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Logging In

- Open Campus Labs in your browser: https://coastal.campuslabs.com/. You can also access the program from the Faculty and Staff page under Quick Links: https://www.coastal.edu/info/facstaff/.
- Sign in with your CCU Username and Password.

![Please enter your CCU Username and Password]

Getting Assistance

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Campus Labs Help Center: https://campuslabs.zendesk.com/hc/en-us/ or link directly from the Planning Dashboard screen.
Selecting from the Campus Labs Tools

- Select the *Planning* link.
Navigating the Dashboard

- Select the **Planning** link to return to the CCU Campus Labs Tools page.
- Select the **Notifications** link to view the notification history of or download previously generated reports.
- Select Name link to access product support resources and to log out.

Dashboard and Plans tabs: Select the **Dashboard** tab to return to the main Dashboard at any time. Select the **Plans** tab to navigate between templates and fiscal years.

- Fiscal Year: The current fiscal year will be set as the default. Select the **Plans** tab to navigate to a different time period if necessary.
- Only plan items falling within the default year will be viewable in the dashboard.
Filtering Dashboard Items

- Select the *FILTER* link to show specific items in Plans, Progress Options, and Templates.
  - This example will display Unit Objectives/Outcomes that are In Progress for a given Unit Assessment Plan.

- Select *Apply Filters* to confirm the selection.
- Select *Clear Filters* to remove filter selections.
Sorting Dashboard Items

- Select the ▼ in the Sort box to sort the screen by the desired list item.
- Select Number Identifier to group by Unit Goals and corresponding Unit Objectives/Outcomes.
- Select Default in the drop-down list to return to the original sorting order.

Workflow Tabs

- My Items: Any items you have created. We will only be using the My Items tab during the initial upgrade.
- Responsible Items: Any items assigned to you.
- Contributor: Any items you can edit based on your permissions.
Announcements and Plans

**Announcements**

Shared Documents
Document directory containing user guides, Student Achievement Fund Request documents, etc.

2019-2020 Preliminary Assessment Plans are due by March 15, 2019

2019-2020 Student Achievement Funding Proposal Deadline
The deadline for submitting proposals for the 2019-2020 academic year is March 18, 2019. Visit the Student Achievement Funding website for additional information.

**Plans**

Strategic Plan 2016-2021 High-Impact Engagement

Unit Assessment Plan

Announcements: Contains current news, due dates, the most recent version of the Campus Labs Planning User Guides, etc. Select each announcement to read additional information or download documents.

Plans: Plans you have access to review and/or edit. All users have review access to the University's strategic plan. To gain quick access to your unit assessment plan, select the Unit Assessment Plan link. This is the plan template you will use to create and edit your assessment plans and reports.

Some Notes About Navigation

- As you navigate through the system, current selections will be identified by a green bar at the top or side of a tab.

- Select the symbol to return to the main Plans tab.
Creating Assessment Plans

- Select the Plans tab to view, create, and edit plans (templates) available.
- Use the FY drop-down menu to select the appropriate fiscal year.
- Use the Plan drop-down menu to select the template you want to work with. Select the Unit Assessment Plan template.

- Your department and others you have access to are listed under the My Units tab.
- Navigate to and select the desired unit or program.

Creating Unit Goals

- Select the Plan Item drop-down list to create a new Unit Goal.
- Select Unit Goal.
Unit Goal Template:

- Select the large blue *Done* button at the lower right corner of the template to save your work.
Creating Unit Objectives and Student Learning Outcomes (SLOs)

- Select the Plan Item drop-down list to create a new Unit Objective/Outcome.
- Select Unit Objective/Outcome.

Unit Objective/Outcome Template:

- Number the objectives and SLOs sequentially to correspond with the associated goal. Number as 1.1, 1.2, etc.
- Select Objective or Student Learning Outcome.
- Enter brief title for objective or SLO.
- Enter the complete objective or SLO.
- Remember to use one measurable verb for each objective or SLO.
• Select the large blue *Done* button at the lower right corner of the template to save your work.
Attaching Documents to Objective/SLO fields

- Select the +File link corresponding to the field (i.e. description of assessment).

- Navigate to and select the file you want to upload.
- Select Open.
- You will be returned to the Unit Objective/Outcome template and the file will be attached.

Sharing Documents Across Plan Items

Documents may be added to the plan Documents repository and linked across different plan items (Objectives/SLOs).

- Select the Documents tab from the Plans tab.
- Document features include:
  - +File – Select to add a new file
  - +Folder – Select to create a folder(s) to organize documents
  - Rename – Select to rename the main Files directory
  - Delete (trash can) – Select to delete the Files directory
Uploading Files

- Select the +File link.
- The upload window will open on your computer:

![Open File Window](image)

- Navigate to and select the file you want to upload.
- Select Open.
- The file is now uploaded.

Adding the Uploaded Files to the Plan Item

- Select +Linked Document under the text box associated with the uploaded file(s).
- Navigate to and select the file to upload.
- Select the Link Documents button.

Pasting as Plain Text

- If copying text from a Word document highlight and copy the text to the clipboard.

![Description of Assessment](image)

- Select Edit, Paste as Text to copy the text into the text box.

![Plain Text Mode Notification](image)

- The plain text mode notification box will open.
- Position your cursor over this box and select CTRL+V to paste your copied text into the box.
- Select the to close the plain text mode notification box.

Deleting Plan Items

- Select the Delete button at the lower left corner of the template to delete plan items.
Printing Plan Items

- Select the Read View button at the lower right corner of the template to open printing options.
- Select the Print button to select print options.

![Print Options](image)

- Select the large blue Print button to print the page(s).
- When finished, select the Go to Item in Planning link to return to the plan item.

Establishing Related Item Connections

Relating Unit Objectives/SLOs to Unit Goals

To establish a connection or relationship from one plan item to another (e.g. connect unit objectives/SLOs to unit goals), open the objective/SLO you wish to establish the connection for. It is recommended that you establish relationships from the bottom up; from unit objectives/SLOs UP to unit goals.

![Related Tab](image)

- Select the Related tab within objective/SLO.
- Select the +Supports link.
Campus Labs User Guide:
Assessment Planning & Reporting

- Navigate to the correct organizational using the Search box or clicking through the organizational chart.
- Select the unit.
- A list of plan items available to establish a relation with will be visible.

- Select the plus button to establish the relation with the desired goal.
- You will see that the relation has been established.

- Select the Back to Plan Item link at the bottom right corner of the screen to return to the objective/SLO.
Relating Unit Objectives/SLOs to Strategic Plan Goals and Objectives

Relations may be established between unit plan objectives/SLOs and the strategic plan objectives.

- Select the **Related** tab within objective/SLO.
- Select the **+Supports** link.
- Select **Strategic Plan 2016-2021 High Impact Engagement** from the plan drop-down list.
- Select **Coastal Carolina University** from the organizational structure.
• Strategic Goals and Strategic Objectives will be listed.
• Select the plus button to establish the relation with the desired goal or objective.
• You will see that the relation has been established.

NOTE: You can use the FILTER to see only Strategic Goals or Strategic Objectives.

Removing Relationships

• Relationships can be removed by selecting the "x" beside the goal or objective you want to remove the relationship with.
Completing Assessment Reports

The *Analysis of Results* and *Use of Results for Continuous Improvement* fields are part of the Unit Objective/Outcomes template. Information is added to these two fields to complete the annual assessment report.

**Adding Analysis of Results**

- Select the Unit Objective/Outcome to edit from the Plan Items tab.
- Scroll to the *Analysis of Results* field to enter information.
- When complete select the blue *Done* button at the lower right corner of the template to save your work.

**Adding Use of Results for Continuous Improvement**

- Scroll to the *Use of Results for Continuous Improvement* field to enter information.
- When complete select the blue *Done* button at the lower right corner of the template to save your work.

**Inserting Tables**

- Select *Insert, Table* from the top menu bar.
• Highlight the number of rows and columns to include.
• Left-click to add the table.

The table tool bar will open and allow you to edit the rows and columns of the table.
• The same options are found under the Table option in the top menu bar.

Inserting Images

Files can be saved as images and inserted in the Analysis of Results and/or Use of Results for Continuous Improvement fields.

• Select the Insert, Image link from the top menu bar
From the Source field, navigate to the location of the image to be included.
Select Open to insert the image.

Finalizing the Assessment Report

After all information has been entered into the Unit Objective/Outcome fields, update the Progress status to Complete. Do this for all related goals, too.
Marking plan items as Complete indicates the plan item assessment information has been entered for the reporting year. Marking as Complete does not imply that the goal or objective/outcome is complete.
Printing the Unit Assessment Plan and/or Report

- From Plan Items tab navigate to the desired unit.

- Use the FY drop-down menu to select the appropriate fiscal year.
- Use the Plan drop-down menu to select the Unit Assessment Plan.

- Select the Reports tab.
Available reports will be listed. Select the **View Report** link to select various report options.

Select **Customize Dates**.

The **Customize Dates** link will allow you to choose the desired FY for the report. Modify dates and select the **View Report** button to open a new tab and view the report. Close the report tab to return to the Custom Report Date Range page.

Select the symbol or to return to the main Plans tab.