

Louisiana State University at Eunice



**Campus Labs Planning Module
Training Manual**

**Section VII: The Plans Tab
including
Organizational Tree,
Editing a Vision or Mission, and
Automatic Saving**

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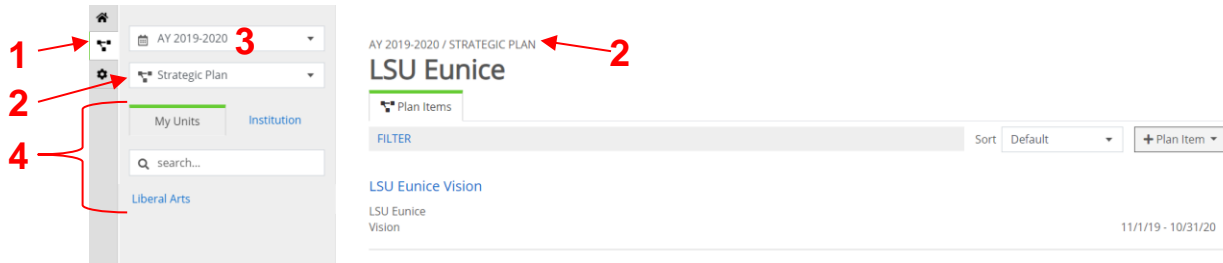
Section VII: The Plans Tab

This section covers:

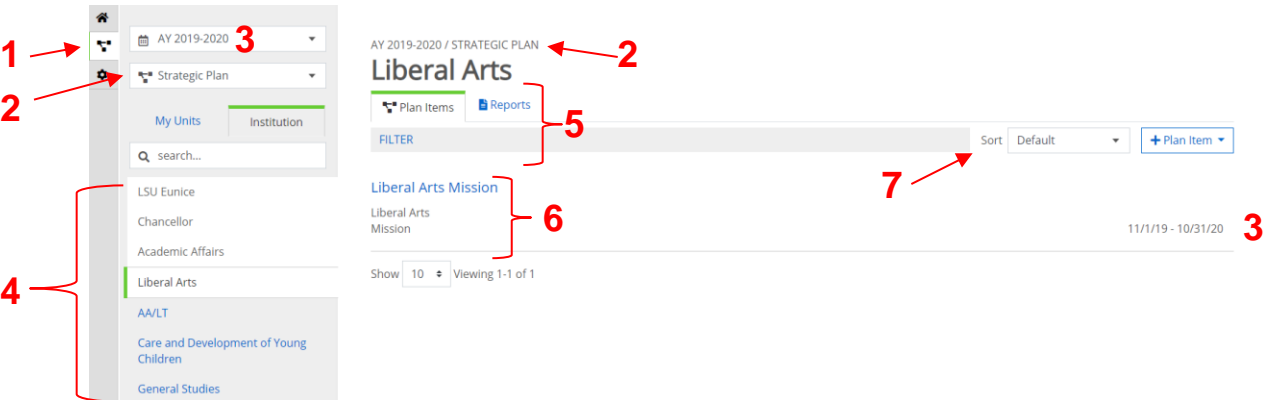
- [The Organizational Tree in the Plans Tab](#)
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The Organizational Tree in the Plans Tab

Clicking on the **1)** Plans Tab lands the user in plans where the look is slightly different from the Dashboard Page. Depending on what the user did in the home page, the plans page will generally land on the **2)** for the **3)** current year. Both the **2)** type of plan and **3)** the academic year may be changed using the drop downs. The user may also use the **4)** organizational tree to the degree of comfort. Using My Units Tab will land the user on their assigned units per their permissions. Using the Institution Tab will require the user to navigate the organizational tree to arrive at their own individual unit.



Clicking on Liberal Arts in the **1)** Planning Tab and **4)** My Units Tab yields the next screen shot for the same **2)** in the **3)** current academic year. Note that the planning system changed to the **4)** Institution Tab. The planning system expands **4)** Liberal Arts and associated departments at the dean level. This includes the Associate of Arts Louisiana Transfer (AALT), Care and Development of Young Children, and the Associate of General Studies. The **2)** planning item and the **3)** academic year may be changed by clicking on the dropdown for each item.



What appears in the 4) organizational tree depends on the user's permissions and settings based on their role at LSU Eunice. In this example, the planning system shows the organizational levels containing Liberal Arts because of the permissions being used as this manual is written. Note that there are 5) two tabs showing – Plan Items and Reports – and that items can be filtered if necessary. All editing takes place in the Plan Items Tab. The Report Tab is for the user to create PDFs or hard copies of their IE reports or look at general formatting. Further, the 6) Liberal Arts mission can be edited by clicking on the Liberal Arts Mission link. Finally, please note that the default 7) Sort is by number, but the user may change it as needed.

Editing an Existing Vision or Mission in the Plans Tab

Each department at LSU Eunice is required to have a vision and mission. Here, clicking on the Liberal Arts mission link from above displays the existing Liberal Arts mission for the 1) academic year indicated in the screen shot below. The 2) Title is a brief description of the item that will act as the hyperlink. Subject to the discussion in the Text Defaults and General Formatting above, 3) the text box and the commands above it act much as they do in Microsoft Word. 4) Note that the date range for AY 2019-2020 lags behind the actual academic year in order for users to complete the entering of data and editing. Please do not change the date ranges as they are set by the planning system and changing them results in the academic year being shifted or overlapping academic years. Next, please do not change the 5) progress for vision and mission statements as they typically do not change from year to year. Note that the 6) Permission Tab allows the listed users to be assigned to this planning item and will be discussed in the next section along with the other tabs shown.⁴

The screenshot shows the 'Edit Plan Item' interface for the Liberal Arts Mission. The title is 'Liberal Arts Mission'. The mission statement text is: 'The purpose of the Division of Liberal Arts is to develop and maintain the infrastructure necessary to provide opportunity for students to graduate with an Associate degree in programs or majors housed in the unit. The Division of Liberal Arts LSU Eunice is focused on the education of freshman and sophomore students. The Division of Liberal Arts intends to teach students to think critically and independently with the hope that graduates contribute to and excel in their personal and community lives through advanced academic and cultural competency. This division imparts broad knowledge and encourages the development of general intellectual capacities. Further, we include professional development through two areas of applied study, offer honors programs and provide developmental education in English. We assist the entire campus by providing general education courses that support all associate degrees earned at LSU Eunice. We are dedicated to supporting students in obtaining an Associate Degree in multiple areas of concentration and in their successful transition into a four year college or the workplace.' The start date is 11/01/2019 and the end date is 10/31/2020. The progress field is blank. The permissions tab shows a list of available users including Ardoin, Brian; Batiste, Barbara; Cilano, Joe; Cormier, Sondra; Fontenot, Billy; Fowler, Paul; Fowler, P; Fruge, Courtney; Greaud, Angela; and Guillory, Keisa Renee.

1 Title of Mission Statement may be edited using default settings.

2 Title of Mission Statement

3 Text of Mission Statement may be edited.

4 Please do not change dates.

5 Please do not change progress. It should be left blank.

6 Available Users



7 Done

⁴ Even though the item says the responsibility is not assigned, it is assigned to the position of Dean of Liberal Arts (instead of a person's name).

When editing is complete, click **7) Done** to automatically save the changes and return to the Plans Tab screen shown below. As the callout notes in the screen shot below, users may choose to use institution if they are comfortable using the organizational tree. The user may also choose My Units to navigate directly to their unit.



Automatic Saving Applies to all Planning Elements

One feature that will take some users time to get used to is automatic saving while they work. In the screen shot below, the user has again entered the mission to make some changes noted at the bottom of the text window. The user has clicked out of the text window **but remained in the mission edit window in the planning system.** Note that the planning system **1)** automatically saved the changes as indicated by the text just below the text window and the  because the user clicked out of the text window that was being edited. **CAUTION:** If a user has more than one monitor and clicks on a different application directly from the text box or closes the web browser, **the changes will not be saved.** Always remember to click **2) Done** when editing is completed or look for the  to make sure changes were saved. This will return the user to the previous screen.

Clicking **3) Read View** in the screen shot below will open a new window and display the mission in a manner that can be used for printing or viewing formatting. Next, clicking **4) Delete** will remove the item from the planning system. Note that the item will not be recoverable once deleted. The planning system will prompt the user to confirm prior to deleting the planning item.

Edit Plan Item

Template: Mission

Title *

Liberal Arts Mission

Mission

File Edit View Insert Format Tools Table

Paragraph B I

The purpose of the Division of Liberal Arts is to develop and maintain the infrastructure necessary to provide opportunity for students to graduate with an Associate degree in programs or majors housed in the unit. The Division of Liberal Arts LSU Eunice is focused on the education of freshman and sophomore students. The Division of Liberal Arts intends to teach students to think critically and independently with the hope that graduates contribute to and excel in their personal and community lives through advanced academic and cultural competency. This division imparts broad knowledge and encourages the development of general intellectual capacities. Further, we include professional development through two areas of applied study, offer honors programs and provide developmental education in English. We assist the entire campus by providing general education courses that support all associate degrees earned at LSU Eunice. We are dedicated to supporting students in obtaining an Associate Degree in multiple areas of concentration and in their successful transition into a four year college or the workplace.

I'm making some changes to illustrate automatic saving

Auto Saved: Apr 19, 2020, 6:34:46 AM

Start *

11/01/2019

End *

10/31/2020

Progress

Providing Department *

Liberal Arts

Delete

3

Read View

2

Done

Permissions Related History

5 Assign Responsible Users

Responsible Users

No responsible users have been added.

Available Users

Select users from the list below or search for a specific user

Start typing a user's name

+	Ardoin, Brian	Administrator
+	Batiste, Barbara	Administrator
+	Cilano, Joe	Administrator
+	Cormier, Sondra	Administrator
+	Fontenot, Billy	Administrator
+	Fowler, Paul	Administrator
+	Fowler, P	Administrator
+	Fruge, Courtney	Contributor
+	Greaud, Angela	Administrator
+	Guillory, Keisa Renee	Administrator

Show 10 Viewing 1-10 of 37

Previous 1 2 3 4 Next

Item Visibility

Private
Item is not public

6 7

5

On the right side of the screen shot above, note that the system defaults to the **5) Permissions Tab** on the right side showing users that have access to the system. Adding the responsible user may be accomplished by entering the person's name in the Available User's search bar or scrolling through and clicking the **+**. This will be discussed further in the next section. The **6) Related Tab** is not used for vision and mission, but will be discussed later in the goal section. Finally, clicking on the **7) History Tab** will show the history of the item if multiple changes have been made.

The screen shot below was obtained by the user clicking on the **Read View**. The read view can be used to check for formatting and printing; however, editing is not possible. Clicking **8) Go to Item in Planning** button will return the user to the editing screen shown in the screen shot above. Clicking **9) print** will print the item as needed and clicking **10) share item** will allow the item to be shared if the user has an email in the system.

AY 2019-2020 / STRATEGIC PLAN
Liberal Arts Mission

This view always presents the most current state of the plan item.
Plan Item was last modified on 4/19/20, 6:53 AM
Your individual permission settings determine what fields and content are visible to you.

Example of a read view.

[Go to Item in Planning](#) **8** **9** [Print](#) [Share Item](#) **10**

Template:
Mission

Title:
Liberal Arts Mission

Mission:
The purpose of the Division of Liberal Arts is to develop and maintain the infrastructure necessary to provide opportunity for students to graduate with an Associate degree in programs or majors housed in the unit. The Division of Liberal Arts LSU Eunice is focused on the education of freshman and sophomore students. The Division of Liberal Arts intends to teach students to think critically and independently with the hope that graduates contribute to and excel in their personal and community lives through advanced academic and cultural competency. This division imparts broad knowledge and encourages the development of general intellectual capacities. Further, we include professional development through two areas of applied study, offer honors programs and provide developmental education in English. We assist the entire campus by providing general education courses that support all associate degrees earned at LSU Eunice. We are dedicated to supporting students in obtaining an Associate Degree in multiple areas of concentration and in their successful transition into a four year college or the workplace.

Start:
11/1/2019

End:
10/31/2020

Progress:

Providing Department:
Liberal Arts

Responsible Roles:

Related Items
No connections made