ONLINE PLANNING SYSTEM
Annual Plans and Annual Reports
Instructions

I. Logging In

1. Open the Google Chrome Browser.

2. Go to the Institutional Research Website at www.mvsu.edu/ir and click on the Log In Link to the Online Planning System.

Institutional Research & Effectiveness

The Office of Institutional Research and Effectiveness (IRE) collects and disseminates information related to students, courses, personnel, programs, and resources at MVSU. This information is readily available on this website in support of the planning, evaluation, policy development, research, and budgeting efforts at the University. In a combined role of institutional research and institutional effectiveness, IRE also supports effectiveness planning and strategic planning at MVSU. Overall, the office employs a comprehensive system of data-driven processes that allow the University to demonstrate how effectively it achieves its mission. The University Testing Office is part of the Institutional Research and Effectiveness unit. Test schedules and protocols are available on the University Testing website.

NEW! Online Annual Plans/Reports for Support Units only: Log in

2. When prompted for a user name and password, use the same credentials you use to log in to your desktop computer. For the user name be sure to add "@mvsu.edu" on the end.

II. Reviewing Announcements

After you log in, you will be taken to a home screen. The home screen allows you to view announcements on the right-hand side of the screen. Be sure to check for new announcements regarding Annual Plans and Annual Reports.
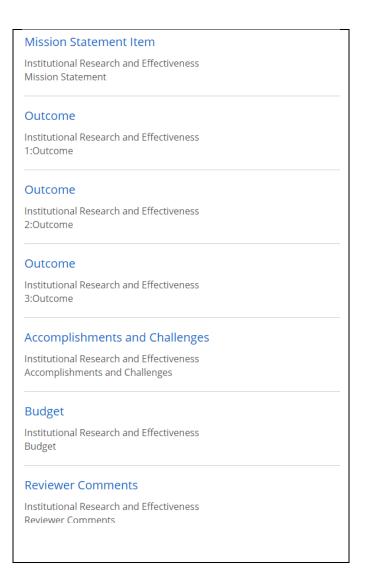

III. Accessing Your Plan/Report Templates

1. To access your plan/report components, click on the organizational unit icon.

You should see your department(s).

2. Click on the name of your department to see your templates. Information for each of the following templates should be pre-loaded from the previous year. The templates screen should look like this.

Mission Statement Item

Institutional Research and Effectiveness
Mission Statement

Outcome

Institutional Research and Effectiveness
1:Outcome

Outcome

Institutional Research and Effectiveness
2:Outcome

Outcome

Institutional Research and Effectiveness
3:Outcome

Accomplishments and Challenges

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Accomplishments and Challenges

Budget

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Budget

Reviewer Comments

Institutional Research and Effectiveness
Reviewer Comments

III. A. Mission Statement

The Mission Statement template includes a **textbox** which allows you to enter your unit's mission statement. It also provides a **checklist** for you to indicate links to appropriate components of the University mission statement.

If you need to change your unit mission statement or the links to the University mission statement, make those changes and click "**Done**" at the bottom of the screen.

III. B. Outcomes

There is an outcome link for each of the required 3 Expected Outcome Statements. This template contains the following:

- Text box for the **Expected Outcome**
- Checklist for **links to the University Strategic Plan**
- Text box for the **Data Collection Plan**
- Text box for the **Criteria for Success**
- Text box for **Data Collection and Analysis,** with option to attach supporting documents
- Drop-down selection for **Were Criteria for Success Met**
- Text box for the **Use of Results** with option to attach supporting documents
- Drop-down Progress option

Make changes to the pre-loaded information if necessary and click "**Done**" at the bottom of the screen.

III. C. Accomplishments and Challenges

The Accomplishments and Challenges template includes

- Text box for **Accomplishments** with option to attach supporting documents
- Text box for links to appropriate components of the Unit mission, University mission, and/or University Text
- Text box for **Challenges** with option to attach supporting documents
- Text box for links to appropriate components of the Unit mission, University mission, and/or University Text
- Drop-down **Progress** option

Make changes to the pre-loaded information if necessary and click "**Done**" at the bottom of the screen.

III. D. Budget

The Budget template includes

- Text box for **Budget Implications**
- Upload option for **Budgets**
- Drop-down **Progress** option

Make changes to the pre-loaded information if necessary and click "**Done**" at the bottom of the screen.

III. E. Reviewer Comments (Accessibility will vary)

Reviewer Comments are provided to help with making adjustments to current reports and/or providing assistance with future reports.

IV. Printing Reports

1. To print reports return to the organizational unit icon
2. Click on the "**Reports**" tab, next to the "Plan Items" tab.
3. Click on the "**View Report**" option.
4. Select the type of report you want to view or print.

V. Logging Off the System

To log off the system, click on the link with your name in the upper right-hand corner of the screen.

VI. Additional Assistance

Contact the Office of Institutional Research and Effectiveness at **662-254-3811** or **sharonf@mvsu.edu**.