

Program Review User Guide for Faculty and Department Chairs

Using Compliance Assist

This is a quick step-by-step guide on using the Compliance Assist module of Anthology to enter various reports for your program review.



IS NOW **ANTHOLOGY**

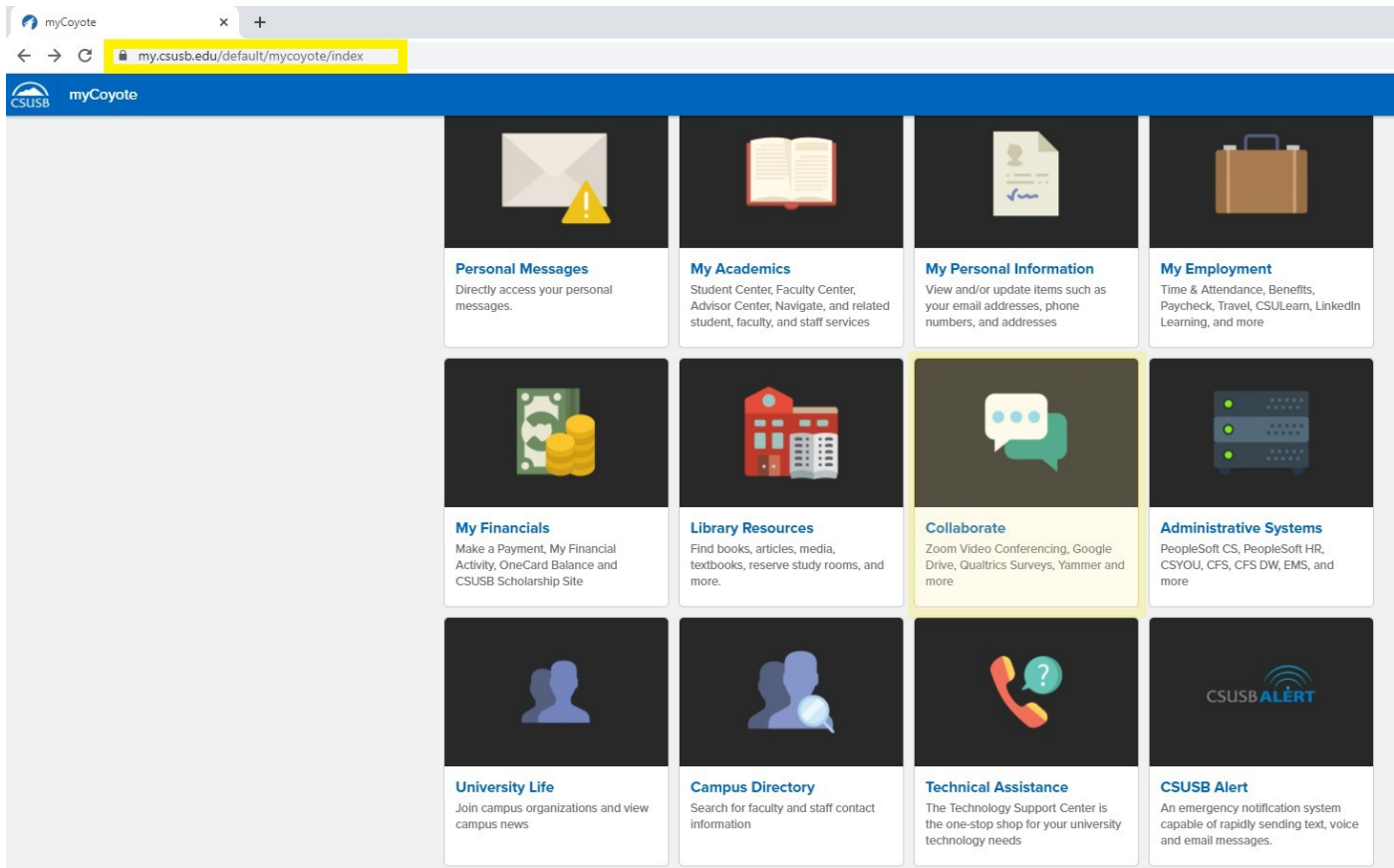
Table of Contents

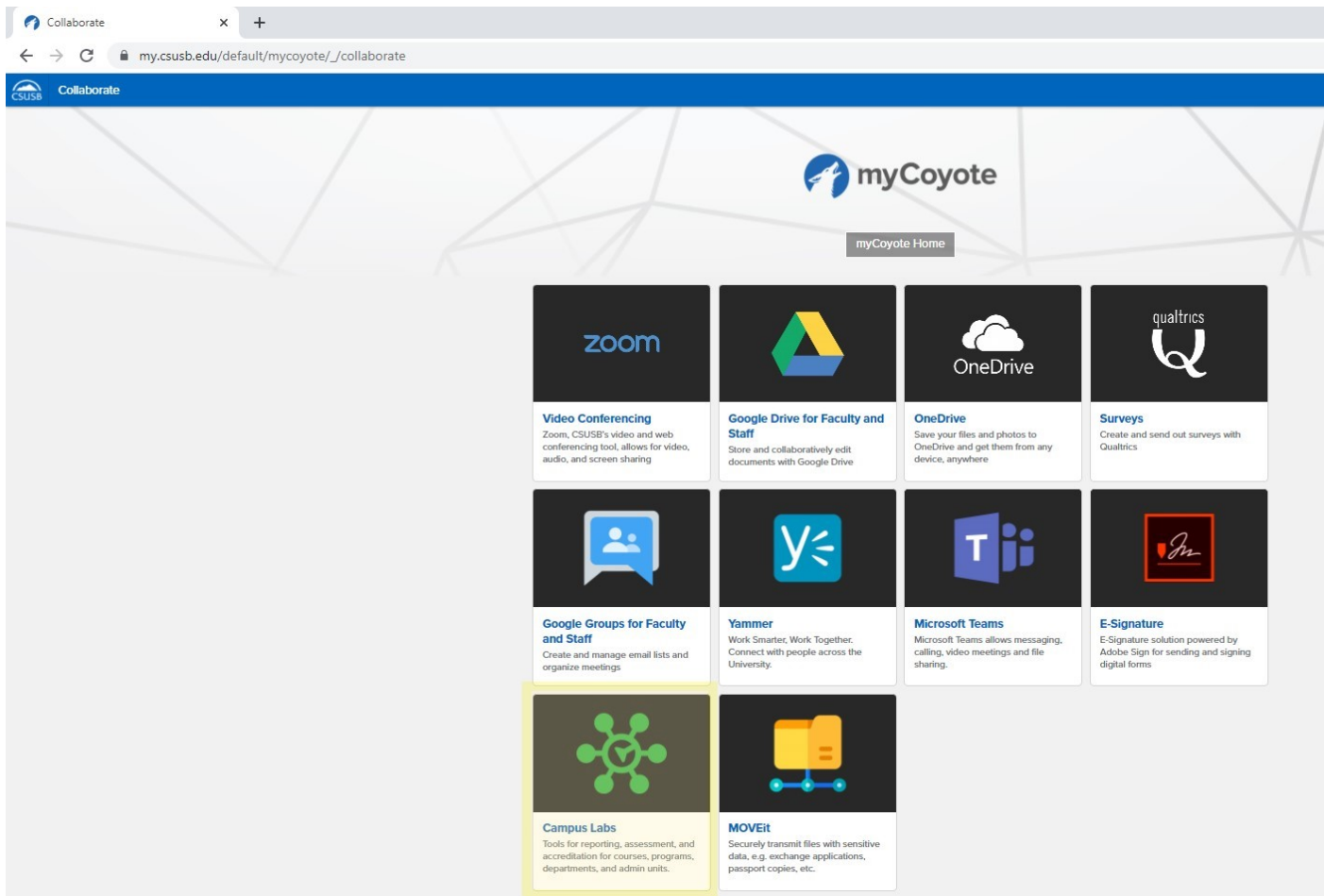
Part One: Overview of Compliance Assist.....	3
Part Two: Self-Study.....	11
Part Three: Uploading Documents into the Document Directory	12

Part One: Overview of Compliance Assist

Steps 1 and 2:

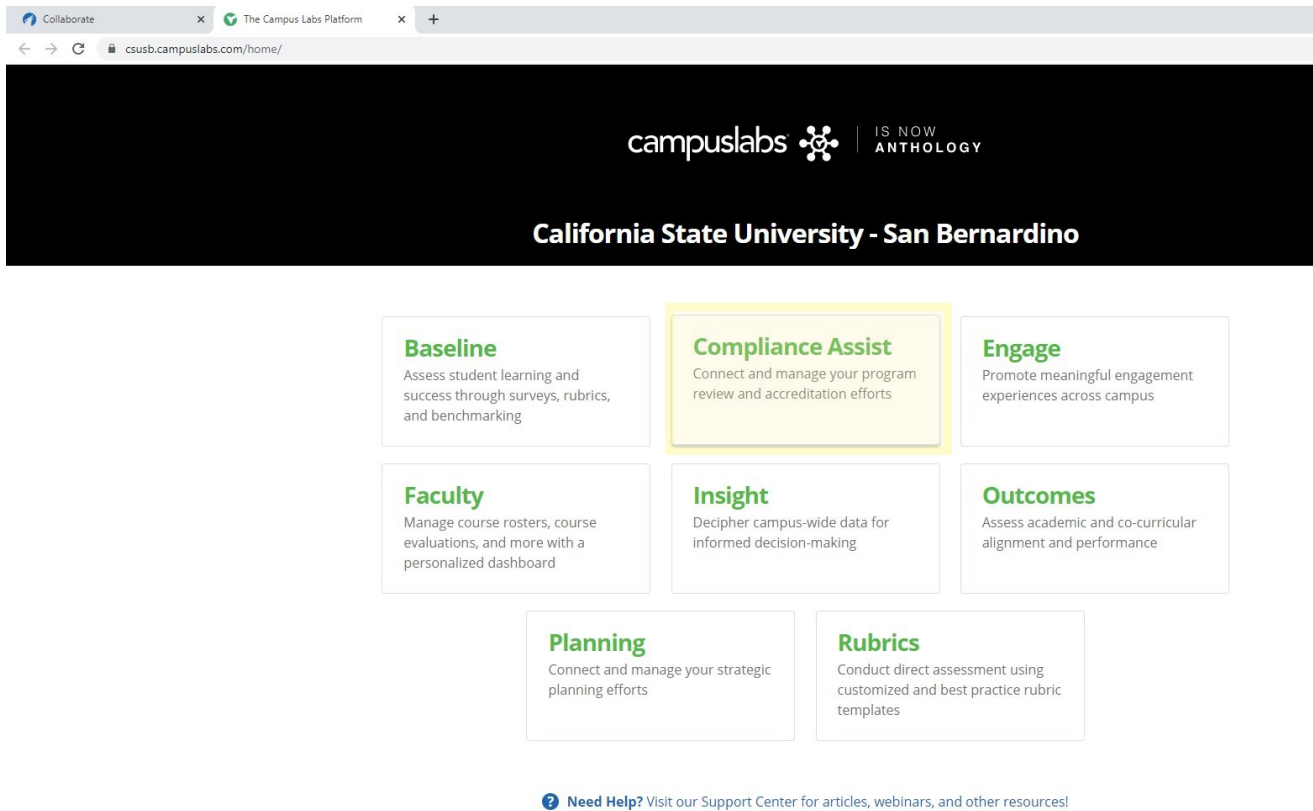
The easiest way to access campus labs is through our campus portal. Go to <https://my.csusb.edu/default/mycoyote>, scroll down, click on “Collaborate,” then select “Campus Labs.” The Campus Labs platform will now open in a new tab.





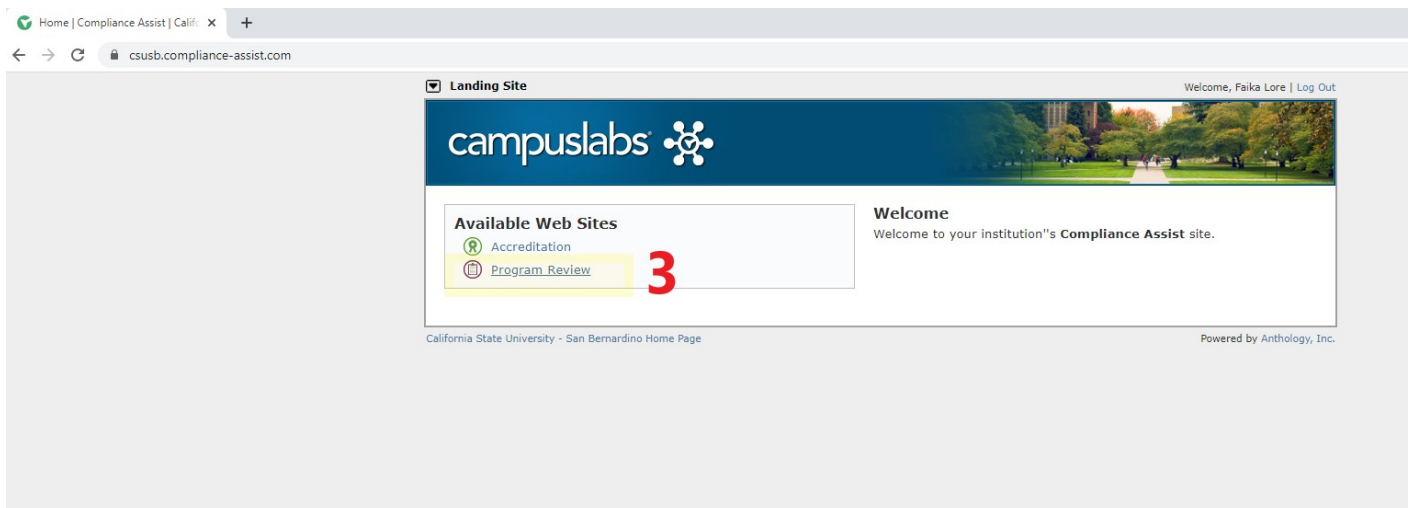
Step 2

For program review, we will use the Compliance Assist module. Click on Compliance Assist.



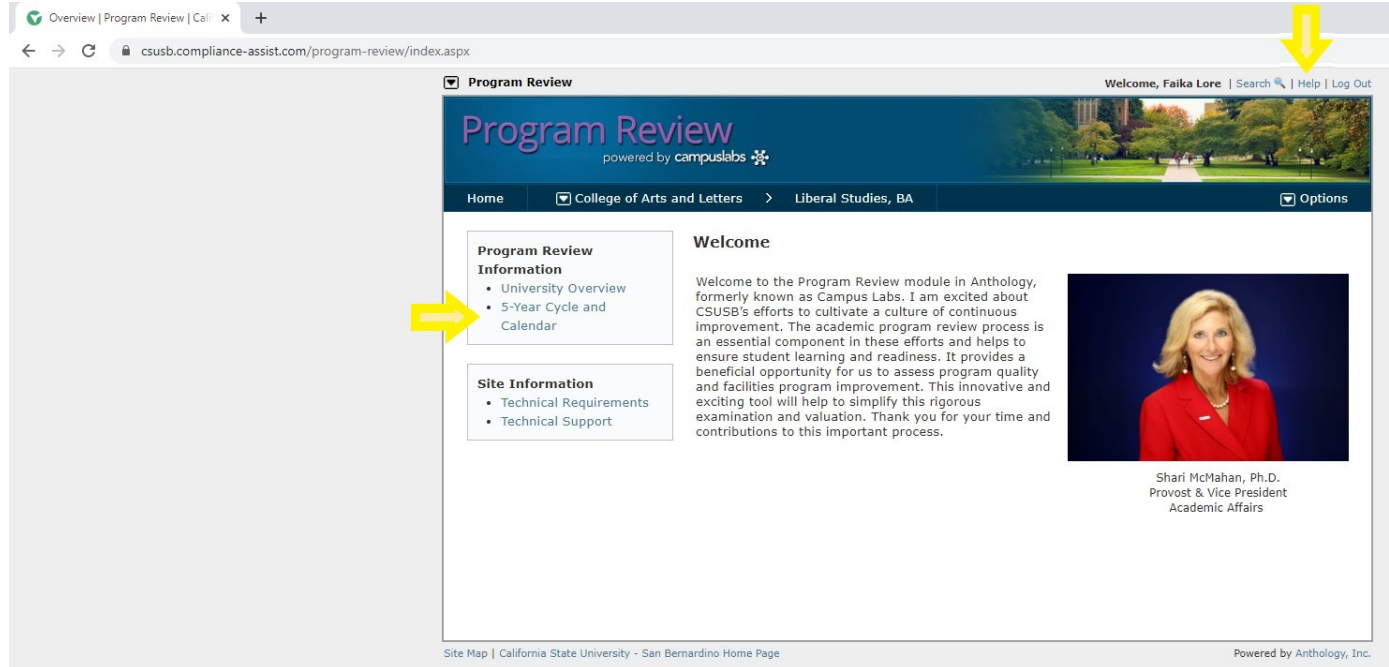
Step 3:

Click on Program Review.



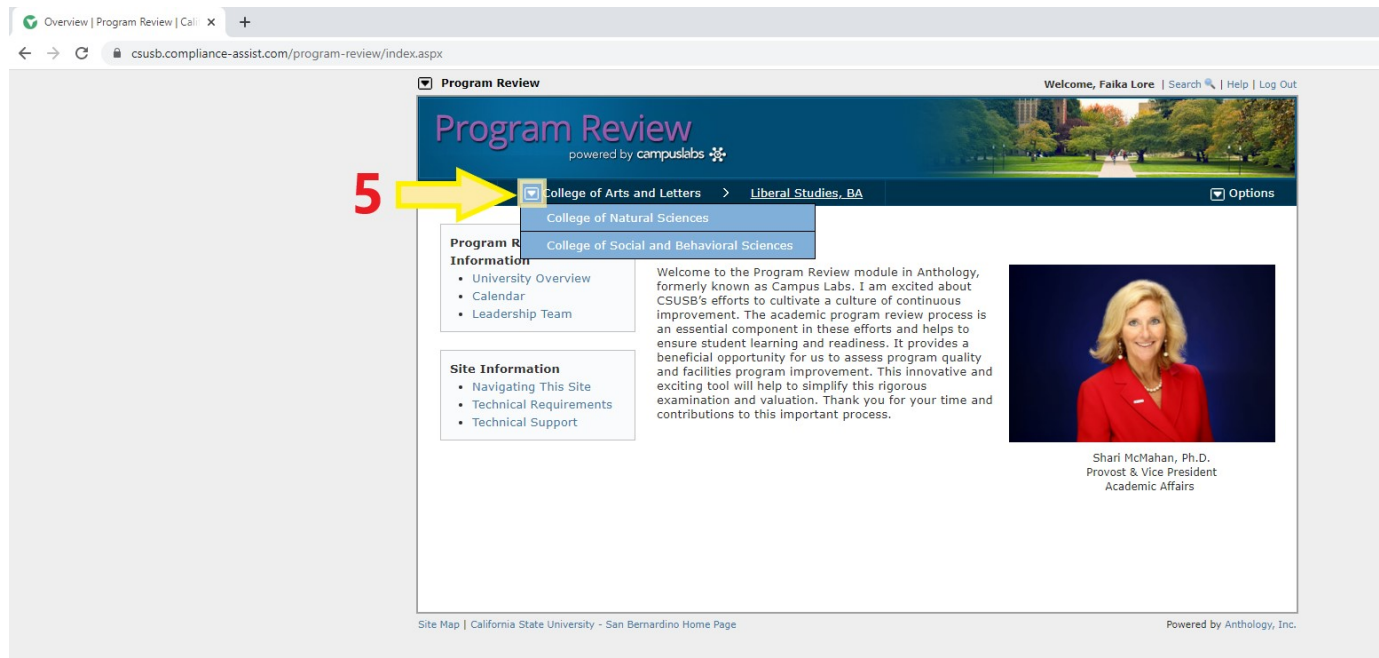
Step 4:

Welcome to the main page for Program Review! Our 5-year cycle and calendar are on the left, and the “help” feature on the top-right takes you to Anthology’s support page.



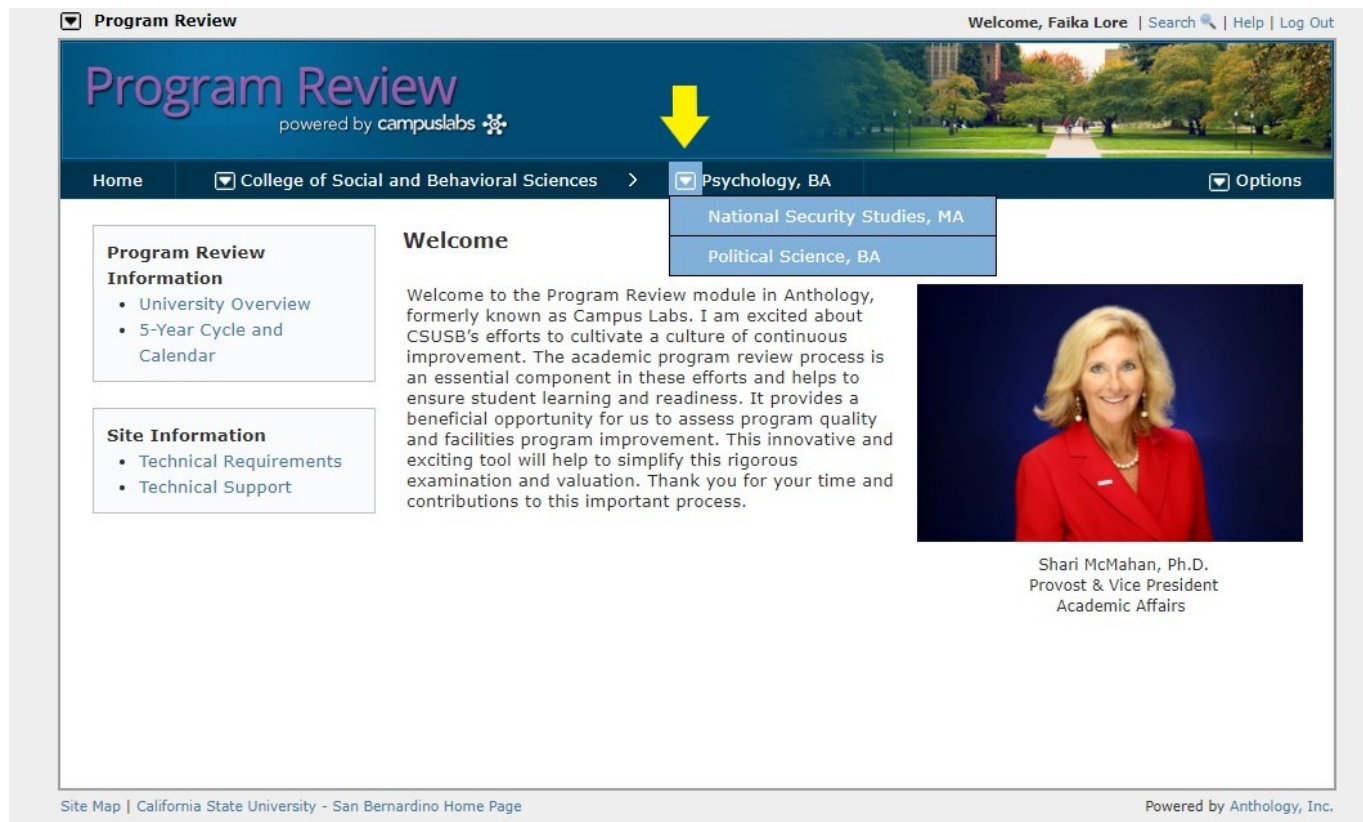
Step 5:

To access your program’s reporting section, click on the drop-down menu and choose your college.



Step 6:

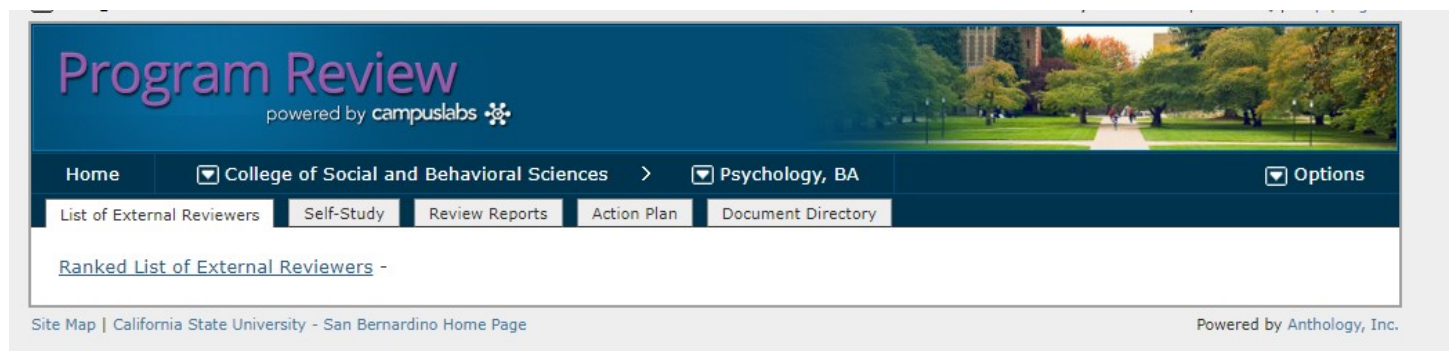
Then, choose your program from the second drop-down menu.



The screenshot shows the 'Program Review' interface. At the top, there is a header with 'Program Review' and 'powered by campuslabs'. Below this is a navigation bar with 'Home', 'College of Social and Behavioral Sciences', and 'Psychology, BA'. A yellow arrow points to the 'Psychology, BA' dropdown menu, which is open, showing 'National Security Studies, MA' and 'Political Science, BA'. The main content area includes a 'Welcome' message from Shari McMahan, Ph.D., Provost & Vice President Academic Affairs, and a photo of her. The footer contains 'Site Map | California State University - San Bernardino Home Page' and 'Powered by Anthology, Inc.'.

Step 7:

You will see four separate tabs for reporting and a Document Directory for storing documents and reports. All sections are organized in order of the review process and contain sections for specific reporting. Click on the link in the tab to provide information.



The screenshot shows the 'Program Review' interface with the 'Psychology, BA' dropdown menu selected. Below the navigation bar, there are five tabs: 'List of External Reviewers', 'Self-Study', 'Review Reports', 'Action Plan', and 'Document Directory'. The 'List of External Reviewers' tab is active, showing a link to 'Ranked List of External Reviewers -'. The footer contains 'Site Map | California State University - San Bernardino Home Page' and 'Powered by Anthology, Inc.'.

Step 8:

Writing and making edits in Compliance Assist is similar to using a Word document. To edit, click on the “options” drop-down menu, and then click “edit item.”

The screenshot displays the 'Program Review' interface, powered by campuslabs. The header includes a navigation bar with 'Home', 'College of Social and Behavioral Sciences', and 'Psychology, BA'. Below this is a sub-navigation bar with 'List of External Reviewers', 'Self-Study', 'Review Reports', 'Action Plan', and 'Document Directory'. The main content area is titled 'Due Date: 9/15/2021' and contains sections for 'Directions', 'Ranked List of External Reviewers', and 'Recommendations from Program Review Committee'. On the right side, an 'Options' dropdown menu is open, highlighting the 'Edit Item' option. The menu also includes 'Copy Item', 'Check-out', 'Printable File', 'Manage Site Structure', 'Credentials Rosters', and 'Users'. The footer shows 'Site Map | California State University - San Bernardino Home Page' and 'Powered by Anthology, Inc.'.

Program Review
powered by campuslabs

Home | College of Social and Behavioral Sciences > Psychology, BA

List of External Reviewers | Self-Study | Review Reports | Action Plan | Document Directory

Due Date: 9/15/2021

Directions
Department/Program: Please write in your ranked list of external reviewers, and attach their Resume/CV. Due August.
The University Academic Program Review Committee will then provide their recommendation. Due September.

Ranked List of External Reviewers
Please write in your ranked list of external reviewers, and attach their Resume/CV. Due August.

Recommendations from Program Review Committee
Please provide your recommendations. Due September.

Options
Edit Item
Copy Item
Check-out
Printable File
Manage Site Structure
Credentials Rosters
Users

Site Map | California State University - San Bernardino Home Page | Powered by Anthology, Inc.

Step 9:

Once in editing mode, type in your recommendations. Part Three will teach how to upload documents, such as CV/Resumes, into the Document Directory and then link them to your body of text.

List of External Reviewers

Edit Item Ranked List of External Reviewers

A: Ranked List of External R

Due Date: 9/15/2021

Directions

Department/Program: Please write in your ranked list of external reviewers, and attach their Resume/CV. Due August.

The University Academic Program Review Committee will then provide their recommendation. Due September.

Ranked List of External Reviewers

Please write in your ranked list of external reviewers, and attach their Resume/CV. Due August.

These are text boxes

Recommendations from Program Review Committee

Please provide your recommendations. Due September.

Step 10:

The final step! Save and check the item back in. This is similar to checking out a library book: when editing an item, you have “checked it out,” and once you “check it back in,” you are returning it so others can “borrow” the item and contribute to it as well.

The screenshot shows the 'Program Review' interface. At the top, there's a header with 'Welcome, Faika Lore' and links for 'Search', 'Help', and 'Log Out'. Below this is a navigation bar with 'Home', 'College of Social and Behavioral Sciences', and 'Psychology, BA'. A secondary navigation bar includes 'List of External Reviewers', 'Self-Study', 'Review Reports', 'Action Plan', and 'Document Directory'. The main content area is titled 'Edit Item Ranked List of External Reviewers' and includes buttons for 'Edit', 'Preview', 'Activity Log', and 'Permissions'. On the right, there are 'Save', 'Save & Close', and 'Cancel' buttons. A yellow arrow points to the 'Save & Close' button. Below the main content, there's a 'Directions' section with a text editor and a 'Checked Out' dialog box. The dialog box contains the text 'Warning: Do you want to check-in this item?' and two buttons: 'Check-In' (highlighted with a yellow box) and 'Leave Checked-Out'. The background text in the 'Directions' section includes 'Department/Program: Please write...' and 'The University Academic Program Review Committee will then provide their recommendation. Due September.'

Part Two: Self-Study

Your self-study is linked from the Planning module.

Program Review

Welcome, Faika Lore | [Search](#) | [Help](#) | [Log Out](#)

Program Review

powered by campuslabs

Home

College of Social and Behavioral Sciences

Psychology, BA

Options

List of External Reviewers

Self-Study

Review Reports

Action Plan

Document Directory

Due Date: 12/15/2021

Directions

Department/Program: Please use the Planning module to submit your program self-study. Please reference the *Planning User Guide* on how to link Planning reports to Compliance Assist.

Self-Study

Please reference:

Sources

2021-22 Self-Study Report

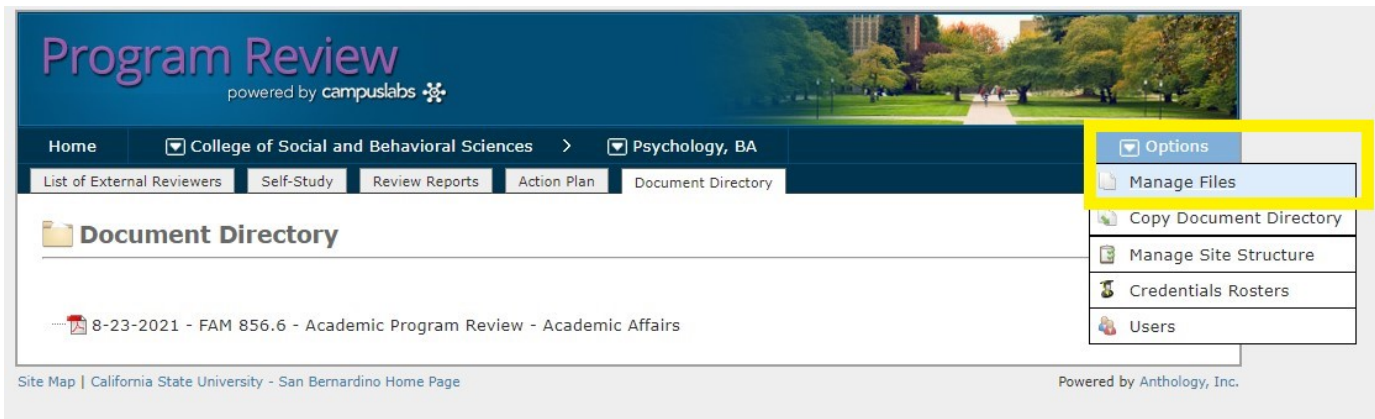
Site Map | California State University - San Bernardino Home Page

Powered by Anthology, Inc.

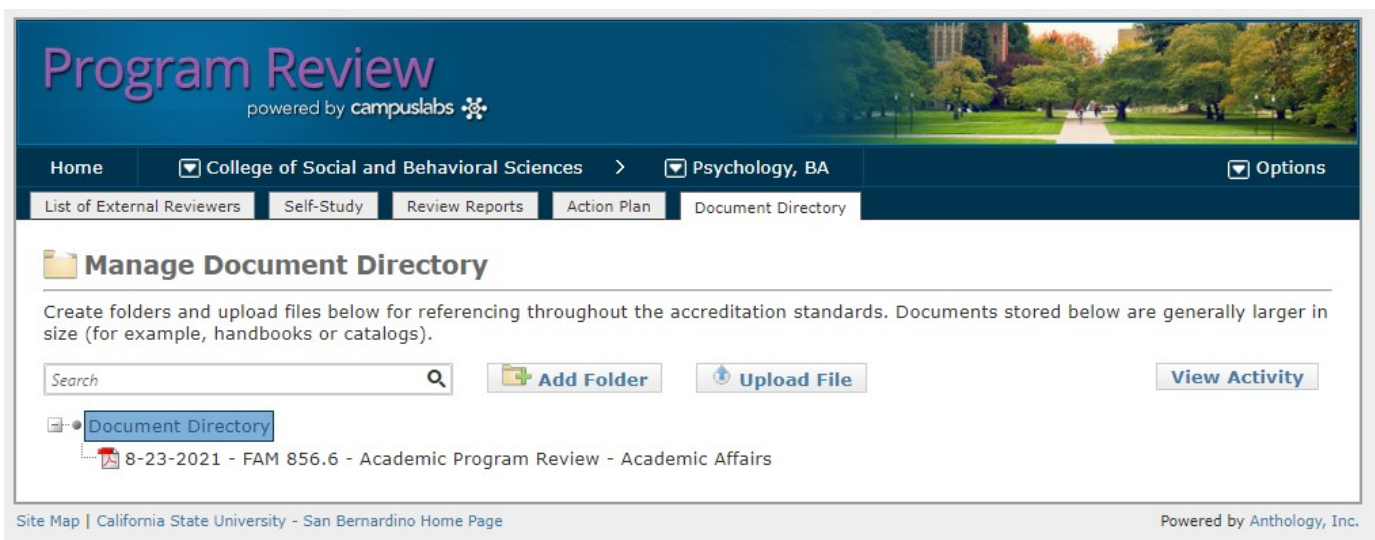
Part Three: Uploading Documents into the Document Directory

Using the Document Directly is pretty simple once you get the hang of it. Only PDF documents can be uploaded since the point is to upload final documents. We already uploaded our new Program Review Policy for your convenience.

To begin uploading, click on “Options” and then “Manage Files.” Feel free to upload files or create folders by pressing their respective buttons and organize as you wish.



The screenshot shows the 'Program Review' interface, powered by campuslabs. The navigation bar includes 'Home', 'College of Social and Behavioral Sciences', and 'Psychology, BA'. Below the navigation bar are tabs for 'List of External Reviewers', 'Self-Study', 'Review Reports', 'Action Plan', and 'Document Directory'. The 'Document Directory' tab is active, displaying a folder icon and the text 'Document Directory'. Below this, a document titled '8-23-2021 - FAM 856.6 - Academic Program Review - Academic Affairs' is listed. On the right side, the 'Options' menu is open, showing 'Manage Files' (highlighted in yellow), 'Copy Document Directory', 'Manage Site Structure', 'Credentials Rosters', and 'Users'. The footer includes 'Site Map | California State University - San Bernardino Home Page' and 'Powered by Anthology, Inc.'



The screenshot shows the 'Program Review' interface, powered by campuslabs. The navigation bar includes 'Home', 'College of Social and Behavioral Sciences', and 'Psychology, BA'. Below the navigation bar are tabs for 'List of External Reviewers', 'Self-Study', 'Review Reports', 'Action Plan', and 'Document Directory'. The 'Document Directory' tab is active, displaying a folder icon and the text 'Manage Document Directory'. Below this, a message states: 'Create folders and upload files below for referencing throughout the accreditation standards. Documents stored below are generally larger in size (for example, handbooks or catalogs)'. There are three buttons: 'Add Folder', 'Upload File', and 'View Activity'. Below these buttons, a document titled '8-23-2021 - FAM 856.6 - Academic Program Review - Academic Affairs' is listed. The footer includes 'Site Map | California State University - San Bernardino Home Page' and 'Powered by Anthology, Inc.'

To link documents to your reporting sections, in editing mode, scroll down to “Document Directory Sources” and click on “+ New Document Source.” Then, choose the Document to upload and click on “Add Source.” We created a test document for demonstrative purposes.

Please provide your recommendations. Due September.

Design HTML Words: 6 Characters: 52

Document Directory Sources

+ New Document Source

Name	View	Edit	Delete
No sources have been added. Click the "New Document Source" link above to begin adding sources.			

URL Sources

+ New URL Source

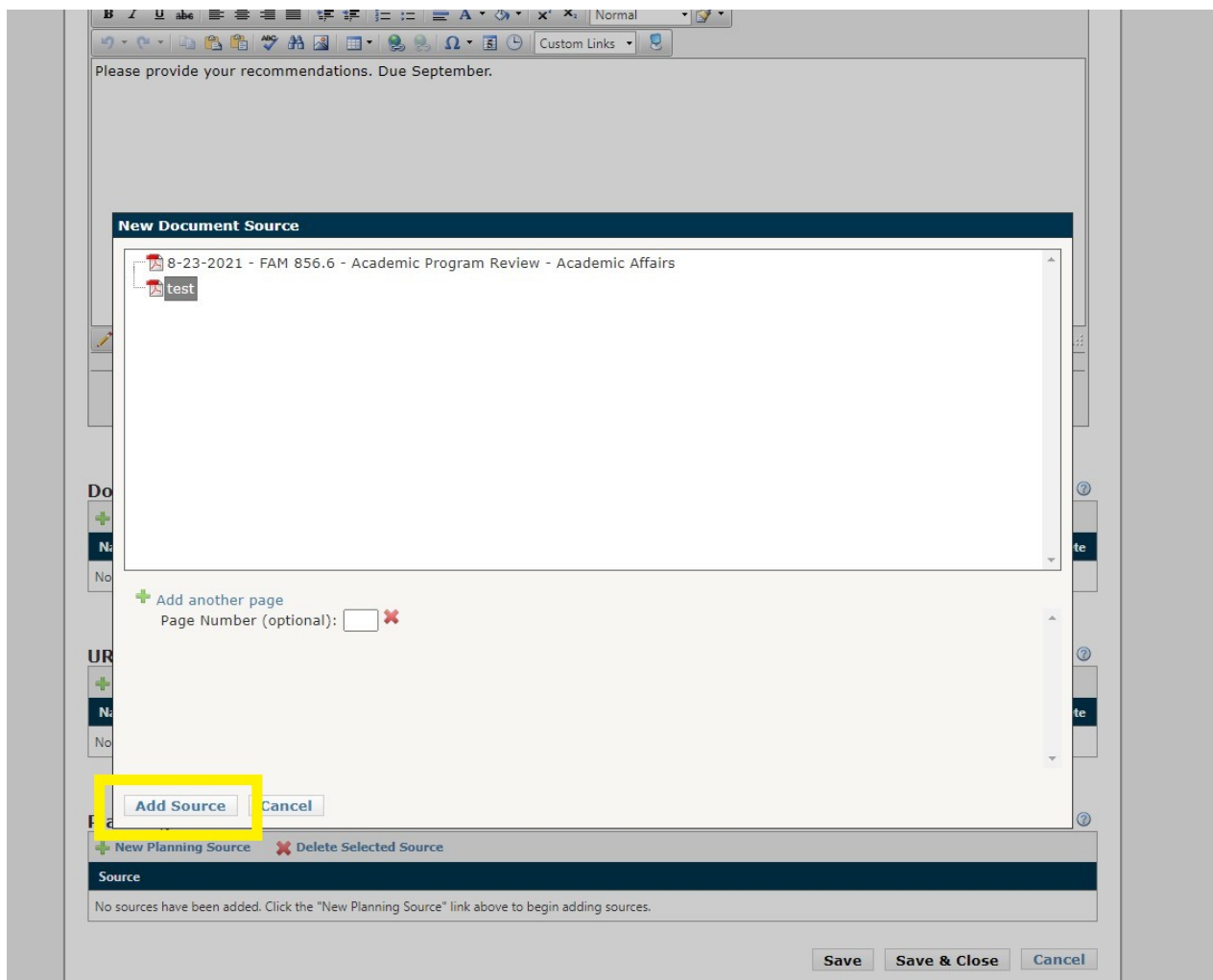
Name	URL	View	Edit	Delete
No sources have been added. Click the "New URL Source" link above to begin adding sources.				

Planning Sources

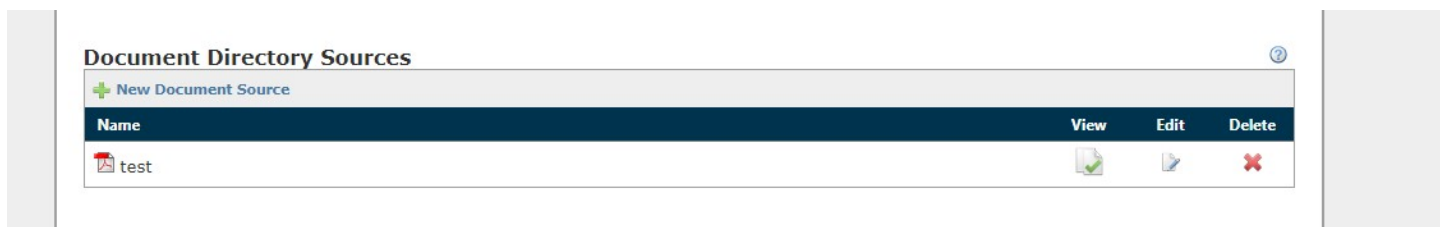
+ New Planning Source X Delete Selected Source

Source
No sources have been added. Click the "New Planning Source" link above to begin adding sources.

Save Save & Close Cancel

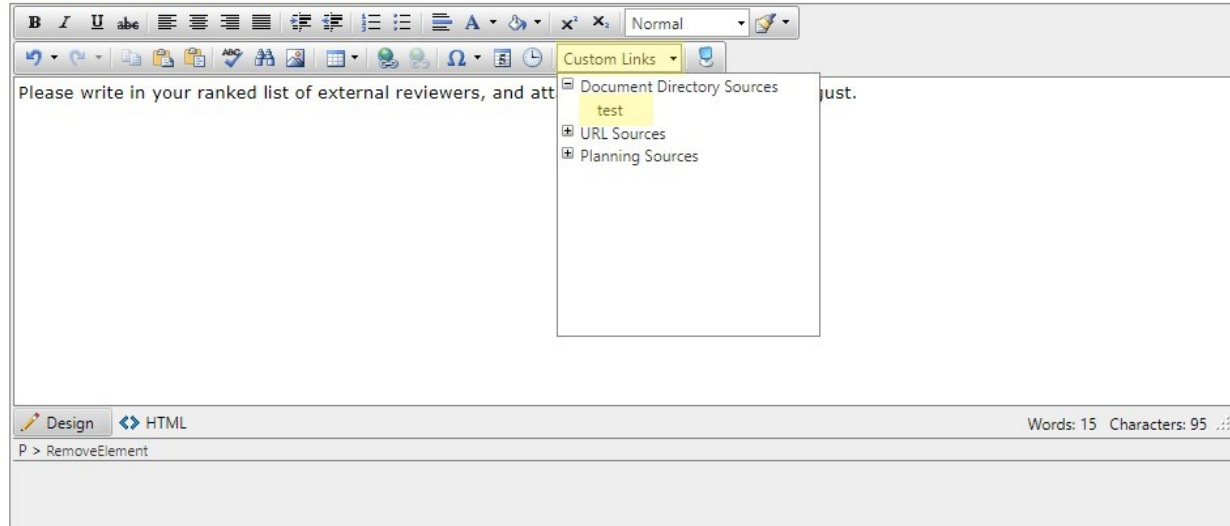


You will now see your Document in the sources section.



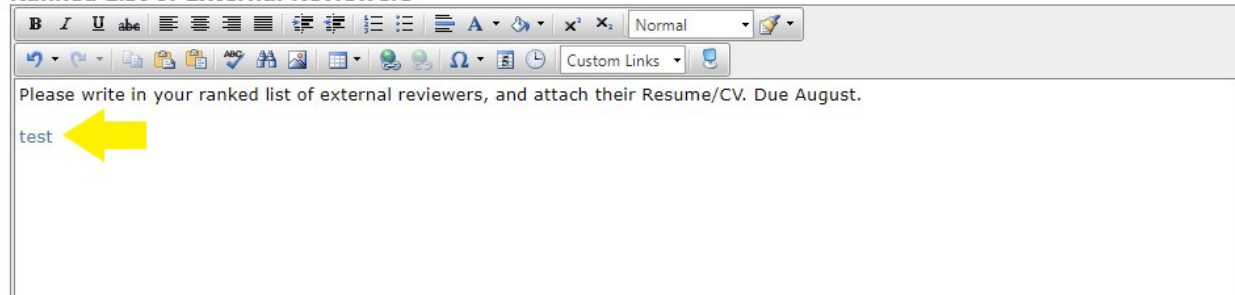
The final step is to link the Document to your body of text. Choose your reporting section, and click on “Custom Links” from the menu bar. You will have three options to choose from; select the “+” next to “Document Directory Sources,” and select your PDF. This will add it to your text box.

Ranked List of External Reviewers



This screenshot shows the 'Ranked List of External Reviewers' form. The top toolbar includes various formatting options and a 'Custom Links' dropdown menu. The dropdown menu is open, showing three options: 'Document Directory Sources' (with a plus icon), 'URL Sources', and 'Planning Sources'. The text area below the toolbar contains the prompt: 'Please write in your ranked list of external reviewers, and attach their Resume/CV. Due August.' The word 'test' is visible in the text area. At the bottom, there are tabs for 'Design' and 'HTML', and a status bar showing 'Words: 15 Characters: 95'.

Ranked List of External Reviewers



This screenshot shows the same 'Ranked List of External Reviewers' form. The word 'test' in the text area is now highlighted in blue, and a yellow arrow points to it. The 'Custom Links' dropdown menu is no longer open. The rest of the form, including the toolbar and status bar, remains the same.

That's it! We hope this quick guide is helpful during your program review process.