

*Office of Institutional Assessment,  
Research and Effectiveness*



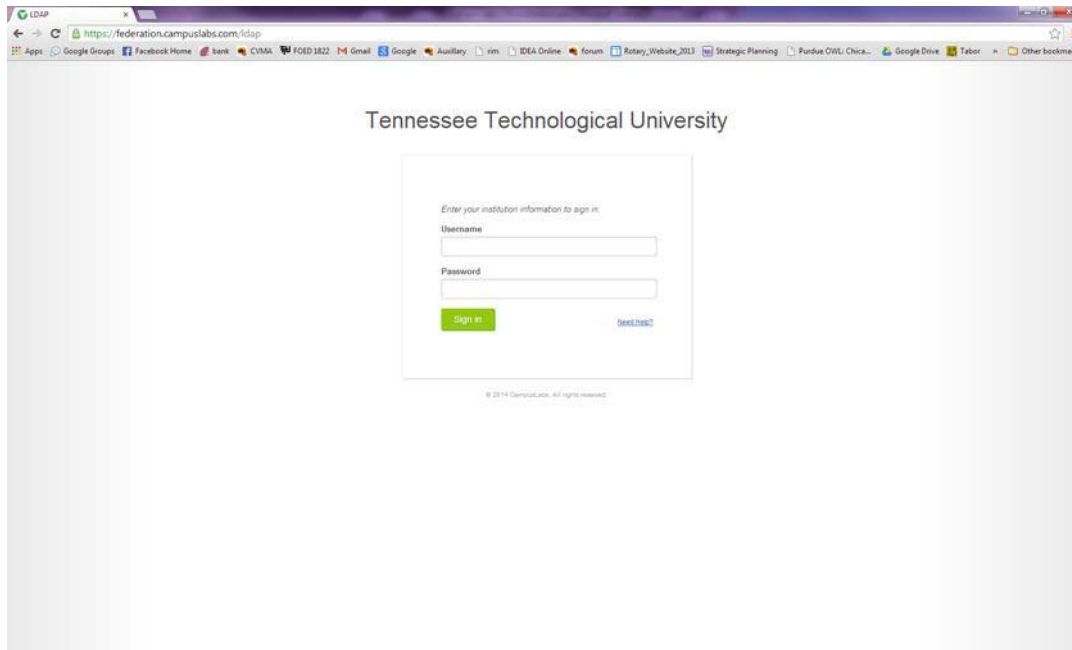
# Institutional Effectiveness Planning

Campus Labs: Adding, Editing, and Report Building Guide

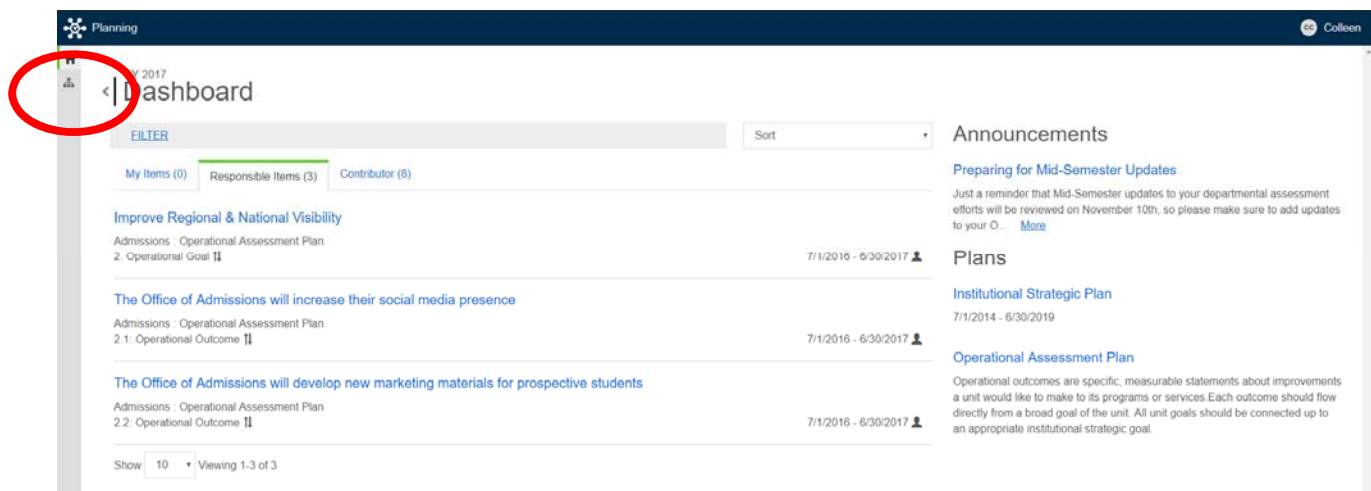


<https://tntech.campuslabs.com/planning> (Please type into Browser.)

**You will need to enter your USERNAME and PASSWORD  
(Note: You will use your TTU credentials.)**



**Click the button below to go to plans.**



**Make sure to select the correct year (defaults to the current planning year).**

Planning FY 2017

Operational Assessment Plan

### Admissions

Plan Items Reports Documents

FILTER Sort + Plan Item

**Office of Admissions Mission Statement**

Admissions Unit Mission 7/1/2016 - 6/30/2017

**Increase Enrollment**

Admissions 1: Operational Goal II 7/1/2016 - 6/30/2017

**Improve Regional & National Visibility**

Admissions 2: Operational Goal II 7/1/2016 - 6/30/2017

**Maintain Excellent Customer Service**

Admissions 3: Operational Goal II 7/1/2016 - 6/30/2017

**Make sure to select Institutional Effectiveness.**

Dashboard

FY 2018

Institutional Effectiveness

My Units Institution

search...

Tennessee Tech University

President

FY 2018 / INSTITUTIONAL EFFECTIVENESS

## Tennessee Tech University

Plan Items Reports Documents

FILTER

There are no plan items associated with the current Time Period, Plan, and Organization

Show 10 Viewing 0-0 of 0

**Notice the file structure on the left side of your screen. You will only see the department(s) in which you have access to in the system in this organizational structure, or you can search for a specific department.**

Planning FY 2017

Operational Assessment Plan

### Admissions

Plan Items Reports Documents

FILTER Sort + Plan Item

**Office of Admissions Mission Statement**

Admissions Unit Mission 7/1/2016 - 6/30/2017

**Increase Enrollment**

Admissions 1: Operational Goal II 7/1/2016 - 6/30/2017

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Admissions 2: Operational Goal II 7/1/2016 - 6/30/2017

**Maintain Excellent Customer Service**

Admissions 3: Operational Goal II 7/1/2016 - 6/30/2017

You should see your planning items.  
Note that it defaults to showing only 10 items.

The screenshot shows a list of planning items in a table format. The table has two columns: 'Goal/Objective/Outcome' and '7/1/17 - 6/30/18'. The items listed are:

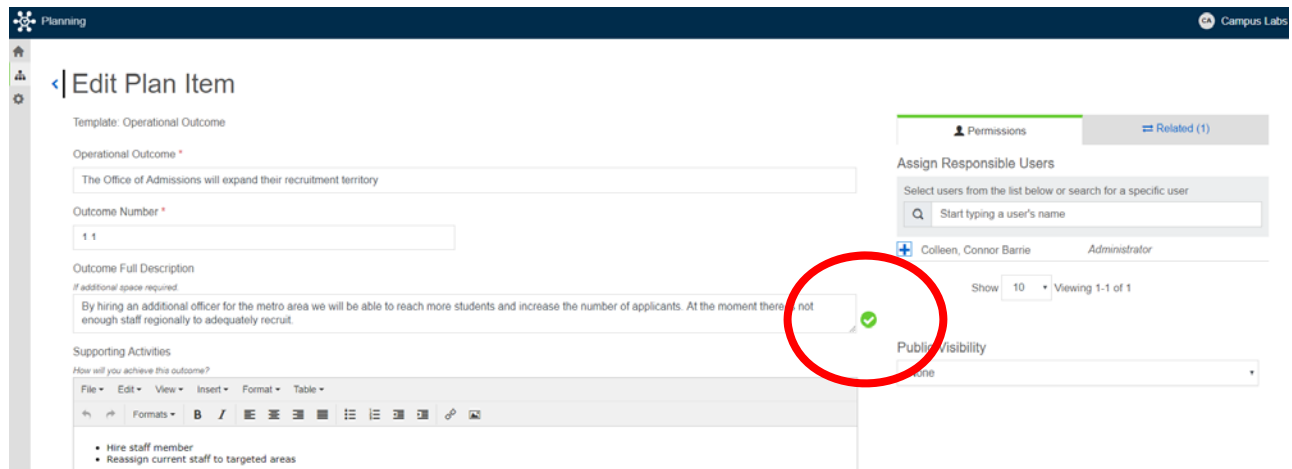
- Goal 4 Senior Exit Exams CCTST General Education
- Assessment Goal/Objective/Outcome
- Goal 5 Quality Enhancement Plan (QEP) Assessment
- Assessment Goal/Objective/Outcome
- Assessment: Assessment Calendar Planning Cycle & Tracking of paper and online implementation
- Assessment Assessment Tools
- Assessment: General Education Standards
- Assessment Assessment Tools
- Assessment: SACSCOC Accreditation Standards and Core Requirements
- Assessment Assessment Tools
- Assessment: THEC performance Funding Assessment Calendar and Rubrics
- Assessment Assessment Tools

At the bottom of the list, there is a 'Show 10' dropdown menu and a pagination control 'Previous 1 2 Next'. Both are circled in red.

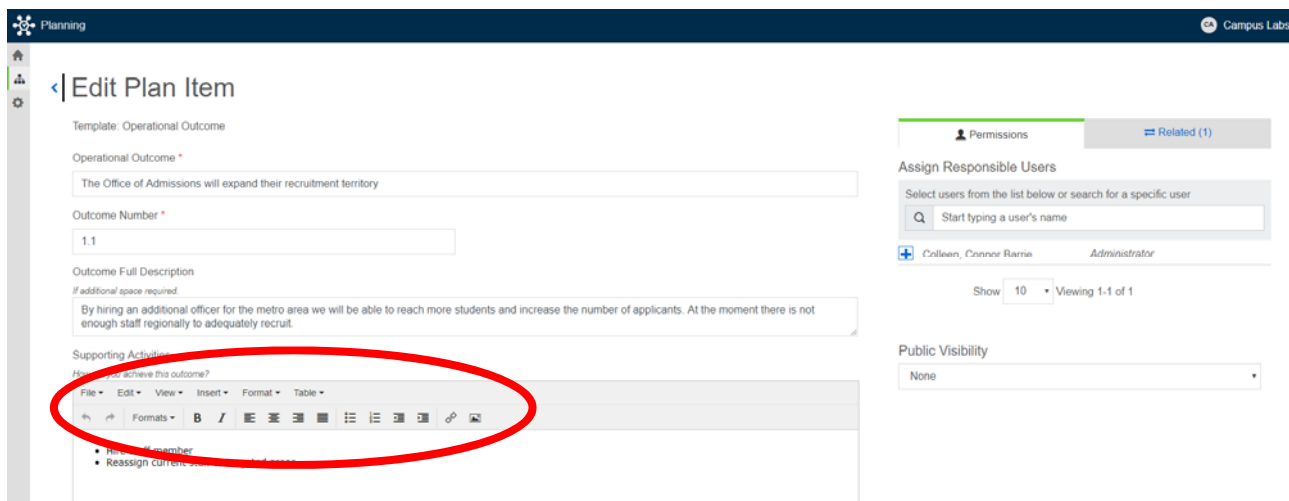
Clicking on a planning item will allow you access the edit screen.

This screenshot shows the same list of planning items as the previous one. The item 'Goal 5 Quality Enhancement Plan (QEP) Assessment' is circled in red, indicating it has been selected.

Note that all changes are automatically saved.



The text editor in each section functions like a word document. (Note: If you are copying/pasting information from a word document, PDF or website, use the *Paste as Plain Text* feature.) You can also add tables by pasting them from Word or Excel.



### Text Editing Tips:

- Paste information in Plain Text.
- Title the item very specifically (Ex: **Definition of Unit: Assessment**; **Goal 1: Faculty Evaluations; Assessment: THEC Performance Funding Rubric**; or **Results: Faculty Evaluations**).
- Table editing is now more fluent with Microsoft Word, Excel, just cut and paste.
- Attachments added to the sections once you have named and saved them after the first time.

### Additional Resources

Support: <https://planningsupport.zendesk.com>

Training Videos: <https://www.campuslabs.com/training/planning/>

Need Immediate Help? Email Campus Labs Support: [support@campuslabs.com](mailto:support@campuslabs.com)