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BACKGROUND & CONTACT

Background:
Compliance Assist Planning was launched in May 2017 as a tool to document, track and report on Departmental and College/Divisional Annual Plans/Reports and Strategic Planning initiatives at Saint Joseph's University. It was moved into a new interface in December 2018.

Help Features:
If you need help as you navigate through the system, please utilize the link located in the upper right-hand corner of each main site page. Click on your first name. Select the “Support” option in the drop-down menu. Clicking “Support” will take you directly to the online support page for the Compliance Assist Planning software. You may click “Contact Us” on the upper right-hand corner of the “Support” page for assistance. You may also call 716-270-0000 for direct assistance.

This user guide contains screen shots and step-by-step instructions to guide you through the site. Note: the screen shots were taken from the perspective of the site administrator. You may not have the same view/access; therefore, some illustrations may look slightly different on your screen.

Contact your system administrator for additional assistance.

- General questions regarding login issues, user access, reporting lines, organization chart adjustment, template adjustment, report generation, connecting with Baseline, departmental and divisional plans and reports, connecting unit reports to institutional strategic plans, institutional and divisional priorities and approval process, etc., please contact Wenjun Chi at wchi@sju.edu.
- CAS contact: Shawn Krahmer at skrahm@sju.edu.
- Student Life contact: Kiersten White at kwhite@sju.edu.
- HSB contact: Natalie Wood at nwood@sju.edu.
- For training and workshops, please check https://sites.sju.edu/institutionaleffectiveness/ie/assessment/on-campus-workshops/ or contact Wenjun Chi.
LOGIN INSTRUCTION

1. Visit [https://sju.campuslabs.com/home](https://sju.campuslabs.com/home) for the Campus Labs Platform at SJU, login using your SJU username and password, then click “Planning” on the bottom.
2. You can also visit the Planning Module directly through https://sju.compliance-assist.com/index.aspx. Again, click on “Planning.” (If you have trouble accessing the site, make certain your browser is up to date.)
DASHBOARD

1. On the main Dashboard page, the time period is automatically selected as the current Fiscal Year. All Items to which you have assigned appear under “My items.” Those for which you are directly responsible appear under “Responsible Items.” You may edit any current Fiscal Year goals and objectives by clicking on the item. Please check the “Announcements” for the most recent notifications.

2. You may also search for specific items by clicking “Filter” on the top left corner and selecting relevant options, plans, or templates. Please click “Apply Filters” on the bottom to confirm your selection.
3. For quick access to the Institutional Strategic Plan or your Departmental Plan, click the appropriate links located at the bottom of the home page under the last announcement.

4. To edit any available template in a different Fiscal Year, click the “ profiles” icon on the top left corner of the screen. Then use the drop-down menus circled in red below to select the appropriate FY and the particular template documents you want to edit (either Departmental Plan or Strategic Plan). **Select “My Units” to access your own department.**
The current SJU Strategic Plan (SP) “Thinking Anew/Acting Anew” is located under “Saint Joseph’s University,” “Plan Items.” The system shows items in the following order: Mission and Vision statements, SP goals, then SP objectives.

If your College/Division or unit has a strategic plan, you will find it in the appropriate College/Division or department under “Plan Items.”

If you do not see a plan that should exist in the system:
   a. Ensure that you are in the correct Fiscal Year and that the “Strategic Plan” item is selected in the drop-down menu.
   b. Ask your system administrator whether it has, indeed, been entered. (see page 2 for contacts)
ANNUAL REPORTS AND PLANS

TO ACCESS YOUR DEPARTMENTAL TEMPLATES:

1. Click the icon on the top-left corner.
2. From the drop-down menus, select the correct Fiscal Year and “Departmental Plan.”
3. Click “My Units.”

a. Previously entered templates attached to the current or previous FYs are located under “Plan Items.”

b. To enter new goals or objectives, select the appropriate FY (upper left), then select the appropriate template under “+Plan Item.”

c. You may also locate your program or department by clicking “Institution” next to “My Unit” and navigating through the organizational tree until your unit is found.
PROGRAM MISSION AND VISION

1. Click the icon on the top-left corner.
2. From the drop-down menus, select the correct Fiscal Year and “Departmental Plans.”
3. Click “My Units.”
   a. You may also locate your program or department by clicking “Institution” next to “My Unit” and navigating through the organizational tree until your unit is found.
4. To add a new Mission and/or Vision Statement, select the “Program Mission and Vision” template from the list under “+Plan Item” on the top right corner.
5. Enter your information paying attention to the italicized instructions in the template.
   a. Start/End: The start and end date will be automatically set to the FY indicated in the filter. But Program Mission and Vision Statements may be linked to multiple Fiscal Years, just as the University Mission and Vision Statements are. Simply indicate the multiple Fiscal Years to which they are applicable.
6. To update or enter a new Mission/Vision Statement when an old one already exists in the system, clicking on the existing item title under “Plan Items.” Edit the years to which the old statements are linked to terminate at the appropriate date. Then, please use a new template (“+Plan Item”) linked to the appropriate Fiscal Year to enter the new Statements. This will preserve the historical record.
EDIT EXISTING ANNUAL GOALS AND ANNUAL OBJECTIVES

TO EDIT PREVIOUSLY EXISTING ANNUAL GOALS AND OBJECTIVES:

1. Click the icon on the top-left corner.
2. From the drop-down menus, select the correct Fiscal Year and “Departmental Plans.”
3. Click “My Units.”
   a. You may also locate your program or department by clicking “Institution” next to “My Unit” and navigating through the organizational tree until your unit is found.

4. Under “Plan Item,” select the goal or objective you wish to edit. All activity is automatically saved in the system. There is no longer a “save” button.

5. To complete a current year Report
   a. Select in turn each of the FY 2018 Objectives you entered last spring. Complete the following items at the bottom of the template:
      i. Progress
      ii. Assessment Results
      iii. Assessment Results from Campus Labs Baseline (if applicable)
      iv. Action Plan
   b. Do not delete or change goals or objectives. Simply note whether or not they were accomplished. The only exception to this would be if you originally linked a goal or objective to more than one fiscal year. Each goal and objective must be linked to only one fiscal year for the system to generate clean reports. Please correct this information at this time, and re-enter the goal or objective in the next fiscal year using a new template.
   c. If something arose during the year that became a new goal or objective. You may add this to the report using the “+Plan Item tab” to the right of your screen.
   d. NEW FIELD: Does this department objective support SJU’s community engagement efforts? For SJU’s definition of community engagement check https://sites.sju.edu/institutionaleffectiveness/community-engagement/. If your answer is YES, please locate this new field and check the box. The Committee for Carnegie Classification will contact you for more details.
COMPLETE YOUR PLANS FOR UPCOMING FISCAL YEARS

1. Click the icon on the top-left corner.
2. From the drop-down menus, select the correct Fiscal Year and “Departmental Plans.”
3. Click “My Units.”
   a. You may also locate your program or department by clicking “Institution” next to “My Unit” and navigating through the organizational tree until your unit is found.
4. Click the “+Plan Item” tab and select “Annual Goal” or “Annual Objective.”
5. You will use these two templates (“Annual Goal” and “Annual Objective”) to enter your information for the year just beginning (2018-2019) and your anticipated plans for the following year (2019-2020). While you may enter as many goals and objectives for each year as you wish, please consider the kinds of assessments which must be conducted to demonstrate that you have met those objectives. Be realistic about your time.

REMEMBER TO DO THE FOLLOWING:

a) Enter your information in the correct Fiscal Year. Select “+Plan Item,” and choose the template into which to enter the data. Use a new template for each goal and each objective.
b) Enter your Annual Goals first, then your Annual Objectives.
c) As you enter your Annual Objectives, remember to “relate” them to the appropriate department/program Annual Goal as well as to any appropriate University or College/Division Strategic Plan goals or objectives.
d) Enter only the information currently available in each Annual Objective template. There may be fields you never use but which are very important to another department/program.
e) N.B., You may enter additional information, including results and action plans, any time throughout the year prior to the final plan/report due date which is June 15.

So:

a) **For the upcoming year (FY19),** you will be able to enter your goals and objectives, link the objectives to your own Annual Goals, College/Divisional Strategic Plans, and University Strategic plans, and indicate who is responsible for the activity as well as how progress and/or the results of your efforts will be measured. But you will not yet be able to enter results or action plans. You will return to this page any time throughout the year or at the end of the year to complete the template.

b) **For the following year (FY20),** for which budget plans will be made during the upcoming year (FY19), you will enter only preliminary plans and any related resource (re)allocation requests.

You will use the same templates for each of these tasks. The KEY is to link each new entry to the correct Fiscal Year (and only ONE FY). At a minimum, each Annual Objective should be linked to an Annual Goal.
HOW TO CREATE AN ANNUAL GOAL
1. Click the icon on the top-left corner.
2. From the drop-down menus, select the correct Fiscal Year and “Departmental Plans.”
3. Click “My Units.”
   a. You may also locate your program or department by clicking “Institution” next to “My Unit” and navigating through the organizational tree until your unit is found.
4. To add a new annual goal, select the “Annual Goal” template from the list under “+Plan Item” on the top right corner.
5. Enter your information in the template following the italicized instructions in the template. **Remember: Link each goal to only one Fiscal Year.**
6. **Assign Responsible Users for Goal:** This field is not as useful here as it is in the Annual Objective template. You may complete this if it makes sense to do so, or leave it blank. Only those who have accounts and assigned roles in the system can be added here. If you choose to use this field:
   a. Click before appropriate user’s name to add a user that is already in the list. If it is not listed, you may search for it by entering the user’s last name in the search box.
   b. If you cannot find the user, it is possible that this user has not been created in the system. Please contact Wenjun Chi at wchi@sju.edu if you need to add a new user account and role.
Once you have entered all information as desired into the Annual Goal template, click “Done” on the bottom. Please note all content you entered is saved automatically. You may edit saved content anytime. Click “Delete” on the bottom to delete this goal if needed.
HOW TO CREATE AN ANNUAL OBJECTIVE
To add and link an Annual Objective to the Annual Goal you have now entered:

1. Follow the same steps as you did to add the goal:
2. Click the icon on the top-left corner.
3. From the drop-down menus, select the correct Fiscal Year and “Departmental Plans.”
4. Click “My Units.”
   a. You may also locate your program or department by clicking “Institution” next to “My Unit” and navigating through the organizational tree until your unit is found.
5. To add a new annual objective, select the “Annual Objective” template from the list under “+Plan Item” on the top right corner.
6. Enter your information in the template following the italicized instructions in the template.
7. NEW FIELD: Does this department objective support SJU’s community engagement efforts? For SJU’s definition of community engagement check https://sites.sju.edu/institutionaleffectiveness/community-engagement/. If your answer is YES, please locate this new field and check the box. The Committee for Carnegie Classification will contact you for more details.
8. IF your objective will require resource (re)allocation either in the coming Fiscal Year or the following Fiscal Year, enter your request in the appropriate fields (This process does not replace the regular budget request process and you will still need to submit your budget request as requested by the Budget Office).
9. Assigned To: Use this field only if the user name does not exist in the system. (See “Permissions” tab, upper right. This is your primary means of assigning tasks to individuals.) Contact Wenjun Chi at wchi@sju.edu to add new users, or enter the name or names of the persons (and position(s), as appropriate) responsible for the objective in “Assigned to” section.

To Assign Responsible User: First try entering the name of the person responsible for this objective by searching for his/her last name in the search box, or click before a username listed on the right.
10. The next two fields in the template allow the Dean or Division head to provide feedback with respect to your resource reallocation requests. Therefore, all of the above information which you have entered into the “Objective” template is clearly part of planning. Deans/Division heads may decide to utilize these fields in different ways.

11. The remaining fields in this Template are those you will complete as your work is accomplished or at the end of the year when the reports are due.

12. **DO NOT LEAVE THIS PAGE, HOWEVER, BEFORE YOU USE THE “RELATED” TAB**, top right, to link your program objectives to your goals as well as to the College/Division and University Strategic Plans.

*NOTE:* it is very important that you make these links for divisional and institutional tracking and reporting purposes. Additionally, this step is essential as we work to collect evidence for Middle States accreditation standards with respect to institutional planning.

   a. Click “+Supports” next to “Supports (Connected Up).”

   b. On the screen that appears, select your program/department in the left-hand column. Select “department plan” and appropriate fiscal year, and your program’s/department’s annual goals will appear. Click “+” next to the appropriate goal.
NOTE: Each Annual Objective should be linked to only one Annual Goal. More than one Annual Objective can be linked to each Annual Goal.

c. **Now** select “Saint Joseph’s University” in the left-hand column. Select “Strategic Plan” and the University’s Strategic Planning Goals and Objectives will appear. Again, check that you are in the correct Fiscal Year (FY2018). Select all appropriate links. Click “+” next to the appropriate goal or objective.

d. Please first try to relate your objectives with the appropriate strategic plan objectives. If no good match exists, you may relate your goal with strategic plan goals. Link to strategic plan goals ONLY IF none of the strategic plan objectives apply to your annual objective.

NOTE: Your Annual Objectives may be linked to as many University and College/Divisional Strategic Plan goals and objectives as are relevant.
SUMMARY— WHAT’S DUE THIS YEAR

Here are the Reports/Plans due June 15, 2018:

Step 1: FY18 Report: If you submitted the FY18 plan last year, return to your FY18 Annual objectives and add information as appropriate to the progress, assessment results and action plan fields at the end of the template. If your objective is linked to Community Engagement, please locate this new field and check yes. Then go to “Related” to link these initiatives to University and College/Division strategic plans and go to “Permissions” to ensure “Responsible Users” are assigned. IF you did not submit a plan in Planning last year, you will need to add Annual Goal and Annual Objective information related to this past year until your departmental/program Plan/Report is completed.

Step 2: FY19 Plan: On the home page, select FY 2019:
Add Annual Goal and Annual Objective information. On the “Annual Objective” template, complete from the top down through “Assigned to.” Link responsible users through the “Permissions tab.
…plus… make the links from your Annual Objective to your own Annual Goals as well as to College/Division or University Strategic Plans via the “Related” tab.

This information reflects your plan for the year. It should be relatively detailed. If you submitted your preliminary plan for FY19 last year, you may simply add the remaining content for the plan (excluding progress, assessment results and action plan).

Step 3: FY20 Preliminary Plan: Repeat step 2, although this information will be preliminary and may be primarily focused on initiatives linked to requested resource (re)allocations that may enter the planning and budgeting process. The following portion of the template is therefore extraordinarily important for this step: Resource (Re) allocation Request, Frequency of Resource (Re)allocation Request, Anticipated Funding Source(s), Total Cost Estimate, Total Cost Estimate in Range, Resource (Re)allocation Description, and Rationale for Resource (Re)allocation Request. Add any files that might support your requests.
It is recommended that users generate a report of their Annual Plan/Reports to easily review and verify their data entry, and to save a copy locally. To that end, a few reports are being made available to you to run on your own time.

To generate reports:

1. Click the “_reports”, select the appropriate fiscal year and “Departmental Plan”, then select tab on the right.
2. Locate your program or department under “My Units” or search for it in the “search…” box on the left. You may also find the unit by clicking through the Organization tree under “Institution” until you find your unit.
3. Locate the “Name” of the report that you would like to run and click “View Report (DD/MM/YY).” The most useful report for your unit is the “Annual Department Report.”
4. Type of Report: Depending on your preference and the type of information that you are generating, you can choose PDF (View Report) or Excel (CSV Report). You can also “Customize Dates” to include multiple years in the report.

5. Share with Other Users: You may also share the report with any existing users in Planning Module on report page.
6. Your report appears on the screen in the format you selected. It is recommended that you save final copies of reports locally.