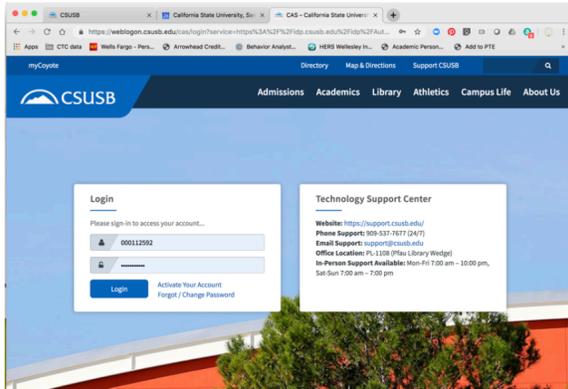
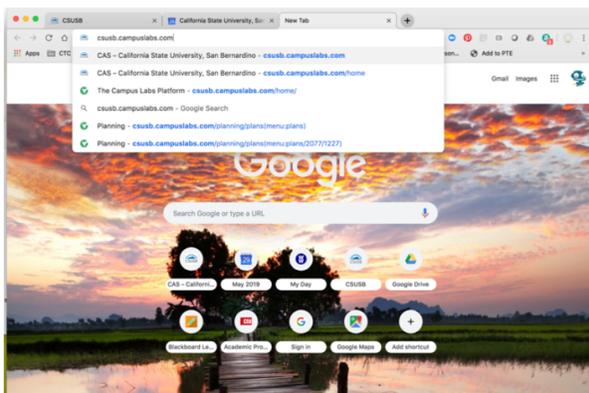
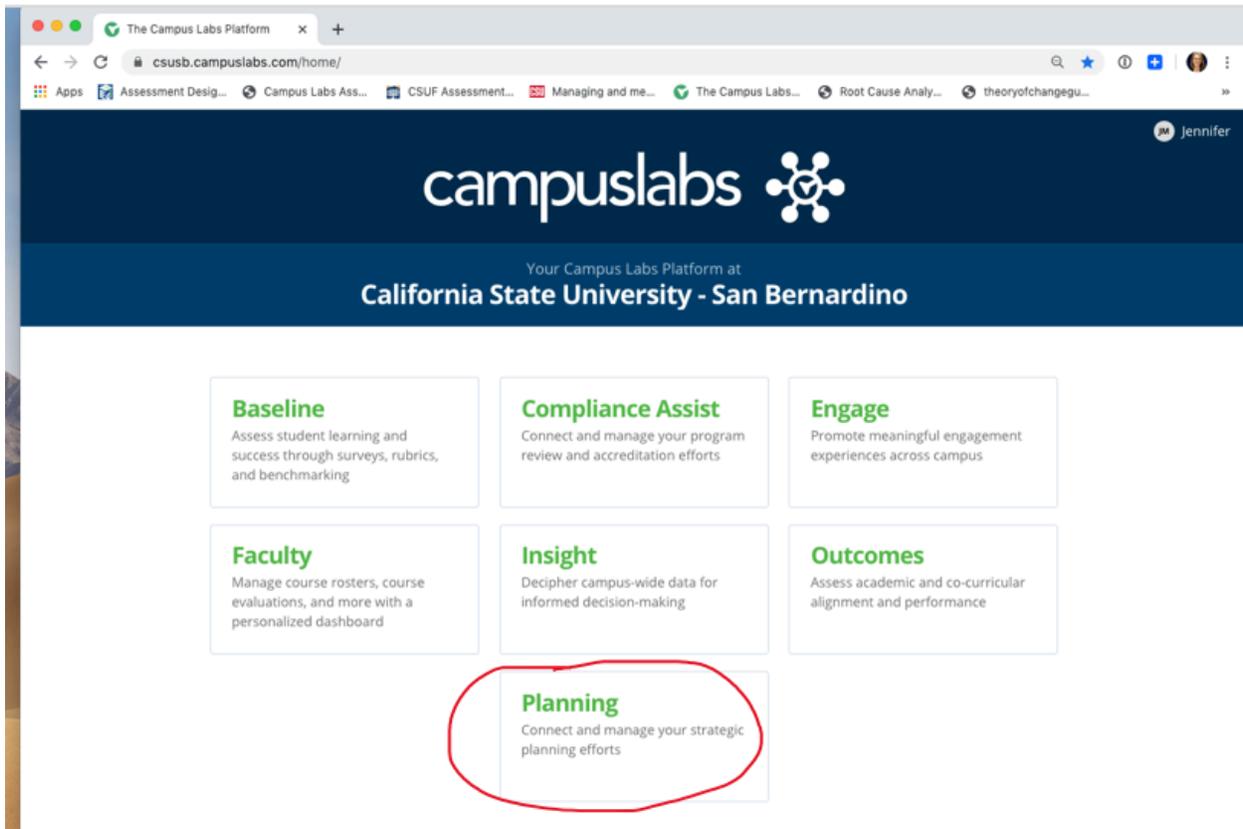


SSI Reporting Training 2020 in Campus Labs Planning Module Cheat Sheet

Logging in
URL: csusb.campuslabs.com



Click on Planning tile



Navigating in Planning

Planning

AY 2019-2020

Dashboard

Assessment Cycles

New Assessment Cycle

Start: 07/01/19 End: 07/01/20

Plan Do Check Act

Org Units Status Days Remaining Org Units

No Data 296 0

Announcements

New Announcement

Plans

SSI Annual Reporting Plan 2020
3/1/20 - 4/30/20
Annual SSI reporting that replaces the survey gizmo link

Planning

AY 2019-2020 / SSI ANNUAL REPORTING PLAN 2020

Institution

Plan Items Reports Documents

Filter Sort: Default + Plan Item

There are no plan items associated with the current Time Period, Plan, and Organizational Unit.

Show 10 Viewing 0 of 0

AY 2019-2020

SSI Annual Reporting Plan 20

My Units Institution

search...

Institution

Academic Affairs

Administration and Finance

College of Arts and Letters

College of Education

College of Extended and Global Education

College of Natural Sciences

College of Social and Behavioral Sciences

Information Technology Services

Jack H. Brown College

John M. Pfau Library

Office of the President

Palm Desert Campus

Student Affairs

Click on Institution:

- then choose your Division
- then choose your Department

Data Entry

Use the SSI Annual Report Template

The screenshot shows the Planning system interface. The top navigation bar includes the 'Planning' logo and the user's name 'Jennifer'. The left sidebar contains a navigation menu with 'AY 2019- 2020' and 'SSI Annual Reporting Plan 20' selected. Below this, there are tabs for 'My Units' and 'Institution', a search bar, and a list of units including 'Veterans Success Center'. The main content area displays 'AY 2019- 2020 / SSI ANNUAL REPORTING PLAN 2020' and 'Veterans Success Center'. There are tabs for 'Plan Items', 'Reports', and 'Documents'. A 'FILTER' bar is present, along with a 'Sort' dropdown set to 'Default' and a '+ Plan Item' button. Below this, a message states: 'There are no plan items associated with the current Time Period, Plan, and Organizational Unit.' A 'Show' dropdown is set to '10', and it indicates 'Viewing 0-0 of 0'. A red circle highlights the '+ Plan Item' button and the 'SSI Annual Report' link below it.

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 system. The top navigation bar includes the 'Planning' logo and the user's name 'Jennifer'. The left sidebar contains a navigation menu with 'AY 2019- 2020 / SSI ANNUAL REPORTING PLAN 2020' and 'Edit Plan Item' selected. The main content area displays 'AY 2019- 2020 / SSI ANNUAL REPORTING PLAN 2020' and 'Edit Plan Item'. The form includes the following fields and sections:

- Template: SSI Annual Report
- Dept./Program/Project Name: *
- University Division:
- Name of person Responsible for overseeing SSI project/activities:
- Title:
- Email Address:
- Extension:
- Total SSI amount allocated this year:
- Total SSI amount expended this year:
- Number of unique students served (July1-Winter Quarter)
- SSI Program/Project Overview
In 750 words or less, please describe the overarching purpose, goals, and outcomes of your SSI-funded project(s), program(s), etc.
- Alignment:
Please enter the institutional learning outcomes (ILOs) to which your SSI-funded project most strongly align. The project may align to more than one ILO, or your project may have better alignment with an institutional strategic plan goal.

SSI-Funded Activities

Please list and describe the activities undertaken through winter quarter with your SSI allocation. This section should only address those activities occurring this fiscal year.

File • Edit • View • Insert • Format • Tools • Table •
Formats • B / [Rich Text Editor Icons]

Progress Toward Outcomes/Cumulative Findings:

Please describe the progress you have made toward your original SSI goals and outcomes through the winter quarter. Indicate clearly how student success was enhanced by your program or service(s). Be sure to include the measures you employed and evidence or data you collected for each outcome where appropriate. You can also link documents where appropriate.

File • Edit • View • Insert • Format • Tools • Table •
Formats • B / [Rich Text Editor Icons]

Linked Documents

There are no attachments.

+ Linked Document

Recommendations for Continuous Improvement Efforts:

Based on the analysis of your assessment results, what actionable steps can be taken to make improvements? How can you improve student success, delivery of services, office operations, etc.? What is your expected timeline?

File • Edit • View • Insert • Format • Tools • Table •
Formats • B / [Rich Text Editor Icons]

Resources for Continuous Improvement Efforts

What additional resources, if any, are needed to bring the above improvements to fruition?

File • Edit • View • Insert • Format • Tools • Table •
Formats • B / [Rich Text Editor Icons]

Challenges

If applicable, please list any significant challenges encountered that have affected the ability to fully achieve the purpose of the program/project, implement activities, or to reach articulated outcomes. Please also indicate if you need assistance in addressing these challenges.

File • Edit • View • Insert • Format • Tools • Table •
Formats • B / [Rich Text Editor Icons]

Budget Summary

Please account for all expenditures of SSI funds for this project using the SSI Annual Report Budget Summary Template [insert link]. Upload your completed summary by linking documents below.

File • Edit • View • Insert • Format • Tools • Table •
Formats • B / [Rich Text Editor Icons]

Linked Documents

There are no attachments.

+ Linked Document

Check-in/Utilization Data

Please upload any check-in or utilization data you have for students who have engaged with your project/program since July 1 through the end of Winter quarter.

File • Edit • View • Insert • Format • Tools • Table •
Formats • B / [Rich Text Editor Icons]

Linked Documents

There are no attachments.

+ Linked Document

Feedback on Reporting

In the interest of continuous improvement, please reflect on the usefulness of this reporting template. For example, what aspects are most helpful for informing programming efforts? What do you think is missing that should be added? Thank you!

File • Edit • View • Insert • Format • Tools • Table •
Formats • B / [Rich Text Editor Icons]

Start *

07/01/2019

End *

06/30/2020

Progress

[Dropdown menu]

Providing Department *

Veterans Success Center

Delete

Read View



The SSI Annual Report Template as a Word Document can be found on the SSI website <https://www.csusb.edu/ssi/assessment>

This year, both one-time funding and recurring funding reporting will be done in the same template. Simply add a plan item for both reports, and be sure to indicate in the plan item whether it is for recurring or one-time funding (there is a drop-down menu).

Edit Plan Item

Template: SSI Annual Report

Dept./Program/Project Name: *

University Division:

Name of person Responsible for overseeing SSI project/activities:

Email Address:

Title:

Funding Type

Please indicate whether you are reporting for recurring funding or one-time funding.

- Recurring funding
- One-time Funding

To print or share what you've entered, click on Read View at the bottom of the template.

Start *

07/01/2019

End *

06/30/2020

Progress

Providing Department *

Institution

Delete

Please don't hesitate to contact us if you have any questions.

Thank you,
jennifer.mersman@csusb.edu
JSylva@csusb.edu