

Campus Lab Planning Module QuickStart Guide

Campus Labs at Clemson

Office of Assessment

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A. Getting Started

1. Recommended Assessment Plan Format
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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

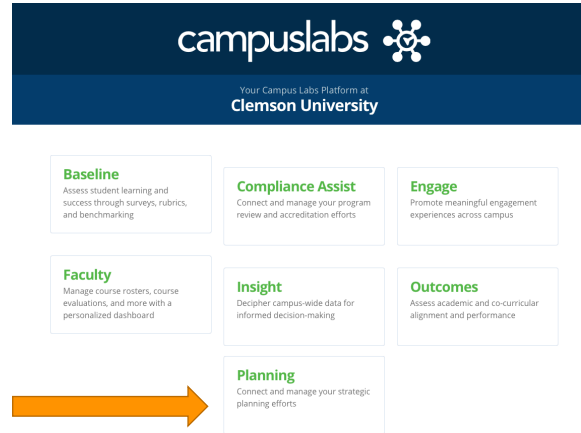
*Programs with other requirements (Specialized Accreditation, College/Division Level Guidelines, etc.) for a different format do not need to follow this guidance. Please contact us at assessment@clemson.edu or reach out to your assessment liaison (<https://www.clemson.edu/assessment/liaisons.html>) if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

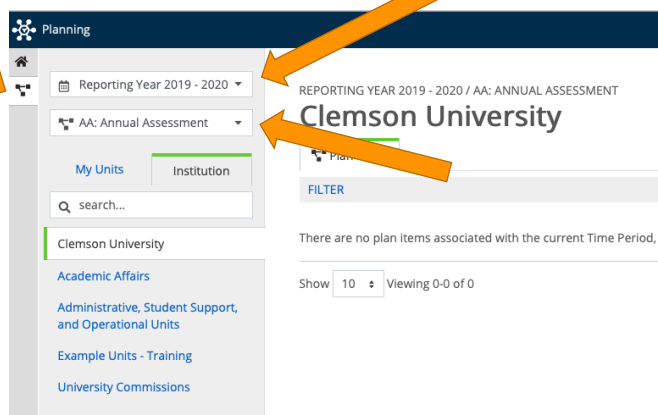


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Finding Annual Assessment Plan

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**

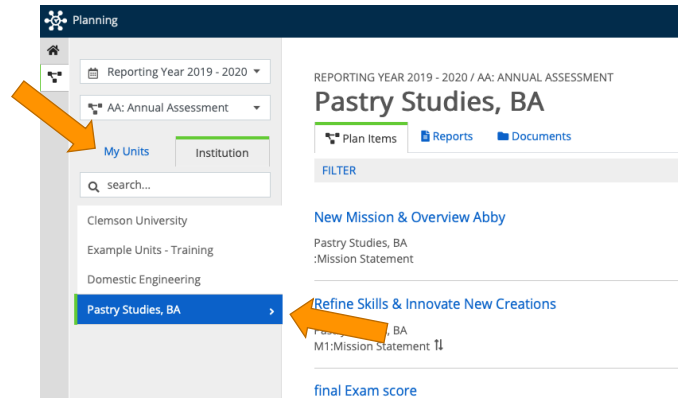


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Finding Your Unit

- Using the left navigation bar locate your program in one of 3 ways
 - Click on **My Units** and find from there
 - Click on **Institution**, and from here drill down the organizational structure to your unit
 - Ex: Clemson University > Academic Affairs > College of Business > Marketing > Marketing, BS
 - 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

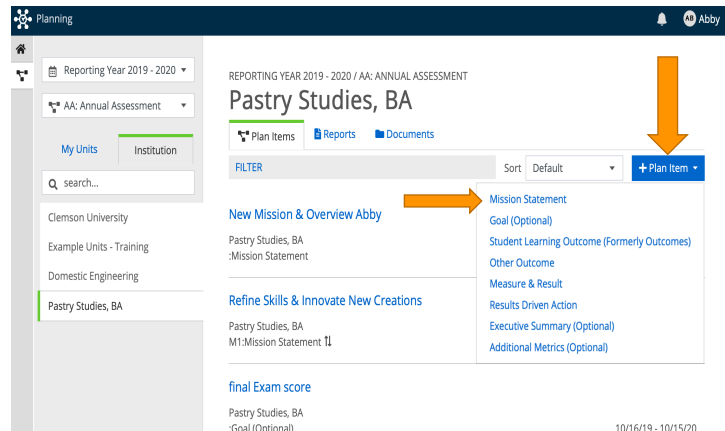
- Create a New Plan Item
- Populating your New Plan Item
- Adding additional Plan Items

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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

another. This identification scheme may be consistent across the college, so please check with your college/department-appointed assessment liaison if you are unsure. If your program only has one mission statement, please enter "00".

M1

Mission Statement Title/Theme *
Please enter a brief title/theme for the Mission Statement into this portion of the form.

Refine Skills & Innovate New Creations

Mission Statement
Please enter your Mission Statement. A Mission Statement should be a guiding statement directed to the program/unit that is aligned with the mission of Clemson University, the college and department that the program / unit is affiliated with. It answers the questions: Who are we, what do we do, why do we do it, and for whom do we do it?

Students will refine current skills by practicing with world-renowned chefs and pastry professionals.

Mission Statement Current Cycle Status
Please indicate your progress towards entering information for the Mission Statement this cycle. "In Progress" indicates you have started adding information, but will return to complete at a future date. "Completed" indicates you are finished entering information for this cycle and it is ready for review. Please note this does not reflect your achievement status towards meeting your outcomes, goals, measures, etc.

In Progress



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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.

- ☐ Create
☐ Unsure
☐ Not Applicable

SLO Current Cycle Status

Please indicate your progress towards entering information for this SLO this cycle. "In Progress" indicates you have started adding information, but will return to complete at a future date. "Completed" indicates you are finished entering information for this cycle and it is ready for review. Please note this does not reflect your achievement status towards meeting your outcomes, goals, measures, etc.

In Progress ▼

 Delete

 Read View

Done



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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**

REPORTING YEAR 2019 - 2020 / AA: ANNUAL ASSESSMENT

Edit Plan Item

Template: Student Learning Outcome (Formerly Outcomes)

SLO Identifier *

Provide a number/letter identifier to separate multiple outcomes from one another. This identification scheme may be consistent across the college; no please check with your college/department-appointed assessment liaison if you are unsure.

02

SLO Name/Theme *

Please provide a short title for this outcome or objective. This title will appear in conjunction with the number on your initial dashboard for this program / unit. For example, "Critical Thinking."

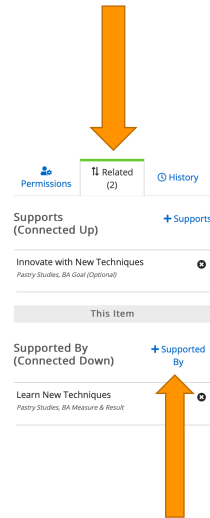
Learn New Techniques

Outcome Statement

Provide a brief, direct, and measurable statement of what students are expected to know or do by the end of the degree program.

Students will demonstrate a growth in the types of pastry techniques he or she knows and can execute upon the exit of the program.

Bloom's Taxonomy Category for Student Learning Outcomes

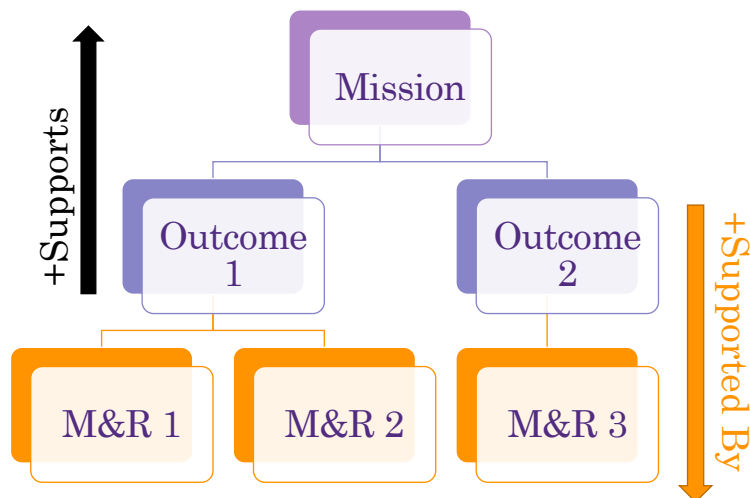


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Note:

- 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.

planning

LEARN NEW TECHNIQUES

Select a Supports (Related UP) Item

FILTER

Reporting Year 201 ▾

AA: Annual Assessn ▾

Q search...

Clemson University

Example Units - Training

Domestic Engineering

Pastry Studies, BA

New Mission & Overview Abby

Pastry Studies, BA
:Mission Statement 10/16/18 - 10/15/19

Refine Skills & Innovate New Creations ✓

Pastry Studies, BA
MT:Mission Statement Completed 10/16/18 - 10/15/19

final Exam score +

Pastry Studies, BA
:Goal (Optional) 10/16/18 - 10/15/19

Supports (Connected Up)

Refine Skills & Innovate New Creations

Pastry Studies, BA Mission Statement

This Item

Supported By (Connected Down)

Back to Plan Item

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).

Learn New Techniques

Pastry Studies, BA

O2:Student Learning Outcome (Formerly Outcomes) 10/16/19 - 10/15/20

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E. Generating Reports

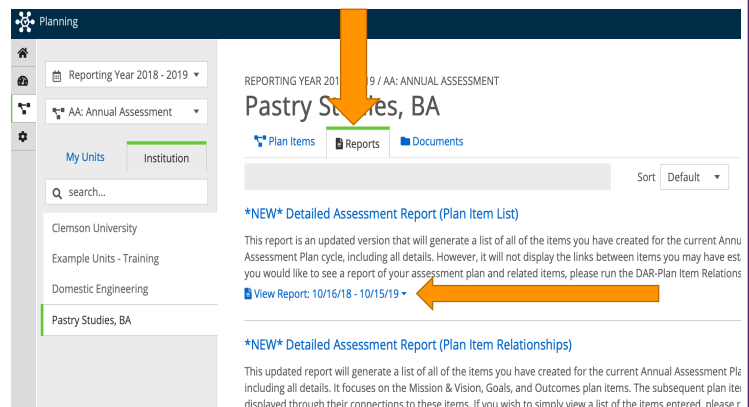
1. Navigate to **Reports** & Choose Report to Run
2. View Report and/or Print



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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.

Assessment

Institution

ity

Training

ering

A

Pastry Studies, BA

[Plan Items](#) [Reports](#) [Documents](#)

***NEW* Detailed Assessment Report (Plan Item List)**

This report is an updated version that will generate a list of all of the items you have Assessment Plan cycle, including all details. However, it will not display the links between you would like to see a report of your assessment plan and related items, please run

View Report: 10/16/18 - 10/15/19

View Report

Customize Dates

CSV Report

Word Export

Print

Assessment Report (Plan Item Relationships)

generate a list of all of the items you have created for the courses on the Mission & Vision, Goals, and Outcomes plan item connections to these items. If you wish to simply view a list of

View Report: 10/16/18 - 10/15/19

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F. Uploading Documents

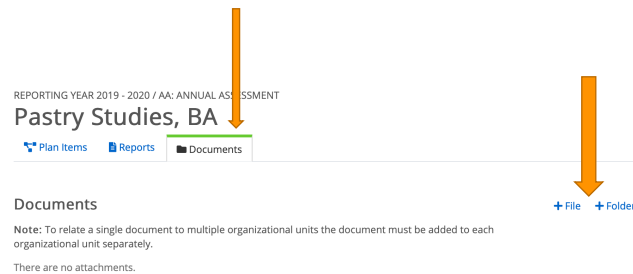
1. Creating a Document Directory
2. Linked Documents
3. Plan Item Files

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Creating a Document Directory

You may want to upload a supporting document for your 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**

Upload Performance / Evaluation Rubric
Upload or link a performance / evaluation rubric here. A performance rubric identifies levels of student performance for a particular outcome. It may also incorporate a performance scale or rating feature.
Linked Documents
 There are no attachments.

Plan Item Files
 There are no attachments.



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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.

Upload Performance / Evaluation Rubric

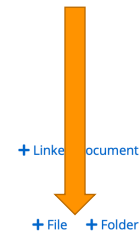
Upload or link a performance / evaluation rubric here. A performance rubric identifies levels of student performance for a particular outcome. It may also incorporate a performance scale or rating feature.

Linked Documents

There are no attachments.

Plan Item Files

There are no attachments.



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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.

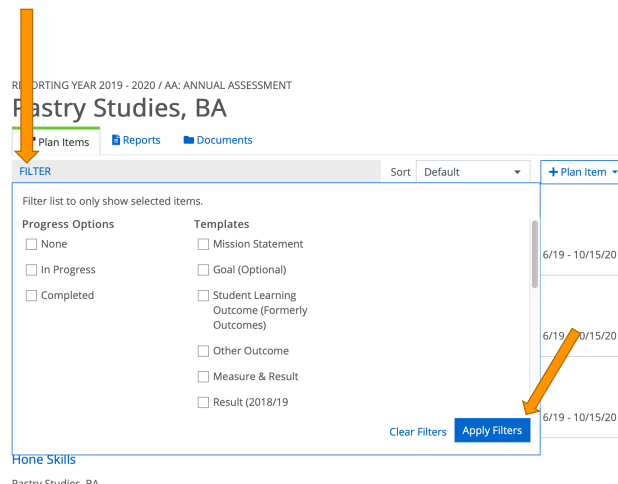


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Using Filters

- 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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