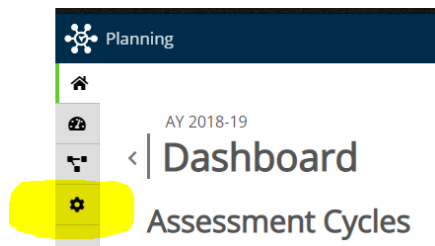




Campus Labs - Granting Permissions in Planning

1. Log into Campus Labs (<https://utk.campuslabs.com/home/>)
2. Select Planning
3. Click the wheel

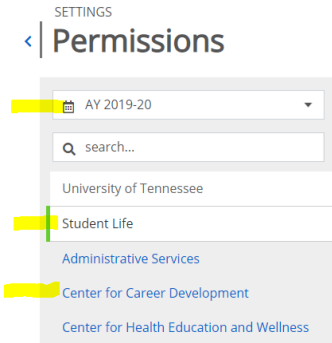


4. Click permissions

Permissions

View and modify permissions to plans and templates for users at specific organizational units.

5. Select 2019-2020 from the dropdown menu, then select Student Life, then select your department name



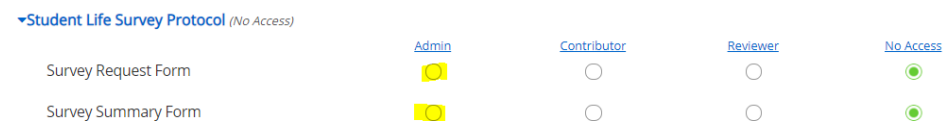
6. Type the name of the person into the “Search Users” box on the right side of the screen. If they do not appear in the list, e-mail dslclassesmetn@utk.edu for assistance.

7. Select the name of the person needing permissions.

8. Click the arrow beside the plan titled “Student Life Survey Protocol.”



9. Click the radio buttons under the heading of Admin.



10. Click “close”