Office of University Assessment
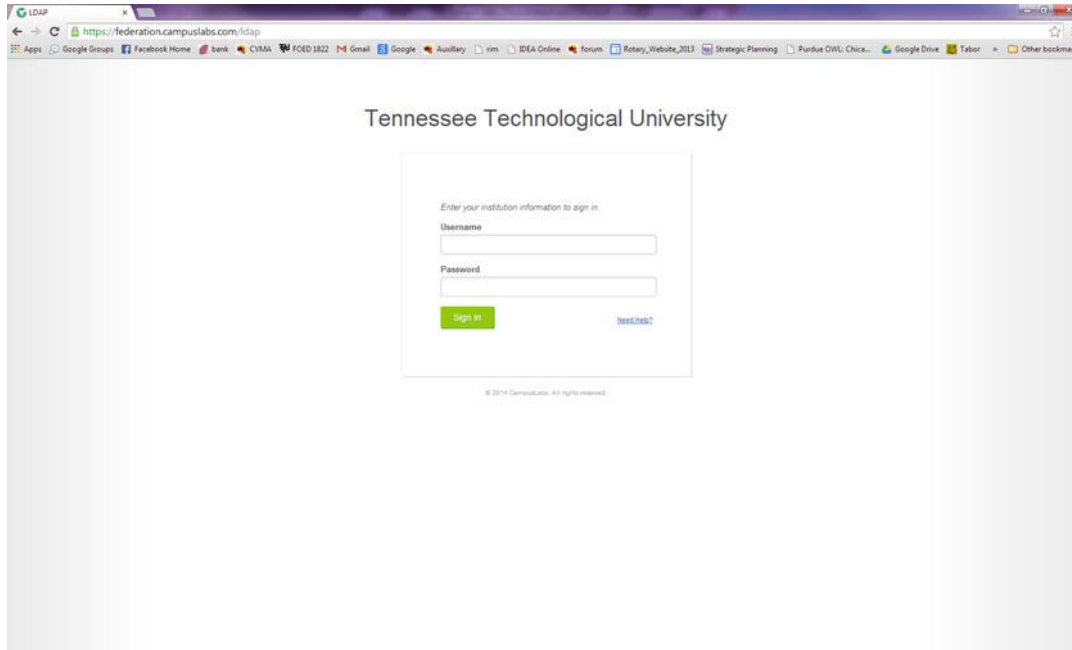
Institutional Effectiveness
Planning

Campus Labs: Adding, Editing, and Report Building Guide
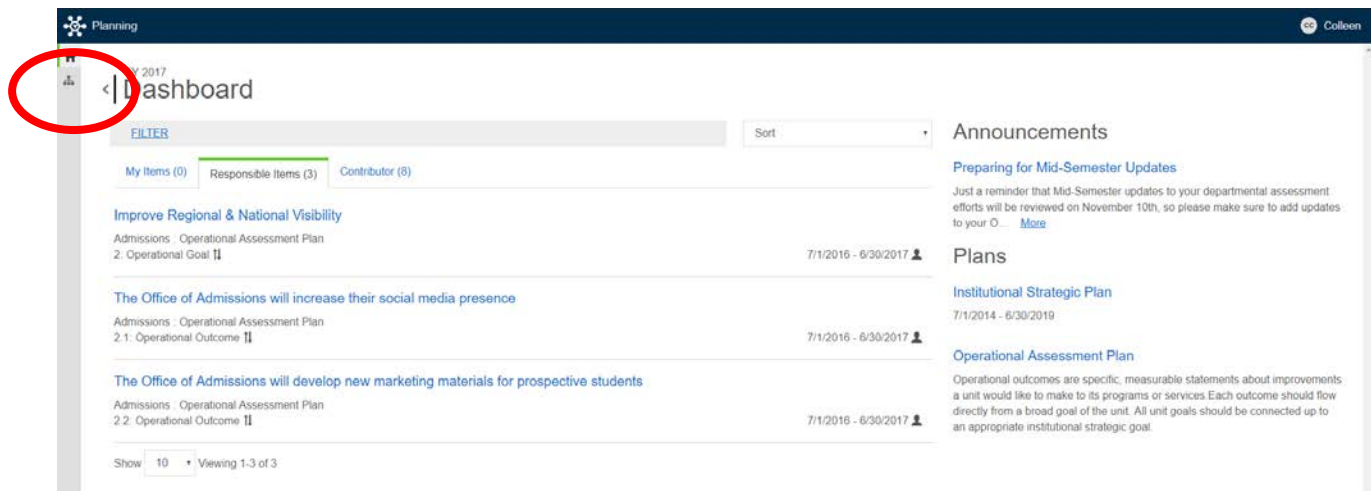
https://tntech.campuslabs.com/planning (Please type into Browser.)
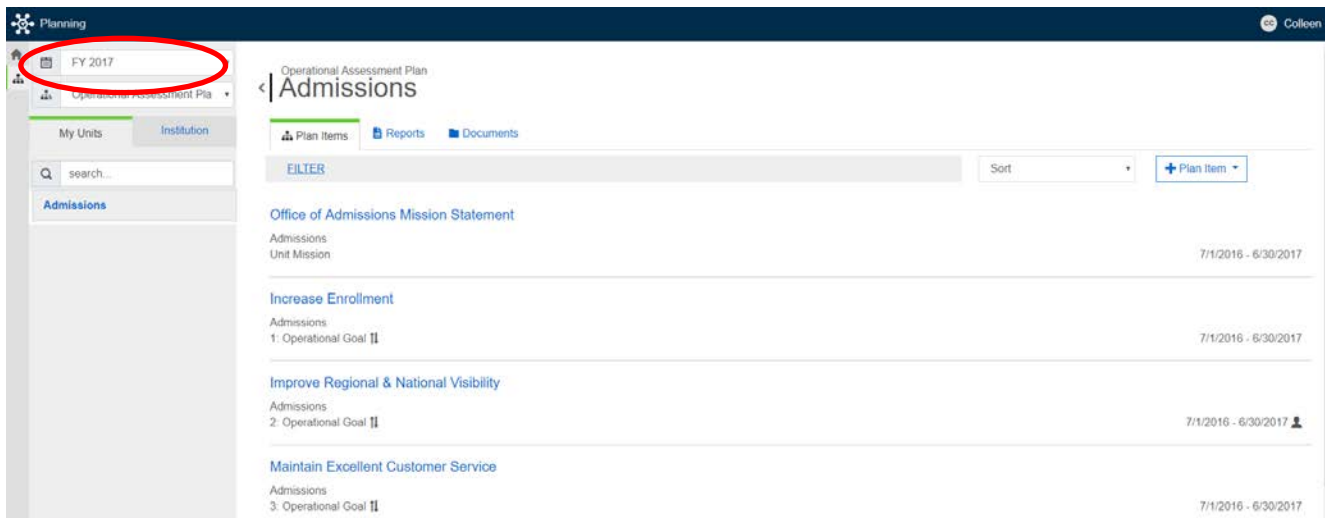
You will need to enter your USERNAME and PASSWORD
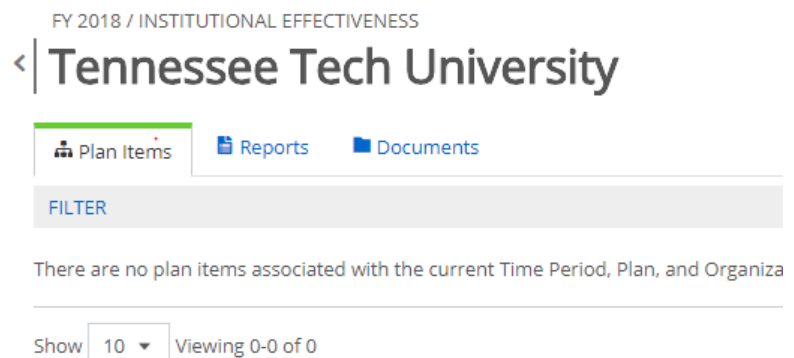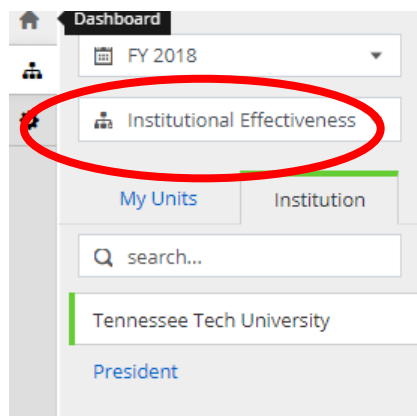**(Note: You will use your TTU credentials.)**

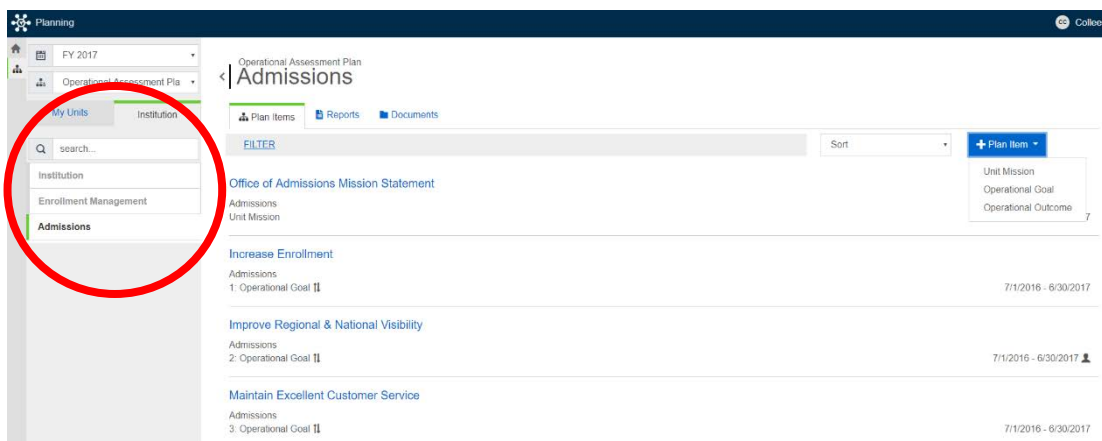**Click the button below to go to plans.**

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.

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

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

Note that all changes are automatically saved.
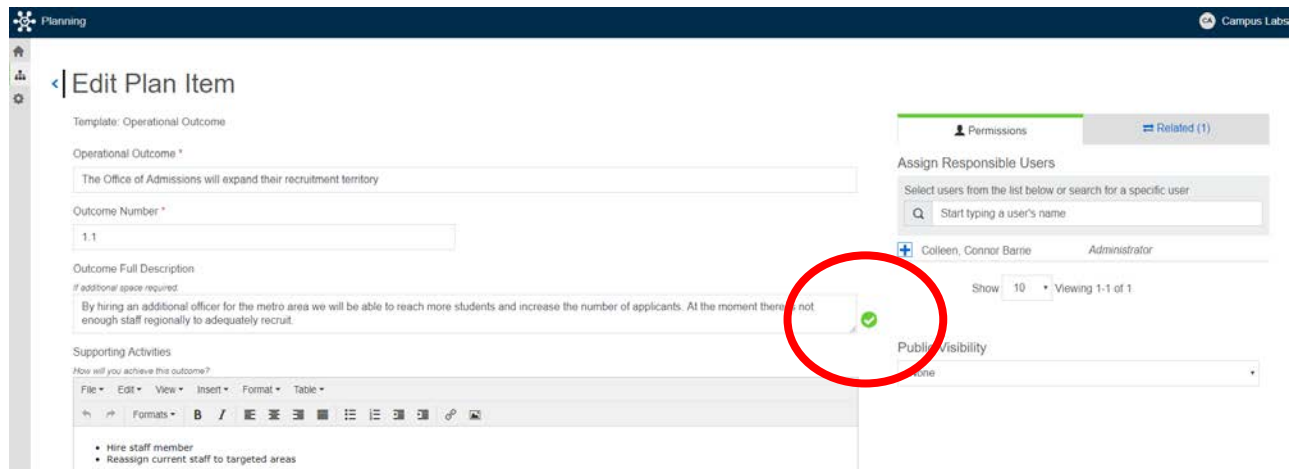
The text editor in each section functions like a word document. (Note: If you are copying/pasting information from a word document, PDF or website, use the *Paste as Plain Text* feature.) You can also add tables by pasting them from Word or Excel.
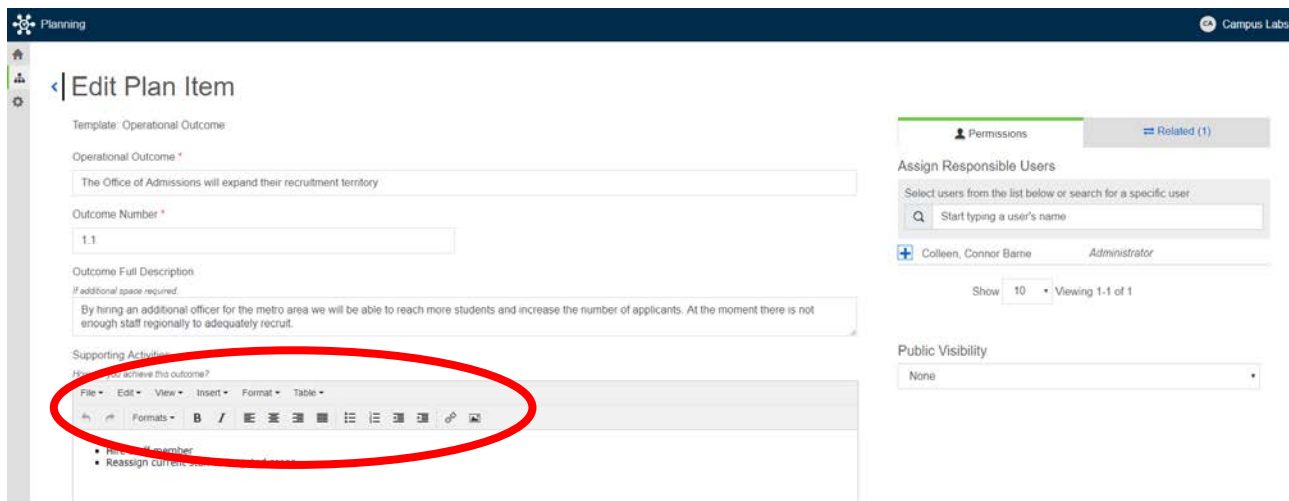
Text Editing Tips:
- Paste information in Plain Text.
- Title the item very specifically (Ex: Definition of Unit: Assessment; Goal 1: Faculty Evaluations; Assessment: THEC Performance Funding Rubric; or Results: Faculty Evaluations).
- Table editing is now more fluent with Microsoft Word, Excel, just 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