To Login

*It is recommended that you use Chrome or Firefox to access all Campus Labs products.* Internet Explorer does not always function properly.

1. Go to **Entrata**
   a. Click under “**Compliance Assist**” under the Employee heading on the left hand side.

Navigating Compliance Assist

2. Click on “**Planning**”

3. Go to “**My Dashboard**”

4. Under My Dashboard, go to “**Assessment Plans.**”
To Navigate to Your Department’s Workspace

5. Use the Organization Chart on the left hand side to navigate to your Department.
   a. Once you find your Department, you should be able to view all items that are on-going during the current fiscal year. If you want to review something and you can’t find it, I recommend changing your fiscal year to ALL. This should give you the history for your department.

Co-Curricular Checklist

I. **Mission** – A Mission Statement is a general, concise statement outlining the purpose guiding the practices of a Co-Curricular group. Accrediting bodies expect that student learning outcomes flow from the mission statements of the institution and departments; i.e., the department/Co-Curricular mission should be in harmony with the mission statement of the institution.

II. **Goals** – Each Co-Curricular Group should establish a set of goals that are broad and overarching statements of intent or desired accomplishment and are central to the mission and duties of the group.

III. **Program/Service Outcomes** – Each Co-Curricular group should establish a set of outcomes that are student-centered and reflect the goals and mission of the group.

IV. **Outcome Assessment Results Form** – Each Co-curricular group should plan to assess each of their outcomes multiple times throughout a given 5-year Program Review Cycle.