

**Strategic Planning Online  
(SPOL)  
Users' Guide**

## TABLE OF CONTENTS

Getting Started: Logging into SPOL.....	3
Getting Started: Planning Section.....	4
Planning Section Overview: The Planning Homepage.....	5
Edit Planning Unit: Unit Purpose .....	6
Edit Planning Unit: Add Planning Unit Members .....	9
Edit Planning Unit: Remove Planning Unit Members.....	10
Edit Planning Unit: Add Planning Unit Goals.....	11
Edit Planning Unit: Edit Planning Unit Goals .....	12
Edit Planning Unit: Remove Planning Unit Goals .....	14
Creating a New Objective	
What is an Objective? .....	16
Creating a New Objective.....	17
Create/Edit a New Objective Page Edit Options .....	18
Create/Edit a New Objective Page.....	18
Create a New Objective: Tasks.....	26
Create a New Objective: Assessment Measures .....	28
Create a New Objective: Intended Results .....	29
Objective Approval .....	32
Create a New Objective: Status Reports.....	33
Create a New Objective: Actual Results (End of Year Activity) .....	34
Create a New Objective: Use of Results (End of Year Activity) .....	36
Additional Editing Functionality Available.....	38
Change Planning Year .....	38

## Getting Started: Logging into SPOL

To access the Strategic Planning Online (SPOL) application, open an Internet browser (be sure to use a Microsoft Internet Explorer 7.x or greater browser) and type in the URL box:

SPOL Login URL: <http://spol.wallace.edu/spolnet>

To login and get started, type (all lower case) the following **User Name** and **Password** into the “User Name” and “Password” fields on the SPOL login window:

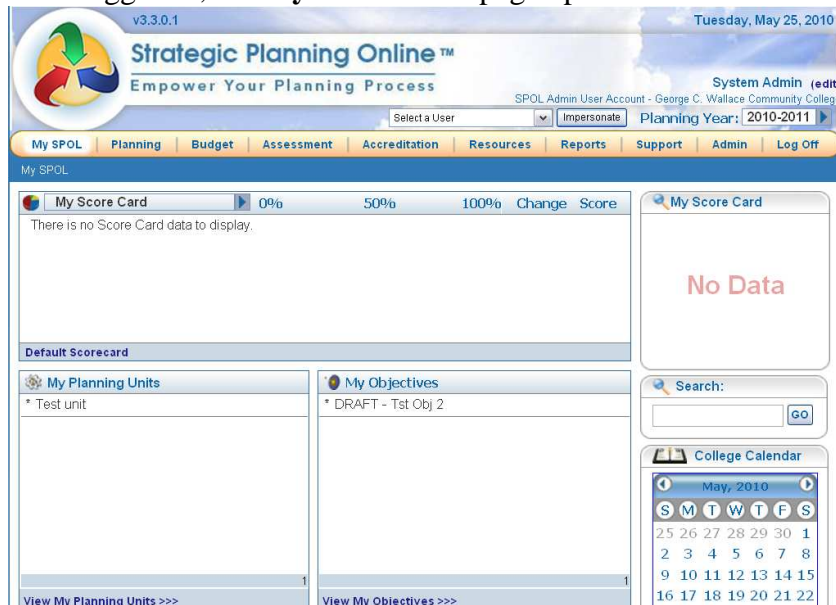
- User Name: **xxxxxxxx** (First letter of first name and last name)
- Password: **12345**

Then, click on the **Login** button directly below the **User Name** and **Password** fields:



The image shows the SPOL login window. At the top, it says "Strategic Planning Online™ Empower Your Planning Process" with a logo on the left and the date "Tuesday, May 25, 2010" on the right. Below this is a large graphic with the text "Empower Your Planning Process" and a circular diagram with arrows labeled "Budget", "Assessment", and "Accreditation". To the right of this graphic is a login box titled "Login to My SPOL". It contains fields for "User Name:" and "Password:", a "Login" button, a "Clear" button, a "Remember Login" checkbox, and a link "Forgot My Password... CLICK HERE".

Once logged in, the **My SPOL** homepage opens:



The image shows the My SPOL homepage. At the top, it says "v3.3.0.1 Strategic Planning Online™ Empower Your Planning Process" with a logo on the left and the date "Tuesday, May 25, 2010" on the right. Below this is a navigation bar with links: "My SPOL", "Planning", "Budget", "Assessment", "Accreditation", "Resources", "Reports", "Support", "Admin", and "Log Off". The main content area is divided into several sections. On the left, there is a "My Score Card" section showing "0%", "50%", and "100%" with a "Change Score" link. Below this is a "Default Scorecard" section. In the center, there are two sections: "My Planning Units" and "My Objectives". On the right, there is a "Search:" section with a "GO" button and a "College Calendar" section showing a calendar for May 2010.

## Getting Started: Planning Section

Click on the **Planning** tab at the top of the page (next to “My SPOL”) on the “My SPOL” homepage:



## Planning Section Overview

The Planning Section enables users to create strategic plans, develop an enhanced budget supporting the plan, and create accountability measures to increase the probabilities for success. Users can also develop non-budgeted assessment objectives, frequently used to assess planning efforts and outcomes for almost any situation.

## Planning Section Overview: The Planning Homepage

The Planning Homepage is a launching pad for the planning functions of SPOL. From this menu, users can find and manage objectives, planning units, and reports. The main functions of the planning section are directly represented on the Planning Homepage:

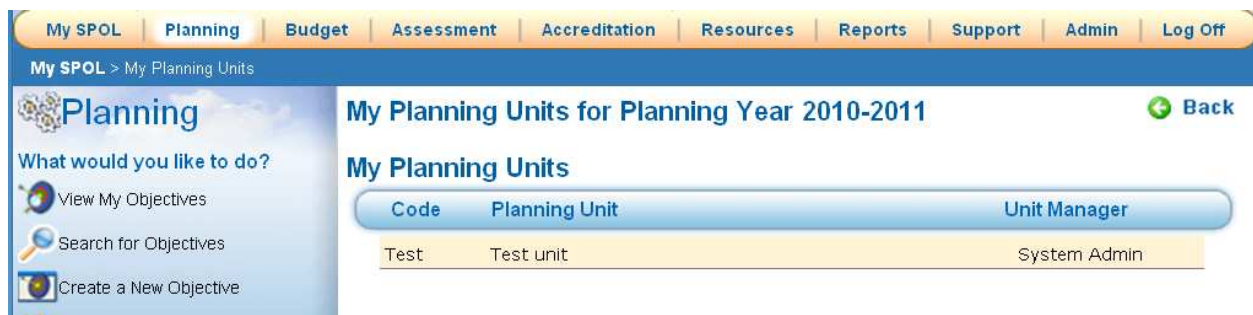


## Edit Planning Unit: Unit Purpose

From the “Planning – Welcome to the Planning Homepage” screen select the “View My Planning Units” icon or select the “View My Planning Units” options listed under “What would you like to do” section on the screen:



After clicking on either the icon or the menu selection, the “My Planning Units for Planning Year XXXX-XXXX” screen will appear with the active planning year displayed. Click on the name of the planning unit you wish to edit:





## Edit Planning Unit: Unit Purpose (Continued)

After clicking on the planning unit for editing, the “**My Planning Units**” screen with the selected planning unit will appear. This screen provides the user full “**Planning Unit**” edit capability for the unit selected. By clicking the “Edit” option to the right of “**My Planning Units**” the “**Planning Unit Detail**” screen will display.

The screenshot displays the 'My Planning Units' web application interface. At the top is a navigation bar with tabs: My SPOL, Planning, Budget, Accreditation, Resources, Reports, Support, and Log Off. Below this is a breadcrumb trail: My SPOL > Transportation. A green 'Back' button with a left arrow is in the top right corner.

The main content area is divided into several sections:

- My Planning Units** (Left): Contains the title '4060 - Transportation', the 'Unit Manager: John Lunsford', and the 'Planning Unit Purpose' section. The purpose text reads: 'To perform accurate repairs and to maintain all vehicles.' There is a faint background image of interlocking gears.
- Search:** (Top Center): A search bar with a 'GO' button.
- Alerts** (Center): A section with the text 'There are currently no alerts to display.' and an 'Add' button with a green plus icon.
- College Calendar** (Top Right): A calendar for June 2010. The days of the week are S, M, T, W, T, F, S. The dates are displayed in a grid. The current date is 6/1/2010. A 'View All Events' button is at the bottom.
- Planning Unit Goals** (Bottom Left): A section with the title 'Safe and Dependable Transportation' and an 'Add Unit Goal' button with a green plus icon.
- Budget Accounts** (Bottom Right): A section with a 'View My Budget Accounts >>>' link at the bottom.

## Edit Planning Unit: Unit Purpose (Continued)

From the “Planning Unit Detail” screen the user may click inside the “Unit Purpose” text box and type in or copy and paste from another document the purpose statement for the “Planning Unit Title” displayed (*“Unit Parent, Planning Unit Code, Title, Type, and Function” are assigned by the administrator of SPOL and cannot be changed by a user*):

My SPOL | Planning | Budget | Accreditation | Resources | Reports | Support | Log Off

My SPOL > Transportation > Planning Unit Detail

### Planning

What would you like to do?

- View My Objectives
- Search for Objectives
- Create a New Objective
- Start the New Objective Wizard
- View My Planning Units
- Print a Report
- Copy Objective Data

### Planning Unit Detail

Unit Parent: 4000 - Student Development Active: ☒

Planning Unit Code: 4060

Planning Unit Title: Transportation

Planning Unit Type: Support

Function: Student Services

Unit Purpose: To perform accurate repairs and to maintain all vehicles.

Add Remove

#### Planning Unit Members

Unit Manager:

John Lunsford	
---------------	--

Add Remove Edit 2010-2011



Goal #	Planning Unit Goals	Planning Year
1	Safe and Dependable Transportation	2010-2011



## Edit Planning Unit: Add Planning Unit Members (Continued)

To add members to your planning unit (members must be authorized planners already entered as users) click the “Add” icon above the “**Planning Unit Members**” box on the “**Planning Unit Detail**” screen and select the members you wish to add from the “**Planning Unit Member Search**” screen by clicking on the user you wish to add. Users are listed in alphabetical order by “User Name”. To see more names click on the numbers (1, 2, 3, 4..) at the bottom right hand corner of the screen shown below:

### Planning Unit Member Search



**First Name**

**Last Name**

**User Name**

**User Code**

**Active Status:**  
☒ Active ☐ Inactive ☐ Both



User Name ▲	First Name	Last Name	Title	Email
aboutwell	Ashli	Boutwell	Grants and Exte...	aboutwell@wallac...
Administrator	System	Admin	SPOL Admin Use...	fbarefield@wallac...
ahoffman	A.P.	Hoffman	.	ahoffman@wallac...
akelley	Tony	Kelley	Division director ...	akelley@wallace.e...
awise	Mandy	Wise	.	awise@wallace.edu
ayelverton	Amy	Yelverton	.	ayelverton@walla...
bgilmore	Bates	Gilmore	Allied Health	bgilmore@wallac...
bjones	Brittany	Jones	Upward Bound	bjones@wallace....
broberts	Betty	Roberts	.	broberts@wallac...
bsellers	Bill	Sellers	Coordinator, Car...	bsellers@wallace....
dbreedlove	Debi	Breedlove	Outreach Coordi...	dbreedlove@wall...
dhutto	Don	Hutto	Instructor	dhutto@wallace....
dmccollough	Debbie	McCollough	Director Quality ...	dmccollough@wa...

1 2 3 4

## Edit Planning Unit: Add Planning Unit Members – Search

An alternative to scrolling through the list of users is the “Search” option. To use the search option select the field you wish to search on (you may use more than one field), enter as many characters as you think are necessary to find the user you are looking for and click the “Search” icon on the screen title line next to the “Back” icon. Click on the user name you wish to add and that user will be added to the planning unit. If you change your mind and do not wish to add the user, click the “Back” icon and go back to the “**Planning Unit Detail**” screen:

Planning Unit Member Search

 Back  Search

First Name

Mark

Last Name

User Name

User Code

Active Status:



☒ Active ☐ Inactive ☐ Both

User Name ▲	First Name	Last Name	Title	Email
mshope	Mark	Shope	Dean of Student...	mshope@wallace...

1

## Edit Planning Unit: Remove Planning Unit Members

To remove a planning unit member, click on the user you wish to remove in the “**Planning Unit Members**” box and click the “**Remove**” icon above the box title and to the right of the “**Add**” icon and the member is removed.

 Add  Remove

Planning Unit Members



Unit Manager:

John Lunsford

☒

Mark Shope

☐

 Add  Remove

Planning Unit Members

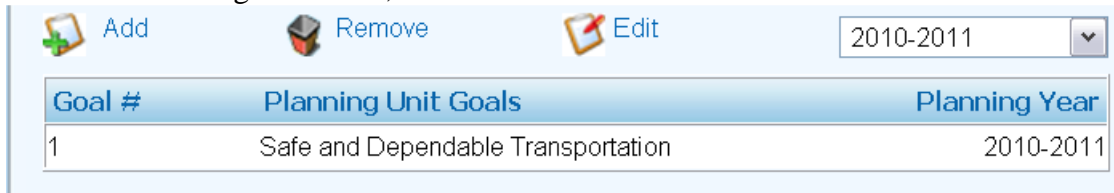
Unit Manager:

John Lunsford

☒

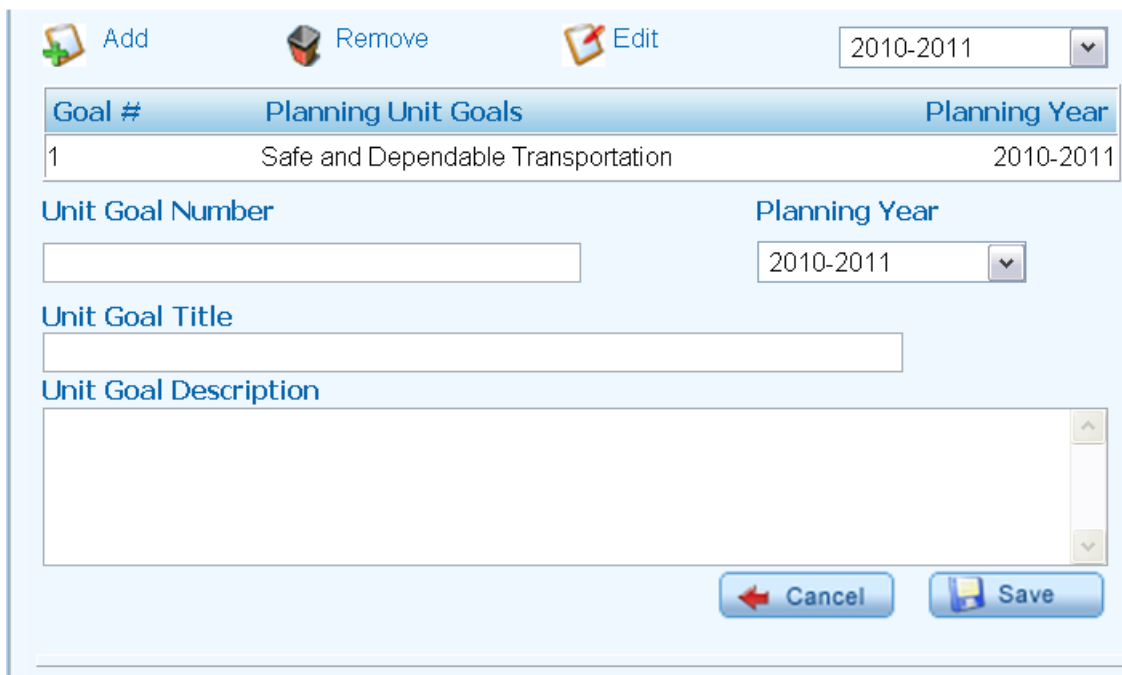
## Edit Planning Unit: Add Planning Unit Goals

To add a “Planning Unit Goal,” click on the “Add” icon above “Goal #” as shown below:



Goal #	Planning Unit Goals	Planning Year
1	Safe and Dependable Transportation	2010-2011

When the “Add” icon is selected, the following window is displayed showing the three fields required for a “**Planning Unit Goal**”: “**Unit Goal Number**,” “**Unit Goal Title**,” and “**Unit Goal Description**” (The “Planning Year” displayed will be the year you have already selected to work with and should not need to be changed.). Click in the “**Unit Goal Number**” box and key the number (numeric field) you want to assign to the new goal, click in the “**Unit Goal Title**” box (text field) and enter a short title that describes the goal (this title will be displayed on the “**My Planning Units**” page in the “**Planning Unit Goals**” window on the page), click in the “**Unit Goal Description**” box and either type or copy text into the free form field:




Goal #	Planning Unit Goals	Planning Year
1	Safe and Dependable Transportation	2010-2011

Unit Goal Number:


Unit Goal Title:

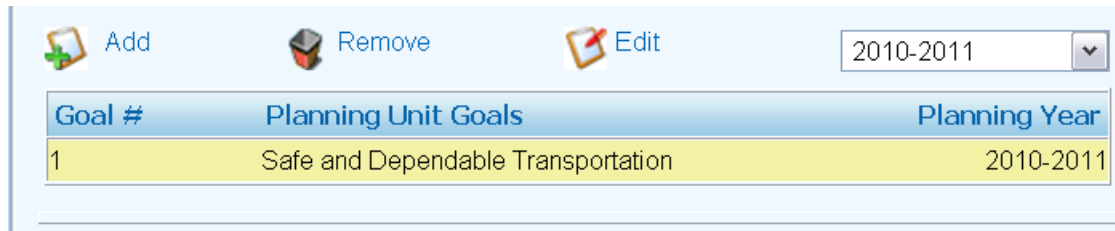
Unit Goal Description:

Planning Year: 2010-2011

When you have finished, click the “**Save**” icon  below the “**Unit Goal Description**” text box. If you decide not to save the changes, click the “**Cancel**” icon and the system will ignore the changes made in this window.


## Edit Planning Unit: Edit Planning Unit Goals (Continued)

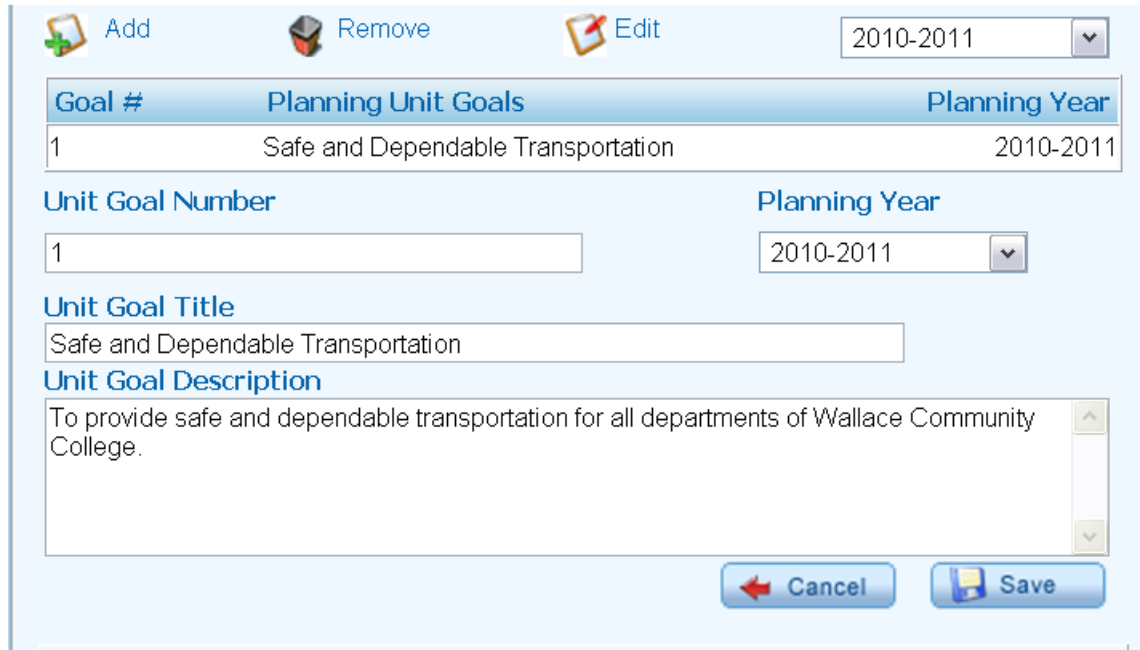
Select Planning Unit Goal to edit by clicking on the goal you wish to edit and then clicking the **“Edit”** icon  above the **“Planning Unit Goals”** box and to the right of the **“Remove”** icon:



Goal #	Planning Unit Goals	Planning Year
1	Safe and Dependable Transportation	2010-2011

## Edit Planning Unit: Edit Planning Unit Goals (Continued)

To change the **“Unit Goal Number,”** click inside the box below the title and type the new number. To change the **“Unit Goal Title,”** click inside the box below the title and type any changes you desire to make. To change the **“Unit Goal Description,”** click inside the text box below the title and type your changes or copy and paste changes from another source. When you have finished making changes click the **“Save”** icon  at the bottom of the screen to the right of the **“Cancel”** icon. If you decide not to save the changes, click the **“Cancel”** icon and the system will ignore the changes made in this window.



Goal #	Planning Unit Goals	Planning Year
1	Safe and Dependable Transportation	2010-2011

<b>Unit Goal Number</b>	<b>Planning Year</b>
<input type="text" value="1"/>	<input type="text" value="2010-2011"/>



  

<b>Unit Goal Title</b>
<input type="text" value="Safe and Dependable Transportation"/>


<b>Unit Goal Description</b>
<input type="text" value="To provide safe and dependable transportation for all departments of Wallace Community College."/>



  

## Edit Planning Unit: Edit Planning Unit Goals (Continued)

Whether the “Save” icon or the “Cancel” icon is clicked, you will be returned to the “Planning Unit Detail” screen displayed below.

 **Planning Unit Detail**



**Active:** ☒

**Unit Parent:** 4000 - Student Development



**Planning Unit Code:**


**Planning Unit Title:**




**Planning Unit Type:**

**Function:**

**Unit Purpose:**


 **Add**  **Remove**




Planning Unit Members	Unit Manager:
John Lunsford	

 **Add**  **Remove**  **Edit**



Goal #	Planning Unit Goals	Planning Year
1	Safe and Dependable Transportation	2010-2011




## Edit Planning Unit: Remove Planning Unit Goals

To remove a “**Planning Goal**,” click on the goal you want to remove in the “**Planning Unit Goals**” box shown below and click the “**Remove**” icon  **Remove**.

 Add  Remove  Edit 2010-2011

Goal #	Planning Unit Goals	Planning Year
1	Safe and Dependable Transportation	2010-2011
1	XY-Z Goal	2010-2011

When you have completed all changes/additions on the “Planning Unit Detail” screen, click the  save icon at the top of the page or click the  back arrow icon if you have not made changes that need to be saved.

 **Planning Unit Detail**  

Unit Parent: 4000 - Student Development Active: ☒



Planning Unit Code:


Planning Unit Title:




Planning Unit Type:

Function:

Unit Purpose:

 Add  Remove



Planning Unit Members	Unit Manager:
John Lunsford	

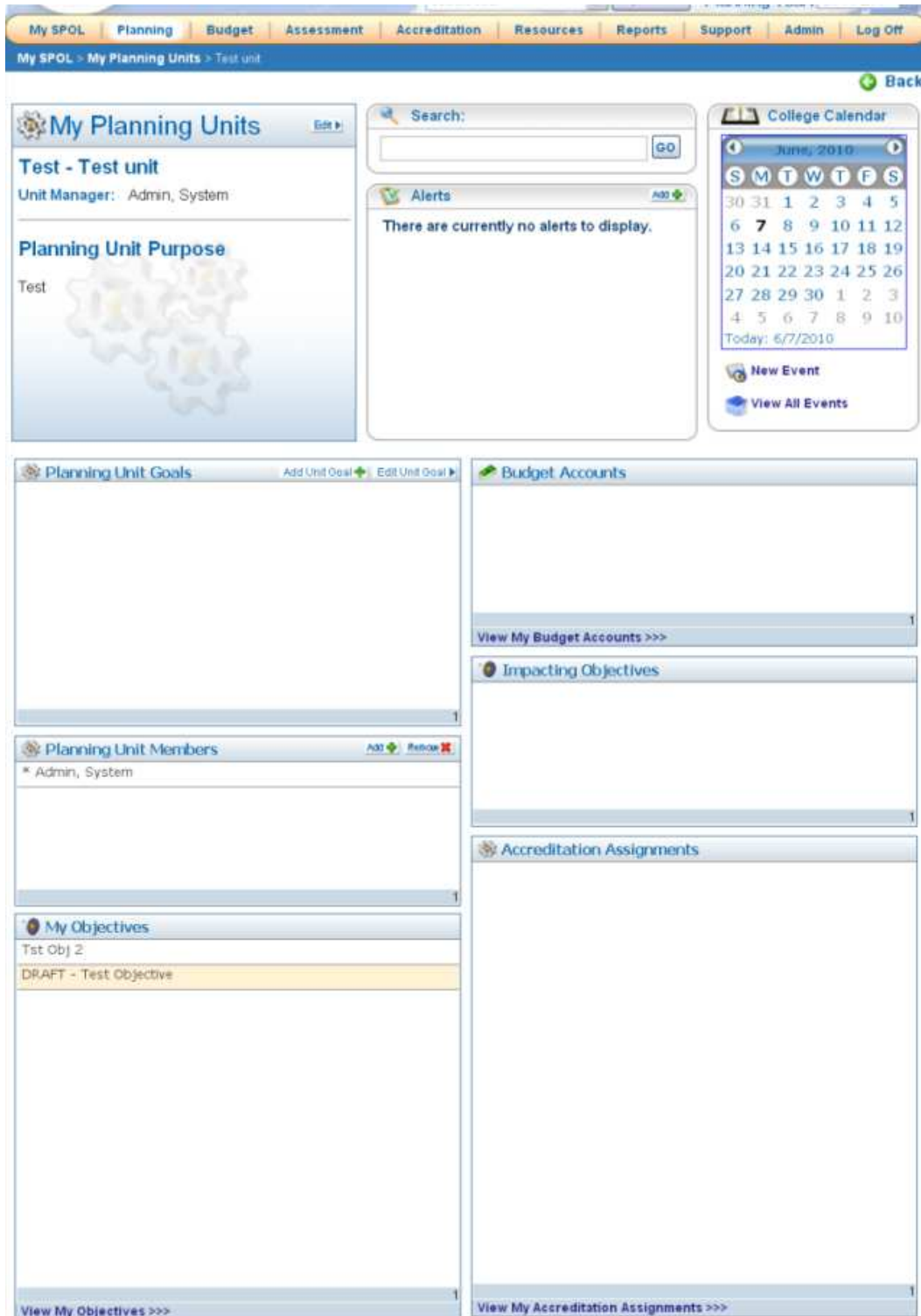
 Add  Remove  Edit 2010-2011

Goal #	Planning Unit Goals	Planning Year
1	Safe and Dependable Transportation	2010-2011



## Edit Planning Unit: (Continued)

Whether the  save icon or the  back arrow icon is clicked, you will be returned to the “**My Planning Units**” screen. From here you may click on the “**Planning**” tab to be taken back to the “**Welcome to the Planning Homepage**” screen.



The screenshot displays the 'Edit Planning Unit' web application interface. At the top, a navigation bar includes tabs for 'My SPOL', 'Planning', 'Budget', 'Assessment', 'Accreditation', 'Resources', 'Reports', 'Support', 'Admin', and 'Log Off'. Below this, a breadcrumb trail shows 'My SPOL > My Planning Units > Test unit'. A 'Back' button is located in the top right corner.

The main content area is divided into several sections:

- My Planning Units**: A section titled 'Test - Test unit' with 'Unit Manager: Admin, System'. Below it, 'Planning Unit Purpose' is set to 'Test'.
- Search**: A search bar with a 'GO' button.
- Alerts**: A section stating 'There are currently no alerts to display.' with an 'Add' button.
- College Calendar**: A calendar for June 2010, showing the current date as 6/7/2010. It includes links for 'New Event' and 'View All Events'.
- Planning Unit Goals**: A section with 'Add Unit Goal' and 'Edit Unit Goal' buttons.
- Budget Accounts**: A section with a 'View My Budget Accounts >>>' link.
- Impacting Objectives**: A section with a 'View My Impacting Objectives >>>' link.
- Accreditation Assignments**: A section with a 'View My Accreditation Assignments >>>' link.
- Planning Unit Members**: A section with 'Add' and 'Remove' buttons, showing 'Admin, System' as a member.
- My Objectives**: A section titled 'Tst Obj 2' with a 'DRAFT - Test Objective' entry. It includes a 'View My Objectives >>>' link.

# Creating a New Objective

## What is an Objective?

An objective is a planning tool which allows users to:

- Define what the objective is,
- How the objective relates to the strategic initiatives and related goals of the institution,
- What will be required to make the objective actually happen, and
- How we will follow up on the objective to ensure the objective is met.

To **create a new objective**, click on either the **Create a New Objective** link in the left menu **Or** the **Create a New Objective** icon on the “**Planning Homepage**”:



## Creating a New Objective

After clicking on one of the two “Create a New Objective” links, the **Create/Edit a New Objective** page opens:

My SPOL | Planning | **Budget** | Assessment | Accreditation | Resources | Reports | Support | Admin | Log Off

My SPOL > Planning > Create a New Objective

### Planning

What would you like to do?

- View My Objectives
- Search for Objectives
- Create a New Objective**
- Start the New Objective Wizard
- View My Planning Units
- View All Planning Units
- Print a Report
- Copy Objective Data

### Create/Edit a New Objective

Objective Title:

Objective ID: Planning Unit:  
<NEW>

Original Planning Year:  Multi-Year Objective: ☐ Yes ☐ No

Objective Purpose:  Objective Status:

Objective Description:

Strategic Initiatives [Edit Strategic Initiatives](#)



Objective Type(s) [Edit Objective Types](#)

Planning Priorities [Edit Planning Priorities](#)

## Create/Edit a New Objective Page Edit Options

When creating or editing a new objective, the user also has access to the **Back Arrow** icon and **Save** icon.



- **Back Arrow** icon (yellow arrow  appearing below page title in upper right corner of menu bar next to “Save” button) cancels the editing operation. If the user is editing an objective, clicking the back button will return the user to the “Objective Details” page. If the user is adding a new record and cancels, clicking the back button will return the user to the “My Objectives for Planning Year XXXX-XXXX” page.
- **Save** icon (floppy disk icon  appearing below page title in upper right corner of menu bar next to “Back” button) saves the objective details and returns the user to the “Objective Details” page.

**Back** and **Save** icons appear on both the top and bottom of the “Create/Edit a New Objective” page. Once the user enters and saves an objective, the **Objective Details** page opens.

## Create/Edit a New Objective Page

The “Create/Edit a New Objective” page provides the user opportunities to describe the objective and how it relates to the strategic plan. Each field defines a different aspect of the new objective.

To create an objective, type or copy and paste an **Objective Title** (e.g., a short description of the objective or an objective title which can be recognized in searches and reporting) into the free form text field:



## Create/Edit a New Objective Page (continued)

Select an **Objective ID: Planning Unit** for the objective by clicking on the arrow directly under the field title, **Objective ID: Planning Unit**, then clicking on the **Planning Unit's name** from the drop down list of **Planning Units** to identify the "Planning Unit" responsible for the objective:

My SPOL > Planning > Create a New Objective

**Planning**

What would you like to do?

- View My Objectives
- Search for Objectives
- Create a New Objective
- Start the New Objective Wizard
- View My Planning Units
- View All Planning Units
- Print a Report
- Copy Objective Data

**Create/Edit a New Objective**

Objective Title:

Objective ID: **Planning Unit:**

<NEW>

Original Planning Year:

Objective Purpose:

Objective Description:

Strategic Initiative:

Objective Type:

Planning Priority:

Planning Units List:

- Academic Affairs and Allied Health Sciences
- Accounting
- Administrative Organization
- Admissions/Records
- Adult Education
- Air Conditioning Refrigeration
- Air Conditioning Refrigeration-VCF
- Allied Health
- Associate Degree Nursing
- Athletics
- Autobody Sparks Campus
- Automotive Wallace Campus
- Business
- Business Technologies
- Cabinetmaking/Carpentry
- Cabinetmaking/Carpentry-ECF
- Career/Technical
- Center for Instructional Excellence/Distance Education
- Child Development
- Construction and Automotive Technologies
- Correctional Facilities
- Cosmetology - Sparks
- Cosmetology Wallace
- Counseling-Testing-and Career Development
- Criminal Justice
- Drafting Technology Easterling
- Drafting Technology Sparks Campus
- Drafting Technology Wallace Campus
- Economics

Select an **Original Planning Year** by clicking on the arrow directly under the field title, **Original Planning Year**, and next to "Select a Planning Year," then clicking on the appropriate planning year in the drop-down list to select the **Original Planning Year**:

Start the New Objective Wizard

View My Planning Units

View All Planning Units

Print a Report

Copy Objective Data

Objective ID: **Planning Unit:**

<NEW>

Original Planning Year:

Multi-Year Objective: ☐ Yes ☐ No

Objective Purpose:

Objective Status:



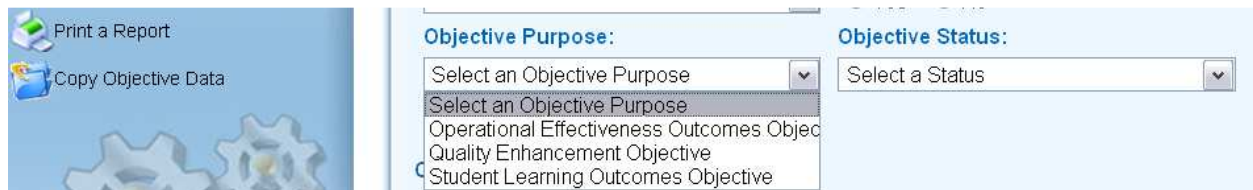
## Create/Edit a New Objective Page (continued)

Click in the appropriate “Yes”/“No” radio button to indicate if the objective is a **Multi-Year Objective** (whether the objective is for a single year or spans multiple years): (**NOTE: If your objective does not take more than one year to complete and/or may be repeated year after year, click on the “No” radio button.**)



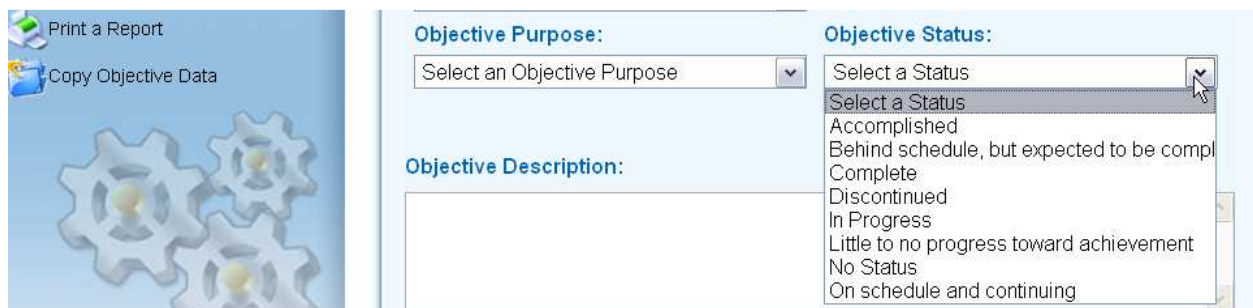
This screenshot shows the top right section of the form. On the left, there is a vertical sidebar with three links: 'View My Planning Units', 'View All Planning Units', and 'Print a Report'. The main area contains two fields. The first is 'Original Planning Year:' with a dropdown menu currently showing '2010-2011'. The second is 'Multi-Year Objective:' with two radio buttons labeled 'Yes' and 'No'.

Select an **Objective Purpose** by clicking on the arrow directly under the field title, **Objective Purpose**, and next to “Select an Objective Purpose,” then clicking on the appropriate **Objective Purpose** from the drop down list to select it:



This screenshot shows the 'Objective Purpose' and 'Objective Status' fields. The 'Objective Purpose:' dropdown menu is open, displaying a list of options: 'Select an Objective Purpose', 'Operational Effectiveness Outcomes Object', 'Quality Enhancement Objective', and 'Student Learning Outcomes Objective'. The 'Objective Status:' dropdown menu is also visible, showing 'Select a Status'.

Select an **Objective Status** by clicking on the arrow directly under the field title, **Objective Status**, and next to “Select a Status,” then clicking on the appropriate **Objective Status** from the drop down list to select it:



This screenshot shows the 'Objective Purpose' and 'Objective Status' fields. The 'Objective Purpose:' dropdown menu is open, displaying a list of options: 'Select an Objective Purpose', 'Operational Effectiveness Outcomes Object', 'Quality Enhancement Objective', and 'Student Learning Outcomes Objective'. The 'Objective Status:' dropdown menu is also open, displaying a list of options: 'Select a Status', 'Accomplished', 'Behind schedule, but expected to be compl', 'Complete', 'Discontinued', 'In Progress', 'Little to no progress toward achievement', 'No Status', and 'On schedule and continuing'.



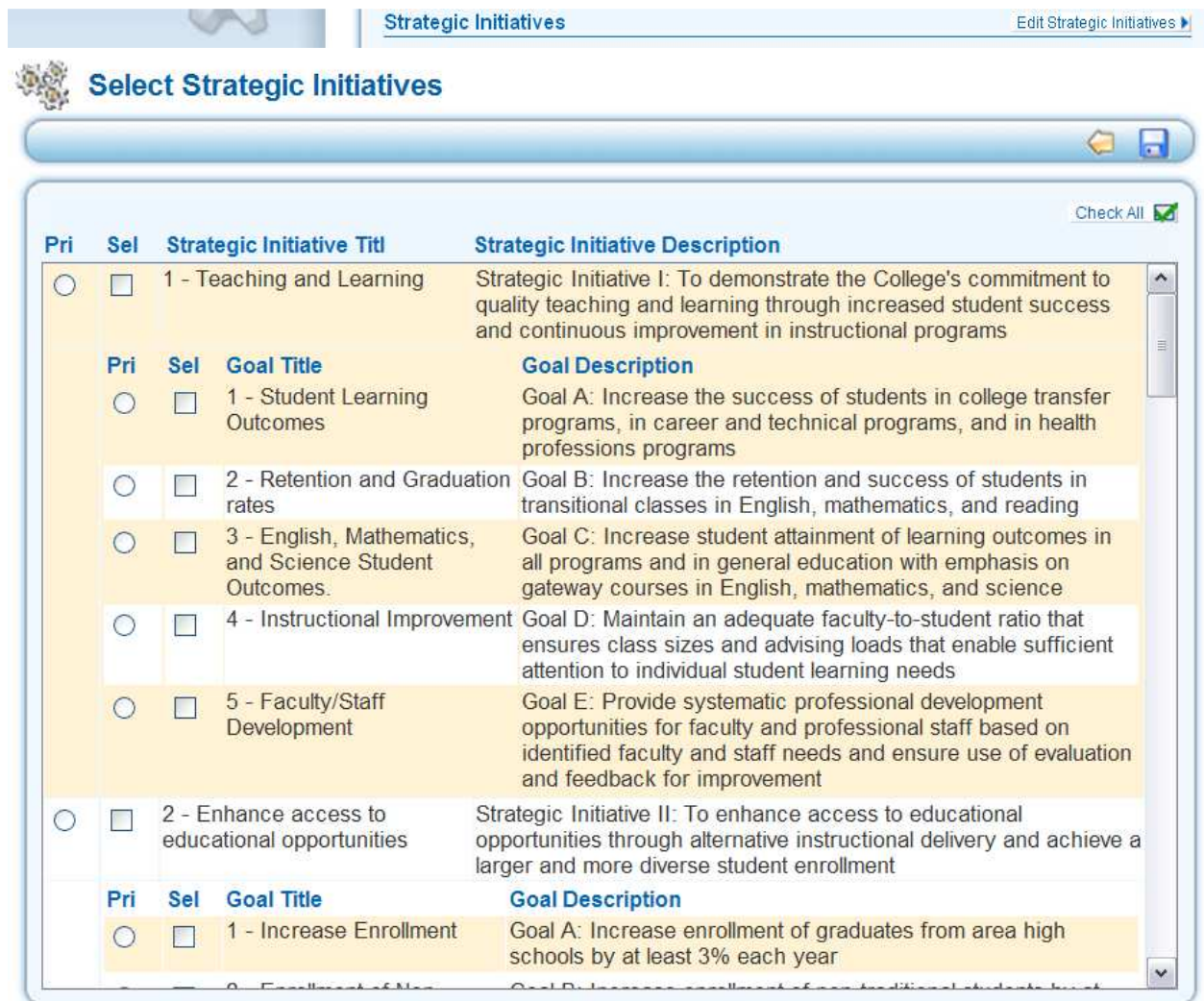
## Create/Edit a New Objective Page (continued)

**Objective Description** provides a free form text field where the user can write a well-formed statement describing what the objective intends to accomplish.

To enter an **Objective Description**, either type or copy text into the free form field:




To select **Strategic Initiatives**, click on the **Edit** button (directly right of the title “Strategic Initiatives”), and the **Select Strategic Initiatives** window opens:



Pri	Sel	Strategic Initiative Title	Strategic Initiative Description																								
<input type="radio"/>	<input type="checkbox"/>	1 - Teaching and Learning	Strategic Initiative I: To demonstrate the College's commitment to quality teaching and learning through increased student success and continuous improvement in instructional programs																								
		<table border="1"> <thead> <tr> <th>Pri</th> <th>Sel</th> <th>Goal Title</th> <th>Goal Description</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input type="checkbox"/></td> <td>1 - Student Learning Outcomes</td> <td>Goal A: Increase the success of students in college transfer programs, in career and technical programs, and in health professions programs</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="checkbox"/></td> <td>2 - Retention and Graduation rates</td> <td>Goal B: Increase the retention and success of students in transitional classes in English, mathematics, and reading</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="checkbox"/></td> <td>3 - English, Mathematics, and Science Student Outcomes</td> <td>Goal C: Increase student attainment of learning outcomes in all programs and in general education with emphasis on gateway courses in English, mathematics, and science</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="checkbox"/></td> <td>4 - Instructional Improvement</td> <td>Goal D: Maintain an adequate faculty-to-student ratio that ensures class sizes and advising loads that enable sufficient attention to individual student learning needs</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="checkbox"/></td> <td>5 - Faculty/Staff Development</td> <td>Goal E: Provide systematic professional development opportunities for faculty and professional staff based on identified faculty and staff needs and ensure use of evaluation and feedback for improvement</td> </tr> </tbody> </table>	Pri	Sel	Goal Title	Goal Description	<input type="radio"/>	<input type="checkbox"/>	1 - Student Learning Outcomes	Goal A: Increase the success of students in college transfer programs, in career and technical programs, and in health professions programs	<input type="radio"/>	<input type="checkbox"/>	2 - Retention and Graduation rates	Goal B: Increase the retention and success of students in transitional classes in English, mathematics, and reading	<input type="radio"/>	<input type="checkbox"/>	3 - English, Mathematics, and Science Student Outcomes	Goal C: Increase student attainment of learning outcomes in all programs and in general education with emphasis on gateway courses in English, mathematics, and science	<input type="radio"/>	<input type="checkbox"/>	4 - Instructional Improvement	Goal D: Maintain an adequate faculty-to-student ratio that ensures class sizes and advising loads that enable sufficient attention to individual student learning needs	<input type="radio"/>	<input type="checkbox"/>	5 - Faculty/Staff Development	Goal E: Provide systematic professional development opportunities for faculty and professional staff based on identified faculty and staff needs and ensure use of evaluation and feedback for improvement	
Pri	Sel	Goal Title	Goal Description																								
<input type="radio"/>	<input type="checkbox"/>	1 - Student Learning Outcomes	Goal A: Increase the success of students in college transfer programs, in career and technical programs, and in health professions programs																								
<input type="radio"/>	<input type="checkbox"/>	2 - Retention and Graduation rates	Goal B: Increase the retention and success of students in transitional classes in English, mathematics, and reading																								
<input type="radio"/>	<input type="checkbox"/>	3 - English, Mathematics, and Science Student Outcomes	Goal C: Increase student attainment of learning outcomes in all programs and in general education with emphasis on gateway courses in English, mathematics, and science																								
<input type="radio"/>	<input type="checkbox"/>	4 - Instructional Improvement	Goal D: Maintain an adequate faculty-to-student ratio that ensures class sizes and advising loads that enable sufficient attention to individual student learning needs																								
<input type="radio"/>	<input type="checkbox"/>	5 - Faculty/Staff Development	Goal E: Provide systematic professional development opportunities for faculty and professional staff based on identified faculty and staff needs and ensure use of evaluation and feedback for improvement																								
<input type="radio"/>	<input type="checkbox"/>	2 - Enhance access to educational opportunities	Strategic Initiative II: To enhance access to educational opportunities through alternative instructional delivery and achieve a larger and more diverse student enrollment																								
		<table border="1"> <thead> <tr> <th>Pri</th> <th>Sel</th> <th>Goal Title</th> <th>Goal Description</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input type="checkbox"/></td> <td>1 - Increase Enrollment</td> <td>Goal A: Increase enrollment of graduates from area high schools by at least 3% each year</td> </tr> </tbody> </table>	Pri	Sel	Goal Title	Goal Description	<input type="radio"/>	<input type="checkbox"/>	1 - Increase Enrollment	Goal A: Increase enrollment of graduates from area high schools by at least 3% each year																	
Pri	Sel	Goal Title	Goal Description																								
<input type="radio"/>	<input type="checkbox"/>	1 - Increase Enrollment	Goal A: Increase enrollment of graduates from area high schools by at least 3% each year																								

## Create/Edit a New Objective Page (continued)

To select the **Strategic Initiatives** for the objective:


- click in one or more of the **Sel (Select)** column checkboxes for each **Strategic Initiative and/or Related Goal** supported by the “Objective,” click **one** of the **Pri (Primary)** radio buttons to the left of the checkboxes indicating which selection is “primary,”
- or click on the **Check All** [Check All](#)  link (upper right corner above and to the right of “Strategic Initiative Description”) to select all of the “Strategic Initiatives/Related Goals” and click **one** of the **Pri (Primary)** radio buttons to the left of the checkboxes indicating which selection is “primary,” then
- click on the **Save** icon (in the right corner of the “Strategic Initiatives” window).

The “Strategic Initiatives” window closes and you will see the “**Objective Types(s)**” option on the “Create/Edit a New Objective” page. To select **Objective Types(s)**, click on the **Edit Objective Types** button (directly right of the title “**Objective Types(s)**”), and the **Select Objective Types(s)** window opens:

[Edit Objective Types ▶](#)

### Objective Type(s)


**Select Objective Types**

[Check All](#) 

Pri	Sel	Objective Type Title	Objective Type Description
<input type="radio"/>	<input type="checkbox"/>	Student Outputs: Retention	This objective should improve the persistence rate of students in your classes, department, or division, or college-wide. This may mean that students persist within a course to complete the course, persist within a program of study to complete the program, or persist with their education by returning to WCC each semester until completion. Retention may be the primary focus of this objective or an additional anticipate outcome.
<input type="radio"/>	<input type="checkbox"/>	Technology Plan	This objective supports and/or promotes strategies that are part of the WCC Technology Plan.
<input type="radio"/>	<input type="checkbox"/>	Student Outputs: Graduates/Completions	This objective should increase the number of students who complete a course of study and/or graduate from your department or division with a degree or certificate. Increased graduation/completion rates may be the primary focus of this objective or an additional anticipated outcome. Graduates/completions is a factor in the state-level CAPP report.
<input type="radio"/>	<input type="checkbox"/>	Student Outputs: Graduate Success	This objective should promote the success of graduates of your department or division. Graduate success could include transfer to upper division schools, success at upper division, placement in the field for which the student was trained, demonstration of necessary skills, graduate satisfaction, and employer satisfaction. Graduate success might be the direct focus of this objective or an additional anticipated outcome. Graduate success is a factor in the state-level CAPP report.
<input type="radio"/>	<input type="checkbox"/>	Student Outputs: Enrollment	This objective should improve enrollment in your department or division. Increased enrollment may be the primary focus of the objective or an additional anticipated outcome. Enrollment is a

## Create/Edit a New Objective Page (continued)

To select the **Select Objective Types** for the objective:

- click in one or more of the **Sel** (Select) checkboxes next to the radio button under the **Pri (Primary)** column, click **one** of the **Pri (Primary)** radio buttons to the left of the checkboxes indicating which selection is “primary,”
- or click on the **Check All** [Check All](#)  link (upper right corner above and to the right of “Objective Type Description”) to select all of the “Objective Types” listed and click **one** of the **Pri (Primary)** radio buttons to the left of the checkboxes indicating which selection is “primary,”
- then click on the **Save** icon (in the right corner of the “Select Objective Types” window).

The “Select Objective Types” window closes and the “**Planning Priorities**” appears on the “Create/Edit a New Objective” page. **This option is not being implemented at this time.**



## Create/Edit a New Objective Page (continued)

After responding to all the fields on the “Create/Edit a New Objective” page, click the **Save** icon at either the upper right corner or lower right corner of the page, and the **Objective Details** page opens:

My SPOL > Test Objective

Objectives

Objective Details

Objective Details

Test Objective

Test-Test unit

Draft

-- DRAFT --

Approval Status:  
Remove Approvals

Objective Details

Add Objective + Delete Objective x Edit Objective ▶

Objective ID: 348Status: In ProgressUnit Manager: System Admin

Objective Description: Objective Purpose: Operational Effectiveness Outcomes ObjectiveEmail Unit Manager:

test objective

Planning Years	Start Date	End Date	Objective Budget
2010-2011 (Current)	10/01/2010	09/30/2011	\$0

Strategic Initiative

Edit ▶

Objective Type(s)

Edit ▶

Planning Priorities

Edit ▶

\* Teaching and LearningStudent Outputs: RetentionThere are no Planning Priorities to display  
[Click here to add a Planning Priority](#)

Tasks

Filter Priority: All Priorities ▼

Filter Status: All Status ▼

+ Expand All

Add Task +

Edit Task ▶

There are no Tasks to display [Click here to add a Task](#)

Assessment Measures

Add Assessment Measure + Edit Assessment Measure ▶

There are no Assessment Measures to display [Click here to add an Assessment Measure](#)

Intended Results

Add IntendedResult + Edit Intended Result ▶

There are no Intended Results to display [Click here to add an Intended Result](#)

Status Reports

Add Status + Edit Status ▶

There are no Status Reports to display [Click here to add a Status Report](#)

Actual Results

Add Actual Result + Edit Actual Result ▶


There are no Actual Results to display [Click here to add an Actual Result](#)

Use of Results

Add Use of Result + Edit Use of Result ▶


There are no Use of Results to display [Click here to add a Use of Result](#)




**Gap Analysis**
Add Gap Analysis + Edit Gap Analysis ▶


**Date** **Gap Analysis**

There are no Gap Analysis to display [Click here to add a Gap Analysis](#)



**SWOT**
Add SWOT + Edit SWOT ▶

**Date** **SWOT Description**


There are no SWOT Analysis to display [Click here to add a SWOT Analysis](#)


**Units Impacted**
Add Units Impacted + Edit Units Impacted ▶


There are no Units Impacted to display [Click here to add an Impacted Unit](#)


**Associated Standards**
Add Standard + Remove Standard ✖

There are no Associated Standards to display [Click here to add an Associated Standard](#)


**Associated Outcomes**
Add Outcomes + Remove Outcome ✖

There are no Outcomes to display [Click here to add an Associated Outcome](#)


**Document Management**

Download Upload Delete Document Versions
0% of 3 MB Set Size

File Name	File Size	Date Modified
There are currently no files assigned to this repository. <a href="#">Click here to upload a file</a>		

The **Objective Details** page provides the user opportunities to complete the following planning requirements: **Tasks** (How am I going to do it?); **Assessment Measures** (How am I going to measure my success?); **Units Impacted** (Who needs to make resources available to assist me?); **Intended Results** (What results I am expecting?); **Status Reports** (Interim report – how am I doing so far?); **Actual Results** (End of year – what happened? How did I do?); **Use of Results** (End of year – how did/will I use these results for continuous improvement?); **Associated Standards** (Accreditation standards that this objective addresses, if any (optional for 2010-2011))


**Tasks**
Filter Priority: All Priorities ▼
Filter Status: All Status ▼
+ Expand All
Add Task + Edit Task ▶

There are no Tasks to display [Click here to add a Task](#)


**Assessment Measures**
Add Assessment Measure + Edit Assessment Measure ▶

There are no Assessment Measures to display [Click here to add an Assessment Measure](#)


**Intended Results**
Add IntendedResult + Edit Intended Result ▶

There are no Intended Results to display [Click here to add an Intended Result](#)


**Status Reports**
Add Status + Edit Status ▶

There are no Status Reports to display [Click here to add a Status Report](#)


**Actual Results**
Add Actual Result + Edit Actual Result ▶

There are no Actual Results to display [Click here to add an Actual Result](#)


**Use of Results**
Add Use of Result + Edit Use of Result ▶

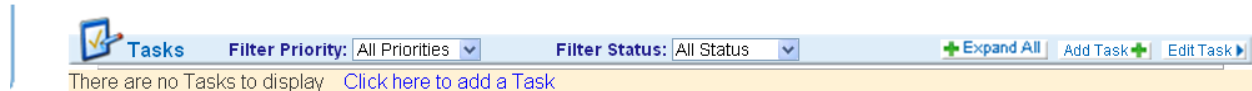
There are no Use of Results to display [Click here to add a Use of Result](#)


**Associated Standards**
Add Standard + Remove Standard ✖

There are no Associated Standards to display [Click here to add an Associated Standard](#)

## Create a New Objective: Tasks

The **Tasks** area allows the user to describe how he/she plans to accomplish the objective, as well as identify budget requirements associated with the Task.



To enter a task, click on the **Add Task** button (to the far right of title “Tasks”) and the **Task Detail** window opens:

The 'Task Detail' window is open, showing a form for entering task information. The fields are: 'Date Due:', 'Date Completed:', 'Priority:', 'Status:', 'Budget:', and 'Task Order:'. The 'Task Order' field has a value of '2'. Below these fields, there is a 'Task Description:' label, 'Characters Entered: 25', and 'Characters Remaining: 1975'. A large text area for the task description is visible below these fields.

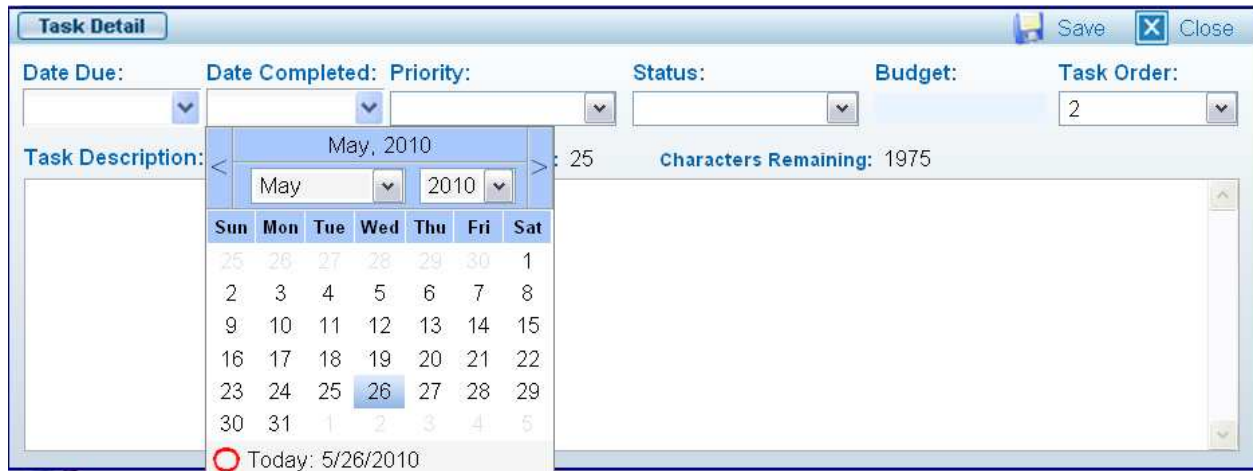
Select a **Date Due** either by entering a date or clicking on the arrow directly under the field title, **Date Due**, and clicking on a date in the calendar:

The 'Task Detail' window is shown with a calendar open for May 2010. The calendar displays days from Sunday to Saturday. The date '26' is highlighted. The 'Date Due' field has a dropdown arrow next to it. The 'Task Description' field is empty. The 'Characters Entered' is 25 and 'Characters Remaining' is 1975. At the bottom left, a status bar shows 'Today: 5/26/2010'.



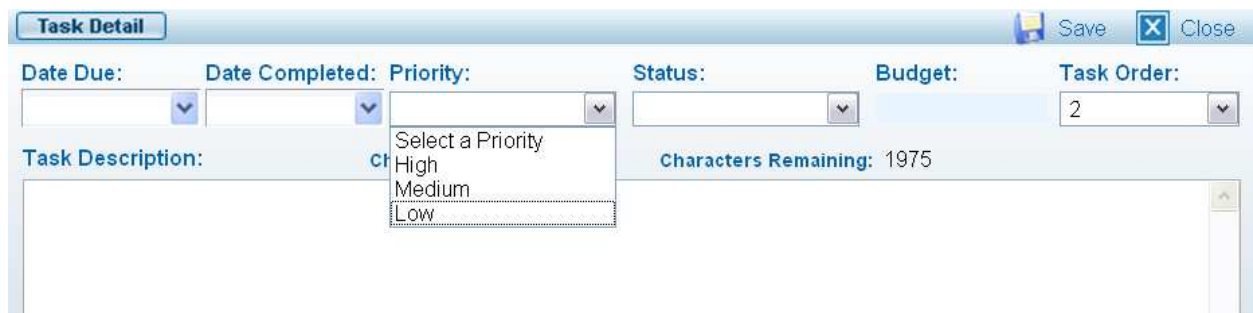
## Create a New Objective: Tasks (continued)

Select a **Date Completed** (normally entered after the user creates the objective and completes the tasks) either by entering a date or clicking on the arrow directly under the field title, **Date Completed**, and clicking on a date in the calendar:



The screenshot shows the 'Task Detail' form with the 'Date Completed' dropdown menu open, displaying a calendar for May 2010. The calendar shows dates from 25 to 31, with the 26th highlighted. The 'Task Description' field is empty, and the 'Characters Remaining' is 1975. The 'Date Due' field is also empty. The 'Priority' field is set to 'High'. The 'Status' field is set to 'Complete'. The 'Budget' field is empty. The 'Task Order' field is set to 2. The 'Save' and 'Close' buttons are visible in the top right corner.

Select a **Priority** for the task by clicking on the arrow directly under the field title, **Priority**, and clicking on one of the default priorities: High, Medium, and Low – **NOTE: This field is optional.**



The screenshot shows the 'Task Detail' form with the 'Priority' dropdown menu open, displaying a list of priorities: High, Medium, and Low. The 'Task Description' field is empty, and the 'Characters Remaining' is 1975. The 'Date Due' field is also empty. The 'Date Completed' field is set to 'May 26, 2010'. The 'Status' field is set to 'Complete'. The 'Budget' field is empty. The 'Task Order' field is set to 2. The 'Save' and 'Close' buttons are visible in the top right corner.

Select a **Status** of the task by clicking on the arrow directly under the field title, **Status**, and clicking on one of the default statuses: Incomplete and Complete



The screenshot shows the 'Task Detail' form with the 'Status' dropdown menu open, displaying a list of statuses: Complete and Incomplete. The 'Task Description' field is empty, and the 'Characters Entered' is 25. The 'Date Due' field is also empty. The 'Date Completed' field is set to 'May 26, 2010'. The 'Priority' field is set to 'High'. The 'Budget' field is empty. The 'Task Order' field is set to 2. The 'Save' and 'Close' buttons are visible in the top right corner.

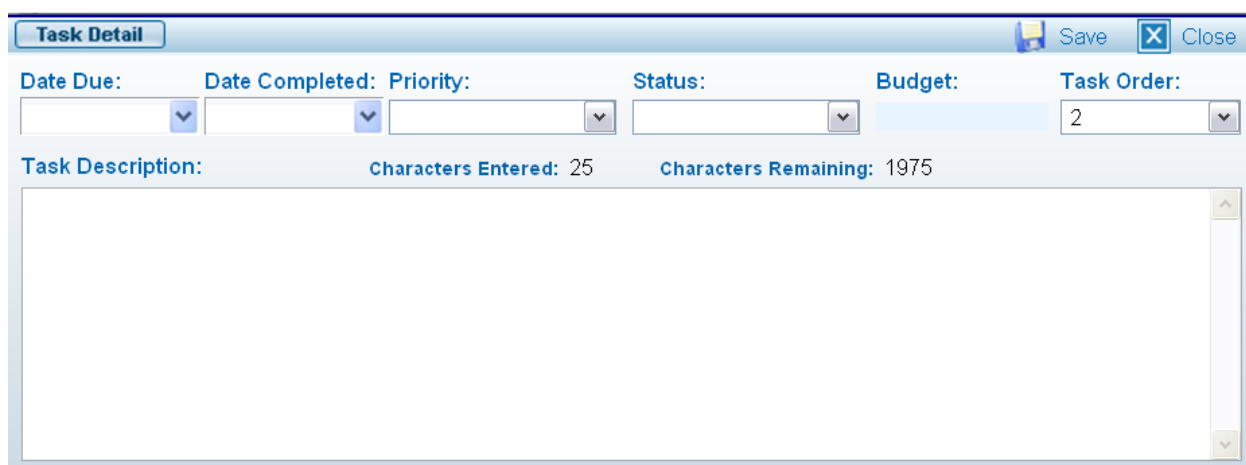
## Create a New Objective: Tasks (continued)

Select a **Task Order** by clicking on the arrow directly under the field title, **Task Order**, and clicking on one of the task numbers (after more than one task is entered):



The screenshot shows the 'Task Detail' form. At the top, there are buttons for 'Save' and 'Close'. Below these are several dropdown menus: 'Date Due:', 'Date Completed:', 'Priority:', 'Status:', and 'Budget:'. To the right of these is a 'Task Order:' dropdown menu which is currently open, showing a list with '1' and '2'. Below the dropdowns, there are two text fields: 'Task Description:' and 'Characters Entered: 25'. To the right of these is 'Characters Remaining: 1975'. The 'Task Order' dropdown is currently set to '2'.

Enter a **Task Description** either by typing text or copying text into free form field limited to 2000 characters total (for all Task Descriptions):

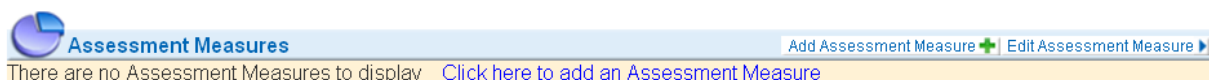


This screenshot shows the same 'Task Detail' form, but the 'Task Description' field is now expanded into a large text area for entering the description. The 'Task Order' dropdown remains set to '2'. The 'Characters Entered' and 'Characters Remaining' values are still visible.

After entering a **Task**, the user clicks the “Save” icon to save the **Task** for the objective. The user repeats these steps (“Add Task” through “Save”) for every **task** he/she wants to enter and save for the objective.

## Create a New Objective: Assessment Measures

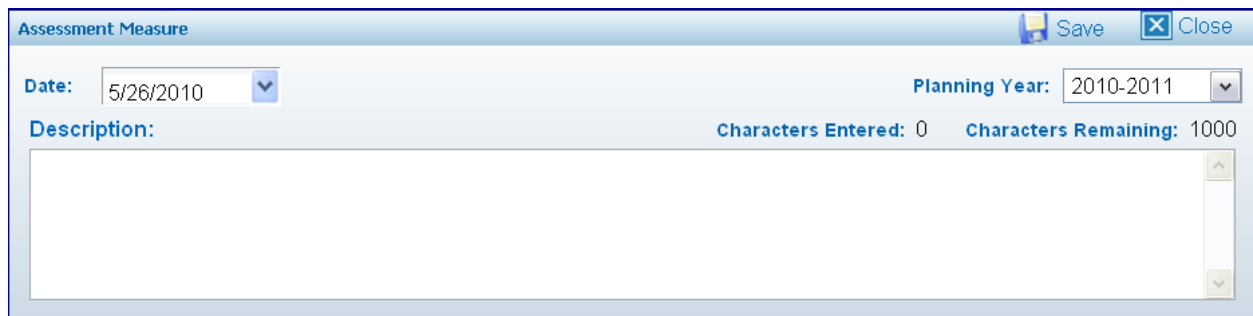
The **Assessment Measures** area allows the user to describe how the user will measure a successful outcome for the objective. The **Assessment Measures** statement should indicate what success will look like if everything goes as planned. **Assessment Measures** are used later to evaluate successful planning and realistic outcomes of the objective.



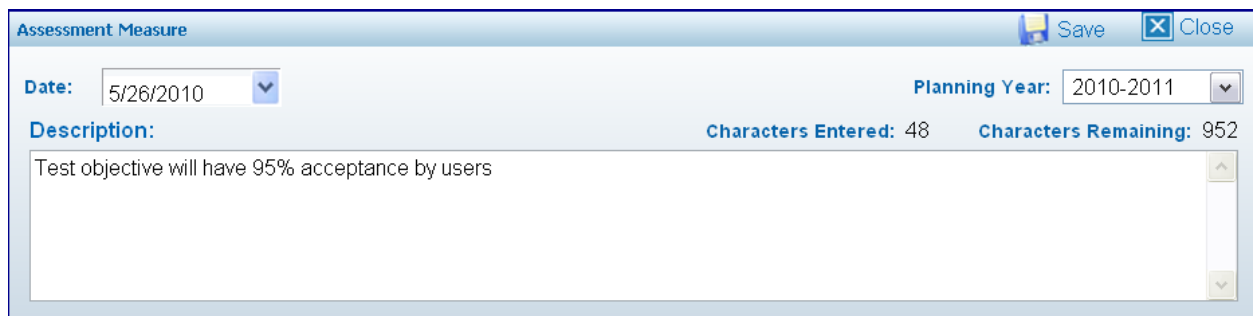
The screenshot shows the 'Assessment Measures' section. It has a title 'Assessment Measures' with a plus icon. Below the title, there is a message: 'There are no Assessment Measures to display'. To the right of this message is a link: 'Click here to add an Assessment Measure'. At the top right of the section, there are two buttons: 'Add Assessment Measure' and 'Edit Assessment Measure'.

To enter an **Assessment Measure**, click on the **Add Assessment Measure** button (to the far right of title “Assessment Measures”) and the **Assessment Measures** window opens:

## Create a New Objective: Assessment Measures (continued)



Enter an **Assessment Measure** either by typing text or copying text into free form field limited to 1000 characters describing what **Assessment Measures** will be used to evaluate the objective and performance of the tasks:



After entering an **Assessment Measure**, the user clicks the “Save” icon to save the report for the objective. The user repeats these steps (“Add Assessment Measure” through “Save”) for every **Assessment Measure** he/she wants to enter and save for the objective.

## Create a New Objective: Intended Results

The **Intended Results** area allows the user to describe for each objective what is expected as the objective is implemented. **Intended Results** can be as simple or complex as the user decides, entered as often as the user desires, and used as a benchmark to evaluate the objective’s progress.



To enter **Intended Results**, click on the “Add Intended Result” button (to the far right of title “Intended Results”) and the **Intended Result** window opens:

## Create a New Objective: Intended Results (continued)

The screenshot shows the 'Intended Result' form. At the top, there are 'Save' and 'Close' buttons. Below them, the 'Date:' field is set to '5/26/2010' with a dropdown arrow. To the right, the 'Planning Year:' field is set to '2010-2011' with a dropdown arrow. Below these, the 'Description:' field is a large text area. To the right of the text area, it says 'Characters Entered: 0' and 'Characters Remaining: 1000'.

Select an **Intended Result Date** either by entering a date or selecting a date from a calendar by clicking on the arrow directly under the field title, **Report Date**, and clicking on a date in the calendar:

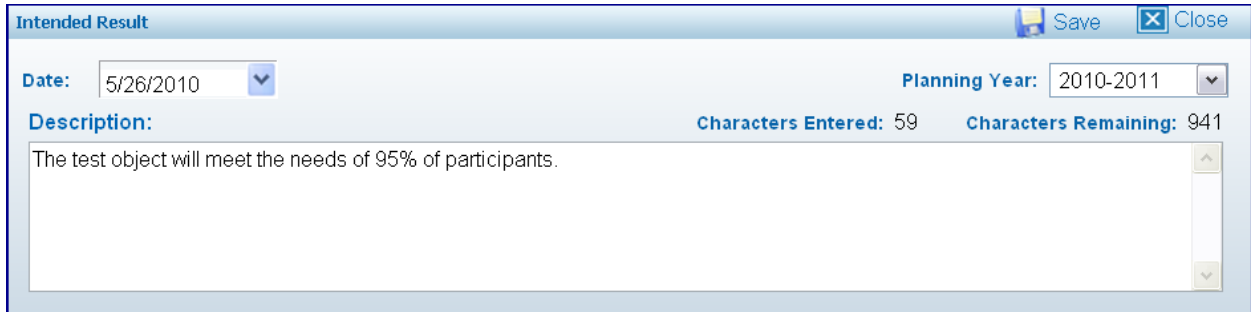
This screenshot shows the 'Intended Result' form with a calendar pop-up. The 'Date:' field is set to '5/26/2010'. The calendar is for May 2010, with the 26th highlighted. The 'Planning Year:' field is set to '2010-2011'. The 'Description:' field is empty. At the bottom right, there are buttons for 'Add Gap Analysis' and 'Edit Gap Analysis'.

Although the “Planning Year” field will default to the “current planning year,” you may select a **Planning Year** either by entering a year or selecting a year from a list of planning years associated with the objective by clicking on the arrow to the right of the field title, **Planning Year**, and clicking on a listed year:

This screenshot shows the 'Intended Result' form with the 'Planning Year:' dropdown menu open. The 'Date:' field is set to '5/26/2010'. The dropdown menu shows '2010-2011' as the selected year. The 'Description:' field is empty. At the bottom right, there are buttons for 'Add Gap Analysis' and 'Edit Gap Analysis'.

Enter a **Description** either by typing or copying text into free form field limited to 1000 characters describing the intended results of the objective during the planning period:

## Create a New Objective: Intended Results (continued)



The screenshot shows a software window titled "Intended Result". At the top right of the window are two buttons: "Save" (with a floppy disk icon) and "Close" (with a red X icon). Below the title bar, there are two dropdown menus: "Date:" set to "5/26/2010" and "Planning Year:" set to "2010-2011". Below these, the label "Description:" is followed by a large text input area. Inside this area, the text "The test object will meet the needs of 95% of participants." is entered. To the right of the text area, the status "Characters Entered: 59" and "Characters Remaining: 941" is displayed. The text area has a vertical scrollbar on its right side.

After entering a **Description**, the user clicks the “Save” icon to save the report for the objective. The user repeats these steps (“Add Intended Results” through “Save”) for every **Intended Result** he/she wants to enter and save for the objective.

## Objective Approval:

Strategic Planning Online™  
Empower Your Planning Process

System Admin (edit)  
SPOL Admin User Account - George C. Wallace Community College

Select a User [v] Impersonate Planning Year: 2009-2010

My SPOL | Planning | Budget | Assessment | Accreditation | Resources | Reports | Support | Admin | Log Off

My SPOL > Test Obj 1

### Objective Details


Test Obj 1  
Test-Test unit

**Draft** Approval Status: -- DRAFT --  
Remove Approvals

Objective ID: 340 Status: In Progress Unit Manager: Admin, System  
Objective Description: Objective Purpose: Operational Effectiveness Outcomes Email Unit Manager: [icon]

This is to test copy forward

Planning Years	Start Date	End Date	Objective Budget
2009-2010	10/01/2009	09/30/2010	\$0

When you have completed an objective, you must approve it as the “unit manager.” A request will be automatically sent to the Dean responsible for the planning area to obtain the Dean’s approval. You must approve an objective as soon as it has been completed. An objective will not appear on a report until it has been approved by the unit manager. To approve your objective and send it to the Dean for approval, click on the  **Approve** icon and the following text will be displayed on the screen:

My SPOL | Planning | Budget | Assessment | Accreditation | Resources | Reports | Support | Admin | Log Off

My SPOL > Planning > Create a New Objective > Test Example

### Objective Details

Test Example  
2040-Institutional Effectiveness

**Awaiting Approval** Approval Status: Awaiting Approval by Sasser, Eva  
Remove Approvals

To go back to “Draft,” click the  **Undo Approval** icon. See screen below:

### Objective Details

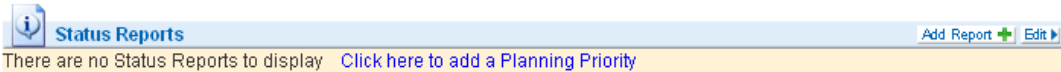
Test Example  
2040-Institutional Effectiveness

**Draft** Approval Status: -- DRAFT --  
Remove Approvals



## Create a New Objective: Status Reports

The **Status Reports** area allows the user to maintain progress records for each objective, as well as updates other system users about the objective's status. **Status Reports** can be as simple or complex as the user decides, entered as often as the user desires, and used to evaluate the objective's progress.

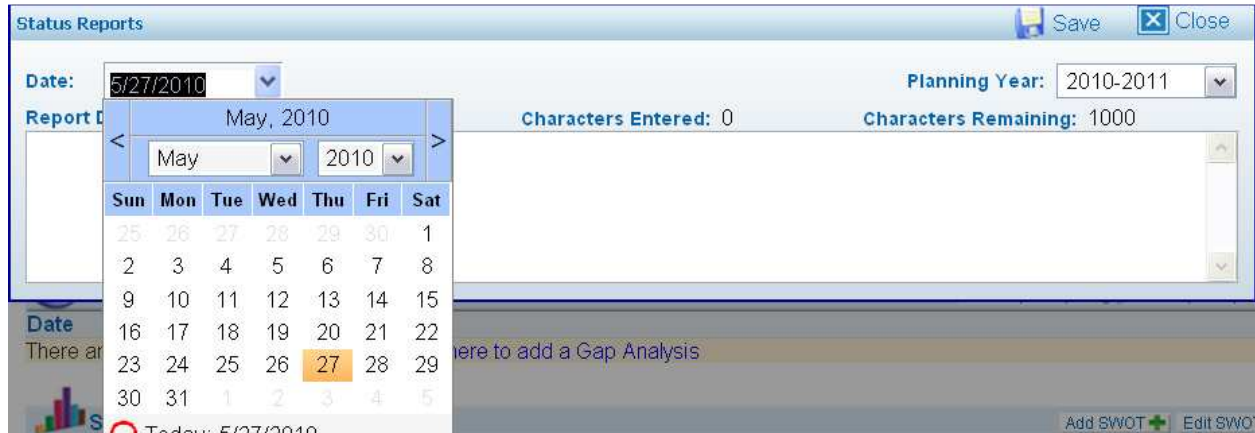


To enter a **Status Report**, click on the “Add Report” button (to the far right of title “**Status Reports**”) and the **Status Reports** window opens:

This screenshot shows the full 'Status Reports' window. The window has a title bar with 'Status Reports' and buttons for 'Add Status', 'Edit Status', 'Save', and 'Close'. Inside the window, there is a 'Date' dropdown menu set to '5/27/2010' and a 'Planning Year' dropdown menu set to '2010-2011'. Below these, there are two status indicators: 'Characters Entered: 0' and 'Characters Remaining: 1000'. The main area of the window is a large text box labeled 'Report Description' with a vertical scrollbar on the right side.

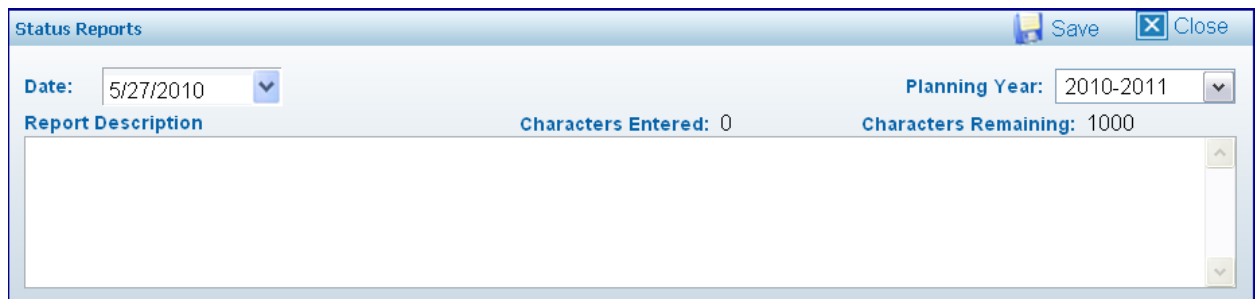
## Create a New Objective: Status Reports (continued)

Select a **Date** either by entering a date or selecting a date from a calendar by clicking on the arrow directly under the field title, **Date**, and clicking on a date in the calendar:



The screenshot shows the 'Status Reports' window. At the top, there are 'Save' and 'Close' buttons. Below them, the 'Date' field is set to '5/27/2010' with a dropdown arrow. To the right, the 'Planning Year' is set to '2010-2011'. Below the date field, there is a calendar for 'May, 2010'. The calendar shows days from Sunday to Saturday, with the 27th highlighted. To the right of the calendar, it says 'Characters Entered: 0' and 'Characters Remaining: 1000'. Below the calendar, there is a text area for the 'Report Description' with a placeholder text 'Click here to add a Gap Analysis'. At the bottom, there are links 'Add SWOT' and 'Edit SWOT'.

Enter a **Status Report** either by typing or copying text into free form field limited to 1000 characters describing what progress on the objective was made during the report period:

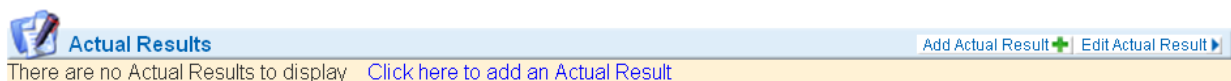


The screenshot shows the 'Status Reports' window. At the top, there are 'Save' and 'Close' buttons. Below them, the 'Date' field is set to '5/27/2010' with a dropdown arrow. To the right, the 'Planning Year' is set to '2010-2011'. Below the date field, there is a text area for the 'Report Description' with a placeholder text 'Click here to add a Gap Analysis'. To the right of the text area, it says 'Characters Entered: 0' and 'Characters Remaining: 1000'. At the bottom, there are links 'Add SWOT' and 'Edit SWOT'.

After entering a **Status Report**, the user clicks the “Save” icon to save the report for the objective. The user repeats these steps (“Add Report” through “Save”) for every **Status Report** he/she wants to enter and save for the objective.

## Create a New Objective: Actual Results (End of Year Activity)

The **Actual Results** area allows the user to describe for each objective what was actually accomplished and how it was accomplished. Actual Results are entered as part of the “end of year activity.”



The screenshot shows the 'Actual Results' window. At the top, there is a title bar with 'Actual Results' and a plus icon. Below the title bar, there is a text area with the text 'There are no Actual Results to display'. To the right of the text area, there are two buttons: 'Add Actual Result' and 'Edit Actual Result'.

To enter an “**Actual Results**,” click on the “Add Actual Result” button (to the far right of title “**Actual Results**”) and the **Actual Result** window opens:

**Actual Results** Add Actual Result Edit Actual Result

Actual Result Save Close

Date: 5/27/2010 Planning Year: 2010-2011

Description: Characters Entered: 0 Characters Remaining: 1000

Select a **Date** either by entering a date or selecting a date from a calendar by clicking on the arrow directly to the right of the field title, **Date**, and clicking on a date in the calendar:

**Actual Results** Add Actual Result Edit Actual Result

Actual Result Save Close

Date: 5/27/2010 Planning Year: 2010-2011

Description: Characters Entered: 0 Characters Remaining: 1000

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Enter an **Actual Result** either by typing or copying text into free form field limited to 1000 characters describing what accomplished during the planning year on the objective:

**Actual Results** Add Actual Result Edit Actual Result

Actual Result Save Close

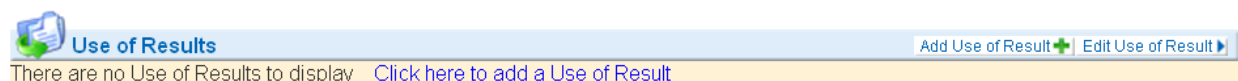
Date: 5/27/2010 Planning Year: 2010-2011

Description: Characters Entered: 0 Characters Remaining: 1000

After entering an **Actual Result**, the user clicks the “Save” icon to save the result for the objective. The user repeats these steps (“Actual Result” through “Save”) for every **Actual Result** he/she wants to enter and save for the objective.

## Create a New Objective: Use of Results (End of Year Activity)

The **Use of Results** area allows the user to describe for each objective how the user did/will use these results for continuous improvement. Use of Results is entered as part of the “end of year activity” and is vitally important in the **SACS COC reaffirmation process** in evaluating “Institutional Effectiveness.”



To enter a **Use of Results**, click on the “Add Use of Result” button (to the far right of title “Use of Results”) and the **Use of Results** window opens:

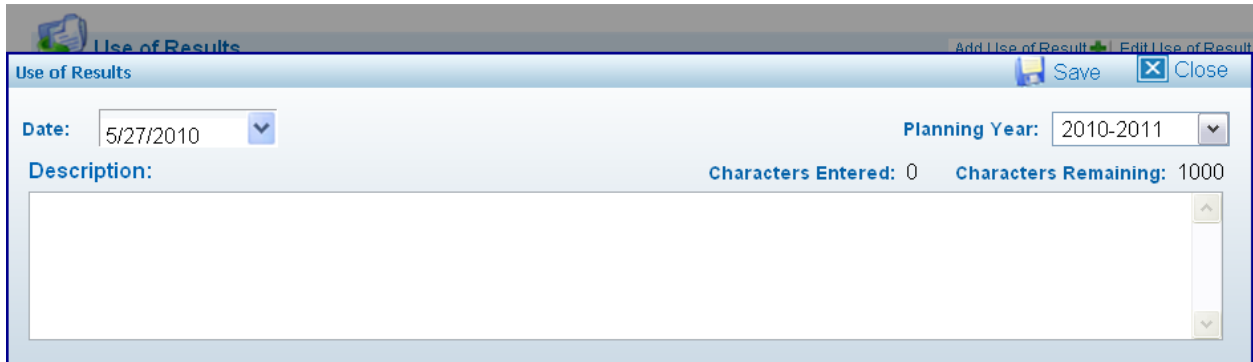
This screenshot shows the 'Use of Results' form window. The title bar includes a document icon, the text 'Use of Results', and buttons for 'Add Use of Result', 'Edit Use of Result', 'Save', and 'Close'. The form contains a 'Date:' field with a dropdown arrow, currently showing '5/27/2010'. To the right is a 'Planning Year:' dropdown menu showing '2010-2011'. Below these is a 'Description:' label followed by a large text area. To the right of the text area are two labels: 'Characters Entered: 0' and 'Characters Remaining: 1000'.

Select a **Date** either by entering a date or selecting a date from a calendar by clicking on the arrow directly to the right of the field title, **Date**, and clicking on a date in the calendar:

This screenshot shows the 'Use of Results' form with a calendar pop-up open. The calendar is for May 2010. A mouse cursor is pointing at the date 27. The calendar has a header with the month 'May' and the year '2010'. The days of the week are listed as Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates 1 through 31 are displayed in a grid. The date 27 is highlighted. The form background shows the 'Date:' field with '5/27/2010' and the 'Planning Year:' dropdown with '2010-2011'. At the bottom of the calendar, it says 'Today: 5/27/2010'.

## Create a New Objective: Use of Results (End of Year Activity)

Enter a **Use of Result** either by typing or copying text into free form field limited to 1000 characters describing how the user will use or has used these results for continuous improvement:



The screenshot shows a software window titled "Use of Results". At the top right, there are menu options: "Add Use of Result" and "Edit Use of Result". Below the title bar, there are "Save" and "Close" buttons. The form contains a "Date:" field with a dropdown arrow, currently showing "5/27/2010". To the right is a "Planning Year:" field with a dropdown arrow, currently showing "2010-2011". Below these is a "Description:" label followed by a large text input area. To the right of the text area, it says "Characters Entered: 0" and "Characters Remaining: 1000".

After entering a **Use of Results**, the user clicks the “Save” icon to save the result for the objective. The user repeats these steps (“Add Use of Result” through “Save”) for every **Use of Results** he/she wants to enter and save for the objective.

## Additional Editing Functionality Available:

On the “Objective Details page, the user will see the **Delete Objective** button (in the right upper corner, next to the “Add Objective” and “Edit Objective” buttons). The **Delete Objective** button deletes the objective the user is viewing or editing.

Strategic Planning Online™  
Empower Your Planning Process

System Admin (edit)  
SPOL Admin User Account - George C. Wallace Community College

Select a User [v] Impersonate Planning Year: 2010-2011 [v]

My SPOL | Planning | Budget | Assessment | Accreditation | Resources | Reports | Support | Admin | Log Off

My SPOL > Test Objective

### Objective Details

Test Objective  
Test-Test unit

**Draft** Approval Status: [v] Remove Approvals

Objective Details [Add Objective +] [Delete Objective x] [Edit Objective >]

Objective ID: 348 Status: In Progress Unit Manager: System Admin  
Objective Description: test objective Objective Purpose: Operational Effectiveness Outcomes Objective Email Unit Manager: [v]

Planning Years	Start Date	End Date	Objective Budget
2010-2011 (Current)	10/01/2010	09/30/2011	\$0

Strategic Initiative: \* Teaching and Learning [Edit >] Objective Type(s): Student Outputs: Retention [Edit >] Planning Priorities: There are no Planning Priorities to display. Click here to add a Planning Priority [Edit >]

Tasks Filter Priority: All Priorities [v] Filter Status: All Status [v] [Expand All] [Add Task +] [Edit Task >]

There are no Tasks to display Click here to add a Task

## Change Planning Year:

Strategic Planning Online™  
Empower Your Planning Process

TES Support (edit)  
SPOL Support User Account - George C. Wallace Community College

Support, TES [v] Impersonate Cancel Impersonate Planning Year: 2010-2011 [v]

My SPOL | Planning | Budget | Assessment | Accreditation | Resources | Reports | Support | Admin | Log Off

My SPOL > SPOL Admin > User Search

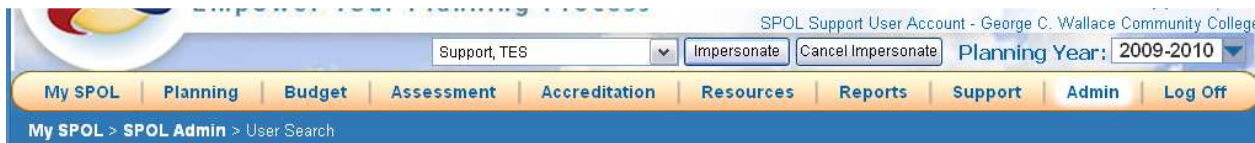
SPOL Admin User Search [Back] [Search] [New User]

To change the “Planning Year” you wish to work in, click the **Planning Year: 2010-2011** down arrow beside the planning year in the “**Planning Year**” input box and a drop down list will



## Change Planning Year: (Continued)

be displayed as shown below. Click on the planning year you wish to select, it will become your “working” planning year, and will be displayed in the “**Planning Year**” text box.



This can be done from any screen displaying the “**Planning Year**” and the year text box. However, make sure the “**Planning Objectives**” you work with have the same “**Planning Year**” associated with them as is displayed in the “**Planning Year**” text box

Planning Year: 2010-2011

Planning Years	Start Date	End Date	Objective Budget
<input checked="" type="radio"/> 2009-2010	10/01/2009	09/30/2010	\$0