



SPOL – Pulling Narrative & Objective Reports

This guide will show you how to export the information that you have entered into SPOL, specifically your Program Review Narratives and Planning Objectives.

If you have questions about how to access and use SPOL, please contact Allison Hughes:

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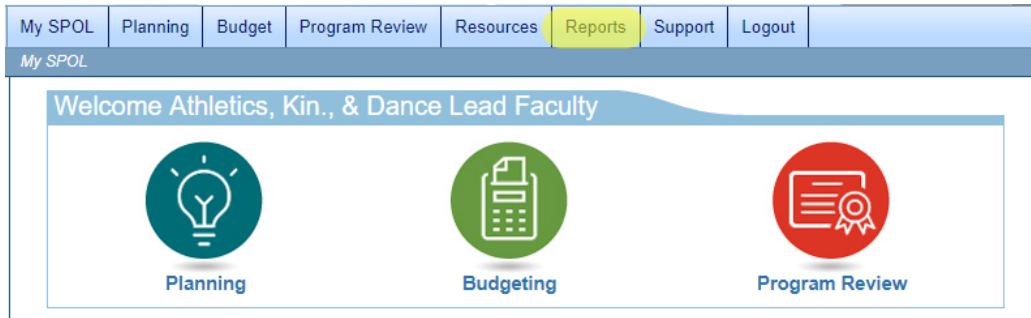
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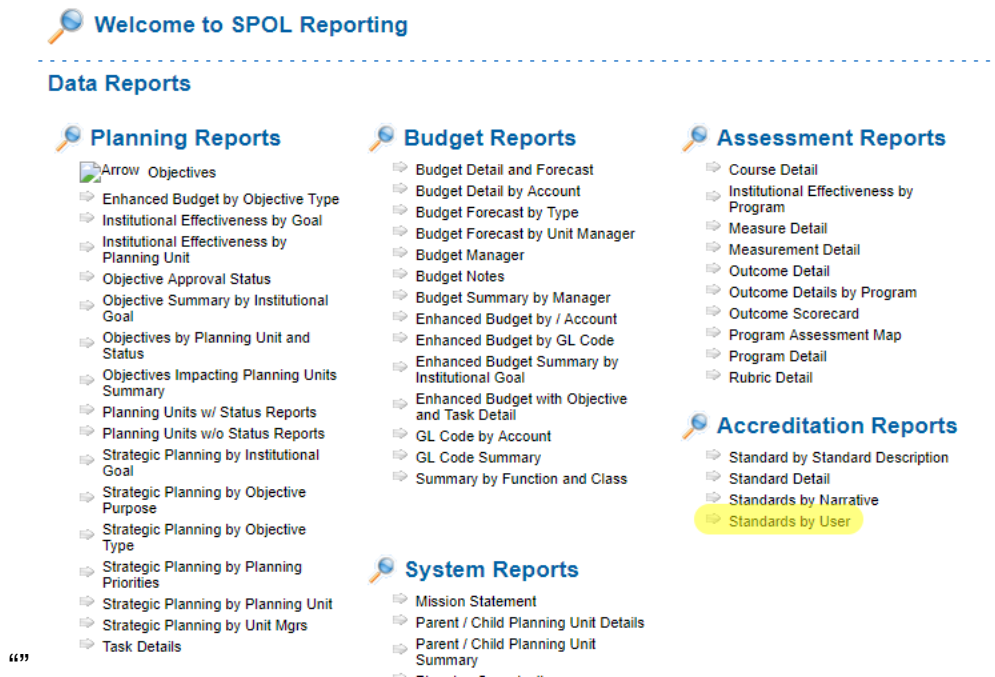
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Pulling Program Review Narrative Reports

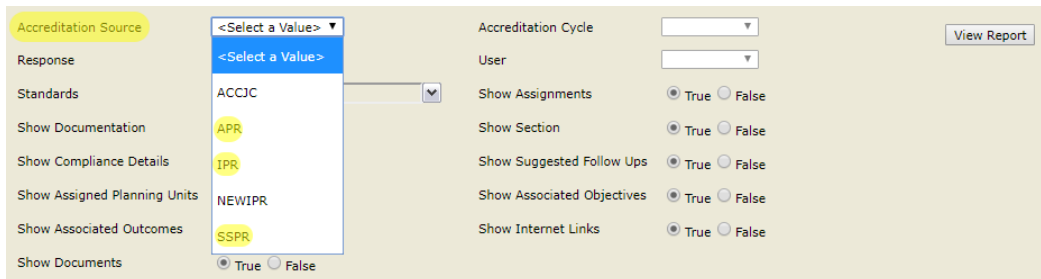
1. Click on the Reports tab at the top of the My SPOL page.



2. From the Reports page, click on the 'Standards by User' report under Accreditation Reports.



3. Begin filling in your options for what information the report will display. For the Accreditation Source, choose IPR for Instructional Program Review, APR for Administrative Program Review, or SSPR for Student Services Program Review.



- For the Accreditation Cycle, choose the year of program review that you would like to pull the report for. The cycles are named with the type of program review, instructional, administrative, or student services, followed by the year of the cycle.

- For Response, choose 'All Response Types' and for User choose the account that you use to fill out your program review.

- For Standards, choose 'Select All' for a complete program review report, or choose the individual program review section or question that you want to see.

- For a report showing just your program review narratives, leave only 'Show Section' and 'Show Compliance Details' marked as True. Feel free to leave others to include more information in your report.

Accreditation Source: IPR | Accreditation Cycle: Instructional Program Review 2014/15 - 2015/16 | View Report

Response: All Responses Types | User: Lead Faculty, Athletics, Kin., & Dance

Standards: 0 - Executive Summary, 1 - Missio

Show Documentation: True False

Show Compliance Details: True False

Show Assigned Planning Units: True False

Show Associated Outcomes: True False

Show Documents: True False

Show Assignments: True False

Show Section: True False

Show Suggested Follow Ups: True False

Show Associated Objectives: True False

Show Internet Links: True False

1 of 5 | Find | Next

- When you're ready, click 'View Report' at the top right. You'll be able to preview the report below the options area and then use the floppy disk icon to export the report in a file. We recommend a PDF.

Accreditation Source: IPR | Accreditation Cycle: Instructional Program Review 2014/15 - 2015/16 | View Report

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Show Associated Objectives: True False

Show Internet Links: True False

1 of 5 | Find | Next | Floppy Disk Icon

Pulling Planning Objective Reports

- Click on the Reports tab at the top of the My SPOL page.

My SPOL | Planning | Budget | Program Review | Resources | Reports | Support | Logout

My SPOL

Welcome Athletics, Kin., & Dance Lead Faculty

Planning | Budgeting | Program Review

- From the Reports page, click on the 'Task Details' report under Planning Reports.

Welcome to SPOL Reporting

Data Reports

Planning Reports

- ↳ Arrow Objectives
- ↳ Enhanced Budget by Objective Type
- ↳ Institutional Effectiveness by Goal
- ↳ Institutional Effectiveness by Planning Unit
- ↳ Objective Approval Status
- ↳ Objective Summary by Institutional Goal
- ↳ Objectives by Planning Unit and Status
- ↳ Objectives Impacting Planning Units Summary
- ↳ Planning Units w/ Status Reports
- ↳ Planning Units w/o Status Reports
- ↳ Strategic Planning by Institutional Goal
- ↳ Strategic Planning by Objective Purpose
- ↳ Strategic Planning by Objective Type
- ↳ Strategic Planning by Planning Priorities
- ↳ Strategic Planning by Planning Unit
- ↳ Strategic Planning by Unit Mgrs
- ↳ Task Details

Budget Reports

- ↳ Budget Detail and Forecast
- ↳ Budget Detail by Account
- ↳ Budget Forecast by Type
- ↳ Budget Forecast by Unit Manager
- ↳ Budget Manager
- ↳ Budget Notes
- ↳ Budget Summary by Manager
- ↳ Enhanced Budget by / Account
- ↳ Enhanced Budget by GL Code
- ↳ Enhanced Budget Summary by Institutional Goal
- ↳ Enhanced Budget with Objective and Task Detail
- ↳ GL Code by Account
- ↳ GL Code Summary
- ↳ Summary by Function and Class

Assessment Reports

- ↳ Course Detail
- ↳ Institutional Effectiveness by Program
- ↳ Measure Detail
- ↳ Measurement Detail
- ↳ Outcome Detail
- ↳ Outcome Details by Program
- ↳ Outcome Scorecard
- ↳ Program Assessment Map
- ↳ Program Detail
- ↳ Rubric Detail

Accreditation Reports

- ↳ Standard by Standard Description
- ↳ Standard Detail
- ↳ Standards by Narrative
- ↳ Standards by User

System Reports

- ↳ Mission Statement
- ↳ Parent / Child Planning Unit Details
- ↳ Parent / Child Planning Unit Summary

- Begin filling in your options for what information the report will display. For Planning Year, choose the year that you want the report to pull from.

The screenshot shows a report configuration form with the following fields:

- Planning Year:** 2017-2018 (Current) - dropdown menu is open showing options: 2017-2018 (Current), 2014-2015, 2015-2016, 2016-2017, 2018-2019, 2019-2020, 2020-2021, 2021-2022.
- Objective:** 2017-2018 (Current) - dropdown menu.
- Task Status:** 2014-2015 - dropdown menu.
- Include Budget Details:** 2015-2016 - dropdown menu.
- Include Remarks:** 2016-2017 - dropdown menu.
- Planning Unit:** [Empty] - dropdown menu.
- Priority Level:** [Empty] - dropdown menu.
- Task Type:** [Empty] - dropdown menu.
- Include Assignment Details:** True False - radio buttons.
- Content Type:** Plain Text - dropdown menu.
- View Report:** Button.

- For Planning Unit, select the planning unit(s) that you want to pull the report for.

The screenshot shows the report configuration form with the following fields:

- Planning Year:** 2017-2018 (Current) - dropdown menu.
- Objective:** [Empty] - dropdown menu.
- Task Status:** [Empty] - dropdown menu.
- Include Budget Details:** True False - radio buttons.
- Include Remarks:** True False - radio buttons.
- Planning Unit:** Athletics, Kinesiology, & Dance - dropdown menu is open and selected.
- Priority Level:** [Empty] - dropdown menu.
- Task Type:** [Empty] - dropdown menu.
- Include Assignment Details:** True False - radio buttons.
- Content Type:** Plain Text - dropdown menu.
- View Report:** Button.

- For Objective, choose 'Select All' to pull a report of all the planning unit's objectives for that year, or select individual objectives from the list.

The screenshot shows the report configuration form with the following fields:

- Planning Year:** 2015-2016 - dropdown menu.
- Objective:** (Select All) - dropdown menu is open and selected.
- Task Status:** [Empty] - dropdown menu.
- Include Budget Details:** Strategic action plans for Athle... - checkbox.
- Include Remarks:** Equipment, technology and fac... - checkbox.
 Personnel requests for Athletic... - checkbox.
 Athletics/"COLTS" Retention Sp... - checkbox.
- Planning Unit:** Athletics, Kinesiology, & Dance - dropdown menu.
- Priority Level:** [Empty] - dropdown menu.
- Task Type:** [Empty] - dropdown menu.
- Include Assignment Details:** True False - radio buttons.
- Content Type:** Plain Text - dropdown menu.
- View Report:** Button.

- For Priority Level, Task Status, and Task Type, we recommend choosing 'Select All' for each of those fields for a complete report.

A screenshot of a report configuration interface. The form includes several dropdown menus and radio buttons. The following fields are highlighted in yellow: 'Priority Level' (set to 'High, Medium, Low'), 'Task Status' (set to 'Task Status Not Set, Completed (1)'), and 'Task Type' (set to 'Task Type Not Set, Committee/Col'). Other visible fields include 'Planning Year' (2015-2016), 'Planning Unit' (Athletics, Kinesiology, & Dance), 'Objective' (Strategic action plans for Athletics), 'Include Budget Details' (True), 'Include Assignment Details' (True), 'Include Remarks' (True), and 'Content Type' (Plain Text). A 'View Report' button is located in the top right corner. At the bottom, there is a navigation bar with '1 of 4' and a 'Find | Next' search field.

- Leave the lower fields as they are for the most complete report.

A screenshot of the same report configuration interface. The bottom section of the form is highlighted in yellow, including the radio buttons for 'Include Budget Details' (True), 'Include Assignment Details' (True), and 'Include Remarks' (True), as well as the 'Content Type' dropdown (Plain Text). The 'View Report' button is still visible in the top right corner. The navigation bar at the bottom shows '1 of 4' and 'Find | Next'.

- When you're ready, click 'View Report' at the top right. You'll be able to preview the report below the options area and then use the floppy disk icon to export the report in a file. We recommend a PDF.

A screenshot of the report configuration interface. The 'View Report' button in the top right corner is highlighted in yellow. The rest of the form settings are the same as in the previous screenshots. The navigation bar at the bottom shows '1 of 4' and 'Find | Next', with a floppy disk icon highlighted in yellow.