Office of University Assessment



Institutional Effectiveness Planning

Campus Labs: Adding, Editing, and Report Building Guide



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

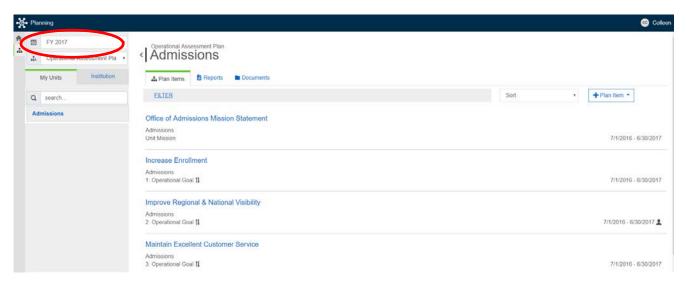
You will need to enter your USERNAME and PASSWORD (Note: You will use your TTU credentials.)

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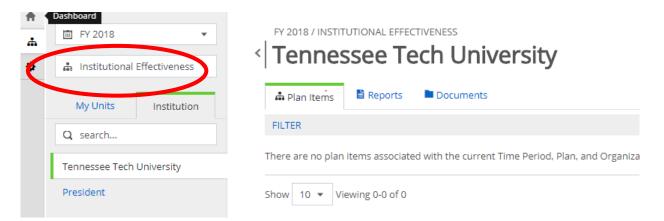
Click the button below to go to plans.

• Ø• Planning		Colleen
< Dashboard		
FILTER	Sort ,	Announcements
My Items (0) Responsible Items (3) Contributor (8)		Preparing for Mid-Semester Updates Just a reminder that Mid-Semester updates to your departmental assessment
Improve Regional & National Visibility Admissions Operational Assessment Plan		efforts will be reviewed on November 10th, so please make sure to add updates to your OMore
2. Operational Goal 1	7/1/2016 - 6/30/2017 💄	Plans
The Office of Admissions will increase their social media presence		Institutional Strategic Plan
Admissions : Operational Assessment Plan 2.1: Operational Outcome 11	7/1/2016 - 6/30/2017 👤	7/1/2014 - 6/30/2019 Operational Assessment Plan
The Office of Admissions will develop new marketing materials for prospective students Admissions : Operational Assessment Plan 2.2: Operational Outcome 1	7/1/2016 - 6/30/2017 👤	Operational outcomes are specific, measurable statements about improvements a unit would like to make to its programs or services. Each outcome should flow directly from a broad goal of the unit. All unit goals should be connected up to an appropriate institutional strategic goal.
Show 10 • Viewing 1.3 of 3		

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



Make sure to select Institutional Effectiveness.



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		Cold
FY 2017 Operational Accessment Pla My Units Institution	Operational Assessment Plan Admissions Appantement Provide the provide the provided the prov	
Q search	Plan Items Reports Documents ELITER	Sort • + Plan Item •
Institution	Office of Admissions Mission Statement	Unit Mission Operational Goal
Enrollment Management	Admissions	Operational Outcome
Admissions	Unit Mission	
	Increase Enrollment Admissions 1: Operational Goal II	7/1/2016 - 6/30/2017
	Improve Regional & National Visibility	
	Admissions 2: Operational Goal 11	7/1/2016 - 6/30/2017 1
	Maintain Excellent Customer Service	
	Admissions 3. Operational Goal 11	7/1/2016 - 6/30/2017

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

Goal/Objective/Outcome 7/1/17 -	6/30/18
Goal 4 Senior Exit Exams CCTST General Education	
Assessment	
	6/30/18
Goal 5 Quality Enhancement Plan (QEP) Assessment	
Assessment	
Goal/Objective/Outcome 7/1/17 -	6/30/18
Assessment: Assessment Calendar Planning Cycle & Tracking of paper and online implementation	
Assessment	
Assessment Tools 7/1/17 -	6/30/18
Assessment: General Education Standards	
Assessment	
Assessment Tools 7/1/17 -	6/30/18
Assessment: SACSCOC Accreditation Standards and Core Requirements	
Assessment	
Assessment Tools 7/1/17 -	6/30/18
Assessment: THEC performance Funding Assessment Calendar and Rubrics	
Assessment	
Assessment Tools 7/1/17 -	6/30/18
Show 10 Viewing 1-10 of 20 Previous 1	2 Next

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

	Goal/Objective/Outcome 7/1/17	- 6/30/18
	Goal 4 Senior Exit Exams CCTST General Education	
	Assessment	
	Goal/Objective/Outcome 7/1/17	- 6/30/18
	Goal 5 Quality Enhancement Plan (QEP) Assessment	
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	Assessment	
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	Assessment: SACSCOC Accreditation Standards and Core Requirements	
	Assessment	
	Assessment Tools 7/1/17	- 6/30/18
	Assessment: THEC performance Funding Assessment Calendar and Rubrics	
	Assessment	
		- 6/30/18
	Show 10 Viewing 1-10 of 20 Previous 1	2 Nev

arning		🙆 Ca	
< Edit Plan Item			
Template: Operational Outcome	L Permissions		
Operational Outcome *	Assign Responsible Users		
The Office of Admissions will expand their recruitment territory		Select users from the list below or search for a specific user	
Outcome Number *	Q Start typing a user's name		
1.1	Colleen, Connor Barne	Administrator	
Outcome Full Description	Guiden, Currial Barrie	Plantin boli di u	
If additional space required.	Show 10 · Viewin	g 1-1 of 1	
By hiring an additional officer for the metro area we will be able to reach more students and increase the number of applicants. At the moment there is not enough staff regionally to adequately recruit.	0		
Supporting Activities	Public Visibility		
Row will you achieve this outcome?	one		
File + Edit + View + Insert + Format + Table +			

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.

anning < Edit Plan Item		e c
Template: Operational Outcome	Permissions	
Operational Outcome *	Assign Responsible Users	
The Office of Admissions will expand their recruitment territory		
Outcome Number *	Q Start typing a user's name	
13		Administrator
Outcome Full Description	Colleen, Connor Barne	Administrator
// additional space inquirmed.	Show 10 • Viewing	g 1-1 of 1
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Supporting Activities	Public Visibility	
150 cycle active this outcome?	None	
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Reconfiguration		
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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: <u>https://planningsupport.zendesk.com</u> Training Videos: <u>https://www.campuslabs.com/training/planning/</u> Need Immediate Help? Email Campus Labs Support: <u>support@campuslabs.com</u>