Logging In
Log into My Coyote

Once in My Coyote, click on the Collaborate tile; then click on the Campus Labs tile

Finally, click on Planning
Navigating in Planning
Your Dashboard probably looks somewhat different from the screenshot. Please take note of the highlighted areas that should be the same! Click on Academic Program Review under the Plans heading.

From here, you should land on your degree program in your college and department. Please contact the Assessment Office if you cannot locate your unit: AssessmentOffice@csusb.edu

Data Entry
The template has already been added for your self-study report. Click on 2021-22 Self-Study Report to enter information into the fields of the template. You and others designated by the faculty program leadership
and/or department chair or school director may edit as often as needed. When you finish with your edits each time, click on DONE at the bottom of the page.

Once you have completed template for the Self-Study Report, you have completed your reporting responsibility for this first phase of the Academic Program Review process! This report has been linked to Program Review in the Compliance Assist module of Anthology/Campus Labs for the internal and external reviewers.

The most important bits of troubleshooting are: (1) ensure that you are completing the template in the correct reporting period, **AY 2021-2022**, as highlighted in the upper left corner (as you face the screen) in each of the screenshots; and (2) ensure that you are in the correct Plan, **Academic Program Review**, as highlighted just below the reporting period in the upper left corner (as you face the screen) in each of the screenshots.

Should you require any assistance in navigating Planning in Anthology, please contact the Assessment Office at AssessmentOffice@csusb.edu

Should you require any guidance on the information that needs to be entered for the Self-Study Report, please refer to Appendix B of **FAM 856.6**.