

HelioCAMPUS 101

Accessing Your Program Page

After logging into HelioCampus, you will see your home dashboard.

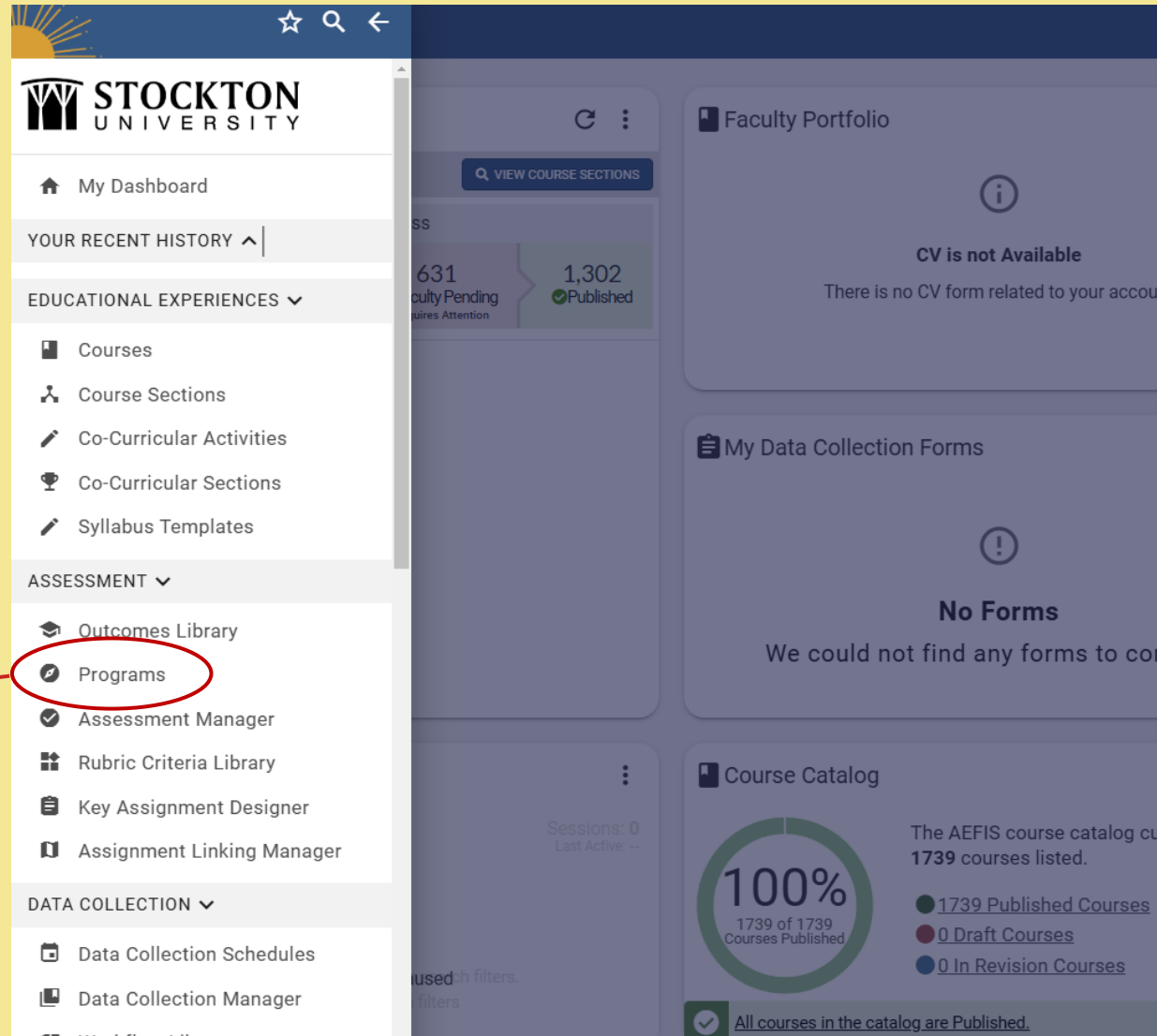
1. To begin navigating to a program page, click on the hamburger menu at the top left-hand corner.

The screenshot displays the HelioCampus home dashboard. At the top left, a red circle highlights the hamburger menu icon. The dashboard is organized into several sections:

- Course Sections:** Shows progress for Fall 2024 [202480]. A progress indicator shows 67% (1302 of 1934) published. Below this, a bar chart shows 1 Approval Pending (Requires Attention), 631 Faculty Pending (Requires Attention), and 1,302 Published.
- Faculty Portfolio:** Displays a message: "CV is not Available. There is no CV form related to your account."
- Reports:** Displays a message: "No Available Reports. We could not find any saved reports or report history for you." A button labeled "GO TO REPORT LIBRARY" is at the bottom.
- My Data Collection Forms:** Displays a message: "No Forms. We could not find any forms to complete."
- Active Users:** Displays a message: "No Paused and. No records found. Session Tracking is Paused in filters. Please select new search filters." It also shows "Sessions: 0" and "Last Active: --".
- Course Catalog:** Shows a 100% progress indicator for 1739 of 1739 courses published. A message states: "The AEFIS course catalog currently has 1739 courses listed." Below this, a list shows: 1739 Published Courses, 0 Draft Courses, and 0 In Revision Courses. A green checkmark at the bottom indicates "All courses in the catalog are Published." A button labeled "COURSE CATALOG" is at the bottom right.
- Available Forms:** Displays a message: "No Forms. We could not find any forms to complete."

After clicking the hamburger menu, the left sidebar menu will appear

2. Under the Assessment category select Programs



Once Programs is selected you will be taken to the programs page and only your programs should be visible.

If other programs are visible, use the search bar to search for a specific program.

Here the status of the program can be seen. It will read

- Draft: The program has yet to be published and cannot collect data
- Published: The program has the ability to collect data if set up
- In revision: Edits are being made and the program will need to be republished after

The screenshot shows a web interface for managing programs. At the top, there is a navigation bar with a home icon, the text "/ Programs", and a user profile for "Nicole". Below this, a section titled "Available Programs | 2 records" contains a search bar with the text "Search" and a filter button labeled "Criminal Justice". A table below lists two programs:

Owner	Program	Strength	Progress	SLOs	Courses	Assess?	Updated	Status	Actions
Social and Behaviora	MA in Criminal Justice College: Social and Behavioral Sciences Department: Social and Behavioral Sciences	100%	67%	7	8	✓	2024-11-18	Published	Manage
Social and Behaviora	BA in Criminal Justice College: Social and Behavioral Sciences Department: Social and Behavioral Sciences	100%	63%	6	8	✓	2024-10-28	Published	Manage

At the bottom of the interface, there is a "Rows per page" dropdown set to 15, a page indicator "1-2 of 2", and a "Page 1 of 1" navigation bar.

3. To open the program page, select manage

Here is the program page where Student Outcomes (PLOs) and Educational Experiences can be added and edited. Also, this is where you can complete the curriculum map.

If the program is published, you will need to select revise to make any updates to outcomes or the curriculum map.

The screenshot displays the user interface for the 'BA in Criminal Justice' program page. The top navigation bar includes a home icon, a hamburger menu, and the user's name 'Nicole' with a dropdown arrow. The breadcrumb trail shows the user is in the 'Programs' section.

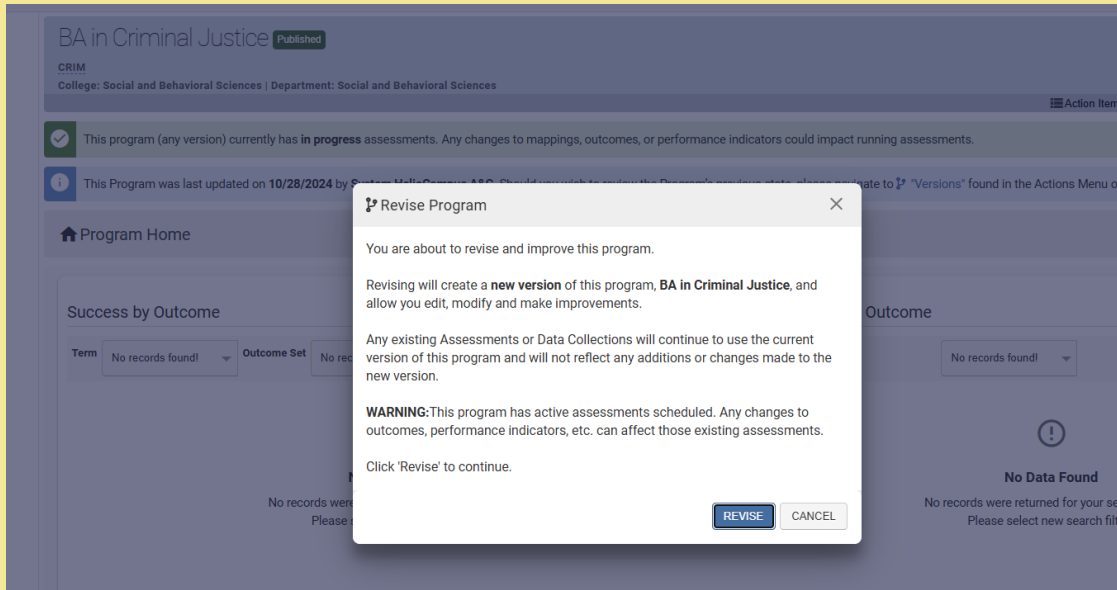
The main content area features the program title 'BA in Criminal Justice' with a 'Published' status tag. Below the title, the department is identified as 'CRIM' and 'College: Social and Behavioral Sciences | Department: Social and Behavioral Sciences'. A 'Revise' button is highlighted with a yellow circle, along with 'Actions' and 'Export' buttons. To the right, there are counters for 'Action Items', 'Notes', 'Documents', and 'Tagged In', all showing zero.

Two informational messages are displayed: a green message indicating that the program has 'in progress' assessments and that changes to mappings or outcomes could impact running assessments; and a blue message stating the program was last updated on 10/28/2024 by 'System HelioCampus A&C' and directing users to the 'Versions' section in the Actions Menu.

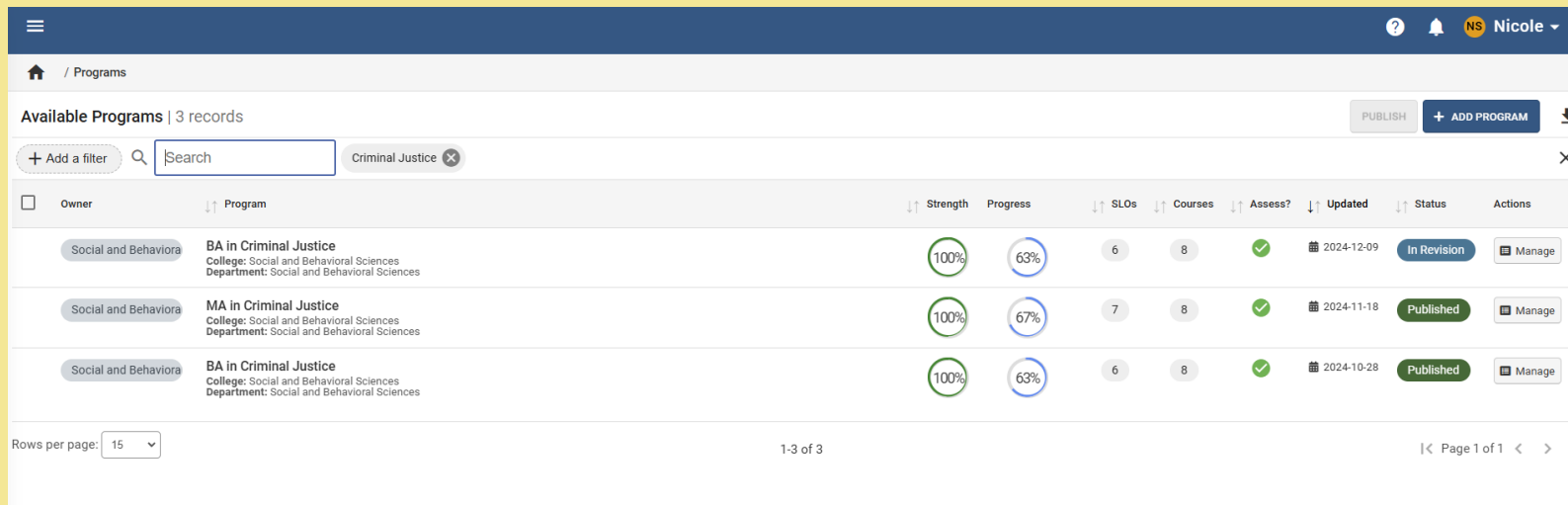
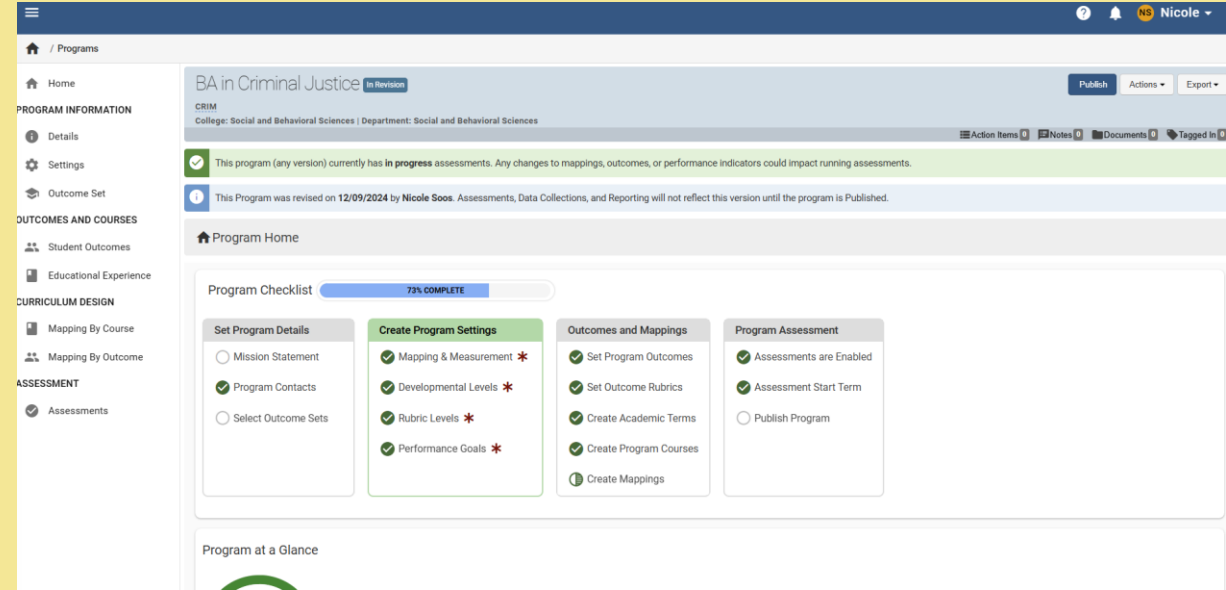
The 'Program Home' section contains two data tables: 'Success by Outcome' and 'Course Success by Outcome'. Both tables have search filters for 'Term' and 'Outcome Set', both of which currently show 'No records found!'. Below each table, a 'No Data Found' message is displayed, stating 'No records were returned for your search filters. Please select new search filters'.

The left sidebar provides navigation options categorized into 'PROGRAM INFORMATION' (Home, Details, Settings, Outcome Set), 'OUTCOMES AND COURSES' (Student Outcomes, Educational Experience), 'CURRICULUM DESIGN' (Mapping By Course, Mapping By Outcome), and 'ASSESSMENT' (Assessments).

When revise is selected, a notice will pop up alerting you that a copy is being made of the existing published page, to continue, select Revise.



This is what the program homepage looks like when it is In Revision or Draft status.



If some edits have been made but you do not finish in one sitting, you can come back to HelioCampus and select to manage the In Revision page. The page will remain In Revision until you select Publish.