Campus Labs planning module user guide Prepared by the L&C Student Life Assessment Committee

This guide will assist Campus Labs users in creating and documenting strategic plan items within the planning module. The following pages provide navigational information and relevant step-by-step instructions.

For more in-depth resources and support for Campus Labs platforms, visit campuslabs.zendesk.com/hc/en-us/

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Visit <u>lclark.campuslabs.com/home</u> to access the

Campus Labs dashboard



surveys

results

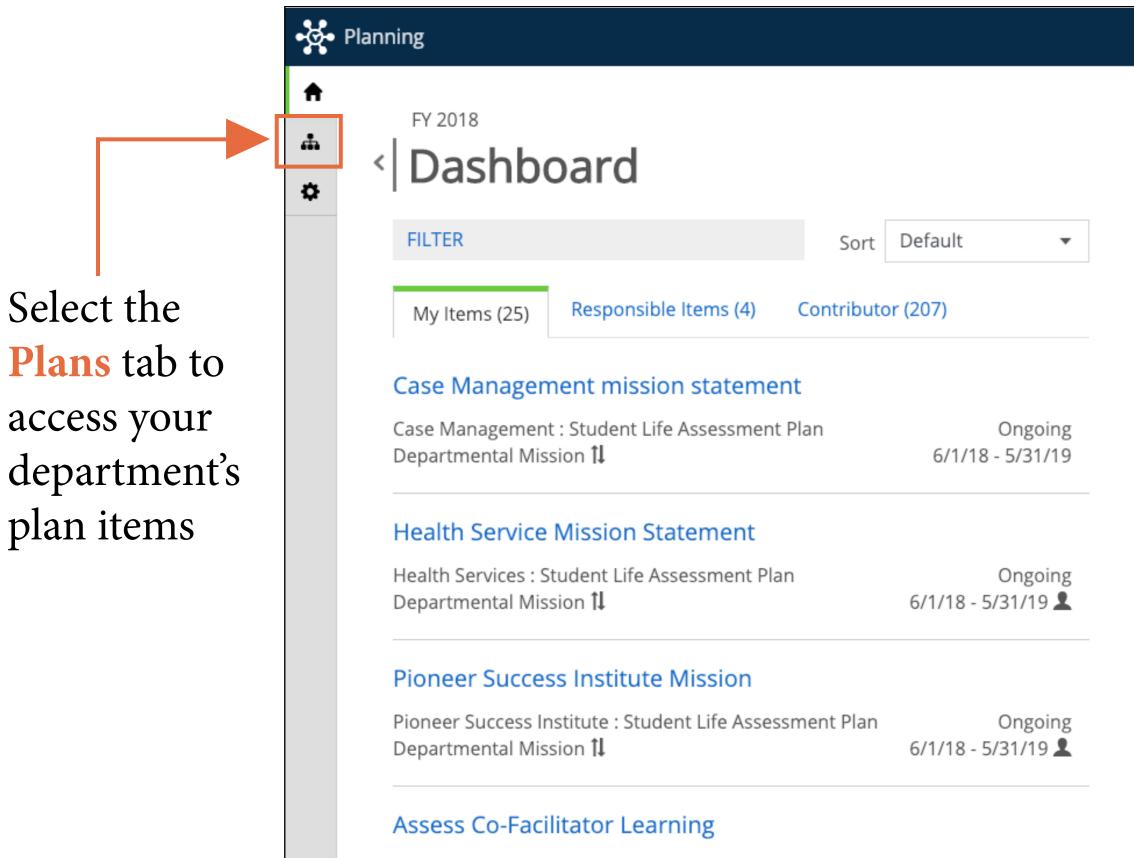
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Manage course rosters, course evaluations, and more with a personalized dashboard

Use **Planning** to track and update your department's strategic activities

The Planning dashboard displays plan items owned by the user



Pioneer Success Institute : Student Life Assessment Plan

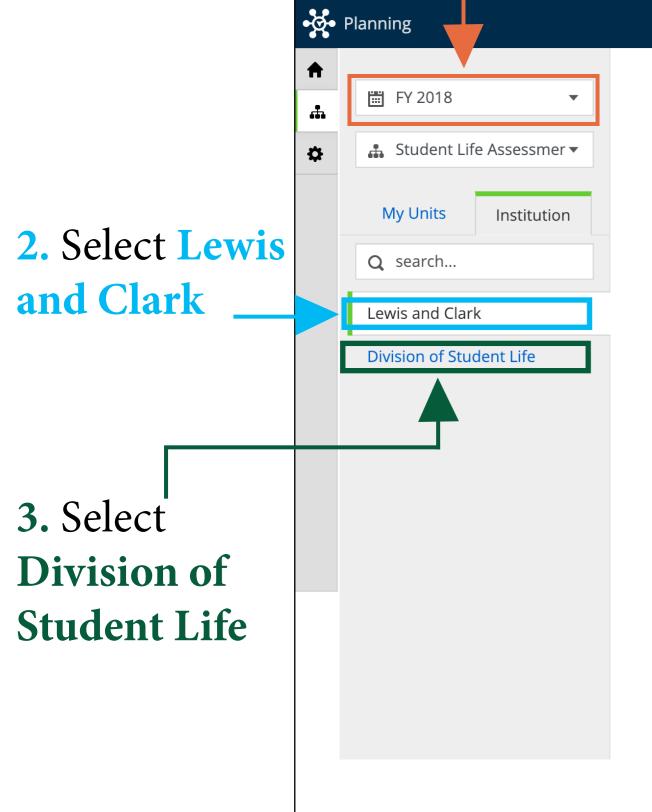
Completed

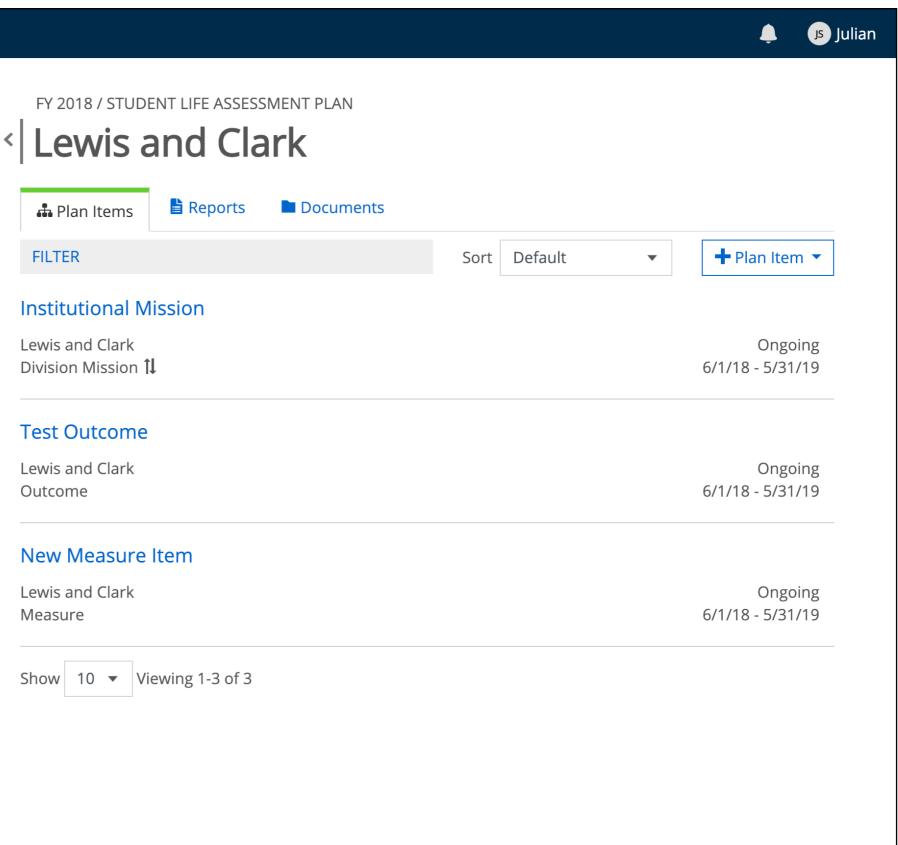
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Plans

Student Life Assessment Plan

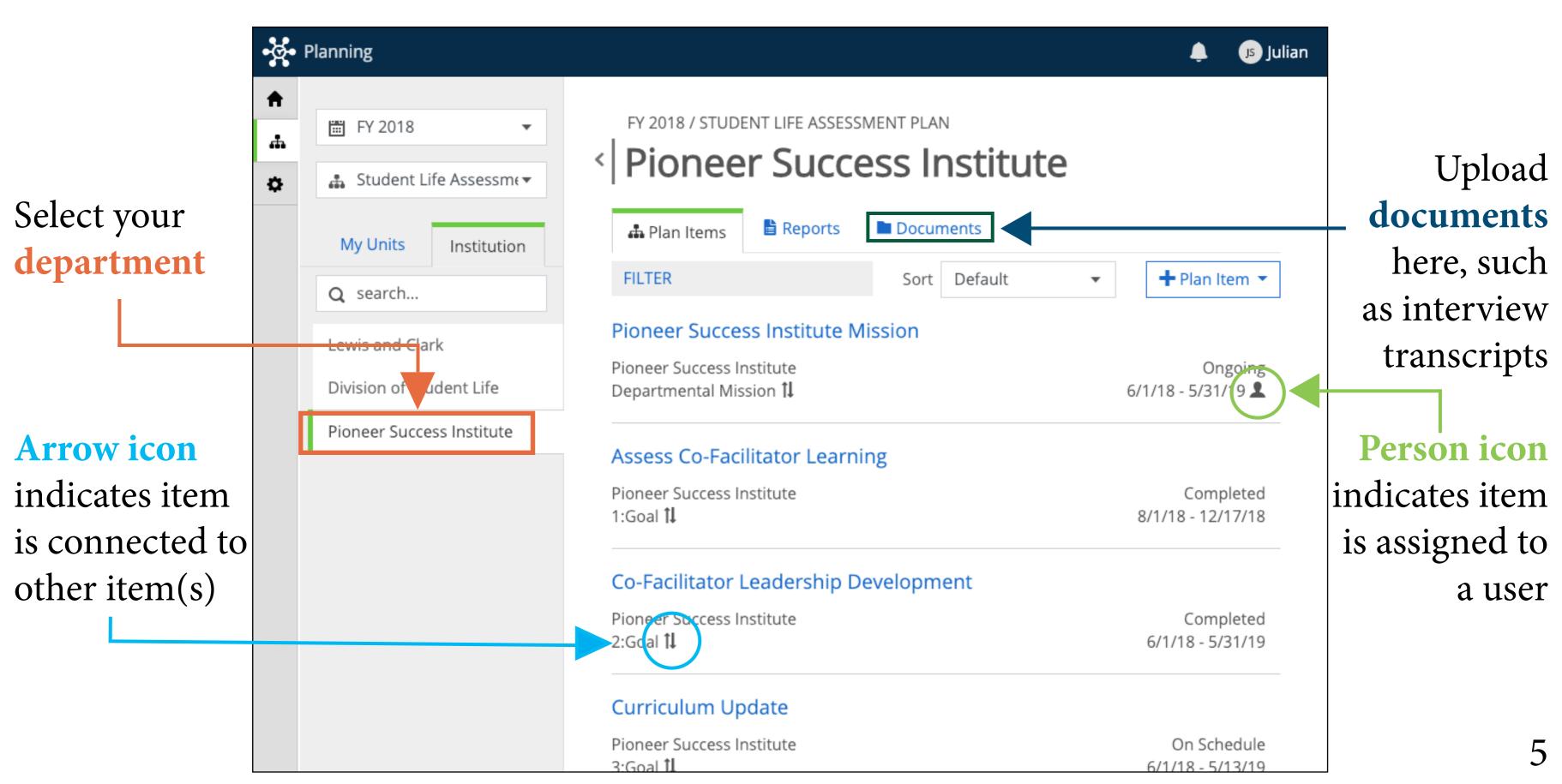
1. Select the current fiscal year





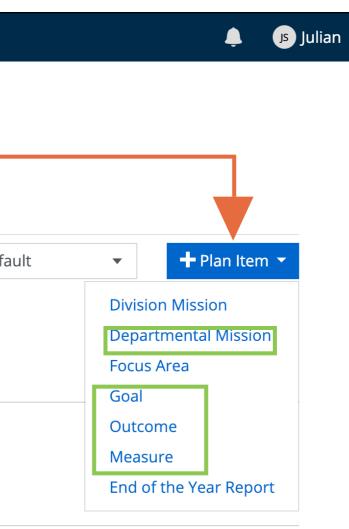


View your department's plan items



Click this button to add a plan item

Planning	
📰 FY 2018 🔻	FY 2018 / STUDENT LIFE ASSESSMENT PLAN
🔒 Student Life Assessmer 🔻	Pioneer Success Institute
My Units Institution	🛱 Plan Items 📄 Reports 📄 Documents
Q search	FILTER Sort Defa
Lewis and Clark	PSI Mission Statement
Division of Student Life	Pioneer Success Institute Departmental Mission 1
Pioneer Success Institute	Assess Co-Facilitator Learning
	Pioneer Success Institute 1:Goal 1
	Co-Facilitator Leadership Development
	Pioneer Success Institute 2:Goal 1
	Curriculum Update
	Pioneer Success Institute 3:Goal 1
	Selecting support resources
	Pioneer Success Institute 4:Goal 1



Completed 6/1/18 - 5/31/19

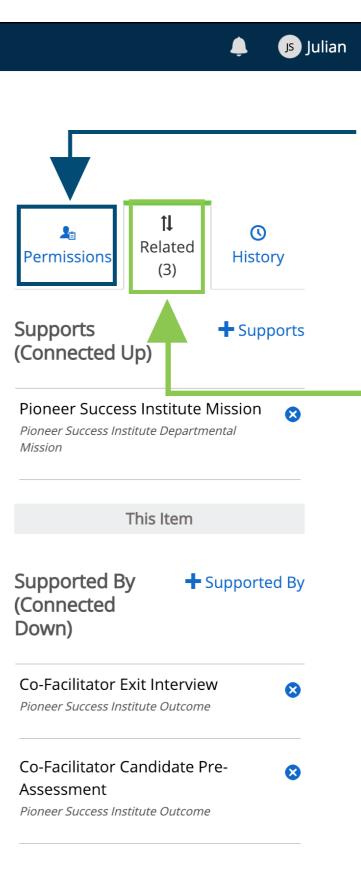
On Schedule 6/1/18 - 5/13/19

Completed 8/1/18 - 12/17/18

Department mission, goal, outcome, and measure are typical plan items

Fill in your plan item (pg. 1 of 2)

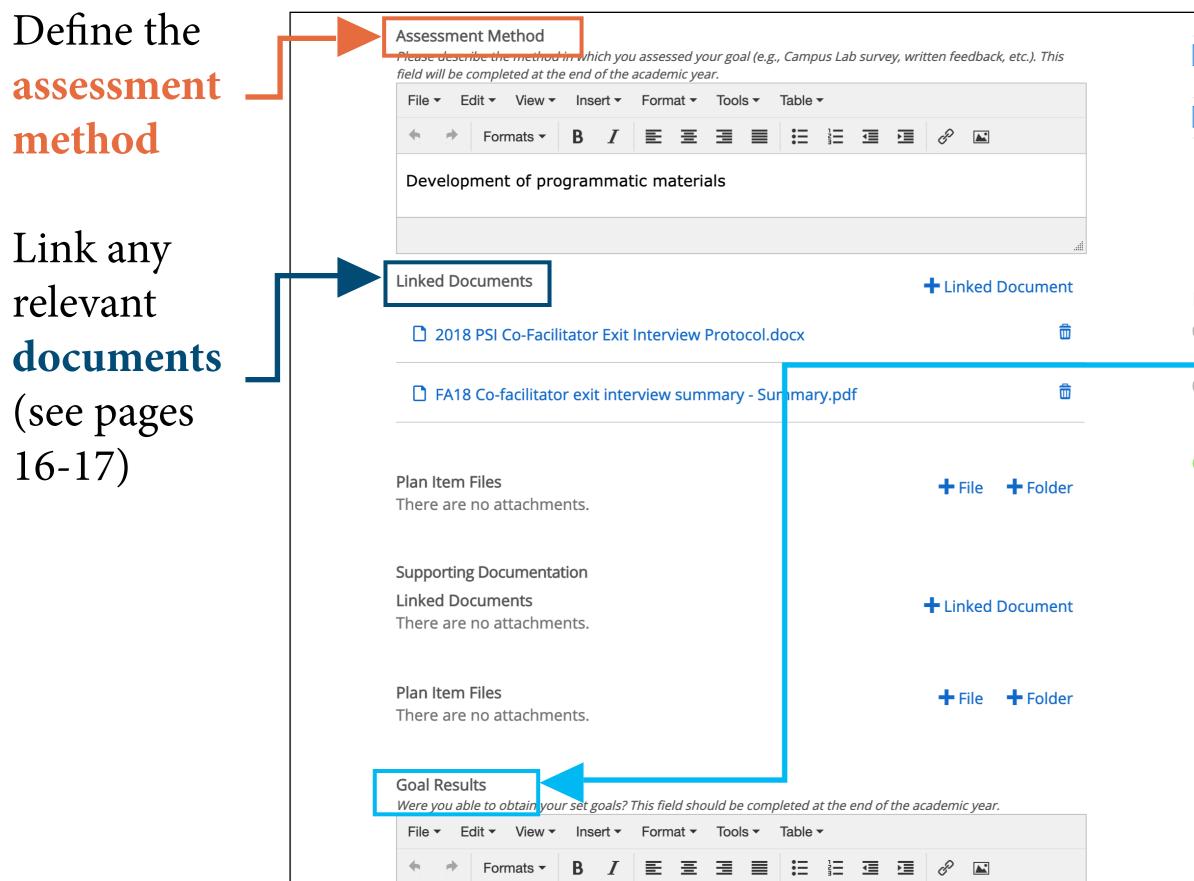
Number —	• Q• Planning
plan items	FY 2018 / STUDE NT LIFE ASSESSMENT PLAN
sequentially,	 Edit Plan Item
beginning with	Template: Goal
"1." This orders	New Number Identifier Field *
items in reports.	1
	Title * Assess Co-Facilitator Learning
Provide a	Start *
descriptive title	08/01/2018
-	End *
"In progress"	12/17/2018
and "ongoing"	Progress
goals will	Completed Providing Department *
surface in	Pioneer Success Institute
dashboard view	Description of Goal File ▼ Edit ▼ View ▼ Insert ▼ Format ▼ Tools ▼ Table ▼
	File \bullet Edit \bullet View \bullet Insert \bullet Format \bullet Tools \bullet Table \bullet \bullet \bullet Formats \bullet B I E
	Beginning in the fall 2018 semester, PSI will evaluate the performance of student co-facilitators and measure the educational impact of participation for these student leaders.



Permissions assign plan items to users. Assigned items will surface in dashboard view

> Use related to connect to related plan items (details see pg. 9)

Fill in your plan item (pg. 1 of 2)

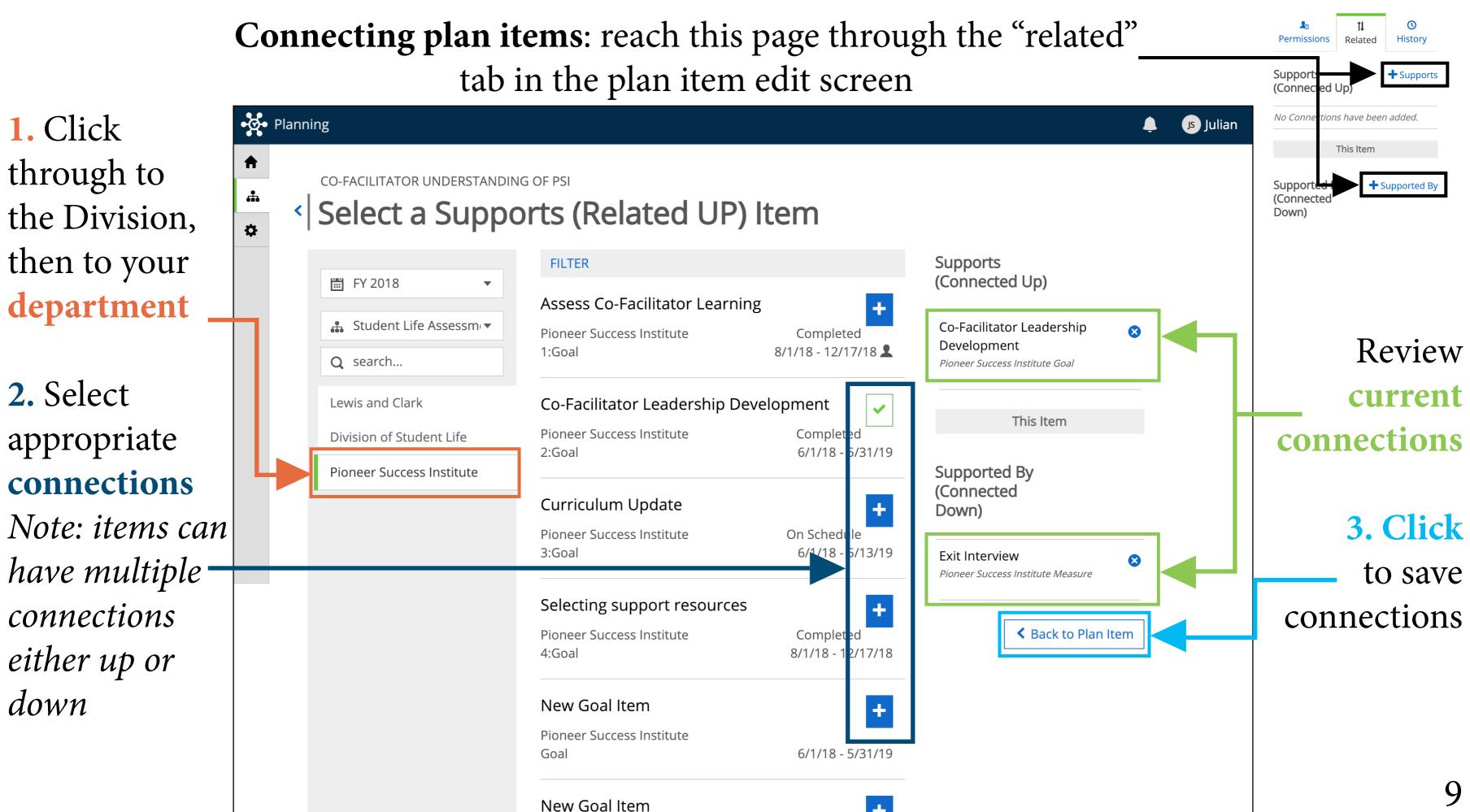


	Sandi		
+	Brooks,	Administrator	
	Rebecca		
÷	Buck, Angela	Administrator	
	Show 10 🔻 N	/iewing 1-10 of 29	
	Previous 1	2 3	
	_		
	Next		E
lte	m Visibility		
\bigcirc	Private		
\bigcirc	Item is not public		
	Org Level Permission Viewable to users at org level or lower All Users Item is viewable to a system	a providing	

Update the results of your goal at the end of the academic year

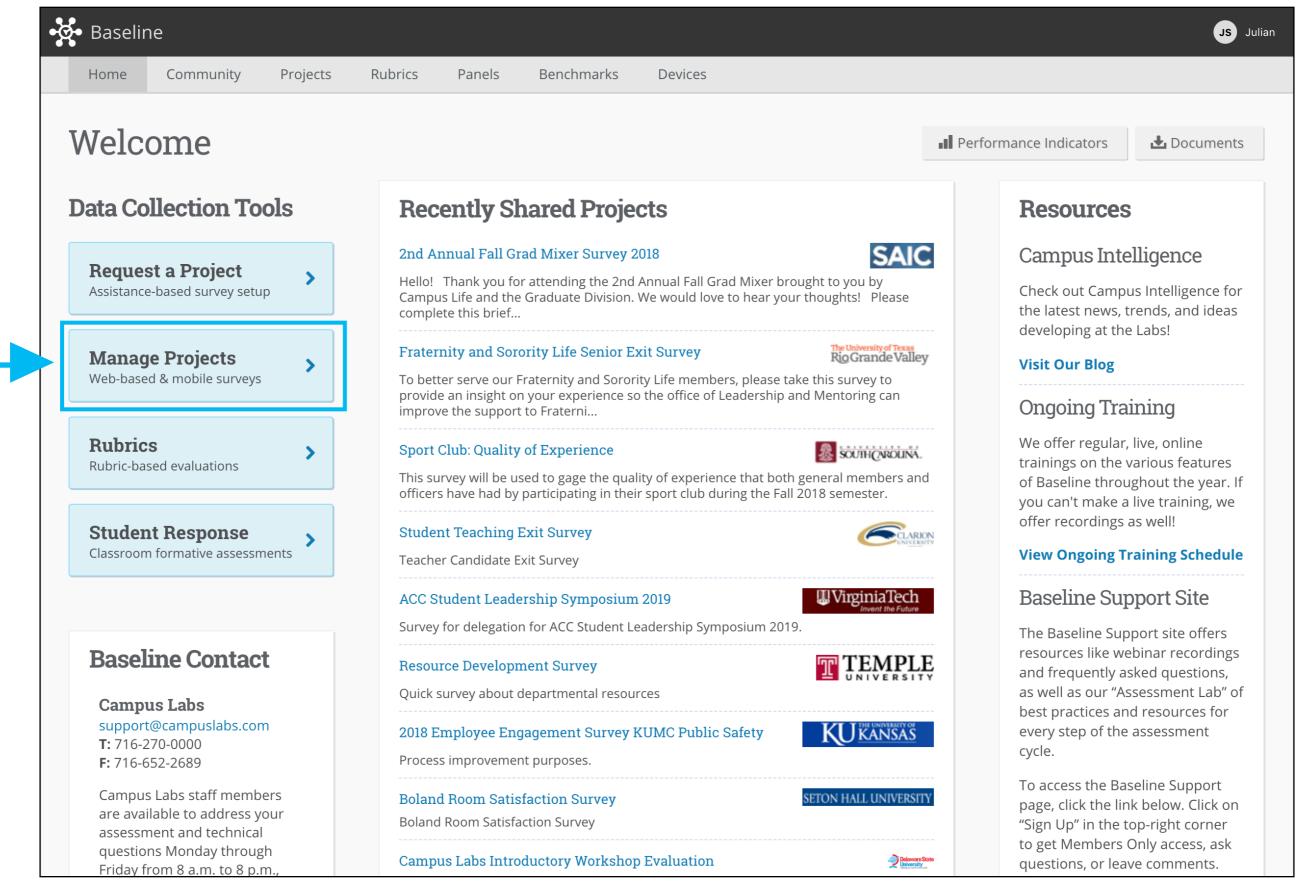
Scroll to bottom of page to save with "Done"

tab in the plan item edit screen



Saving baseline survey data for export (pg. 1 of 4) lclark.campuslabs.com/baseline

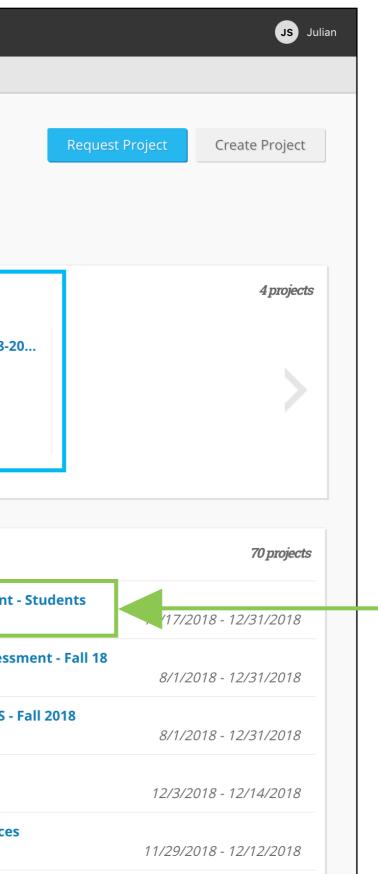
Begin at the baseline homepage



2. Click Manage Projects

Saving baseline survey data for export (pg. 2 of 4)

3. Search for a	• Q • Base	eline						
specific project	Home	Community	Projects	Rubrics	Panels I	Benchmarks	Devices	
here		ects						
	Sear	ch Type Pr	oject Title			All Departmer	nts 🔻	
	Act	ive						
		SLI Intern Eval Career Center		Career Cent		Career Cente		SAPES Evaluation 2018 Health Promotion
Active projects		24 days remaini	Ing	24 days ren	maining	144 days rei 214	maining	144 days remaining 4 32
—							•	
display here	Sch	eduled		alendar		0 projects	Close	d
			There are no s	scheduled proj	iects		Industry Career Co	Meet & Greet Assessmen enter
			<u>Request Proje</u>					Learning Outcomes Asses
							Student Testing Experience in SSS Student Support Services	
							LLC Fall Campus	2018 Survey Living
							Leveragi Career Co	i ng Your Global Experienc o enter



4. Click on a **project** to continue

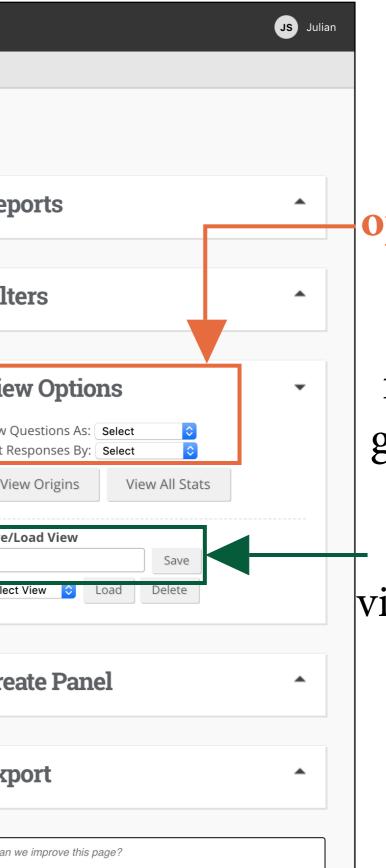
Saving baseline survey data for export (pg. 3 of 4)

•**Q**• Baseline Community Projects Rubrics Panels Benchmarks Devices Home **Project Results** Project Dashboard 5. Click the R PSI 2018 - Week B Add/Remove Administration Type: Web Date Created: 9/14/2018 8:56:26 PM Date Range: 9/19/2018 12:00:00 AM - 12/3/2018 11:59:00 PM Questions tab. F Total Respondents: 255 **Add/Remove Questions** Results Identified Respond **6.** Select Apply V question(s) **Related Projects Project Questions** from the Sa Ques ions that exist in the current project: survey relevant Select Al Q1. Lead Facilitator: to your plan Q2. Student Co-Facilitator: **Q** 3. How would you define "institutional memory"? 🔽 Q 4. What is one action you can take in your first year at L&C to promote an inclusive community? item С Q⁵. If you would like to receive information about any of the following offices and organizations, please check below. our email address will be provided to their leadership: Q<mark>5</mark>. What email address would you like us to provide to the above organizations? E

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leports	•	
'ilters	•	
view Options	•	7. ClickApply
ew Questions As: Select ort Responses By: Select View Origins View All Stats we/Load View Save		
Select View 🗘 Load Delete		
create Panel	•	
xport	•	
can we improve this page?		12

Saving baseline survey data for export (pg. 4 of 4)

Questions with	• 🖉 • Baseline	
pre-set answer	Home Community Projects Rubrics Panels Benchmarks Devices	
selections	Project Results <pre></pre>	
will display	RA Staff Team Fall 2018 Survey	Re
response	Administration Type: Web Date Created: 11/8/2018 7:21:13 PM	
counts	Date Range: 11/14/2018 12:00:00 AM - 12/5/2018 11:59:00 PM Total Respondents: 44	Filt
	Results Iden Iden ified Respondents Add/Remove Questions Image: Cross Tab Q1. How long have you by en an RA?	View
Click the	Count Percent	Sort F
Responses —	23 52.27% 1 or more 44 Respondents 1000000000000000000000000000000000000	Save
view expander	Frequency Marcross Tab	Sele
to display all	Q3. I have found our Lead RA to be in helpful in the following ways: Count Percent	_
answers to	↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	Cre
open-ended	Questions Per Page 10	
questions		Ex
		How can



8. View options order questions and select frequency or graph display

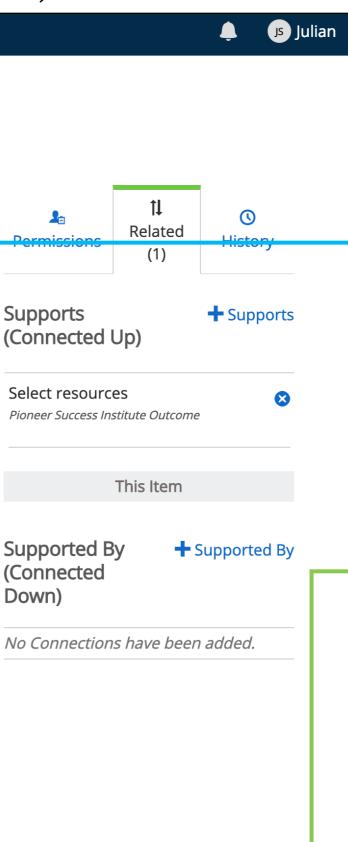
9. Name the view and click save

Linking data to plan items, method 1: importing from baseline (pg. 1 of 2)

1. Begin by editing the measure you wish to link data to

Note: baseline data links only to measures

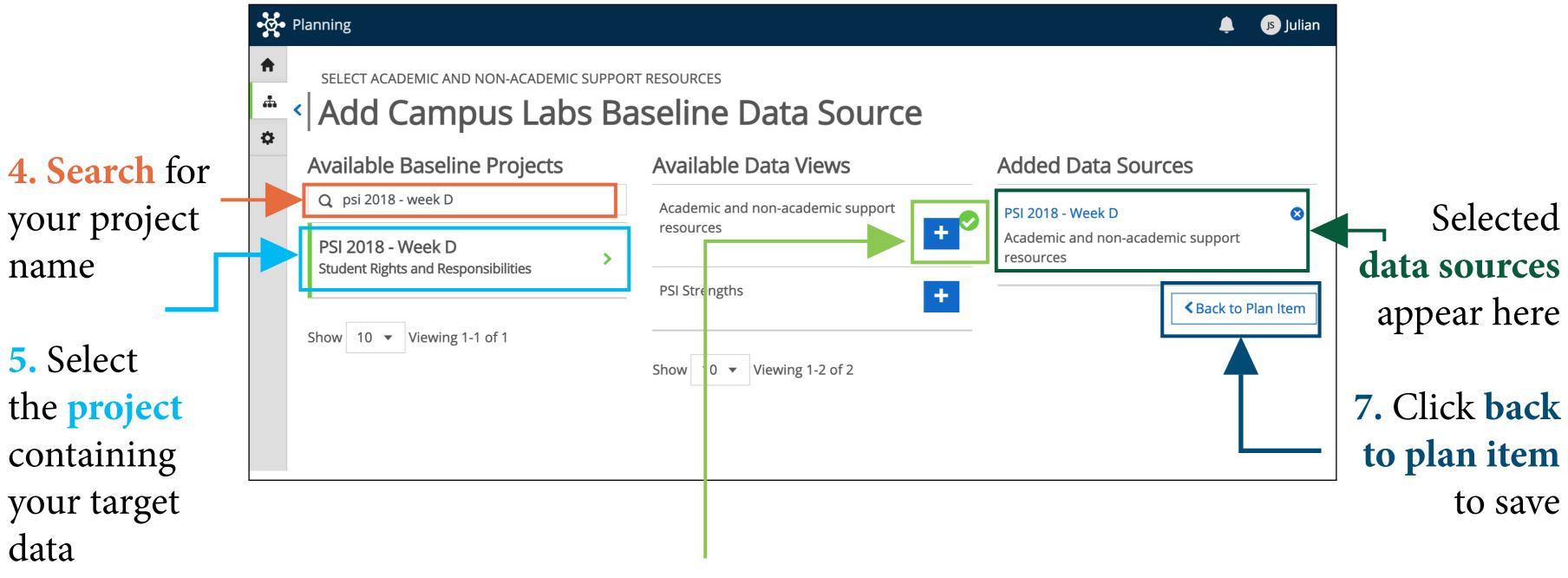
. Ø	Planni	ng	
 ♠ ♣ ♦ 	<	FY 2018 / STUDENT LIFE ASSESSMENT PLAN Edit Plan Item Template: Measure	
		Name *	
		Select academic and non-academic support resources	
		Start *	
		06/01/2018	
		End *	
		12/14/2018	
		Progress	
		Completed •	
		Providing Department * Pioneer Success Institute	
		Baseline Data Source File	
		★ Formats ▼ B I E	
			⊢



2. Provide a descriptive **name** for the data you will link

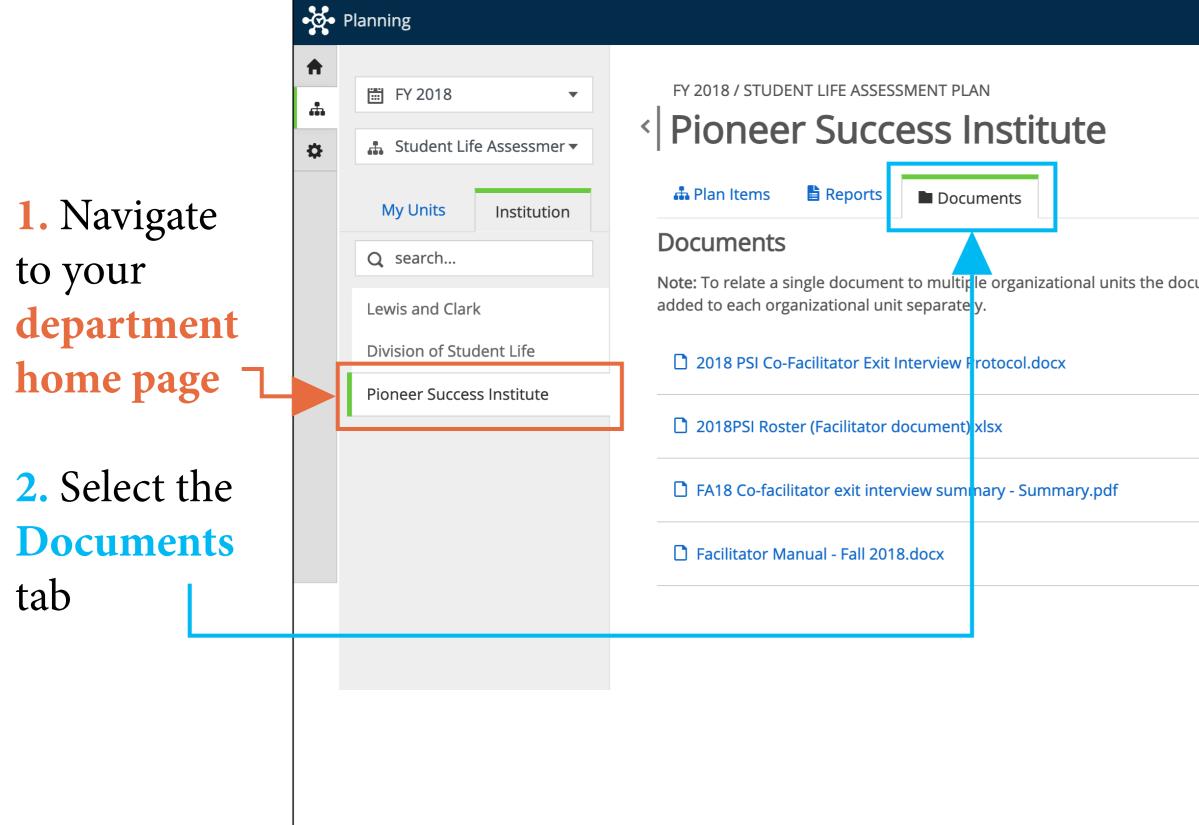
> 3. Click the + Baseline button

Linking data to plan items, method 1: importing from baseline (pg. 2 of 2)



6. Select from saved **data views** for the project (see pages 10-13)

Link data to plan items, method 2: upload your own documents (pg. 1 of 2)



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- 3. Upload a	er	+ Folder	+ File		
single file or a	-			t must be	ument
folder	<u>م</u>	ename 🛱	ice 🖸 Rer	📿 Repla	
View and		ename 🛱	ice 🖸 Rer	📿 Repla	
edit uploaded	<u>مَ</u>	ename 🛱	ice 🖸 Rer	📿 Repla	
documents	D	ename 🛅	ice 🖸 Rer	📿 Repla	
16					

Link data to plan items, method 2: upload your own documents (pg. 2 of 2)

