


SPOL User Guide For SAC Scores Year-End: Fall 2024

The following is a step-by-step process for entering your Strategic Planning Data for SAC Scores Fall 2024. Note: Each fall we close out the previous academic year's Strategic Plan in SPOL and open the current academic year's Strategic Plan. This means that in the Fall of 2024 you will close out your 2023-2024 plan and open your 2024-2025 plan.

- Login into SPOL at: <https://sac.strategicplanningonline.com/login>
 - Username: **This will be the same as your ACES username.**
 - Password: **Please click "forgot password" to reset your password.**
- **Please ensure you have selected the correct planning year for your data entry. To do this: locate the year drop down menu to the left of the search (magnifying glass) icon at the top of your screen. Please note, the default will be the current academic year. Please make any changes to the year using the drop down.**

First: Locate your planning unit. If you previously marked your plan as a "favorite", you can find your planning unit on your login/home page under "Favorites". Or you can find it by searching via the "planning" tab. To locate/search using the "planning" tab follow the instructions below.

- From the left side navigational toolbar click on the "Planning" tab.  This is the second icon on the navigational toolbar located to the left.
- Click on "All Planning".



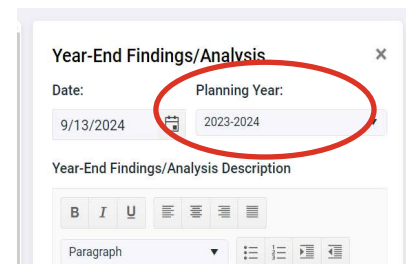
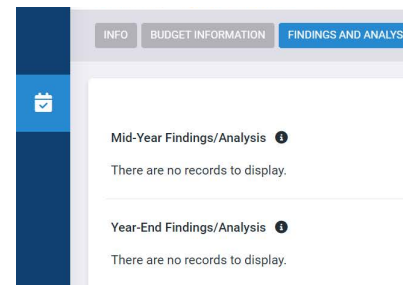
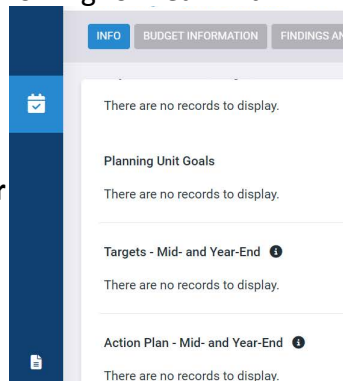
- Your planning unit should appear on the generated list.
- Click on your planning unit name to open.

Second: For the Fall, you will **first** have to close out your 2023-2024 plan. To do so make sure that you have the correct planning year selected (in this case 2023-2024).

- Next click on the tab labeled "objectives".
- Open each of your objectives and add the following for Year-End.

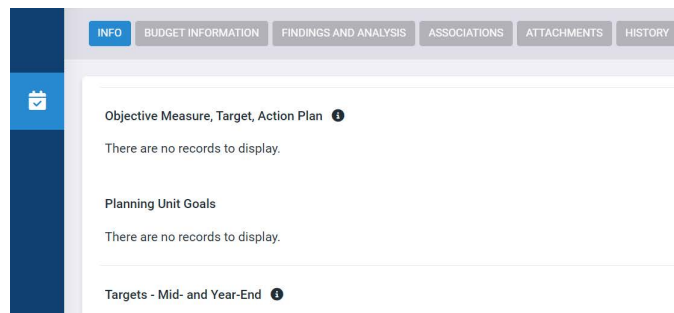
- **Targets Year-End**
- **Action Plan Year-End**
- **Year-End Findings/Analysis**

➤ **Please ensure you save your findings to 2023-2024.**



Third: You will now have to open your 2024-2025 Strategic Plan.

- To do so, first adjust the year to 2024-2025. Once again open your planning unit. Follow steps above to open your planning unit. You should see **all** of the objectives you carried over. If you do not see an objective you believe you carried over, please contact sac-strategicpl@alamo.edu for assistance.
- For each existing objective you wish to carry over, you will have to add a new "Objective Measure, Target and Action Plan".
- To do so, click on each objective individually to open it. Next hover over "Objective Measure, Target, Action Plan". It should highlight blue. Click on it to open and then add the necessary details, remembering to click save.



Fourth: *If you are adding new objectives:* First, locate and open your planning unit. You can find your planning unit either on your login/home page under "Favorites" or by searching via the "planning" tab.

- Next, click on the "objective" tab. Hover over objective. A blue plus sign will appear. Click on this.



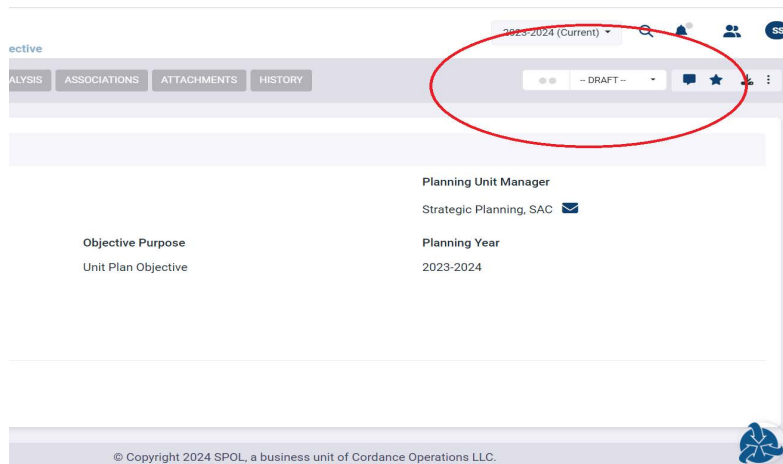
- Next add the needed details for your new objective including:
 - Objective Title: **Provide a brief title for your objective**
 - Objective Purpose: **Please select 'unit plan objective'**
 - Objective Status: **Please select the appropriate status**
 - Description: **Provide a more detailed description of your unit's objective.**

Next, click on the Objective(s) you have just created.

• From this screen you can now enter the following information and click save when complete.

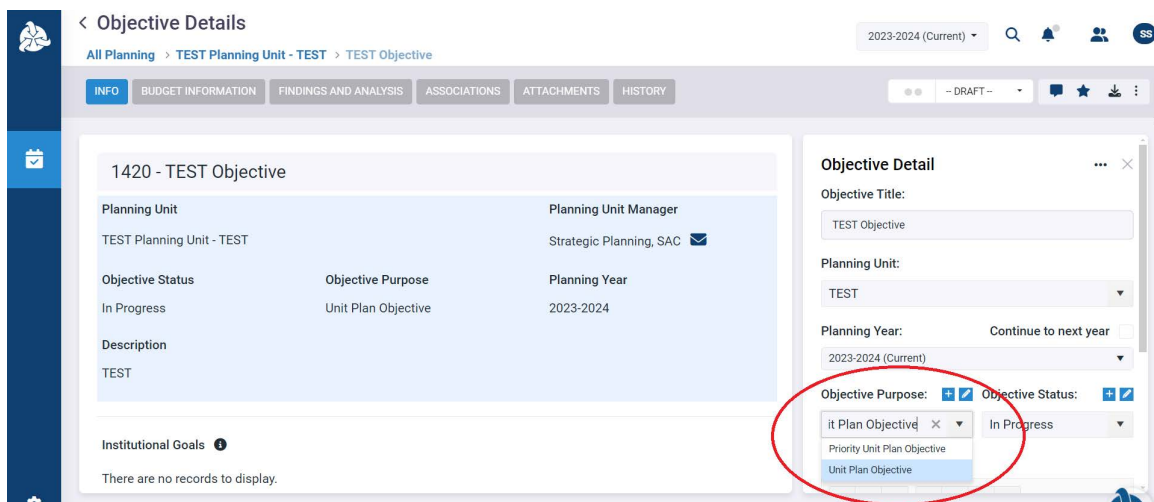
- Institutional Goals: **Select the appropriate institutional goal for your objective.**
- Objective Measure:
- Target:
- Action Plan:
- Planning Unit Goals: **Leave Blank**
- Targets-Mid and Year End: **Only to be completed during Mid-Year and Year-End Reviews.**
- Action Plan-Mid and Year End: **Only to be completed during Mid-Year and Year-End Reviews.**

Fifth: Once you have completed your edits, you will need to submit **each** of your objectives for approval. To do this open each objective one at a time and locate the "Draft" drop-down at top right hand corner of your screen. Select "approve objective". You will need to repeat this process for each objective you have.



Sixth: Lastly, you will have to select one of your objectives to be your priority objective. This is an objective that you wish to highlight. To change this objective to the priority objective, please follow the steps below .

- Open the objective you wish to make your priority objective.
- Next hover over the planning unit details and click this field.



- You should now see an 'objective purpose' drop down. Click on this.
- To change this objective to your priority objective simply select "Priority Unit Plan Objective" and then click save.

If you have any questions, please do not hesitate to contact sac-strategicpl@alamo.edu