

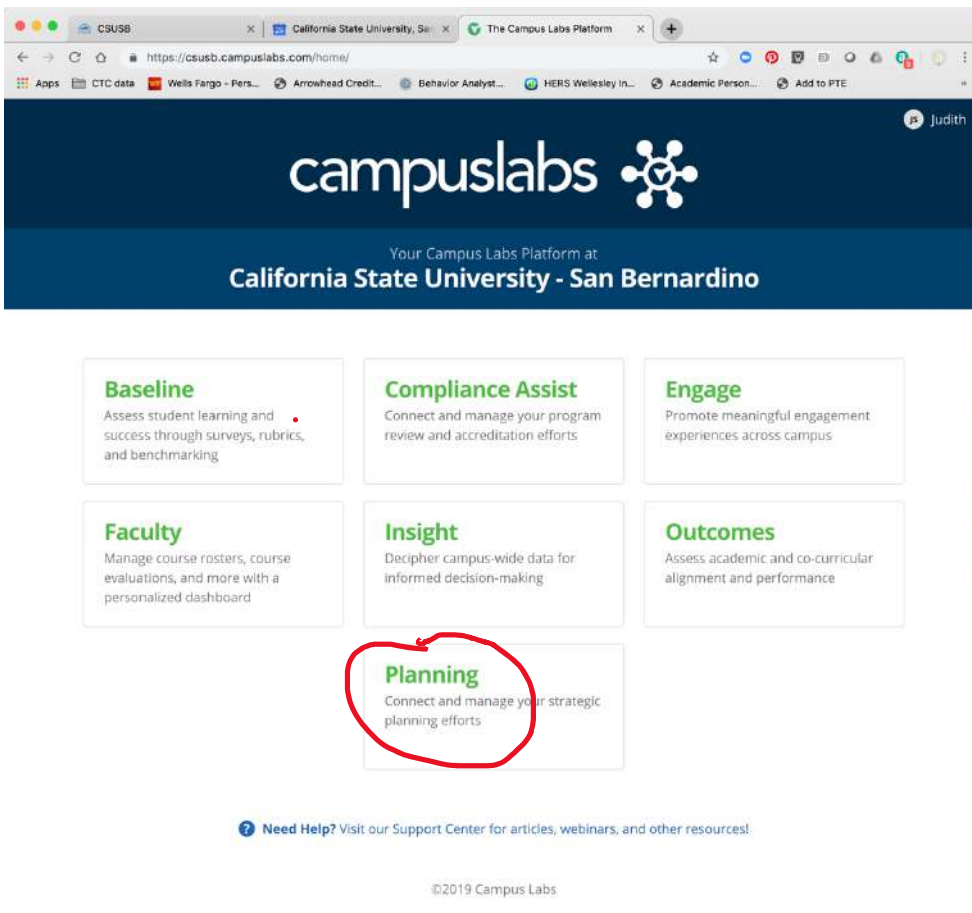
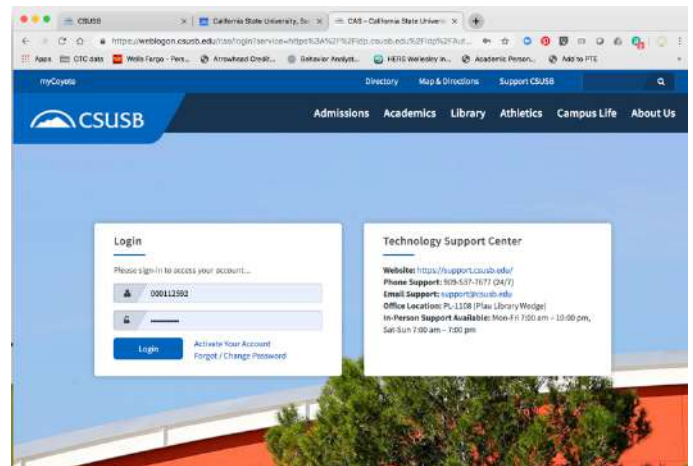
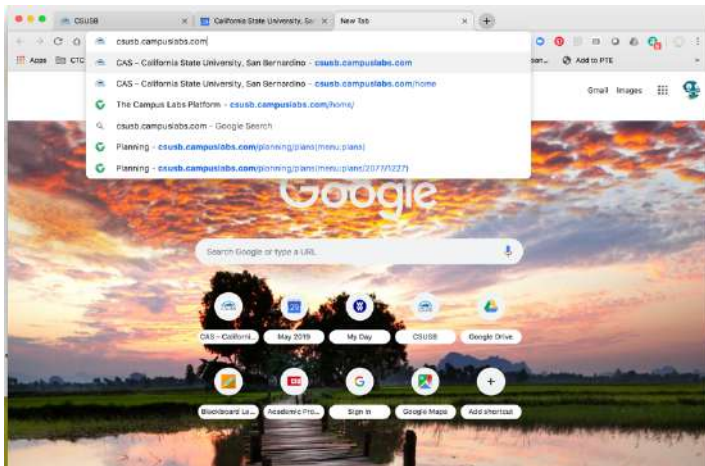
# Academic Affairs Division Reporting 2019/20

## Monthly Highlights Template

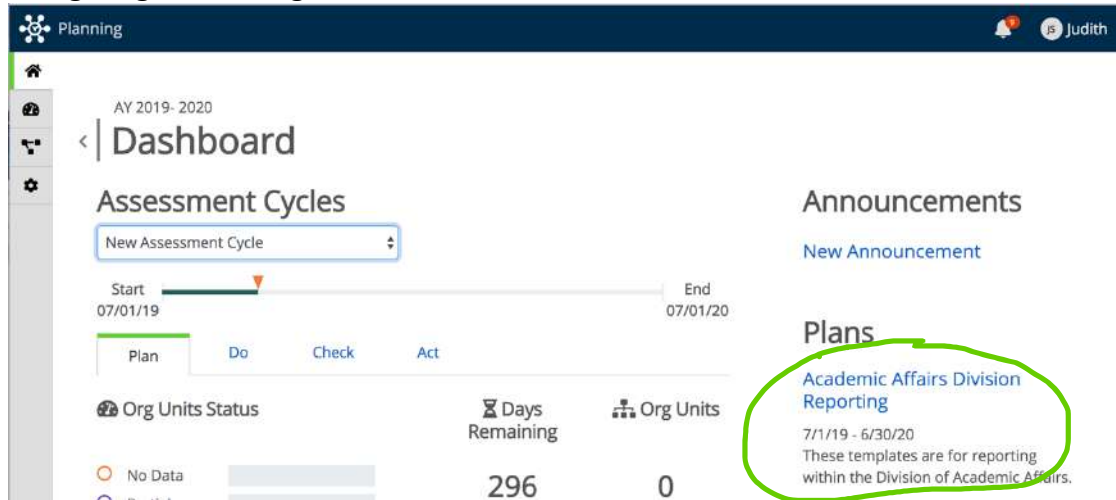
## Campus Labs Cheat Sheet

### Logging In

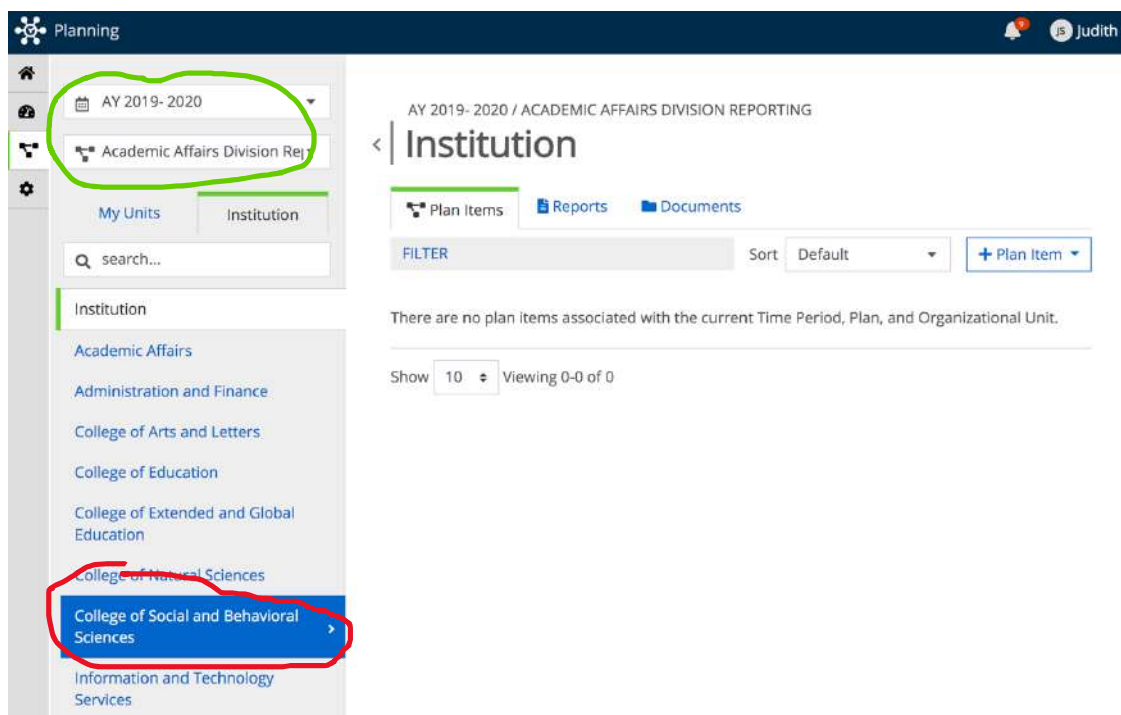
URL: [csusb.campuslabs.com](https://csusb.campuslabs.com)



## Navigating in Planning

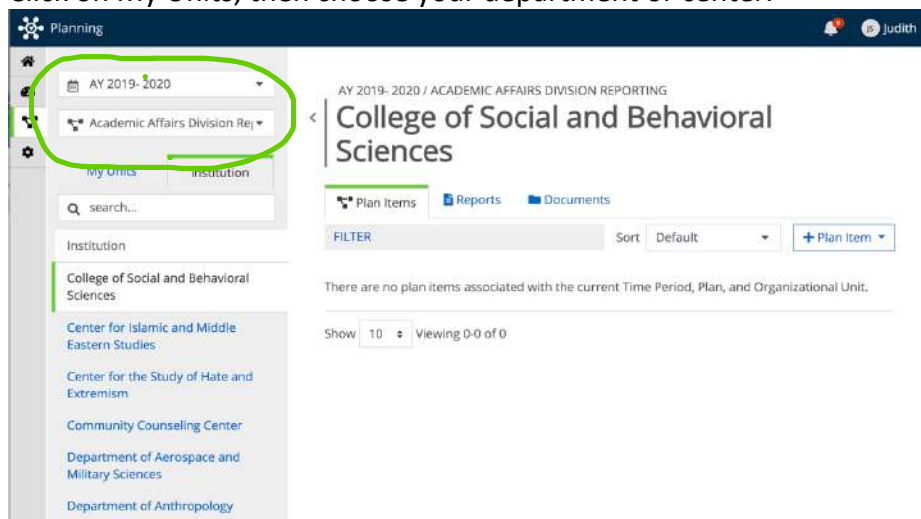


The screenshot shows the Planning Dashboard for AY 2019-2020. The top navigation bar includes a home icon, a user profile for Judith, and a notification bell. The main content area is divided into three sections: Assessment Cycles, Announcements, and Plans. The Assessment Cycles section features a 'New Assessment Cycle' dropdown, a timeline from 07/01/19 to 07/01/20, and tabs for Plan, Do, Check, and Act. Below this is a table showing 'Org Units Status' with columns for 'Days Remaining' (296) and 'Org Units' (0). The Announcements section has a 'New Announcement' link. The Plans section, highlighted with a green circle, shows 'Academic Affairs Division Reporting' for the period 7/1/19 - 6/30/20, with a note: 'These templates are for reporting within the Division of Academic Affairs.'



The screenshot shows the Planning Institution page for AY 2019-2020 / ACADEMIC AFFAIRS DIVISION REPORTING. The left sidebar contains a list of units, with 'College of Social and Behavioral Sciences' highlighted in blue and circled in red. The main content area shows the 'Institution' page with tabs for Plan Items, Reports, and Documents. A 'FILTER' button and a 'Sort' dropdown are visible. Below the tabs, a message states: 'There are no plan items associated with the current Time Period, Plan, and Organizational Unit.' The 'Show' dropdown is set to 10, and the view is 'Viewing 0-0 of 0'.

Click on My Units; then choose your department or center.



The screenshot shows the Planning page for the College of Social and Behavioral Sciences. The left sidebar contains a list of units, with 'College of Social and Behavioral Sciences' highlighted in blue and circled in red. The main content area shows the 'College of Social and Behavioral Sciences' page with tabs for Plan Items, Reports, and Documents. A 'FILTER' button and a 'Sort' dropdown are visible. Below the tabs, a message states: 'There are no plan items associated with the current Time Period, Plan, and Organizational Unit.' The 'Show' dropdown is set to 10, and the view is 'Viewing 0-0 of 0'.

## Data Entry

Use the Monthly Highlight Reporting template.

The screenshot shows the Planning application interface. On the left, a navigation menu is visible with a sidebar containing icons for Home, Academic Affairs Division Reporting, My Units, and Institution. The main content area displays the title "AY 2019- 2020 / ACADEMIC AFFAIRS DIVISION REPORTING" and "Department of Aerospace and Military Sciences". Below the title, there are tabs for "Plan Items", "Reports", and "Documents". A "FILTER" button is present, and a "Sort" dropdown menu is set to "Default". A red circle highlights the "+ Plan Item" button, which has a dropdown menu showing "Monthly Highlight Reporting" and "Quarterly Chairs/Leadership Reporting". Another red circle highlights the "Department of Aerospace and Military Sciences" in the navigation menu.

When you finish with your edits each time, click on DONE at the bottom of the page.

The screenshot shows the "Edit Plan Item" form in the Planning application. The form is titled "Edit Plan Item" and includes a "Template: Monthly Highlight Reporting" section. Below this, there is a "Month" field with a dropdown menu. The "Goal" section lists five goals: Goal 1: Student Success, Goal 2: Faculty Success, Goal 3: Resource Sustainability & Expansion, Goal 4: Community Engagement & Partnerships, and Goal 5: Identity. The "Name of highlight/accomplishment/award/accolade" field is labeled "Please enter a short name for the highlight/accomplishment/award/accolade." The "Description of highlight/accomplishment/award/accolade" section includes a detailed description of the goal and its indicators. The "People Involved" section is labeled "Enter the names and/or roles of faculty, staff, and/or students involved in this highlight/accomplishment/award/accolade" and includes a rich text editor. The "Impact" section is labeled "Describe the impact of this highlight/accomplishment/award/accolade relative to the goal" and also includes a rich text editor. The "Progress" section has a dropdown menu. The "Start" section is labeled "Timeframe for when the accomplishments/awards/accolade was initiated" and has a date field set to "07/01/2019". The "End" section is labeled "Timeframe for when the accomplishments/awards/accolade is anticipated to end" and has a date field set to "06/30/2020". The "Providing Department/Center" section is labeled "College of Social and Behavioral Sciences". At the bottom right, there are buttons for "Delete", "Read View", and "Done", with the "Done" button circled in red.