Guide to Using the campuslabs® Data Driven Innovation Assessment Reporting System
Step 1

Campus Labs Resources Page

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

PDF Guide

Video Guide
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
Choose your Academic Year

Hawai‘i Community College

Academic Year 2018-19

Outcomes

Term: Overview

ILO1

Communication - Ho‘oka’a‘ike

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

ILO2

Critical Thinking - No‘ono‘o loi

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

Step 5
### Step 6

**Choose your Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>CLO2</th>
<th>CLO3</th>
<th>CLO4</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICS101</td>
<td>Not Selected</td>
<td>Not Selected</td>
<td>Not Selected</td>
</tr>
</tbody>
</table>

**Overview**

- **ICS101 CLO2**: Utilize operating system interfaces to manage computer resources effectively and securely.
- **ICS101 CLO3**: Extract and synthesize information from available Internet resources using intelligent search and discrimination.
- **ICS101 CLO4**: Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications to effectively inter...
Click on CLO to be assessed

Please do not enter data for PLOs
Please do not:
- Edit CLO
- Toggle the “measure” switch off
- Use the “Relate” option

Please do:
How will assessment be performed?

ICS 101 will perform assessment of this outcome.

ICS 101 will Perform assessment by aggregating data from other outcomes.
Follow the instructions below each field

**Step 9**

Create Assessment Plan template

**Short Description** *

*Briefly describe the assessment*

Identify the assessment tool (drop-down menu)

**Type of Student Work to be assessed OR Unit Services assessment Tool**

Identify 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** *

*Enter the assessment date*

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.

When finished entering info, please click the “Submit” Button.
Step 9: Example

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.
### Select Scale and Scoring Type

**Step 12**

#### Thresholds

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

<table>
<thead>
<tr>
<th>Scale Type</th>
<th>Default</th>
<th>Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scoring Type</td>
<td>Percentage</td>
<td>Points</td>
</tr>
</tbody>
</table>

#### 0-100%

<table>
<thead>
<tr>
<th>Minimum Score</th>
<th>Partially Met</th>
<th>Met</th>
<th>Exceeded</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 %</td>
<td></td>
<td></td>
<td></td>
<td>100 %</td>
</tr>
</tbody>
</table>

#### 0-100pts

<table>
<thead>
<tr>
<th>Minimum Score</th>
<th>Met (Pass)</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 pts</td>
<td></td>
<td>100 pts</td>
</tr>
</tbody>
</table>

**OR**

### Pass/Fail

Enter the minimum scores/percentages for each of the following achievement level thresholds.
Step 13

Enter minimum scores for each Achievement threshold, based on your Rubric

<table>
<thead>
<tr>
<th>Thresholds</th>
<th>Default Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Score</td>
<td>0%</td>
</tr>
<tr>
<td>Partially Met</td>
<td>60%</td>
</tr>
<tr>
<td>Met</td>
<td>70%</td>
</tr>
<tr>
<td>Exceeded</td>
<td>80%</td>
</tr>
<tr>
<td>Maximum Score</td>
<td>100%</td>
</tr>
</tbody>
</table>
**Pass/Fail Points Scoring Example**

Enter minimum, pass, and maximum score for each Achievement threshold, based on Rubric

<table>
<thead>
<tr>
<th>Minimum Score *</th>
<th>Met (Pass) *</th>
<th>Maximum Score *</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 pts</td>
<td>2 pts</td>
<td>100 pts</td>
</tr>
</tbody>
</table>

**Thresholds**

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

<table>
<thead>
<tr>
<th>Minimum Score</th>
<th>Met (Pass)</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 pts</td>
<td>2 pts</td>
<td>3 pts</td>
</tr>
</tbody>
</table>
Enter the number of students who achieved each threshold. If threshold was not met by any student, please enter a zero.

**Step 14**

After adding minimum scores for each achievement threshold:

Enter the number of students who achieved each threshold:

<table>
<thead>
<tr>
<th>Threshold</th>
<th>Exceeded</th>
<th>Met</th>
<th>Partially Met</th>
<th>Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Score</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>Partially Met</td>
<td>60%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>Met</td>
<td>70%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>Exceeded</td>
<td>80%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>Maximum Score</td>
<td>100%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>
Enter the minimum scores/percentages for each of the following achievement level thresholds.

<table>
<thead>
<tr>
<th>Minimum Score *</th>
<th>Met (Pass) *</th>
<th>Maximum Score *</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1 pts</td>
<td>2-3 pts</td>
<td>3-5 pts</td>
</tr>
</tbody>
</table>

Enter the number of students who met or did not meet threshold:

<table>
<thead>
<tr>
<th>Met *</th>
<th>Not Met *</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>6</td>
</tr>
</tbody>
</table>
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].

Enter Scoring Method
(drop-down menu)

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.
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]
ACTION PLAN: List all action items to be implemented the next time the course is taught OR during the next annual cycle of unit services. Action plan items should focus on improving student success, and can include proposed changes or innovations to instruction, curriculum design and/or assessment strategies OR improvements to unit services/operations.

Add Action Plan

Please enter action items for Improvement

Don’t forget to click “Create” to save your Action Plan.
ACTION PLAN: List all action items to be implemented the next time the course is taught OR during the next annual cycle of unit services. Action plan items should focus on improving student success, and can include proposed changes or innovations to instruction, curriculum design and/or assessment strategies OR improvements to unit services/operations.

Add 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.