web interface with a dropdown menu for the year set to "FY 2016-17 (locked)". Below it is another dropdown menu for "Unit/College Plan". There are two tabs: "My Units" and "Institution". A search bar is present with the text "search...". Below the search bar, a list of units is displayed, with "College of Dentistry" highlighted in yellow. Underneath "College of Dentistry", two sub-units are listed: "Dental Sciences (MS)" and "Dentistry (DMD)".

3. Click the tab "Report" (this item is located between the tabs "Plan Items" and "Documents")

The screenshot shows the "College of Dentistry" page. At the top, it says "FY 2016-17 / UNIT/COLLEGE PLAN". Below that is the "College of Dentistry" title. There are three tabs: "Plan Items", "Reports", and "Documents". The "Reports" tab is highlighted in yellow. Below the tabs, there is a grey bar.

4. From the list of reports, choose "Reviewers Report - IE"
5. Click the dropdown menu below (next to the "View Report: [Date]") and choose "Customize Dates"

Reviewer's Report – IE

i This report has been shared from **University of Florida** and can only be modified there.

Reports Unit/College Mission, Unit/College Goals, Unit/College Actions for Improvement, IE detail, and connections to University Goals.

i View Report: 7/1/21 - 6/30/22

6. Customize the report date range by changing the year only. Please do not change the month and day
7. Click "View Report" and a report will be generated.
8. Once the report is generated, you should be able to save it as PDFs, by clicking "Print" and choosing the option "Save as PDF"

UNIT REPORT

Custom Report Date Range

Reviewer's Report – IE

Reports Unit/College Mission, Unit/College Goals, Unit/College Actions for Improvement, IE detail, and connections to University Goals.

Date Range

Adjust the start and end dates and click, View Report

Start Date

07/01/2021

End Date

06/30/2022

Cancel

Word Export

CSV Report

View Report

Academic Assessment (Program) Reports:

1. Choose a year (dropdown) for the report you want to generate
2. Choose Assessment Plan in the dropdown menu in Campus Labs
3. Choose your program

FY 2021-22 (locked) ▼

Assessment Plan ▼

My Units Institution

search...

College of Agricultural & Life Sciences

Agronomy

Agronomy (MS)

4. Click the tab "Report" (this item is located between the tabs "Plan Items" and "Documents")

FY 2021-22 / ASSESSMENT PLAN

Agronomy (MS)

Plan Items Reports Documents

5. From the list of reports, choose "Reviewers Report - Academic Data"
6. Click the dropdown menu below (next to the "View Report: [Date]") and choose "Customize Dates"

Reviewer's Report - Academic Data

*This report has been shared from **University of Florida** and can only be modified there.*

Reports Program Mission, Program Goals, SLOs, Use of Results, and AAP Detail

[View Report: 7/1/22 - 6/30/23](#) ▼

7. Customize the report date range by changing the year only. Please do not change the month and day
8. Click "View Report" and a report will be generated

9. Once the report is generated, you should be able to save it as PDFs, by clicking “Print” and choosing the option “Save as PDF”

UNIT REPORT

Custom Report Date Range

Reviewer's Report - Academic Data

Reports Program Mission, Program Goals, SLOs, Use of Results, and AAP Detail

Date Range

Adjust the start and end dates and click, View Report

Start Date

End Date

[Cancel](#)

[Word Export](#)

[CSV Report](#)

[View Report](#)