

CampusLabs Planning Quick Reference Guide

Important Information

- Login at <https://mesacc.campuslabs.com/>
 - Username: MEID
 - Password: MEID Password
- **Browser Compatibility:** The recommended browsers for accessing CampusLabs are Google Chrome and Firefox in both the Mac and Windows platforms.
- **Autosave:** All work completed in CampusLabs will autosave with a timestamp.
- **MCC Strategic Priorities:** As part of the planning process ALL Department Initiatives MUST be related to at least one MCC Strategic Priority.
- **Training Video:** Updated training [video](#) (29:01 min).

Dashboard

Log into CampusLabs and access the **Planning** button. The **Dashboard** is your homepage in Planning. From the Dashboard you view and access **Announcements**, **Plans**, **My Items**, **Responsible Items**, and, **Contributor**.

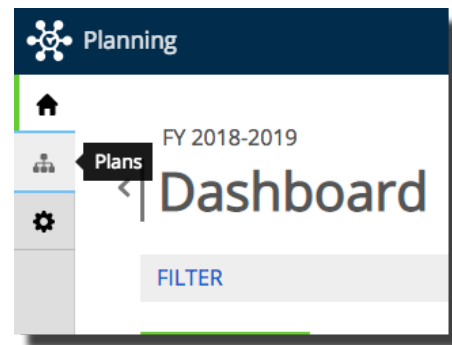
- **Announcements** – announcements about the planning process.
- **Plans** – access to the strategic, department, academic, and college committee plans in the selected FY. View and edit access will depend on individual permissions.
- **My Items** – plan items you have created in the selected FY
- **Responsible Items** – plan items you have been indicated as responsible in the selected FY
- **Contributor** – plan items you can contribute to in the selected FY

The screenshot shows the 'Planning' dashboard interface. At the top, there is a navigation bar with a 'Planning' logo and a 'Dashboard' button. Below this, the user is logged in as 'FY 2018-2019'. The main content area is titled 'Dashboard' and features a 'FILTER' input field and a 'Sort' dropdown menu set to 'Default'. There are three tabs: 'My Items (0)', 'Responsible Items (0)', and 'Contributor (0)'. The 'My Items' tab is active, showing a message: 'You have not created any items in FY 2018-2019.' Below this, there is a 'Show' dropdown set to '10' and a status 'Viewing 0-0 of 0'. On the right side, there is an 'Announcements' section with a 'New Announcement' link and a post titled 'Department Planning- 2018-2019 Planning Timeline for Developing 2019-2020 Plans'. Below the announcements is a 'Plans' section with a link to 'MCCCD Strategic Plan'.

Plans

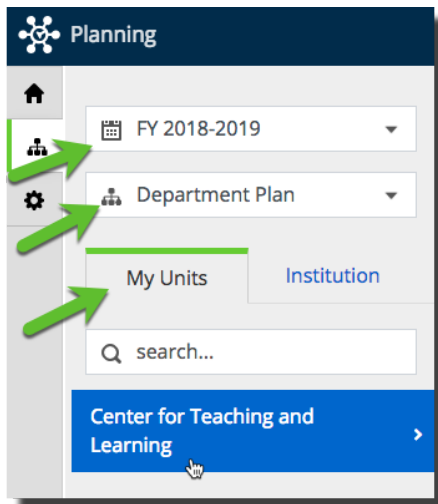
Use the left navigation to select the **Plans** button.

View, edit, and add plan items from this screen.

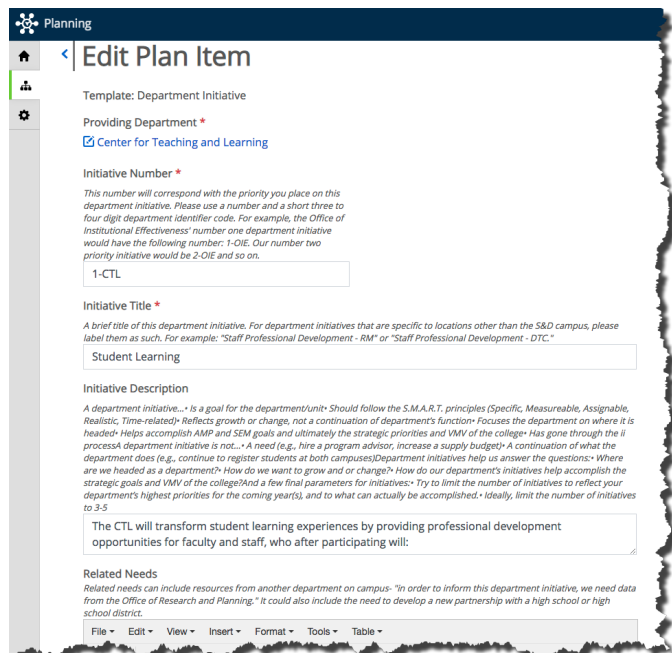
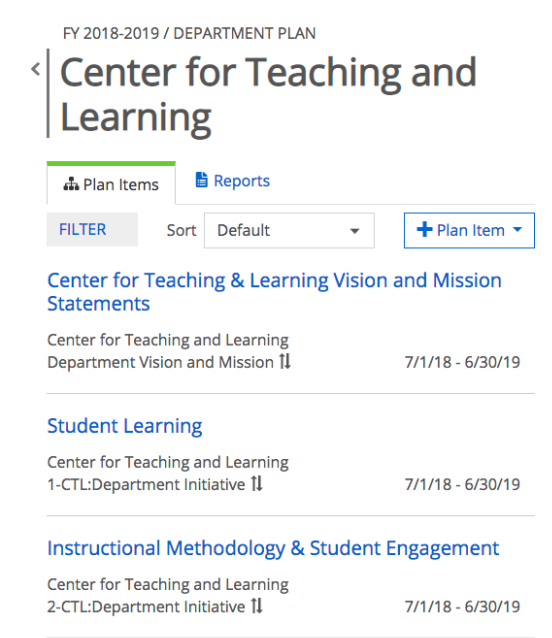


Edit Department Plan

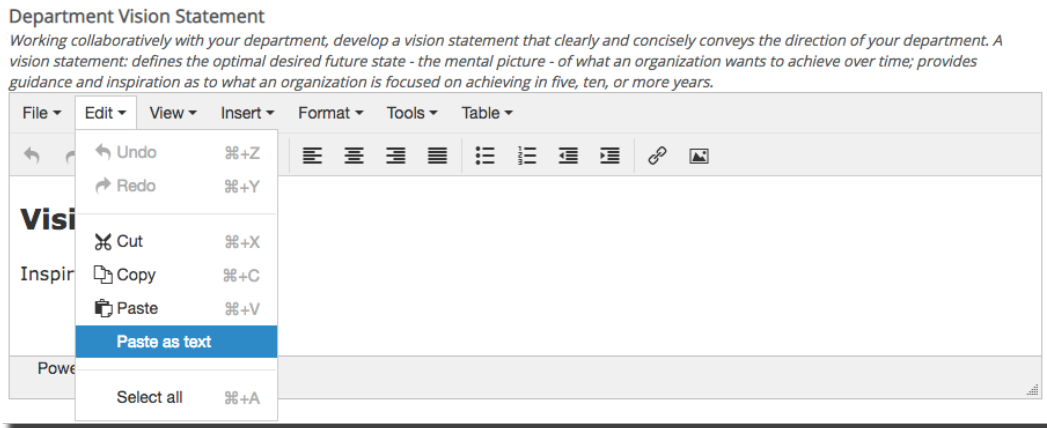
1. From the dropdown menu select the desired fiscal year.
2. From the dropdown menu select **Department Plan**.



3. Select My Units to populate the existing plans.
4. Select the department initiative to view or edit.



5. Edit the initiative as needed by following the directions under the field title. When copying and pasting from another document use the **Paste as text** option from the text editor to remove formatting.

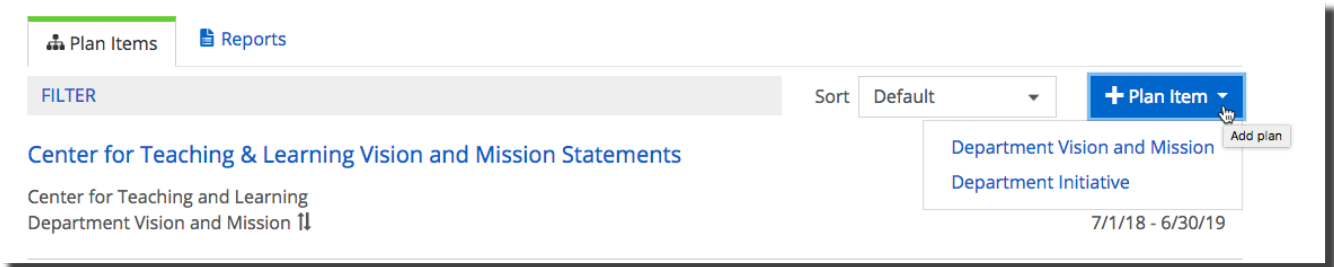


6. Scroll to the end of the page and select **Done** when finished.

Add Initiative, Mission, or Vision

You may be able to add plan items to your department plans when available in the fiscal year and depending on your individual permissions.

1. Access your Department Plan following steps 1– 3 in the **Edit Department Plan** section.
2. Select the **+Plan Item** button.
3. Select the appropriate plan item, **Department Vision and Mission** or **Department Initiative**.
4. Complete the plan item fields including updating the **Progress** field. When adding **Department Vision and Mission** ALWAYS select **Ongoing** in progress.
5. Select **Done**.

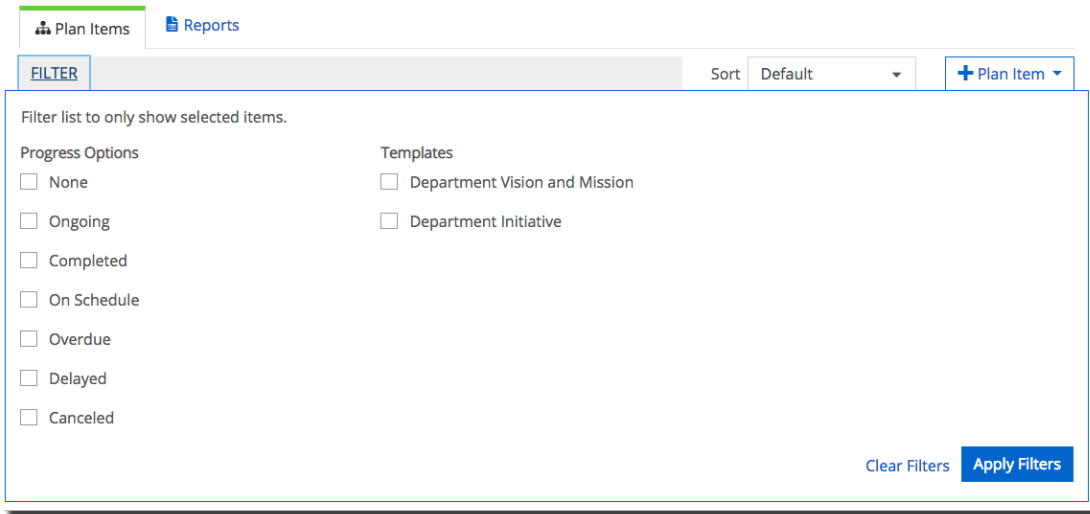


Filtering and Sorting

Filter and sort plan items using the drop-down options settings narrow or organize the list.

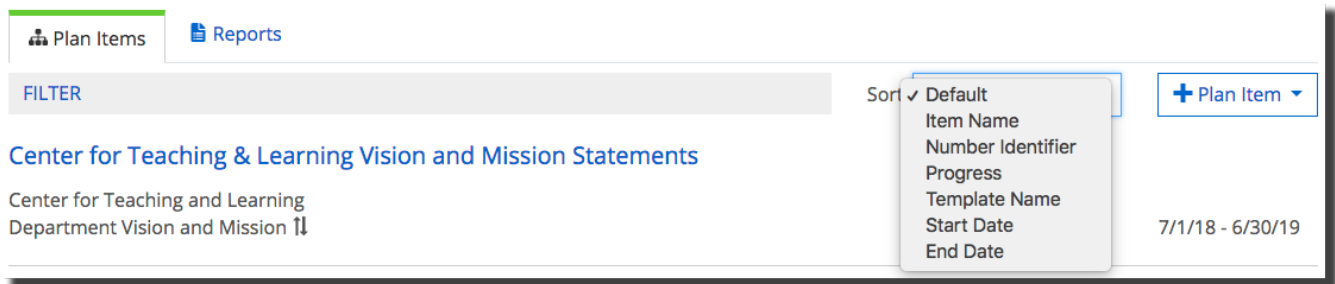
Filter

1. Access your Department Plan following steps 1– 3 in the **Edit Department Plan** section.
2. Select **Filter**, then choose your desired filter option(s).
3. Select **Apply Filters** to view. Or select **Clear Filters** to clear all filters.



Sort

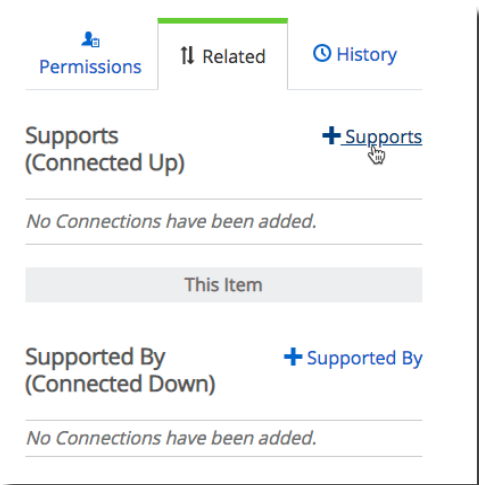
1. Access your Department Plan following steps 1– 3 in the **Edit Department Plan** section.
2. Select **Sort**, then choose your desired option from the drop-down.



Relating an Initiative

As part of the planning process ALL Department Initiatives MUST be related to at least one MCC Strategic Priority.

1. Access your Department Initiative following steps 1– 4 in the **Edit Department Plan** section.
2. Select the **Related** tab on the right of the screen.
3. Select the **+Supports** link.



4. Select **Strategic Plan** from the drop-down menu on the left to select from MCC Strategic Priorities.

NEW DEPARTMENT INITIATIVE ITEM

< | Select a Supports (Related UP) Item

FY 2018-2019

- MCCCD Strategic Plan
- ✓ Strategic Plan
- Department Plan
- Academic Master Plan
- College Committee Plan

- College
- Academic Affairs
- Administrative Services
- College Committees
- College President
- College Technology Services

FILTER

MCC Mission	+
College Mission	7/1/13 - 6/30/20
Strategic Enrollment Management	+
College 1:Strategic Priority	7/1/16 - 6/30/20
Effective Teaching and Learning	+
College 2:Strategic Priority	7/1/16 - 6/30/20

5. Choose the strategic priority or priorities that aligns to your initiative.

FILTER

MCC Mission	+
College Mission	7/1/13 - 6/30/20
Strategic Enrollment Management	+
College 1:Strategic Priority	7/1/16 - 6/30/20
Effective Teaching and Learning	✓
College 2:Strategic Priority	7/1/16 - 6/30/20

Supports (Connected Up)

Effective Teaching and Learning ✕
College Strategic Priority

This Item

Supported By (Connected Down)

No Connections have been added.

[← Back to Plan Item](#)

6. In the editing and selection views the priority is related. The selection view shows a double arrow indicating a relation.

Student Learning

Center for Teaching and Learning
1-CTL:Department Initiative ⇄

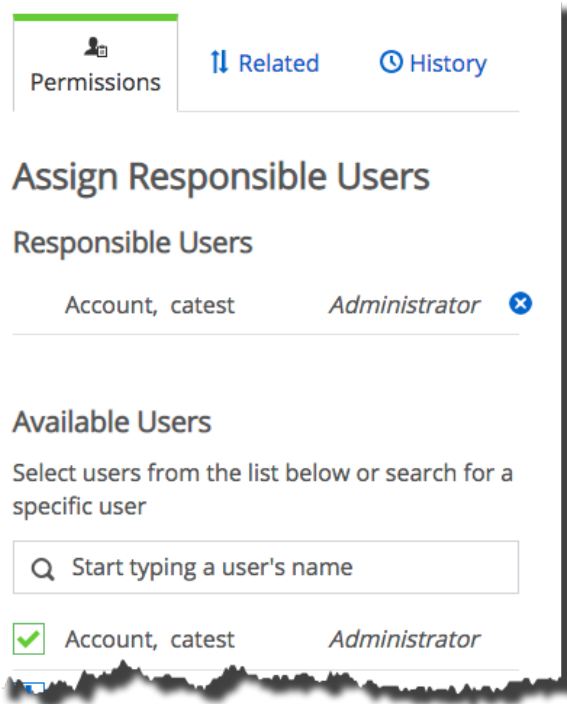


7/1/18 - 6/30/19

Assigning a Responsible User

You may assign yourself or another user (permissions required) as a responsible user for an initiative. This will add the initiative to the **Responsible Items** tab on your **Dashboard**.

1. Select the **Permissions** tab from the menu on the right.
2. Select users from the list or type the user's name in the search box to find a specific user. If you type user's name in the search box to find the user the user will automatically be assigned as a responsible user when you hit Enter/Return on your keyboard.



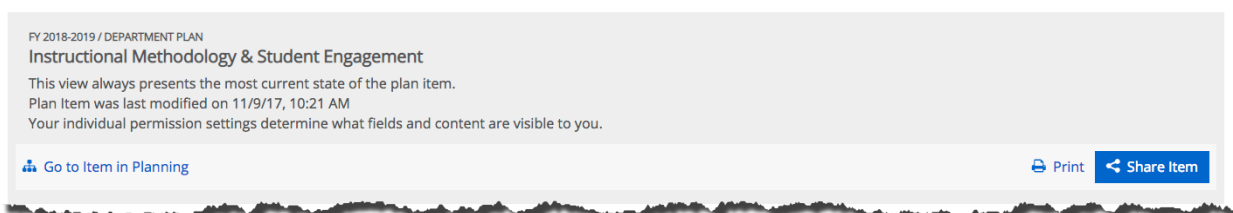
Share or Print Item

You can share or print plan items and reports directly from CampusLabs. You may only share items with other CampusLabs users.

1. Access your Department Initiative following steps 1– 4 in the **Edit Department Plan** section.
2. Scroll to the bottom of the page and select **Read View**.



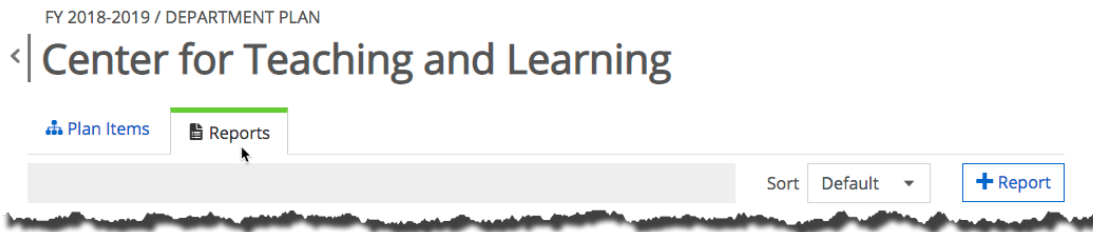
3. Select **Print** or **Share Item**.



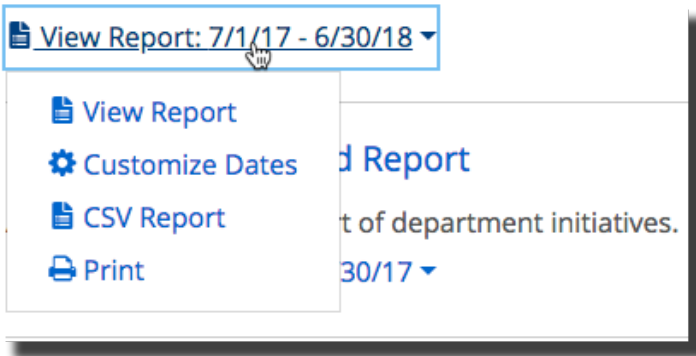
Generate a Report

You can generate a report from the preformatted reports in CampusLabs. You have the option to customize the date range before you run the report. The most common report is the **Department Plan**.

1. Access your Department Plan following steps 1– 3 in the **Edit Department Plan** section.
2. Select the **Reports** tab.



3. Scroll through the list to find **Department Plan**.
4. Select the **View Report** drop-down to reveal options and then select **View Report** to generate the report.



Additional Help

Access additional help resources from CampusLabs by selecting your name in the top right and selecting **Support**.