SPOL (Strategic Planning Online) Walkthrough

- 1. Login to SPOL, <u>https://spol.angelo.edu</u> using your ASU credentials.
- 2. Each department on the <u>Organizational Chart</u> has a planning unit in SPOL with their mission statement, how it ties to the overarching ASU mission, and how it is shared with their areas and users.
- After logging in you will be on the SPOL homepage. Double check you are in the correct planning year. To access your unit, you will need to click on the planning icon on the navigation bar to the left of the page. Other important icons are budget, reports, and resources.

		Welcon	ne, Bra	ndy Ha	wkins			2050 - Q 🛊 😏 🖽		
									Planning Year	
Planning	₩	Today •	• • 6	April 202	ō	D	ay Week	Month	Due Date	
		Sunday	Monday	Tuesday	Wednesda	Thursday	Friday	Saturday	There are no records to display.	
Budget	0)	30	31	01	02	03	04	05		
	E	06	07	08	09	10	11	12		
	٠	13	14	15	16	17	18	19		
	<u></u>								Alerts	
		20	21	22	23	24	25	26	There are no records to display	
Reports	B								There are no records to display.	
Resources		27	28	29	30	01	02	03		
	*	04	05	06	07	08	09	10		
		v5.1.6.10 © Copyright 2025 SPOL, a business unit of Cordance Operations LLC.								

- **4.** Your planning unit will show up to the right of the navigation bar. Click on the unit's name to enter the planning unit details page. This will give information about your unit which includes:
 - Unit manager, and members
 - Parent Unit
 - Budget Accounts



5. To access planning unit objectives, click on "Objectives" at the top of the details page under your unit's name. You will then see your objectives.



6. Important items to note in this section are the objective IDs that precede the objective name. Those are unique identifiers for your objectives. Ensure you are in the correct planning year using the drop down in the top right corner.

Planning Unit Details 2057 - Office of Accountability	2024-2025 -
INFO OBJECTIVES ATTACHMENTS GOALS HISTORY	
Objectives	
• 3120 Mission Statement: Office of Accountability	
 3312 - IDEA Student Ratings of Instruction: Course Evaluations 	
 3316 - Accountability Office Communication Plan 	

- 7. Clicking on an objective will bring up the objective details which includes:
 - Objective status and purpose.
 - Planning years the objective is in.
 - Description
 - Institutional Goals
 - Planning Priorities
 - Objective Types

- Intended Results/Benchmarks
- Assessment Measures
- Document Repository
- Actual Results
- Use of Results

There are (i) icons next to the sections that are required. If you click on the (i) it will also give you a tip on what needs to be in each section. To fill in these sections click on the section name.



That is how you navigate through SPOL. Below are more detailed cheat sheets for specific actions you may need to take while using SPOL.



Creating a New Objective

- 1. Go to your objectives within your planning unit following instructions in SPOL Walkthrough above. Once you are there, click on the word "Objectives". That will pull up the new objective box. You will need to fill in the following fields:
 - Objective Title SMART Objective (Specific, Measurable, Attainable, Results-driven, Time-limited)
 - Planning Unit
 - Muti-Year Checkbox (if applicable)
 - Planning Year
 - Objective Purpose
 - Objective Status
 - Description

Once you are done hit the yellow "Save" icon at the bottom.

2. After saving it will open the "Objective Details" page. This is where you will continue filling out all the required sections. When you are done with your objective you will need to approve it. To do so click the arrow under "DRAFT" in the top right corner of the screen. Then Select "Submit for Approval".

CODJECTIVE DETAILS	2024-2025 - Q 🌲 🎎
OBJECTIVE TASKS ASSOCIATIONS HISTORY ATTACHMENTS	-DRAFT 👎 🖈 🕹 🗄
4806 - Test (DELETE)	

