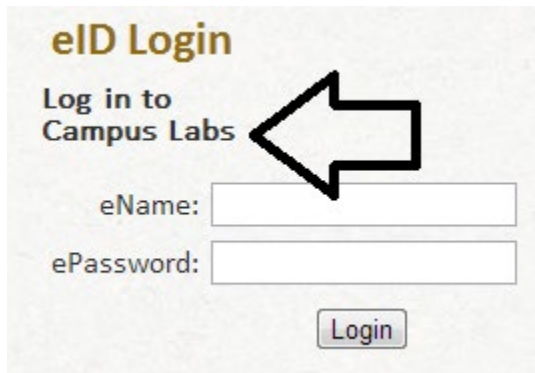


## Basic Technical Guide to using the Program Review module of Campus Labs

1. Navigate to the A-Z index, find the listing for Program Review (don't use quick search); or type or copy & paste the following URL into your browser to access the application:  
colostate.compliance-assist.com
2. You should see "Campus Labs" near the login as illustrated in the following image. If you don't see this screen, delete or edit any bookmarks that may be redirecting your browser to the wrong site. Note: this is the most common cause of login failures.



3. Login in with CSU eID and password.
4. On the Landing Site home page, click on **Program Review** or **Gallery** links, as needed in the menu on the left side of the screen. To view pre-loaded supporting documents, use the **Gallery** link. To edit or view your self-study, use the **Program Review** link.

**Available Web Sites**

- Accreditation
- Planning
- Gallery**
- Program Review**

**Welcome**  
Welcome to Colorado State University's comprehensive online solution for managing the accreditation, planning, and program review processes/documentation.

Through this landing site, each module (listed on the left side of the screen) is separately accessible and yet fully integrated with each of the other modules. This highly coordinated approach increases the efficiency of each individual process while simultaneously furthering awareness about their inherent interconnectivity. This site is intended to be an evolving and dynamic site devoted to data collection, analysis, reflection, prioritization of challenges, discussion and interpretation, and the development of continuous improvement

### Key sections in this guide:

Using the text editor → page 5.

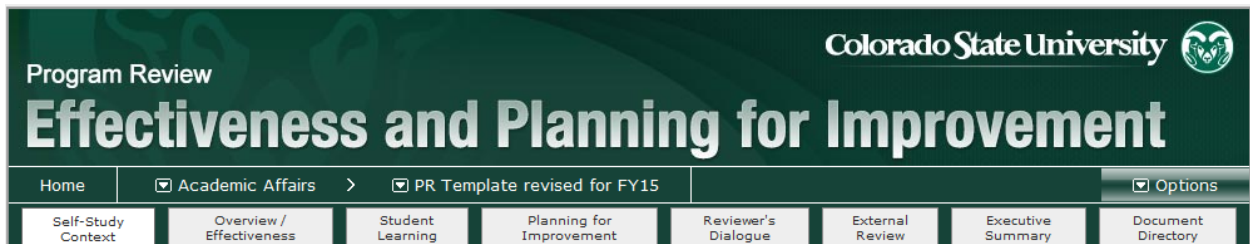
Download / Printing → page 4.

Gallery (Source) management → page 8.

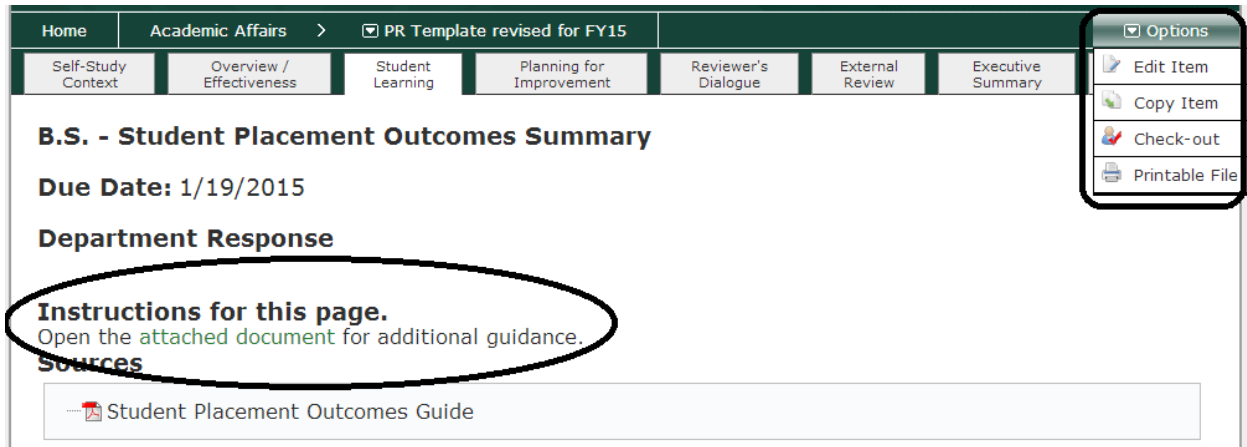
5. Once in the Program Review module, click on the Department name to access your self-study template. Hovering the pointer over the down arrow in front of the department name will open a menu list if the user has permission to access multiple departments. In some cases, there may be more departments in the system than the drop-down menu reveals. In this case, the user must scroll the pointer to the bottom of the list and then it will roll to reveal additional departments.



6. In the self-study template of the Program Review Module, eight tabs are displayed near the top of the screen. The first tab displays the context for the self-study, the next six tabs represent each section of the study, and the last tab is the document directory which will not be used.



7. Within each tab, there will be one or more response page links that are required for a complete self-study.
8. Each response page contains pre-defined fields and has embedded **instructions** with guidelines for the expected response to be provided by the department. To enter/edit your narrative response, use the **Options** pull-down menu in the upper right corner and select **Edit Item**.

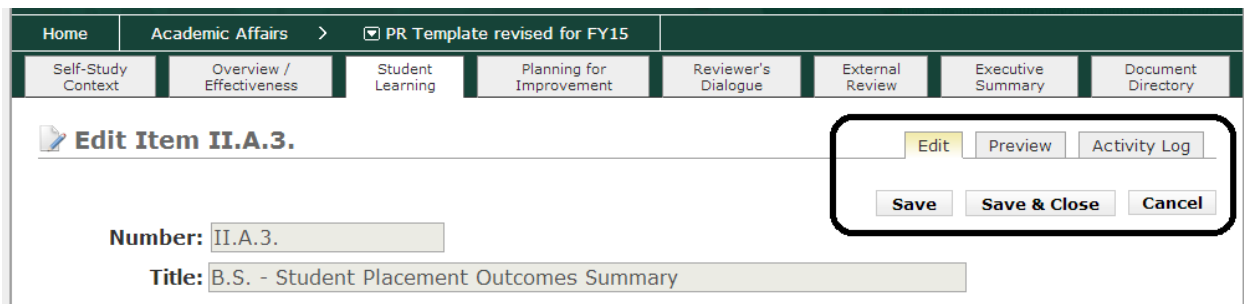


Each of these **Options** menu functions will be discussed below:

**A. Edit Item**

Once in edit mode, you will see three tabs in the upper right as illustrated below and exit options:

- a. **Edit:** for composing response narrative. Many of the icons will look similar to Microsoft Word icons. You can paste in text from other documents instead of re-typing text.
- b. **Preview:** to see changes before finalizing them. Don't forget to Save!
- c. **Activity Log:** A copy of every previously saved version – in case something is accidentally deleted.
- d. **Save & Close:** Save or lose!



Text editor functions are described under Rich Text Editor on page 5.

B. **Copy Item** – we do not have any use for this function.

C. **Check-out / Check-in** -- This tool allows a user to lock (check-out) a page so other users can not edit it. If someone else has checked out the item (or failed to check it in after editing), you are likely to receive the following error message illustrated below. The solution to this barrier is to contact the individual and request that the item be checked in or contact the administrator of the system and request that the check-out be overridden. Please try to always check-in your page when saving so others can contribute – it does NOT lock the document as a final submission.

The item "III.A.: Academic Programs" is currently checked out to Robert Jones


Go Back

D. **Printable File** – This option allows a report to be exported as a PDF or Word document. This facilitates printing, reviewing, and editing outside the Campus Labs module.

Format:  PDF  MS Word

Print:  Student Learning  All

---

 **PDF Settings**

**Margins**

Top Margin:  inches

Bottom Margin:  inches

Left Margin:  inches

Right Margin:  inches

**Options**

Orientation:  Portrait  Landscape

Text in Footer:

Page Numbers in Footer

Header Logo

Include page breaks between items

Attach Cover Page

Generate PDF Cancel

Document management for download:

The selection of pages for downloading will vary according to your location in a Program Review when you access the Printable File menu. If you are at the root view of a tab, the menu illustrated above will be presented. The most important options are circled at the top of the menu. Select the desired file format: **PDF** or **MS Word**. Most of the remaining options are intuitive.

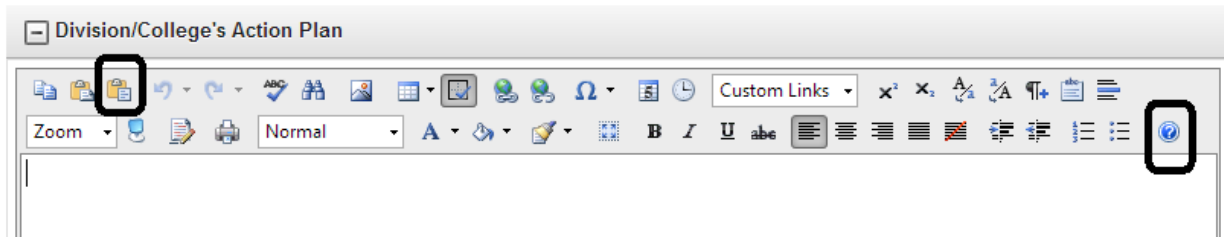


The option to select a range of pages may be present: in the above illustration, all pages in the Student Learning tab will be downloaded, or selecting **All** opens a submenu for selection of multiple sections or even the entire program review (all tabs) in a single download file. If this option is not available, the download will be limited to the document displayed in the browser window. MS Word files download as a "Web Page," which means they are in html code

and will be saved as such unless you deliberately change the format. If you leave them in “Web Page” format, many edit features, such as track changes, will not be functional. So, select save as \*.doc.

**Rich Text Editor** [The text editor is only available using the above option of **Edit Item.**]

This tool manages free entry of text via an embedded rich text editor that codes the text in html. This may create some style, format, and hidden coding issues.



Note the edit icon for **Paste Plain Text**. This tool should be used for all copy and paste entries to strip all the hidden code from other text editors and documents that will corrupt the html coding. If you don't enter text using this tool, margins, fonts and line-breaks may be dysfunctional in downloaded files, either as pdf or doc.



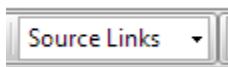
There is a **Help** (F1) resource readily available for the text editor. It provides a brief definition of each action.

A user can choose to **Toggle Full Screen Mode (F11)** to have a larger edit screen. Sometimes, the toggle icon disappears so you must remember to use **F11** to toggle back to the **Save** button.

Some other important functions in the text editor that might not be intuitive:



**Hyperlink Manager (CTRL + K)**. It is easier to NOT use this tool. Instead, use the Source links tool (next).



This function enables e-documents already linked below as Sources (URLs, Planning Sources, Gallery documents) to be linked within the text.



Before a link can be constructed to a Source, the Source must be linked to the page, so that process will now be described before explaining how to use the Source Links tool within a string of text.

Source Management [Available in additional fields in the Edit Item option]

There are three options for appending resource and evidence documents (Sources) to be incorporated into the self-study.

- a. URL sources: websites that are related to this page. Add as a new source; then link in the text. Make sure that the URL starts with "http://" at the beginning. For the name, you can provide any desired narrative.
- b. Planning Sources: templates completed in the Planning module. Add as a new source; then link in the text.
- c. Gallery Sources: Load the document in the Gallery; add to this page as a source; then link in the text. See Gallery Management on page 8.

The screenshot displays three distinct sections for managing sources:

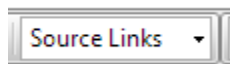
- URL Sources:** Features a '+ Add New Source' button and a table with columns for Name, URL, View, Edit, and Delete. A message below the table states: "No sources have been added. Click the 'Add New Source' button above to begin adding sources."
- Planning Sources:** Includes buttons for 'Edit Selected Source', '+ Add New Source', and 'Delete Selected Source'. Below these is a 'Source' header and a message: "No sources have been added. Click the 'Add New Source' button above to begin adding sources."
- Gallery Sources:** Shows an 'Add Gallery Source(s)' button and a list containing one item: "Student Placement Outcomes Guide".

Clicking on the **Add Gallery Source** option will open a view of the Gallery: **Open and highlight** the desired administrative unit to locate the e-document; **check** the box in front of the document (if you click on the document name – it opens in a new window, but does not establish a link ☹); then click **Add Selected Items**.



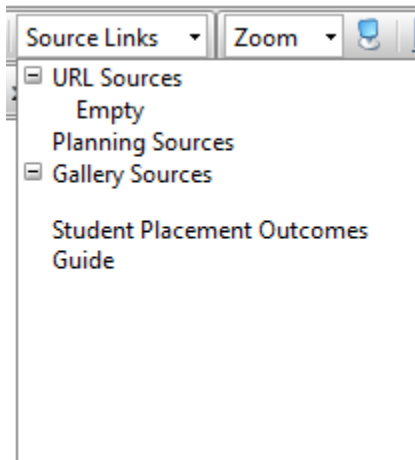
Before a document can be linked in the Gallery Sources field of the page, it must be uploaded into the Gallery module -- see Gallery Management below.

Now back in the Rich Text Editor field:



After linking the desired Sources to the page, return to the Rich Text Editor. Highlight the text with the cursor that you desire to be the active link to the Source, and open the **Source Links** view. This view will only be populated after you have linked Sources to the page as described in the previous paragraph. **Click** on the desired e-document and it should become the target of your text link. After custom links

have been created, they can be edited or deleted with a **right click** when the cursor is scrolled over the link.



The **Insert Table** or **Table Wizard** tools are clunky! They can only produce html coded tables. It is highly recommended that you either link to tables in Gallery e-documents or create and import an image of the desired table or chart. If you find that it is important to add such an item, the Snipping Tool provided by Windows is a very efficient way to create a screen capture image of a table or chart, save it, and import it using the **Image Manager** (next menu item).

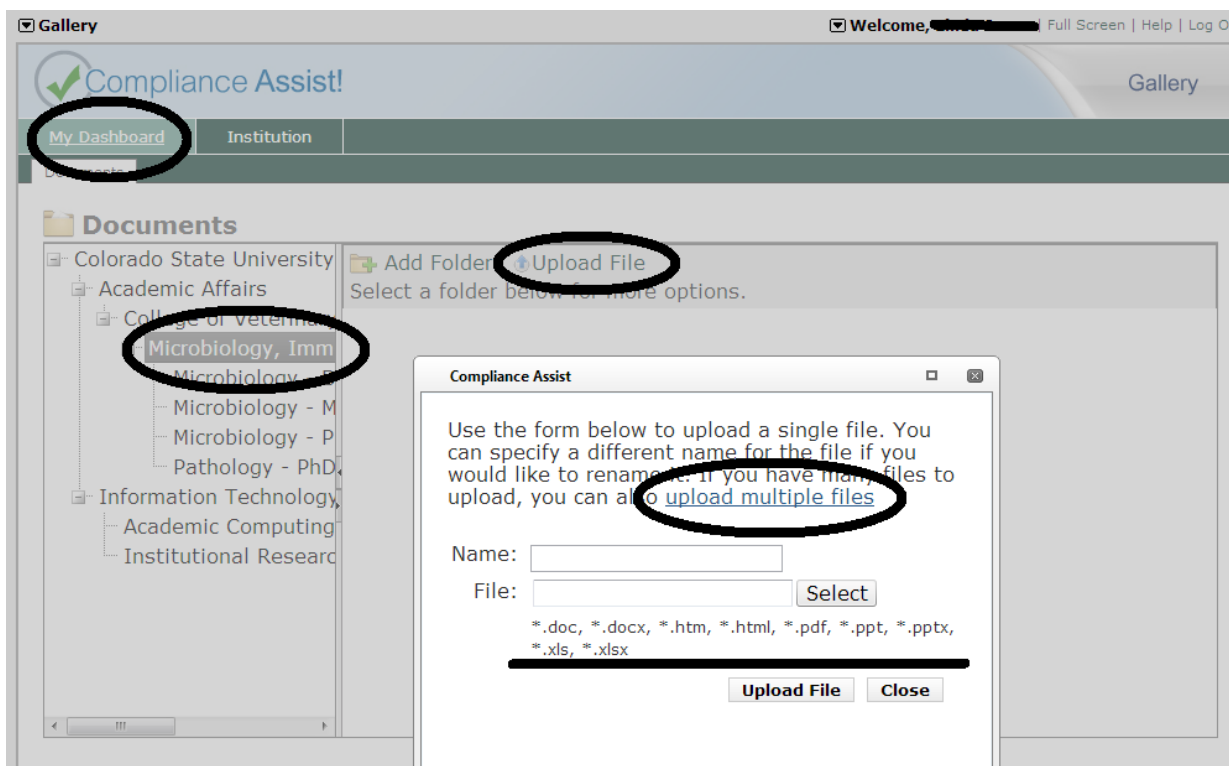


The **Image Manager (CTRL + G)** is the best tool for importing an image, and the best way to import images of tables or charts if one is considered to be an essential display rather than a reference link. Nearly any file extension format for an image file is acceptable. Because you are building an html document displayed through a browser, jpeg and png file extensions usually display best. The Snipping Tool provided by Windows is a very efficient way to create a screen capture image of a table or chart, save it, and import it. The file should be resized before uploading to a maximum of 650 pixels in width and then centered when inserted into the narrative. This will ensure that it displays well in down-loaded pdf and doc files.

### **Gallery Management [Located in the Gallery module, not within Program Review]**

Information/data sources may be uploaded to the Gallery by using the link on the left side of the Program Review home page. This is also where you will find some pre-loaded supporting data from Institutional Research.

- d. Open the Gallery home page.
- e. Select 'My Dashboard' and click on your unit within the administrative tree.
- f. Add folders and upload files from any available folder on your computer.
- g. Multiple files may be uploaded in a single action.
- h. File formats are limited to the following: \*.doc, \*.docx, \*.htm, \*.html, \*.pdf, \*.ppt, \*.pptx, \*.xls, \*.xlsx



### Document Management in the Gallery

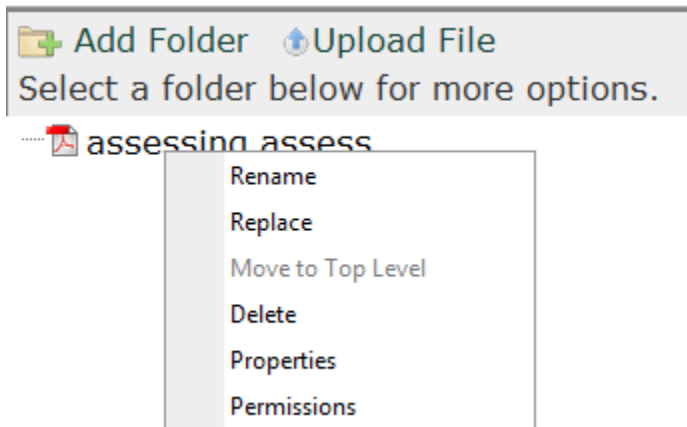
All authorized Administrator-users can manage documents using either the **My Dashboard** or **Institution** view within authorized departments. The **Add Folder** and **Upload File** menus are intuitively easy to use. Names are not required to conform to any standard computer rules for file nomenclature. You may use long, descriptive strings of text, numbers, etc.

The **upload multiple files** feature is not obviously highlighted, but if you click on that string of text it will open a menu window that allows selection and upload of multiple files to the Gallery in a single operation. Upload files are not saved in the Gallery until you click the **Close** button after completing the **Upload File** process.



The screenshot shows a window titled "Compliance Assist" with a close button in the top right corner. The main text reads: "Use the form below to upload a single file. You can specify a different name for the file if you would like to rename it. If you have many files to upload, you can also [upload multiple files](#)". The phrase "upload multiple files" is circled in black. Below the text is a form with a "Name:" label and an empty text input field. Underneath is a "File:" label, an empty file selection input field, and a "Select" button. Below the file selection field, supported file extensions are listed: \*.doc, \*.docx, \*.htm, \*.html, \*.pdf, \*.ppt, \*.pptx, \*.xls, \*.xlsx. At the bottom of the form are two buttons: "Upload File" and "Close".

Existing files and folders may be managed by administrators through a menu that appears when the mouse pointer is scrolled over the desired title and a **right click** is performed. The following menu should appear for files and folders.



Only the **Rename** and **Delete** actions are functional for Folders. Move to Top Level does not appear to be functional.

**Rename** and **Replace** are very useful functions. Descriptive narratives may be used as e-document names. Files may be renamed or replaced with updated files at any time – all names referenced throughout Campus Labs should be automatically updated and existing links should still be functional after changes have been made in the Gallery. However, if you delete a file and then upload another file, new links must be constructed throughout all pages.

**Permissions** for a file enable the administrator (editor) to designate exactly who will be able to view the file. **Enable Public View** will allow the selected file to be viewed by anyone with a permitted reviewer role. This is a useful tool for making universal guides and templates available to users in all departments. Individual user/role permissions can also be edited for the selected file. Remember, user/role permission default setting are by department. This option allows fine tuning by individual file. All users/roles with organizationally defined access are listed with their respective level of permission. Each of these can be individually modified by **Edit Permissions**. By editing the permissions of a single file, it can also be locked to prevent accidental deletion, for example reference files of data populated by IR.

The screenshot shows a web interface for 'assessing assess'. At the top, there are two tabs: 'Properties' and 'Permissions', with 'Permissions' being the active tab. Below the tabs is a button labeled 'Enable Public View'. A text block states: 'This document inherits permissions from Example Dept. To customize permissions, click the Edit Permissions button.' Below this text is another button labeled 'Edit Permissions', followed by 'Save' and 'Close' buttons. A table with four columns is displayed: 'User Name', 'Role Name', 'Department', and 'Permission'. The table contains six rows of data.

User Name	Role Name	Department	Permission
Tammi Vacha-Haase	Associate Dean, Graduate School	Academic Affairs	Reviewer
Tom Gorell	Associate Provost	Academic Affairs	Reviewer
Mike Palmquist	Associate Vice Provost	Academic Affairs	Reviewer
R. Jones	DH	Example Dept	Administrator
Bridget Julian	Director, Engagement	Academic Affairs	Reviewer
Jodie Hanzlik	Graduate Dean	Academic Affairs	Reviewer

