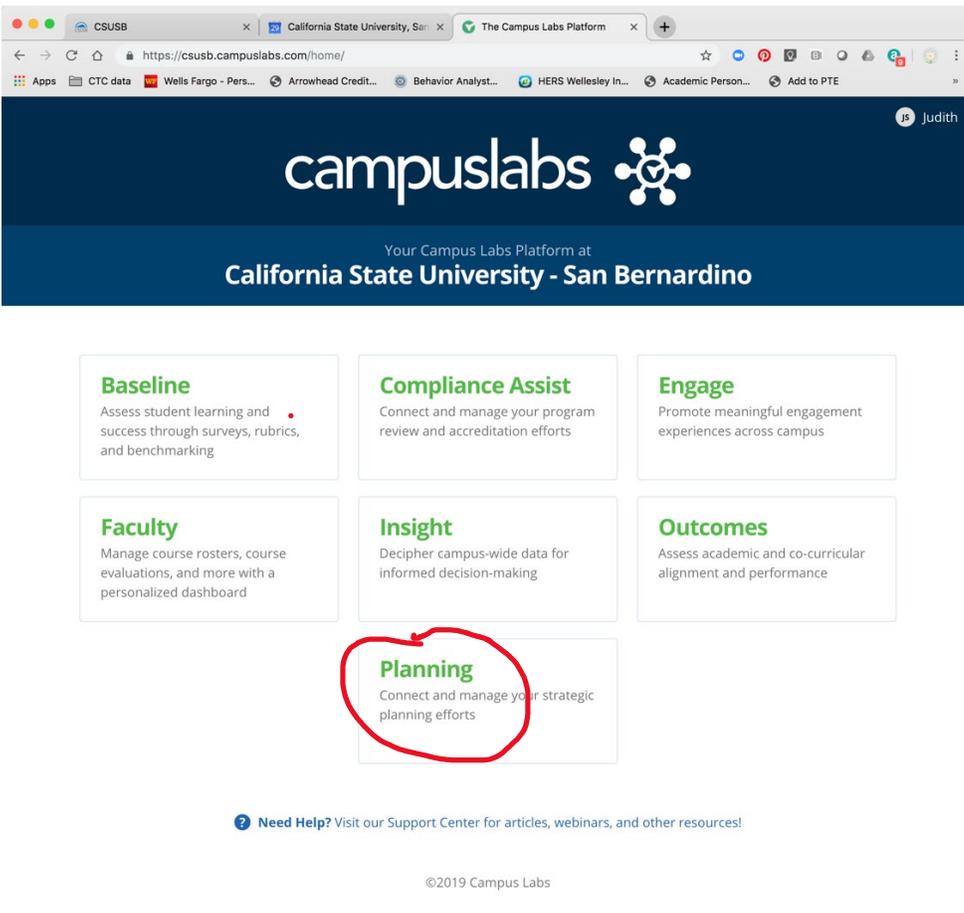
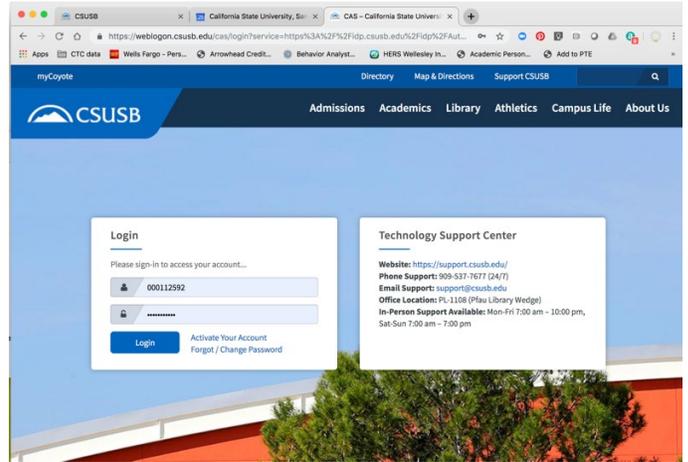


Strategic Plan Reporting 2018/19

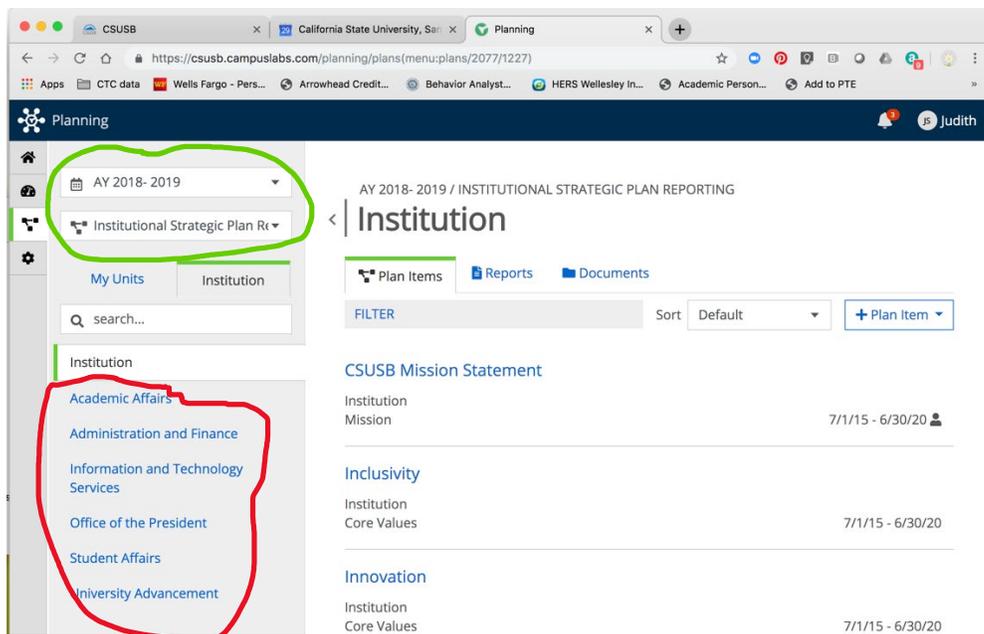
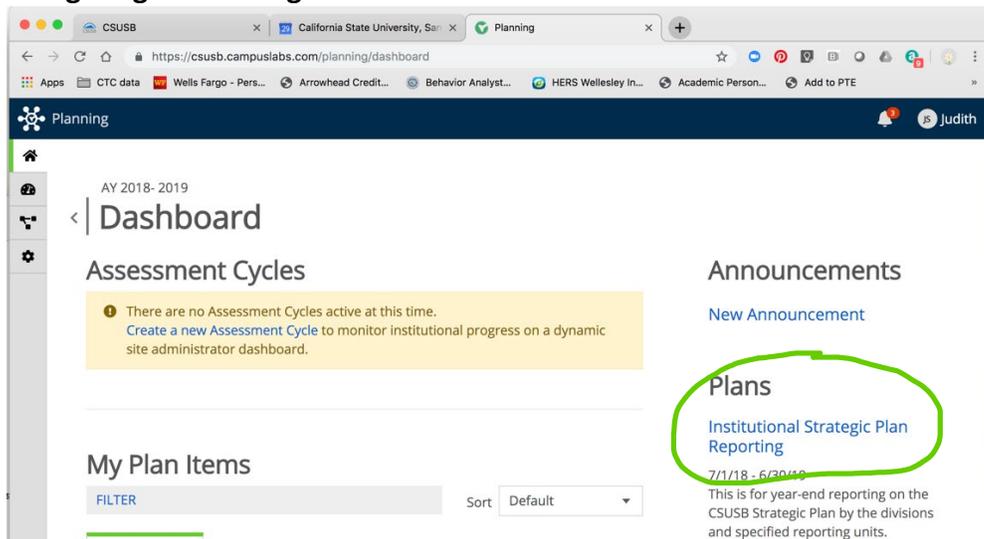
Campus Labs Cheat Sheet

Logging In

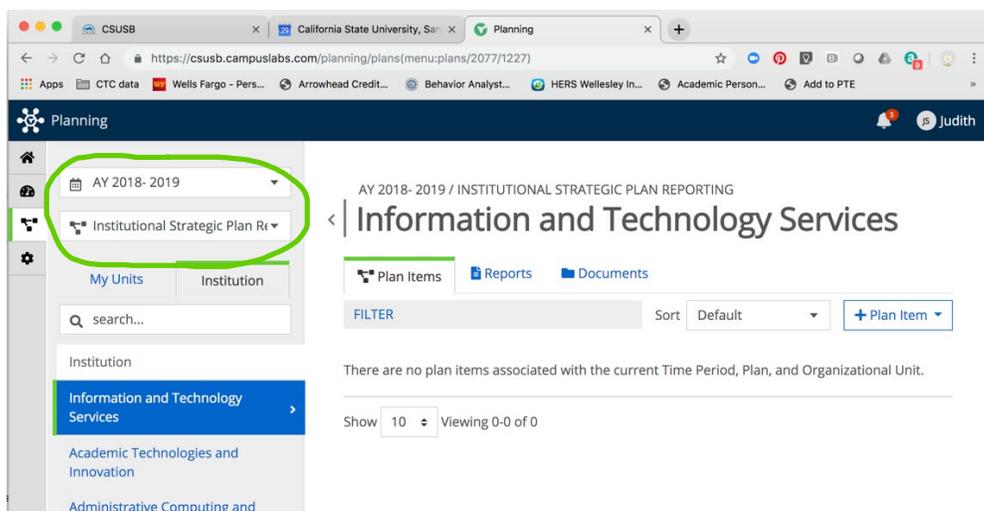
URL: csusb.campuslabs.com



Navigating in Planning

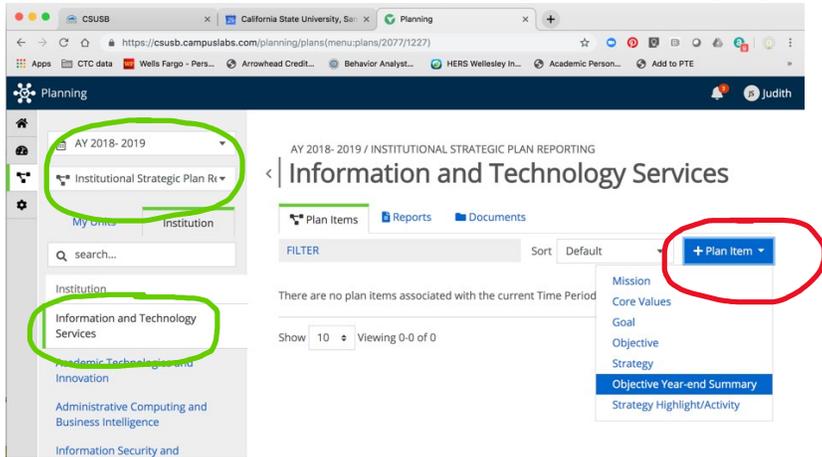


From here, choose your division. Colleges will find their units by clicking on Academic Affairs.

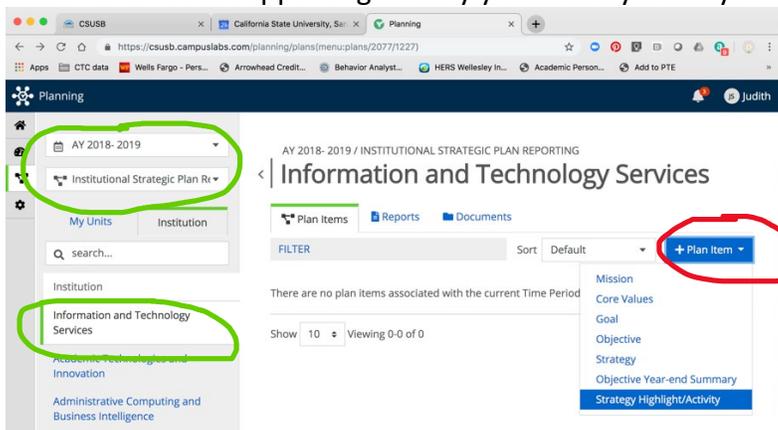


Data Entry

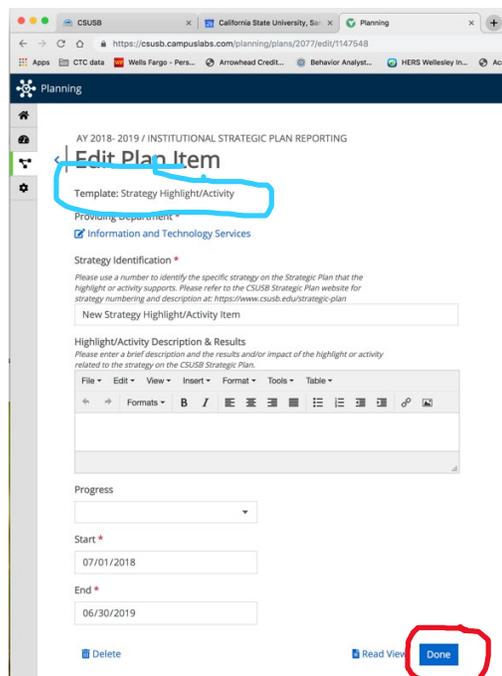
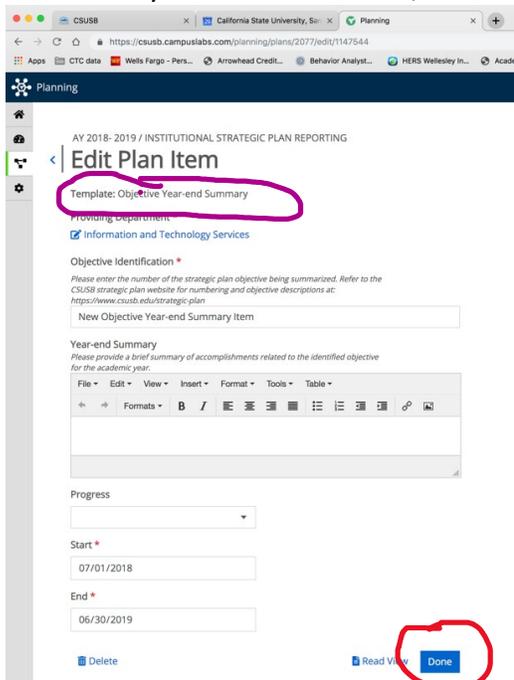
Two templates will be used for reporting; one for the synopsis of each objective that your unit addresses



and one for each supporting activity you identify for any strategies your unit addresses.



A new template will be added for each objective synopsis and each strategy highlight or activity. When you finish with your edits each time, click on DONE at the bottom of the page.



Relating Items

You will need to relate each objective synopsis to the Institutional Strategic Plan objective(s) and each activity to highlight the appropriate Institutional Strategic Plan strategy(s). The procedure is the same for both, we have just illustrated the strategy related item here.

