Completing Your Student Learning Outcomes
Report in the Online Planning system

https://montevallo.campuslabs.com/planning/

Google Chrome is the recommended web browser (other browsers have had minor issues).

Log In (your username & password are the same as your UM Network username & password)

In the upper left you'll see a house icon (Dashboard) and an icon that looks like an org chart (Plans).
Click on the org chart icon.

Now, next to those icons you should see a drop-down box for the fiscal years (ex. FY 2022). That is
where you select between the fiscal years. Currently, you want to be in FY 2022 (which is academic year
2020-2021). This is our 6th year for entering Student Learning Outcomes into this online system.

Below that fiscal year drop-down box, you should see another drop-down box. This is where you select
between Strategic Planning, Unit Planning & Assessment, Student Learning Outcomes (for faculty), and
Budget Resources. You may not see all those listed, it depends on the credentials assigned by user (who
needs access to what). Select Student Learning Outcomes.

Below the drop-down boxes is where you will select your unit/department. Depending on how many
you have responsibility for, several may be visible. Some people may need to first select their Division,
then their department will appear. I cannot see what you see, so if you have trouble finding your
unit/department, please let me know and I'll walk you through it.

If you are in Student Learning Outcomes (remember, check the second drop-down box), in the main
portion of the screen you should see three tabs under your unit name. Plan Items, Reports, and
Documents.

- The Plan Items tab is where you go to complete your report. After you click on an item, scroll down
  to be sure all fields have been completed, including "What does the data from the current
  academic year tell you about student learning?" and "What changes will be made to the program
  in the upcoming academic year to improve or further improve student learning based on the
  analysis of the data?" You have the option to attach files (for any backup documentation you'd like
  to include). Look for the blue +File.

  While in each item, when you are finished, scroll down and click the blue "Done" button at the
  bottom of the page.

- The Reports tab is where you go to create a pdf (or Word, etc.) of your completed document, if
  you'd like one. Look for Student Learning Outcomes 2021-2022 (FY20), then click on "View Report:
  10/1/19 – 9/30/20," then "View Report."

Please call (665.6399) or email (jdean5@montevallo.edu) Jerome Dean for help.

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