

# CAMPUS LABS

## NEW USER GUIDE

### Getting Started

**OFFICE OF INSTITUTIONAL EFFECTIVENESS**  
4343 Ocean View Boulevard, San Diego, CA 92113

*Prepared by:*  
*SDCE Office of*  
*Institutional Effectiveness*  

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*May 2018*



OFFICE OF  
INSTITUTIONAL  
EFFECTIVENESS

SAN DIEGO  
CONTINUING  
EDUCATION

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# LOGGING INTO CAMPUS LABS

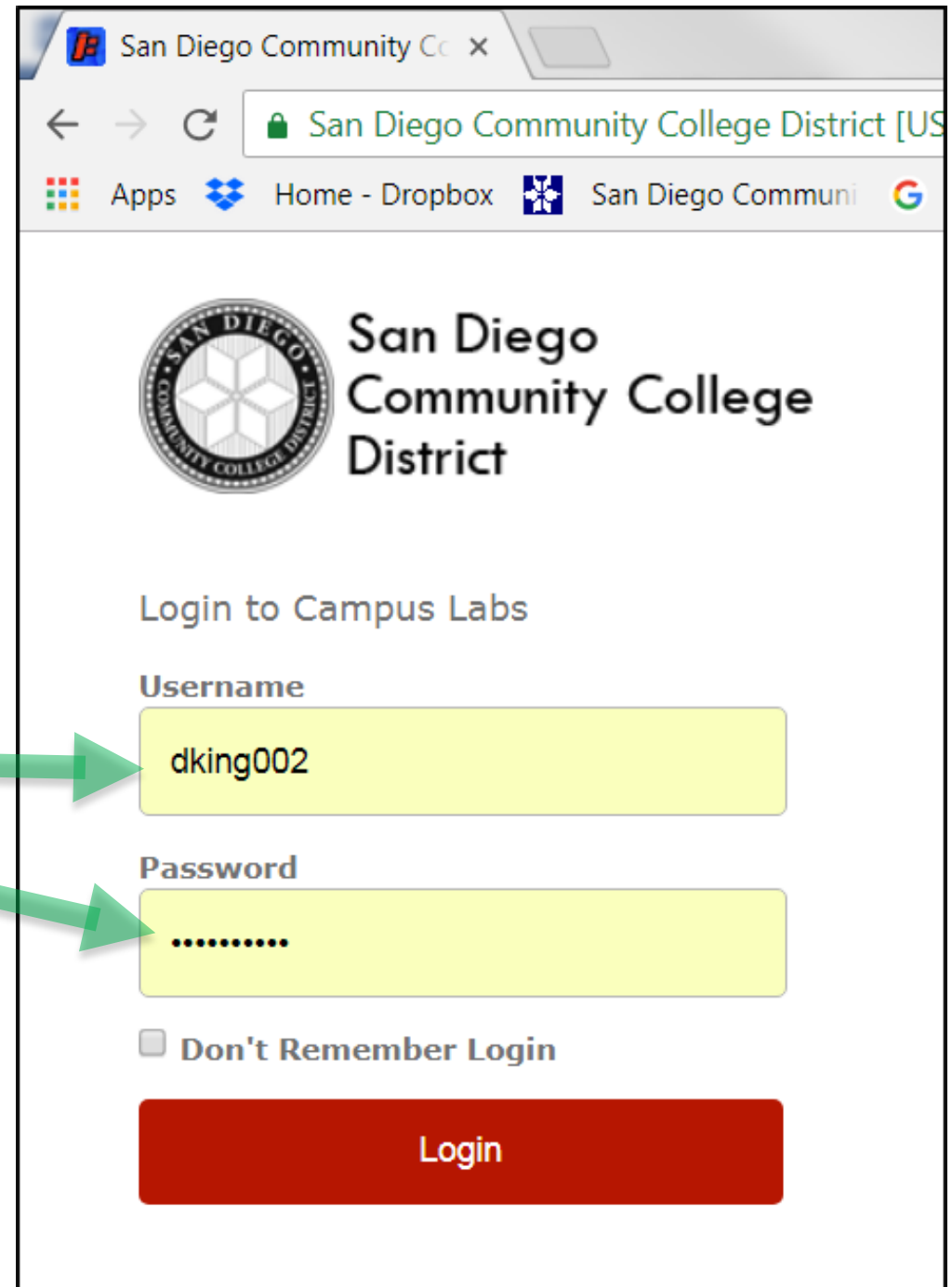


Use Explorer when using Campus Labs  
for best results

[sdccd.campuslabs.com](http://sdccd.campuslabs.com)

1

Use your SDCCD user  
name and password



San Diego Community College District

Login to Campus Labs

Username

dking002

Password

.....

☐ Don't Remember Login

Login

2

The screenshot shows a web browser window with the URL <https://sdccd.campuslabs.com/home/>. The browser's address bar and tabs are visible. The page header includes the user name "DK Deborah". The main content area features the "campuslabs" logo and the text "Your Campus Labs Platform at San Diego Community College District". Below this, there are two main sections: "Compliance Assist" and "Planning". The "Planning" section is highlighted with a green arrow pointing from a box labeled "Select Planning". The "Planning" section description is "Connect and manage your strategic planning efforts". At the bottom, there is a "Need Help?" link and a copyright notice "©2018 Campus Labs".

https://sdccd.campuslabs.com/home/

The Campus Labs Platform

File Edit View Favorites Tools Help

Dood... Boot... Home... Goog... Webs... CL Data.. San ...

DK Deborah

**campuslabs**

Your Campus Labs Platform at  
**San Diego Community College District**

**Compliance Assist**  
Connect and manage your strategic planning, program review, and accreditation efforts

**Planning**  
Connect and manage your strategic planning efforts

? **Need Help?** Visit our Support Center for articles, webinars, and other resources!

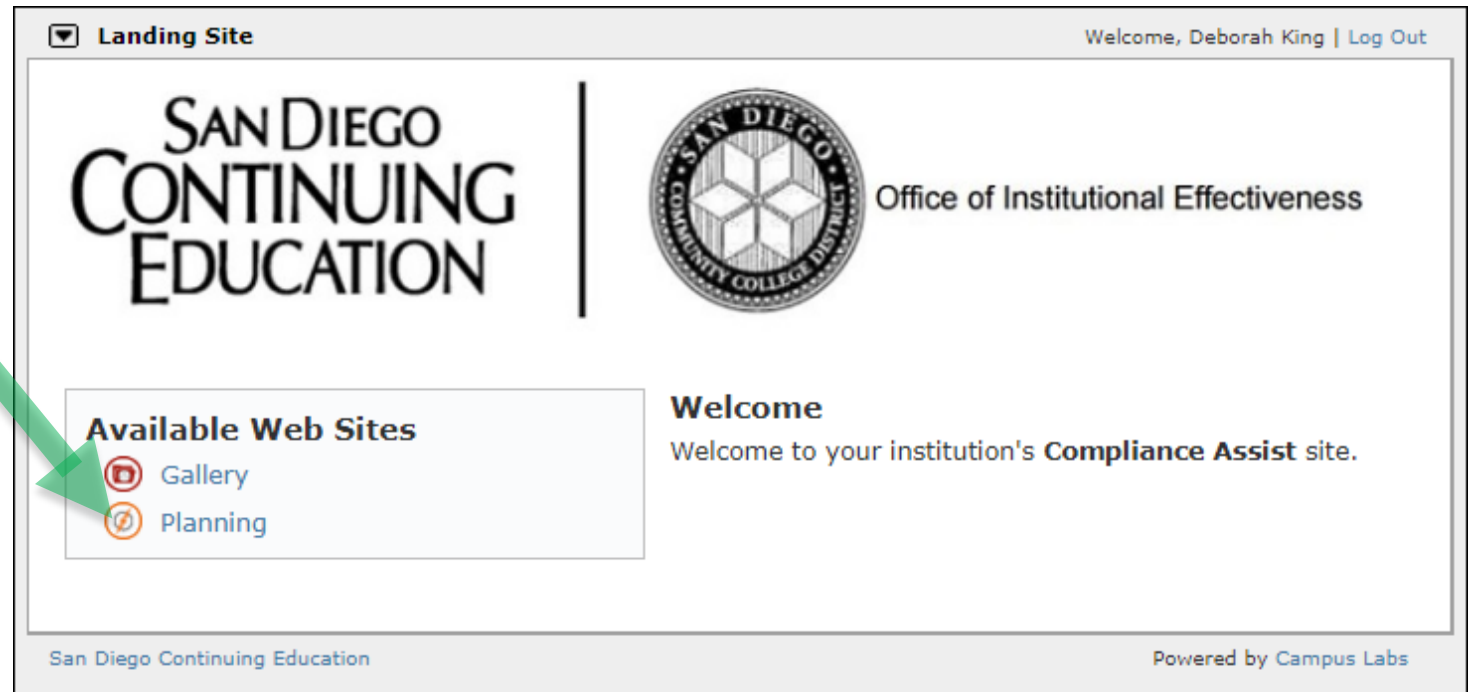
©2018 Campus Labs

Select Planning

# GETTING STARTED


1

Select Planning





**Landing Site** Welcome, Deborah King | [Log Out](#)

# SAN DIEGO CONTINUING EDUCATION



Office of Institutional Effectiveness

## Available Web Sites

-  [Gallery](#)
-  [Planning](#)

## Welcome

Welcome to your institution's **Compliance Assist** site.

San Diego Continuing Education Powered by [Campus Labs](#)

SDCE Reminders  
or messages will  
appear here

Planning

FY 2018

# Dashboard

**2** FILTER Sort Default

My Items (1570) Responsible Items (0) Contributor (1584)

**Select Strategic Plan**

**Announcements**

Hello, welcome to SDCE Campus Labs!  
Welcome to SDCE Campus Labs!... [More](#)

**Plans**

San Diego Continuing Education  
San Diego Continuing Education (SDCE) : Strategic Plan  
Mission Statement 6/30/16 - 6/29/21

Child Development/Parenting Mission Statement  
Child Development/Parenting : Strategic Plan  
Mission Statement Ongoing/Annual  
7/1/17 - 6/30/22

Institutional Objective 1.0: Other  
San Diego Continuing Education (SDCE) : Strategic Plan  
1.0 other: Institutional Strategic Objective 11 7/1/16 - 6/30/21

Increase the number of offsite facilities to compensate for space on SDCE  
campuses locations by 5% in 5 years and maximize the use = 107 sites from  
2015/16 data  
San Diego Continuing Education (SDCE) : Strategic Plan  
1.2: Institutional Strategic Objective 11 In Progress  
7/1/15 - 6/30/21

Strategic Plan

Education Master Plan

Action Plan

AEBG

WIOA

SSSP

Student Equity

Planning OK Deborah

FY 2018 Strategic Plan

## San Diego Continuing Education (SDCE)

Plan Items Reports Documents

FILTER Sort: Default [+ Plan Item](#)

San Diego Continuing Education

San Diego Continuing Education (SDCE)  
Mission Statement 6/30/16 - 6/29/21

Grow SDCE Programming through increased access and enhanced instructional and student services

San Diego Continuing Education (SDCE)  
1: Institutional Strategic Goal II 6/30/16 - 6/29/21

Cultivate an environment of creativity and increased collaboration both internally and externally

San Diego Continuing Education (SDCE)  
2: Institutional Strategic Goal II In Progress 6/30/16 - 6/29/21

Increase student success, academic achievement, life-long learning, and workforce development

San Diego Continuing Education (SDCE)  
3: Institutional Strategic Goal II 6/30/16 - 6/29/21

Provide SDCE employees with resources and training to increase the quality of instruction and services

San Diego Continuing Education (SDCE)  
4: Institutional Strategic Goal II 6/30/16 - 6/29/21

Strengthen institutional effectiveness through integrated planning and resource allocation

San Diego Continuing Education (SDCE)  
5: Institutional Strategic Goal II 6/30/16 - 6/29/21

My Units Institution

search...

San Diego Continuing Education (SDCE)

Adult Basic Education (ABE)/Adult Secondary Education (ASE)

Institutional Effectiveness

Automotive

3

Select your program here



# PAGE ELEMENTS

## Sorting Options (various ways to view your plan)

The screenshot displays the 'Planning' interface for the 'Automotive' strategic plan. The interface includes a sidebar with navigation options like 'FY 2018', 'Strategic Plan', 'My Units', and 'Institution'. The main content area shows a list of plan items with descriptions and progress indicators. A yellow box highlights the 'Sort' dropdown menu, which is open, showing options: 'Default', 'Item Name', 'Number Identifier', 'Progress', 'Template Name', 'Start Date', and 'End Date'. A green arrow points to the 'Sort' dropdown. Another green arrow points to the 'Automotive 1: Program/Unit Goal' item, which is circled in yellow. A third green arrow points to the 'Progress' status, which is also circled in yellow. The 'Progress' status is shown as 'Completed' for the first item and 'In Progress' for the second item. The 'Data Type' label is also present, pointing to the 'Automotive 1: Program/Unit Goal' item.

Planning

FY 2018

Strategic Plan

My Units

Institution

search...

San Diego Continuing Education (SDCE)

Adult Basic Education (ABE)/Adult Secondary Education (ASE)

Institutional Effectiveness

Automotive

FY 2018 / STRATEGIC PLAN

Automotive

Plan Items

Reports

Documents

FILTER

Sort Default

Default

Item Name

Number Identifier

Progress

Template Name

Start Date

End Date

Automotive 1: Program/Unit Goal

Based of advisory Feedback and direction, they are suggesting introducing A service a accommodate industry needs. Industry members had already assess the need of...

Completed 6/30/16 - 6/30/21

Automotive 2: Program/Unit Goal

Through the use of an Auto 600/601 introductory class, a student can take will feed in our completion rates and the number of professional technician students

Completed 6/30/16 - 6/30/21

Continue to expand Advisory Boards for all three programs – Auto Tech, Auto Body, and Upholstery holding at least one advisory board meeting per semester.

Completed 6/30/16 - 6/30/21

Make sure Auto Tech in compliance with NATEF regulations

Automotive 4: Program/Unit Goal

Completed 6/30/16 - 6/30/21

More New Classes to offer other career directions: We want to also offer new curriculum and outline for more course offering, such as creating a new Automatic and manual transmission class. We want to also...


Automotive 5: Program/Unit Goal

In Progress 6/30/16 - 6/30/21


Data Type (Goal, Objective, etc.)


Progress



 Planning

OK Deborah

 FY 2018

 Strategic Plan

My Units

Institution

San Diego Continuing Education (SDCE)

Adult Basic Education (ABE)/Adult Secondary Education (ASE)

Institutional Effectiveness

Automotive

FY 2018 / STRATEGIC PLAN

< Automotive

Plan Items

Reports

Documents

FILTER

Sort Default

+ Plan Item

Based of advisory Feedback and direction, they are suggesting introducing A service advising program to accommodate industry needs. Industry members had already assess the need of...

Automotive

1: Program/Unit Goal

Completed

6/30/16 - 6/30/21

Through the use of an Auto 600/601 introductory class, a student can take will feed into the Auto 507 series to increase our completion rates and the number of professional technician students

Automotive

2: Program/Unit Goal

Completed

6/30/16 - 6/30/21

Continue to expand Advisory Boards for all three programs – Auto Tech, Auto Body, and Upholstery holding at least one advisory board meeting per semester.

Automotive

3: Program/Unit Goal

Completed

6/30/16 - 6/30/21

Make sure Auto Tech in compliance with NATEF regulations

Automotive

4: Program/Unit Goal

Completed

6/30/16 - 6/30/21

More New Classes to offer other career directions: We want to also offer new curriculum and outline for more course offering, such as creating a new Automatic and manual transmission class. We want to also...

Automotive

5: Program/Unit Goal

In Progress

6/30/16 - 6/30/21

2

Select any data type (all blue text is a link)

FY 2018

FY 2018 / STRATEGIC PLAN

Strategic Plan

## &lt; Edit Plan Item

Template: Program/Unit Goal

Number \*

4

Goal \*

Enter your Goal narrative here

Make sure Auto Tech in compliance with NATEF r

Goal Continued (If more space is needed)

If additional space is needed

File Edit View Insert Format Table

Formats B I

Powered by tinymce

Start \*

06/30/2016

End \*

06/30/2021

Progress

Completed

Providing Department \*

Automotive

Delete

The system defaults to **Edit Plan Item**  
If you only want to view and/or print the item,  
select **Read View**

3

## Responsible Users

Phu, Sam	Contributor	✕
Storey, Cassandra	Contributor	✕

## Available Users

Select users from the list below for a specific user

Q Start typing a user's name

+ Account, CAtest	Contributor
+ Aragon, Don	Contributor
+ Bromma, John	Contributor
+ Campbell, Kathy	Contributor
+ Carvajal, Robin	Administrator
+ Cortés, Nancy	Reviewer

Show 10 Viewing 1-10 of 56

Previous 1 2 3 ... 6 Next

Read View

Done

## READ VIEW


FY 2018 / STRATEGIC PLAN

### Make sure Auto Tech in compliance with NATEF regulations

This view always presents the most current state of the plan item.

Plan Item was last modified on 4/19/18, 4:29 PM

Your individual permission settings determine what fields and content are visible to you.

 [Go to Item in Planning](#)

 [Print](#)  [Share Item](#)

#### Template:

Program/Unit Goal

#### Number:

4

#### Goal:

Make sure Auto Tech in compliance with NATEF regulations

#### Goal Continued (if more space is needed):

#### Responsible Roles:

Sam Phu , Cassandra Storey (cstorey)

#### Start:

6/30/2016

#### End:

6/30/2021

#### Progress:

Completed

#### Providing Department:

Automotive

#### Related Items

##### Supports (Connected Up):

Cultivate an environment of creativity and increased collaboration both internally and externally

*San Diego Continuing Education (SDCE) Institutional Strategic Goal*

##### Supported By (Connected Down):


Career Preparation and Curriculum Students need updated curriculum related to industry standard for job placement

*San Diego Continuing Education (SDCE) AEBG Transition / Gap / Approach*


4


Print this page

Return to the previous page

 Planning

DK Deborah

 FY 2018

 Strategic Plan

My Units

Institution

San Diego Continuing Education (SDCE)

Adult Basic Education (ABE)/Adult Secondary Education (ASE)

Institutional Effectiveness

Automotive

FY 2018 / STRATEGIC PLAN

<

Edit Plan Item

Template: Program/Unit Goal

Number \*

Goal \*  

Enter your Goal narrative here

Make sure Auto Tech in compliance with NATEF regulations

Goal Continued (If more space is needed)  


If additional space is needed


File Edit View Insert Format Table


Formats


**B**


*I*




















































































Powered by tinymce

Progress  

Completed

Providing Department \*  
Automotive

 Delete

Permissions

Related (5)


History

Assign Responsible Users

Responsible Users


Phu, Sam

Contributor




Storey, Cassandra

Contributor




Available Users


Select users from the list below for a specific user

 Account, CATest


Contributor

 Aragon, Don


Contributor

 Bromma, John


Contributor

 Campbell, Kathy

Contributor

 Carvajal, Robin

Administrator

 Cortés, Nancy

Reviewer

Show 

10

 Viewing 1-10 of 56Previous 

1

2

3

 ... 

6

 Next

 Read View

Done

Done = Save

Always save any changes or new entries.

# RELATIONSHIPS

Every data type is related to another data type, either by supporting it or being supported by it.

DATA TYPE	SUPPORTS	IS SUPPORTED BY
Institutional Strategic Goal		Institutional Strategic Objective
Institutional Strategic Objective	Institutional Strategic Goal Growth Area (Accreditation Action Plan)	Institutional Action Step, Outcomes, KPIs
Institutional Action Step, Outcomes, KPIs	Institutional Strategic Objective	
Growth Area (Accreditation Action Plan)		Institutional Strategic Objective
Action Plan Objective	Growth Area (Accreditation Action Plan)	Institutional Action Step, Outcomes, KPIs
Program/Unit Goal	Institutional Strategic Goal	Program/Unit Objective
Program/Unit Objective	Program/Unit Goal	Program/Unit Action Step, Outcomes, KPIs
Program/Unit Action Step, Outcomes, KPIs	Program/Unit Objective	
Part B Requirement/Activity (Perkins)	Institutional Strategic Goals Program/Unit Objectives	
DATA TYPE	SUPPORTS	IS SUPPORTED BY





# FIRST (PRIORITY) TASK TO COMPLETE:

Planning

FY 2018 / STRATEGIC PLAN

## Edit Plan Item

Template: Program/Unit Objective

Number \*

14.1

Objective \*

Implement marketing plan for meeting needs of military community

Objective (extended text)

If additional space is needed

File Edit View Insert Format Table

Formats B I

Powered by [tinymce](#)

Associated with Institutional Goal (choose one):

Select the INSTITUTIONAL GOAL related to this Program/Unit Goal

Associated with Institutional Objective (choose one):

Choose the INSTITUTIONAL OBJECTIVE that supports the INSTITUTIONAL GOAL selected above and is associated with this Program/Unit Objective.

1

Select dropdown menus here

Planning

FY 2018 / STRATEGIC PLAN

## Edit Plan Item

Template: Program/Unit Objective

Number \*

14.1

Objective \*

Implement marketing plan for meeting needs of military community

Objective (extended text)

If additional space is needed

File Edit View Insert Format Table

Formats B I

Powered by [tinymce](#)

Associated with Institutional Goal (choose one):

Select the INSTITUTIONAL GOAL related to this Program/Unit Goal

Institutional Goal #1 Grow SDCE Programming through increased access and e  
Institutional Goal #2 Cultivate an environment of creativity and increased colla  
Institutional Goal #5 Strengthen institutional effectiveness through integrated  
Institutional Goal #3 Increase student success, academic achievement, life-long  
Institutional Goal #4 Provide SDCE employees with resources and training to ir

2

Select the associated Institutional Goal and Institutional Objective associated with this Program/Unit Objective



# CUSTOMER SUPPORT /HELPDESK

The screenshot shows a web application interface for the 'Automotive' strategic plan. The top navigation bar is dark blue with a user profile icon and the name 'Deborah'. A green arrow points from a text box at the bottom to this user profile. The main content area displays a list of strategic goals for the Automotive program, each with a description, status, and completion date. The left sidebar contains navigation links for 'My Units' and 'Institution', along with a search bar and a list of units including 'San Diego Continuing Education (SDCE)', 'Adult Basic Education (ABE)/Adult Secondary Education (ASE)', 'Institutional Effectiveness', and 'Automotive'.

FY 2018 / STRATEGIC PLAN

## Automotive

Plan Items Reports Documents

FILTER Sort Default + Plan Item

Based of advisory Feedback and direction, they are suggesting introducing A service advising program to accommodate industry needs. Industry members had already assess the need of...

Automotive  
1: Program/Unit Goal II Completed  
6/30/16 - 6/30/21

Through the use of an Auto 600/601 introductory class, a student can take will feed into the Auto 507 series to increase our completion rates and the number of professional technician students

Automotive  
2: Program/Unit Goal II Completed  
6/30/16 - 6/30/21

Continue to expand Advisory Boards for all three programs – Auto Tech, Auto Body, and Upholstery holding at least one advisory board meeting per semester.

Automotive  
3: Program/Unit Goal II Completed  
6/30/16 - 6/30/21

Make sure Auto Tech in compliance with NATEF regulations

Automotive  
4: Program/Unit Goal II Completed  
6/30/16 - 6/30/21

More New Classes to offer other career directions: We want to also offer new curriculum and outline for more course offering, such as creating a new Automatic and manual transmission class. We want to also...

Automotive  
5: Program/Unit Goal II In Progress  
6/30/16 - 6/30/21

San Diego Continuing Education (SDCE)

Adult Basic Education (ABE)/Adult Secondary Education (ASE)

Institutional Effectiveness

Automotive

Select here (your name) to access real-time support/chat from Campus Labs helpdesk. Note: only available M-F 8:00am-5:00pm EST



FY 2018



Strategic Plan

My Units

Institution

search...

San Diego Continuing Education  
(SDCE)Adult Basic Education (ABE)/Adult  
Secondary Education (ASE)

Institutional Effectiveness

Automotive

FY 2018 / STRATEGIC PLAN

## &lt; Automotive

Plan Items

Reports

Documents

FILTER

Sort

Defa

Select Support here

Based of advisory F...  
industry needs. Industry members had already assess the need of...

Automotive

1: Program/Unit Goal II

Through the use of an Auto 600/601 introductory class, a student can take will feed into the...  
our completion rates and the number of professional technician students

Automotive

2: Program/Unit Goal II

Continue to expand Advisory Boards for all three programs - Auto Tech, Auto Body, and Upholstery holding at least one  
advisory board meeting per semester.

Automotive

3: Program/Unit Goal II

Make sure Auto Tech in compliance with NATEF regulations

Automotive

4: Program/Unit Goal II

More New Classes to offer other career directions: We want to also offer new curriculum and outline for more course  
offering, such as creating a new Automatic and manual transmission class. We want to also...

Automotive

5: Program/Unit Goal II

DK

Deborah King

San Diego Community  
College District

Support

Sign Out

Completed

6/30/16 - 6/30/21

Completed

6/30/16 - 6/30/21

Completed

6/30/16 - 6/30/21

In Progress

6/30/16 - 6/30/21

Planning x Planning Help Center x

Secure | <https://planningsupport.zendesk.com/hc/en-us>

Apps Home - Dropbox San Diego Communi Google Data Management CampusLabs

**campuslabs** Data Driven Innovation

# Welcome to Planning Support

We're here to help.

Search Help Center

**3**

Chat With Us

Planning x Planning Help Center x

Secure | <https://planningsupport.zendesk.com/hc/en-us>

Apps Home - Dropbox San Diego Communi Google Data Management CampusLabs

**campuslabs**  
Data Driven Innovation

# Welcome to Planning Support

We're here to help.

Search Help Center

**4**

Select Planning

**Campus Labs Support**

Thank you for contacting Campus Labs! Someone will be with you shortly.

**Hello there!**

**Debi King**  
dking002@sdccd.edu

**Which Product? \***

- Baseline
- Baseline
- Beacon
- Compliance Assist
- Course Evaluation
- Engage
- OrgSync
- Outcomes
- Planning**



Planning x Planning Help Center x

Secure | <https://planningsupport.zendesk.com/hc/en-us>

Apps Home - Dropbox San Diego Communi Google Data Management CampusLabs

**campuslabs**  
Data Driven Innovation

# Welcome to Planning Support

We're here to help.

5

Search Help Center

Type your question(s) here

**Campus Labs Support**

Thank you for contacting Campus Labs! Someone will be with you shortly.

Hello there!

**Debi King**  
dking002@sdccd.edu

**Which Product? \***  
Planning

**Message \***

**Start Chatting**