Campus Lab Planning Module

QuickStart Guide

Campus Labs at Clemson

Office of Assessment

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Content Overview

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A. Getting Started

1. Recommended Assessment Plan Format
2. Logging in
3. Finding Annual Assessment
4. Finding your unit

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Recommended Assessment Plan Format

The recommended format* for an assessment records include the following plan items in this order:

1. Mission Statement
2. Goal (optional)
3. Student Learning/Other Outcome(s)
   1. 3-5 Outcomes in total
   2. At least 2 SLOs for academic programs
4. Measure & Results
   1. 2 per Outcome
5. Results Driven Action
   1. 1 per Outcome

*Programs with other requirements (Specialized Accreditation, College/Division Level Guidelines, etc.) for a different format do not need to follow this guidance. Please contact us at assessment@clemson.edu or reach out to your assessment liaison (https://www.clemson.edu/assessment/liaisons.html) if you have any questions.

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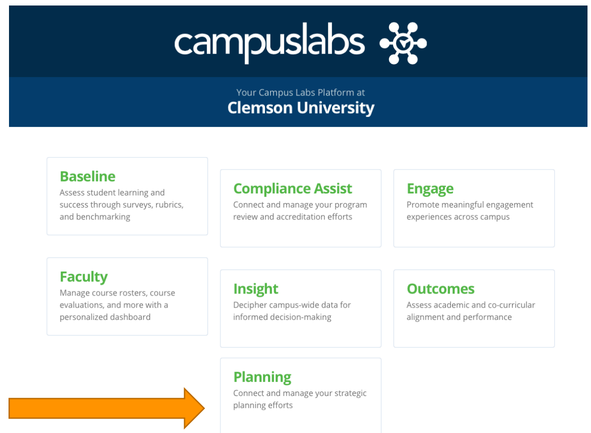
Logging In

1. Login at www.Clemson.campuslabs.com
   1. Use your Clemson ID credentials
2. Click on "Planning" box at bottom



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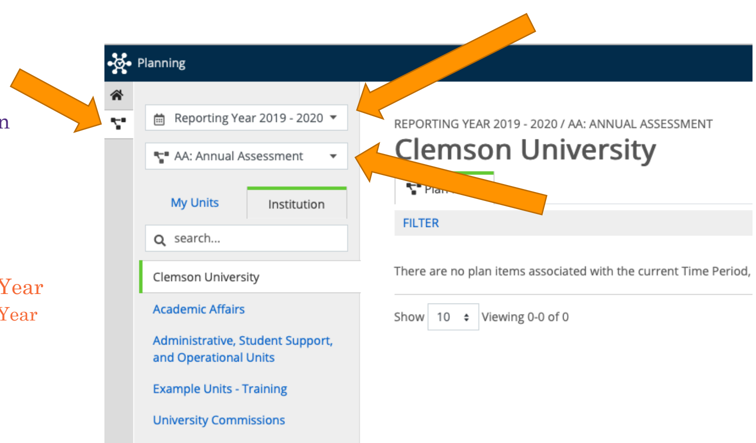
Finding Annual Assessment Plan

1. On the dashboard page, click on Plans in the far-left column
2. Navigate, using the dropdown menu to the AA: Annual Assessment Plan
3. Navigate, using the dropdown menu to the correct Reporting Year
   1. In this case, select Reporting Year 2019-2020



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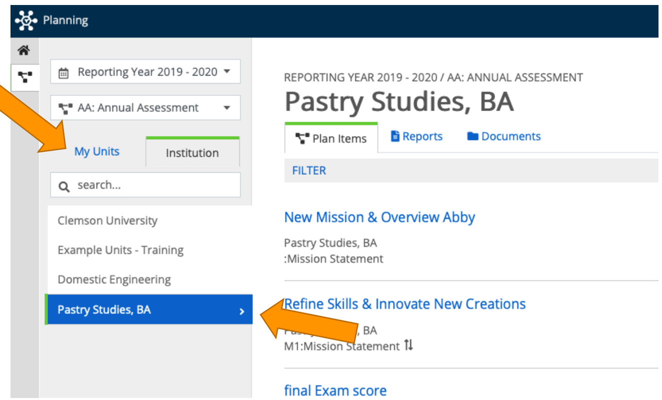
Finding Your Unit

1. Using the left navigation bar locate your program in one of 3 ways
   1. Click on My Units and find from there
   2. Click on Institution, and from here drill down the organizational structure to your unit
      1. Ex: Clemson University > Academic Affairs > College of Business > Marketing > Marketing, BS
   3. Type in the name of your unit into the search bar directly under My Units/Institution



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B. Creating a New Assessment Plan

1. Create a New Plan Item
2. Populating your New Plan Item
3. Adding additional Plan Items

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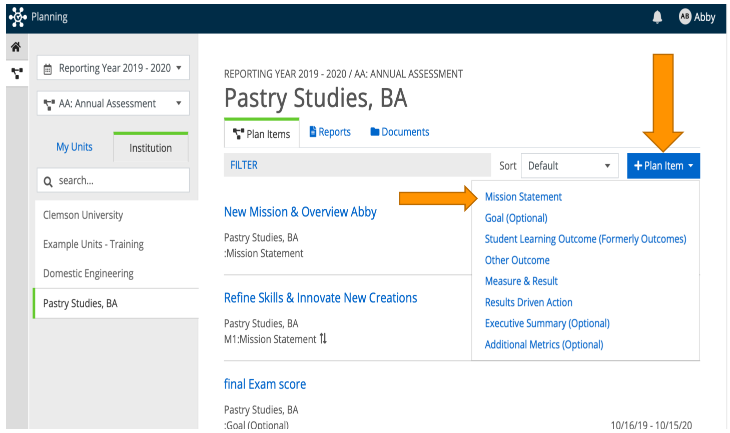
Create a New Plan Item

After navigating to your program/unit, the initial plan screen will remain empty until populated by new Plan Items. At this point, you will start populating new Plan Items using Plan Item Templates

1. To create a new Plan Item, click the +Plan Item blue button in the top, right corner
2. Choose the Plan Item Template you want to begin with
    1. Ex. Mission template



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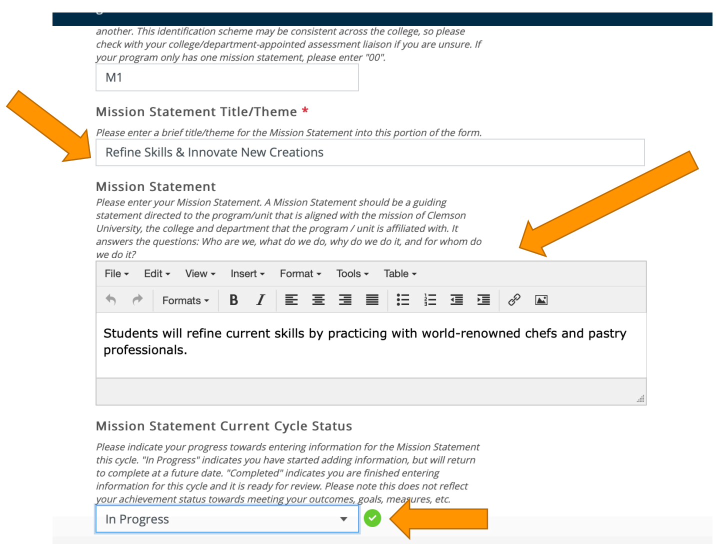
Populating Your New Plan Item

1. Start entering data into the appropriate boxes
    1. Ex. Under Mission Statement Title/Theme enter "Mission & Vision" or something more specific: "Refine Skills & Innovate New Creations"
    2. Under MISSION STATEMENT, you can type your program/unit's mission statement
2. In the dropdown-style box, Mission Statement Current Cycle Status:
    1. In Progress = you've started entering information, but will complete later
    2. Completed = you're finished entering information for this cycle, and it is ready for review
3. When finished, you can navigate back to your main plan screen by one of two ways:
    1. Click the Done button at the very bottom of the page
    2. Click your browser's back button
        1. *changes are saved automatically when a green check arrow is displayed



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Adding Additional Plan Items

To add another Plan Item template (e.g., Goal, Student Learning Outcome, or Measure & Result):

1. Populate your data in the appropriate fields
2. Click Done and/or navigate back to your main plan screen to create another Plan Item
   1. Typical assessment records include the following plan items in this order:
      1. Mission
      2. Goal (optional)
      3. Outcome(s)
      4. Measure & Results
      5. Results Driven Action

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C. Edit an Existing Assessment Plan

1. Make edits to existing plan items

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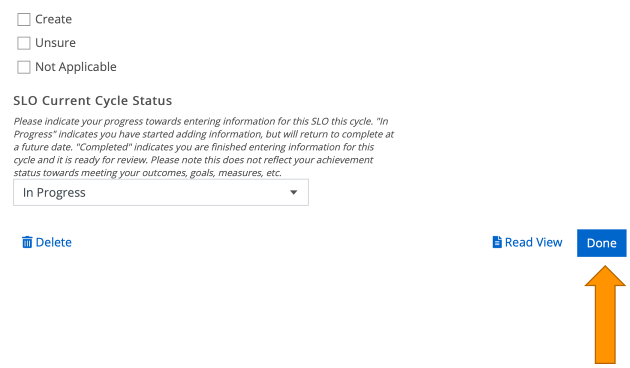
Make Edits to Existing Plan Items

1. After logging in and navigating to your program/unit, click the plan item that you want to edit.
2. Navigate to the field or narrative box and enter your updates.
3. Click Done to return to your main plan screen.



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D. Forming Relationships

1. Choose base Plan Item to "relate"
2. Find your program/unit to form relationship
3. Relate (up or down)

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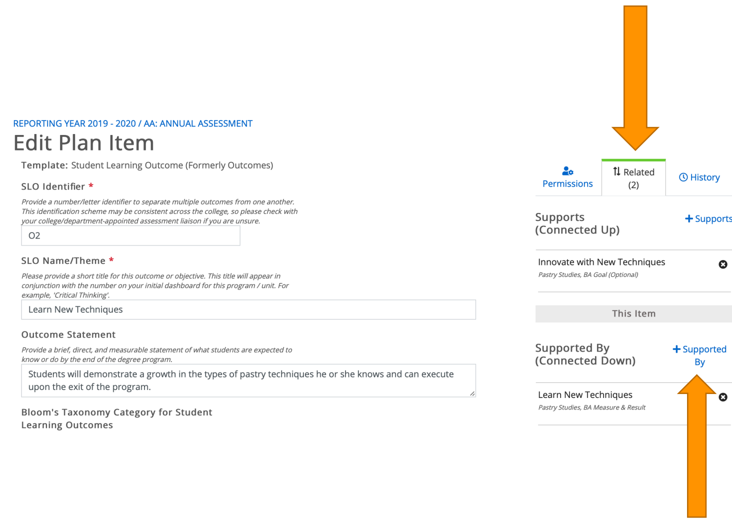
Select "Base" Plan Item to Relate

To form the hierarchy of plan items (i.e., Mission > Goals > Outcomes), you will need to tell the platform how to properly relate the plan items to each other.

Which Measures & Results *support* Outcome 1?

You must have at least two plan items created before you can create these relationships.

1. Navigate to your "base" Plan Item (Ex. Outcome 2) which you would like to Support (Ex. Mission statement or Goal)
2. Click "Related" the middle box of the three in the top, right corner
3. Click +Supports



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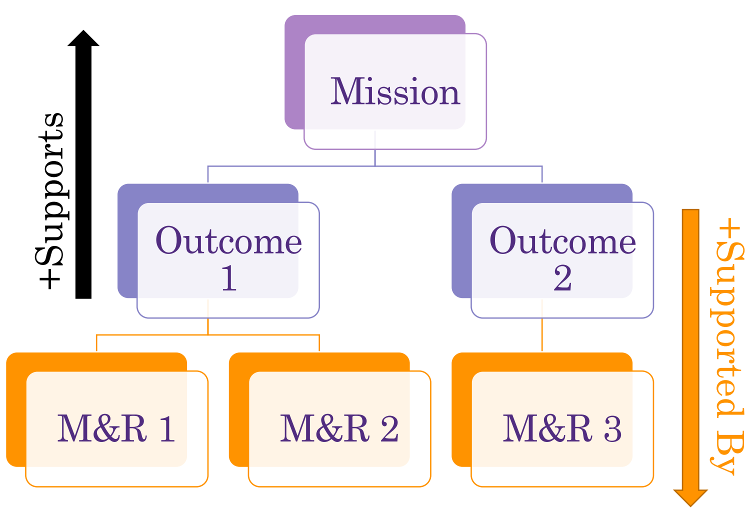
Note:

- If you are connecting UP: (Demonstrated by the black arrow here)
  - i.e., Outcomes *supports* Mission) you will want to use the +Supports feature
- If you are connecting DOWN: (demonstrated here by the orange arrow)
  - i.e., connecting from an Outcome *down* to a Measure & Result you will want to use the +Supported By feature
- Thereafter, all sequential steps are the same.



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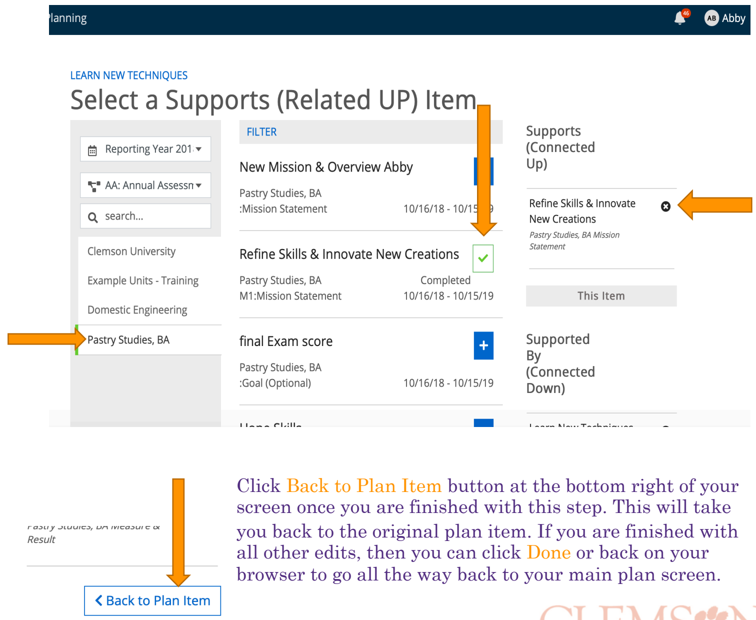
Find Your Program/Unit to Form Relationship

Because Plan Items can be related to other plan items from-–not just your program—but also other areas (i.e., your Dept or College); you will need to tell the platform the correct program/unit to make the connections with.

In order to support your Mission with Outcome 2 from the same unit; ensure you are in the correct level of the organizational structure *after* clicking +Supports from the Outcome template.

1. Do this by using the same left-hand navigation menu as when finding your original Plan.
2. Click the blue + button by the plan item(s)—could be more than one—you wish to create a relationship with.
   1. The blue + button will then turn into a green check mark, and the plan item information will then be displayed in the right-hand navigation bar.
   2. To remove an accidental connection, click the small, black X mark on the right-hand side of the screen.



Click Back to Plan Item button at the bottom right of your screen once you are finished with this step. This will take you back to the original plan item. If you are finished with all other edits, then you can click Done or back on your browser to go all the way back to your main plan screen.

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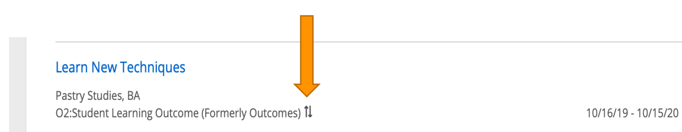
Confirming Relationships on Main Plan Screen

When you return to the list of your program/unit Plan Items, related items will show an arrow symbol so you can quickly see which items have a connection



You will need to repeat all of the relationship-building steps so all relationships are accurately connected in the platform. Relationships can be seen when generating reports (see next section).

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E. Generating Reports

1. Navigate to Reports & Choose Report to Run
2. View Report and/or Print

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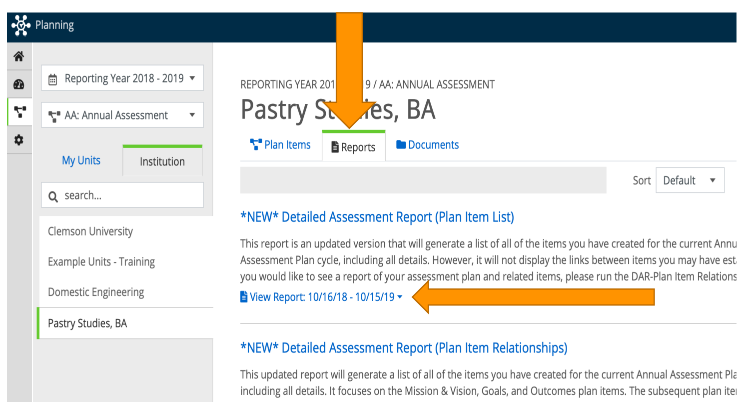
Navigate to Reports

1. After logging in and navigating to your program/unit click the Reports tab
2. You will see a list of predefined reports you may run. In this example, we will use the *New* Detailed Assessment Report-Plan Item List report



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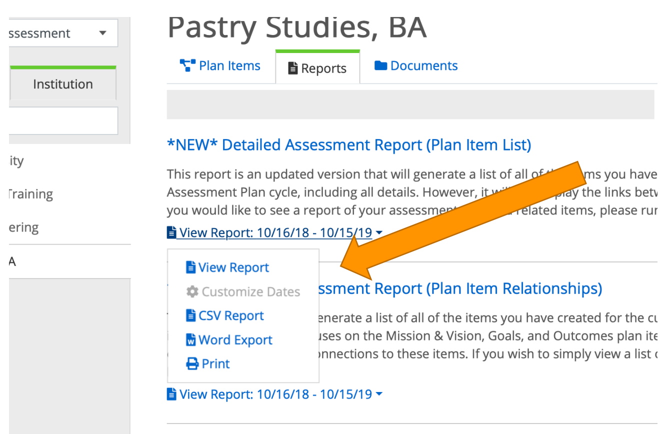
Choose Report and View

1. Click on the blue View Report button under the description of your report
2. A dropdown menu will appear where you can choose to:
    1. View Report
    2. CSV Report
    3. Word Export
    4. Print

Clicking View Report opens the report in another window. Clicking CSV/Word Export runs the report as a Word or CSV document. You can also Print the report.



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F. Uploading Documents

1. Creating a Document Directory
2. Linked Documents
3. Plan Item Files

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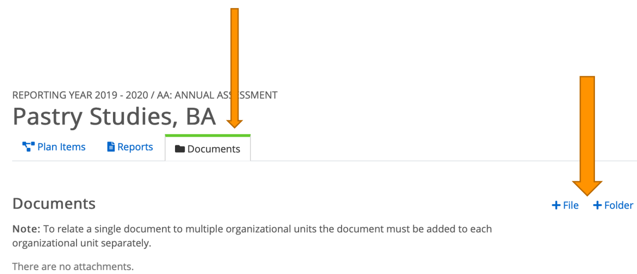
Creating a Document Directory

You may want to upload a supporting document for you program/unit. To do so, log in and navigate to the correct program/unit.

1. Click on the Documents tab. Note that in order to relate (or attach) a single document to more than one organizational unit or program, the document must be added to each unit separately.
2. You can upload a single file (+File) or create a new folder (+Folder) of documents.



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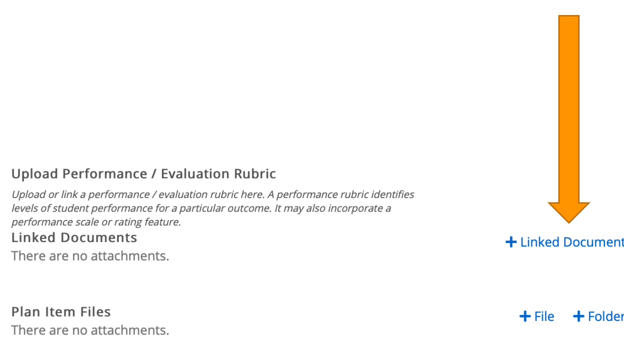
Linked Documents

For this example, we will use a Measure & Result template. The following templates have options for linked documents:

- Mission
- Measure & Result
- Results Driven Action

In the above templates you can add a document from the Document Directory you previously created by clicking +Linked Document



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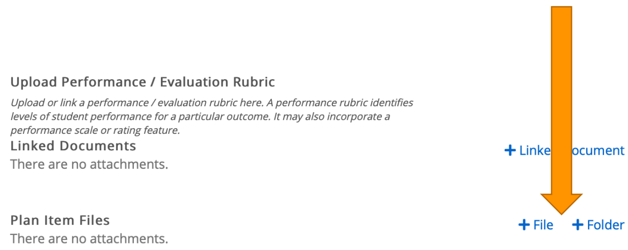
Plan Item Files

For this example, we will use a Measure & Result template. You can also add a document that is *exclusive* to this, specific Plan Item, for that specific year.

You can do this by selecting the +File or +Folder button. The document added here will only be visible within this Plan Item, as opposed to Document Directory Plan Items—which are available throughout your program's comprehensive plan items.



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Additional Tips

1. Preferred Browsers
2. Using Filters

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Preferred Browsers

- Chrome & Mozilla Firefox are the recommended browsers to use with Campus Labs.
- It is recommended to not use Internet Explorer when accessing Campus Labs.

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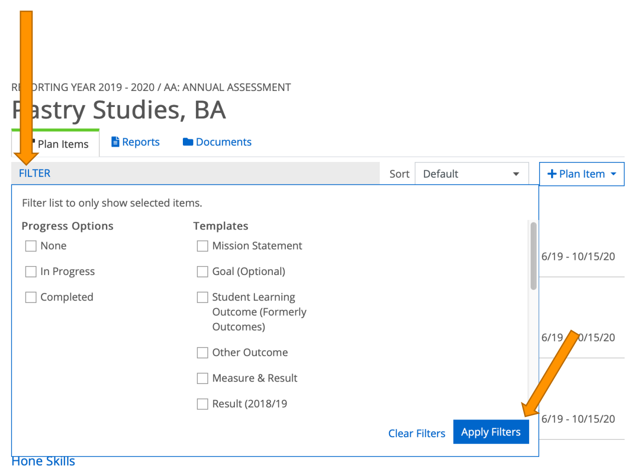
Using Filters

- To shorten the list of Plan Items you see, use the FILTER option at the top center of the screen (under the name of your program/unit).
- After clicking FILTER, choose the template(s) that you want to view and then click Apply Filters. The resulting plan view list will include only the templates you choose in FILTER.



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