Entering an Objective into Strategic Planning Online (SPOL)

Step 1
Log into SPOL. A link to SPOL can be found at http://www.untdallas.edu/ie. Your username is your EUID and the default password is 12345. The first time you log in, you will be asked to change your password.
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**Step 2**
Click on the **PLANNING** tab at the top of the page.
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Step 3
Click on *CREATE A NEW OBJECTIVE*. 
Step 4
Enter a brief *Objective Title*.
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Step 5
Select your planning unit from the drop-down list under *PLANNING UNIT.*
Step 6
Leave *ORIGINAL PLANNING YEAR* at 2014-2015. Check the Yes button for *MULTI-YEAR OBJECTIVE.*
Step 7
Under *OBJECTIVE PURPOSE*, select *Strategic Plan Objective*. Under *OBJECTIVE STATUS*, select *Pending*.
Step 8

In the text box under **OBJECTIVE DESCRIPTION**, enter a one- or two-sentence summary of your objective.

The Office of Institutional Effectiveness will assist end users to ensure that unit assessment reports are completed in a timely manner.
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**Step 9**
Click the SAVE icon in the upper-right corner of the screen.
Step 10
Clicking the SAVE icon takes you to the Objective Details page. Click on the drop-down arrow under APPROVAL STATUS and select Approve Objective.

In the OBJECTIVE APPROVAL NOTE dialog box, click on Approve.
Step 11
Click the select button for STRATEGIC INITIATIVES.
STEP 12
From the dialog box that pops up, choose a strategic initiative and sub-goal that your objective supports. Then click the SAVE icon in the upper-right corner of the dialog box.
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**Step 13**
Click the *Add* button for *TASKS*.

In the dialog box that pops up, enter the appropriate information for the first task that you will undertake to achieve the objective. Click the *Save* button to complete this task.
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**Step 14**
Repeat Step 13 for each additional task.
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Step 15
Add one or more measures of how effectively you are achieving your objective.
Step 16
Add a target level for each measure.
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Step 17
Upload supporting documents or links if desired.
Step 18
Add results of your activities and any necessary action plans at the end of the academic year.

As you begin a new academic year, you will carry forward your existing objectives, modify them, and/or create new objectives.