Navigate to College/Departments

1. COPY and PASTE the link into a browser (preferably Firefox or Chrome):
   https://towson.campuslabs.com/planning

   OR

   Visit the Office of Assessment website:
   http://www.towson.edu/assessmentoffice/

   Office of Assessment

   The Office of Assessment within the Division of Academic Affairs coordinates Towson University’s assessment process focusing on student learning outcomes. Assessment of student learning occurs at the course, program, and institutional levels and encompasses academic and co-curricular activities.

2. Enter your Towson username and password
3. After you have logged in successfully, the **Dashboard** screen is displayed. On the right side of the screen, select “**Student Learning Outcomes**” from the **Plans Menu**.

4. On the **Plans** screen,
   a. Select the reporting year *(for e.g. AY 2017-2018)* from the drop down menu (if necessary)
   b. Change the plan type to “**Student Learning Outcomes**” (if necessary)
   c. Click on “**My Units**” to display your college then select the college to display the departments.

5. Click on the college to display the departments.
6. Click on the department to view or update core courses annual reports or assessment plan.

7. After the department is selected, click on the program to view or update the program annual reports or assessment plan.
**Editing Core Courses**

1. Click on the department to display the “Core Assessment Plan” and “Core Outcome Results” (core annual report).

2. To the right side of the screen, change the Sort option to Number Identifier.
3. If the assessment plan or annual report is not displayed, change the number of reports shown or click the **Next** option.

4. Click on the course name to edit the assessment plan or select the core outcome name to edit the annual report.
5. To edit each section, click in the text box provided for that section and enter the information or select an option from the drop menu (if necessary).

6. After all the information has been entered in the report, click “Done” to return to the department courses list.
Editing Programs

1. Click on the program name to display the “Program Assessment Plan” and “Program Outcome Results” (program annual report).

2. Click on the student learning outcome (SLO) to view or update the annual report (*the SLO is highlighted in blue*).
3. To edit each section of report:
   a. Click in the text box provided for that section and enter the information.
   b. Select an option from the drop menu.

4. Click “Done” to return to the student learning outcomes list.