ADDING OBJECTIVE INFORMATION IN JMU-STAR
FOR ACADEMIC YEAR 2021-22

TABLE OF CONTENTS

It is time to review and/or enter the 2021-22 objectives for your unit.

- The 2020-21 objectives for your department/college/division should be in the JMU-STAR Tool, linked to the university's' strategic plan as well as your own annual report. If not, this is the time to do that.
- This summer you will enter the 2021-22 objectives that will include learning/use of results from the 2020-21 objectives.
- We recommend that you develop your objectives outside of the JMU-STAR Tool. You can then use copy and paste to enter your objective information. Find templates on JMU-STAR-HELP

Log in

1. From http://www.jmu.edu/jmuplans, click on the link for the JMU-STAR Tool Portal under Resources.

2. Log into Portal: Link: https://jmu.xitracs.net/survey/portallogon.jsp
   Use your full email address and the password (This is not aligned with your JMU password)

3. Choose the Programs tab in the JMU-STAR Portal.

4. Select the program you want to review/update by clicking on it.

   There are three cycles visible: 2019-20, 2020-21, and 2021-22—choose 2020-21 to review the objectives entered for this year. If there are none, choose 2020-21 to review the objectives for the last year. *If you still need to enter objectives for 2020-21, follow the "copy selected objectives" instructions for reviewing and copying but use the 2019-20 objectives to copy to 2020-21.*
   Contact Tina Grace, gracetm@jmu.edu if you have questions.
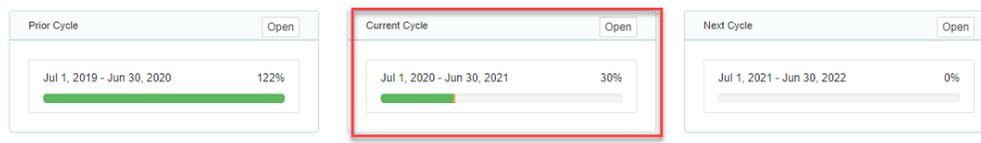

The following steps describe how to enter your 2020-21 information. Of primary importance is linking the objectives to the university's strategic plan and to the unit's annual report.
You can:

- **copy selected objectives** from 2019-20
- **create a new objective**.

Copy objectives from a previous year

1. Identify your unit from the programs list.
2. To copy an objective from 2020-21, Click on the progress bar under the current cycle (2021-22).

Prior Cycle	Open	Current Cycle	Open	Next Cycle	Open
Jul 1, 2019 - Jun 30, 2020	122%	Jul 1, 2020 - Jun 30, 2021	30%	Jul 1, 2021 - Jun 30, 2022	0%
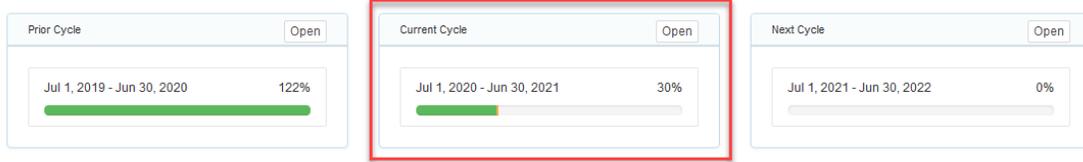
3. Click "Copy" in the All Fields row.

All Fields			+Program	Copy	View PDF	Show All
1 Objective Name and Link to Plans						Incomplete
1.1 Steps to meet the objective						Incomplete
1.2 Level for Publication						Incomplete

4. Choose the desired year to copy from the "Select a prior cycle" dropdown.

Copy Fields from a Prior Cycle

*Select a prior cycle then field(s) to copy from. Any existing content in the target field will be overwritten. This function will copy the **exact field structure, including any replicated fields**, from an earlier cycle.*
(1) Select a cycle to copy from, then (2) select the fields where you also want to copy the content.

Select a prior cycle

- Jul 1, 2020-Jun 30, 2021
- Jul 1, 2019-Jun 30, 2020
- Jul 1, 2018-Jun 30, 2019
- Jul 1, 2017-Jun 30, 2018
- Jul 1, 2016-Jun 30, 2017
- Jul 1, 2015-Jun 30, 2016
- Jul 1, 2014-Jun 30, 2015

☐ Mark copied fields complete   Submit   Close

5. Check all objective fields for the specific objectives that you want to copy from—only through *.5 Budget Initiative.

Copy Fields from a Prior Cycle

Select a prior cycle then field(s) to copy from. Any existing content i
*This function will copy the **exact field structure, including any repl***
(1) Select a cycle to copy from, then (2) select the fields where you a

Select a prior cycle

Jul 1, 2019-Jun 30, 2020

Optionally select field(s) to copy content

☐ 1 Objective Name and Link to Plans
   ☐ 1.1 Steps to meet the objective
   ☐ 1.2 Level for Publication
   ☐ 1.3 Support for Objective
   ☐ 1.4 Evaluation methods
   ☐ 1.5 Budget Initiative
   ☐ 1.6 Mid-Year Update (optional)
   ☐ 1.7 Objective accomplishments
   ☐ 1.8 Use of results
☐ 2 Objective Name and Link to Plans
   ☐ 2.1 Steps to meet the objective
   ☐ 2.2 Level for Publication
   ☐ 2.3 Support for Objective
   ☐ 2.4 Evaluation methods
   ☐ 2.5 Budget Initiative
   ☐ 2.6 Mid-Year Update (optional)
   ☐ 2.7 Objective accomplishments
   ☐ 2.8 Use of results

6. Scroll to the bottom of the list. Click "Plans" to copy existing links from the previous cycle's objective. Once you have made your selections, click "Submit."

7. The objective information is viewable in the 2020-2021 year. Review the information for accuracy and update as needed. Do not click "Mark copied fields complete".

8. If needed, update the objective name and description; Click "Edit"

a. Modify the Short Description for the Objective in the box at the top (just a few words; there is a maximum character count of 60). The Short Description is used on the Budget Initiative form.
b. Modify the Long Description for the Objective in the large text space.
    NOTE: Include learning/use of results from the prior year's objective here or in the "Steps to meet objective" field.

9. After the information has been entered, Click "Save".

10. Repeat this process for updating other objective elements as necessary.

Create/Add a New Objective

There are three cycles visible: 2019-20, 2020-21, and 2021-22—choose 2021-22 to enter a new objective or update an existing objective for this year.

Prior Cycle	Open	Current Cycle	Open	Next Cycle	Open
Jul 1, 2019 - Jun 30, 2020	122%	Jul 1, 2020 - Jun 30, 2021	30%	Jul 1, 2021 - Jun 30, 2022	0%
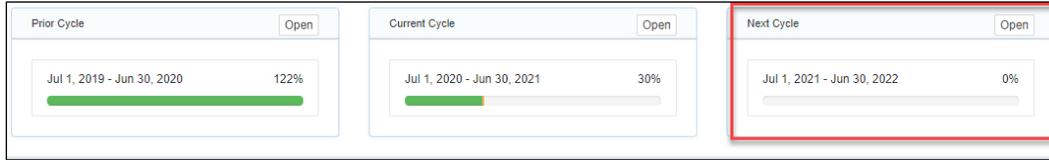
1 Objective Name and Link to Plans

Several things happen in this first box of the objective:

- A. Name the objective: Objective Name - short and long description
- B. Link to JMU Strategic Plan (The Madison Plan) and other plans
- C. Link to Annual Report
- D. Add a new objective field set

A. Name the objective: Objective Name – short and long description

1. Click on the first field (**Objective Name and Link to Plans**) to expand it.

1 Objective Name and Link to Plans					Incomplete

NAME OBJECTIVE: Enter the short name and the objective description.
LINK TO PLANS: Link to Core Quality, Annual Report and College or Division Strategic Plans
*ADD ANOTHER OBJECTIVE: Click "Add new" to add an additional field set below.
*Click "Edit" and check "Complete" after entering all information.
Detailed instructions

Add new | Edit | Copy | Link

2. Brief instructions are located in the opened box. Click on the **Detailed Instructions** link for complete information about entering the objective. A PDF will open in a new window.

Fields and Responses

1 Objective Name and Link to Plans
NAME OBJECTIVE: Enter the short name and the objective description.
LINK TO PLANS: Link to Core Quality, Annual Report and College or Division Strategic Plans
*ADD ANOTHER OBJECTIVE: Click "Add new" to add an additional field set below.
*Click "Edit" and check "Complete" after entering all information.
Detailed instructions

3. Click **Edit**. A box will open in the current window.

Add new | Edit | Copy | Link

4. We recommend that you develop your plan and objectives outside of the JMU-STAR Tool. You can then use copy and paste to enter your objective information.

5. Enter the **Short Name** for the objective in the box at the top. Use division/college/department abbreviations before giving a short descriptive title to the objective—this short name is used on the Budget Initiative form. For example, OIR- Enrollment projections. (There is a maximum character count of 60 for this field.)

6. Enter the long description for the objective in the large text space. Clearly and concisely describe the objective. Include criteria and make sure the objective specifically states a reason why it is important AND fully describes an outcome, product, deliverable, or result to be achieved. NOTE: Include learning/use of results from the prior year's objective here or in the "Steps to meet objective" field.

7. Click **Save** after entering the information.

B. Link Objective to JMU's Strategic Plan

The objective can be linked to several university goals for JMU's Strategic Plan and to other plans.

1. Using **Objective Name and Link to Plans** field:

2. Click on **Link**.

3. Click on **Plans**.

4. Click on the drop down in the target plan box.

5. From the dropdown list, Click on **JMU Strategic Plan 2020-2026** to link the objective to JMU's Strategic Plan.

6. Then choose the university goal(s) that this objective supports (check all that apply).
    The Core Qualities and University Goals can be viewed at www.jmu.edu/jmuplans. There is an unpublished Core Quality 12: Other endeavors in support of the university's mission. Use this core quality only if the objective does not fit into any of the other Core Qualities.

7. Scroll to the bottom and click **Save.**

C. Link Objective to be included in the Annual Report

As with linking to strategic plans, units must link objectives to the Annual Report Plan to be included in the unit's annual reporting.

1. Click on **Link**.

2. Click on **Plans**.
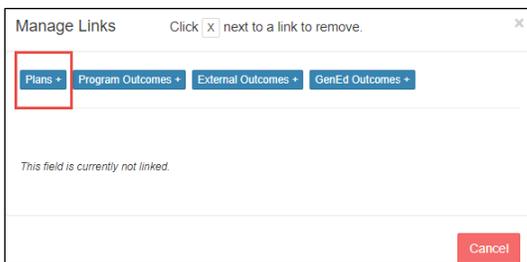
3. Click on the drop down box and choose the Annual Report for your division.
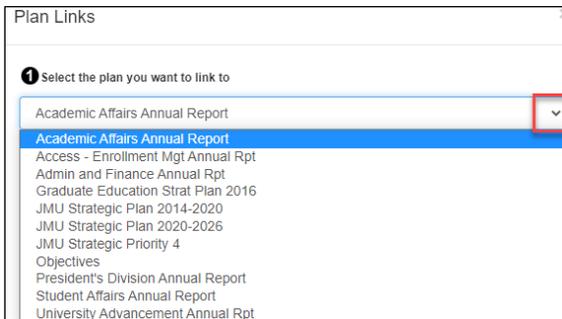
4. Choose your unit from the list. The list is organized by AVP/Dean level. Check with your AVP/Dean for instructions about linking to his/her annual report.
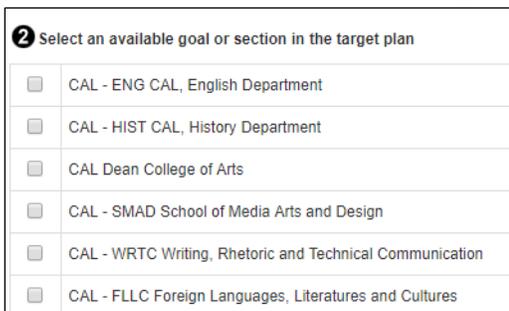
5. Scroll to the bottom and click **Save**.

If your college/division has a strategic plan in the JMU-STAR Tool, you can link specific objectives to that plan by following the same steps.

The Plan link icon shows the number of plans linked to this first objective. Click on it to see the linkage information.
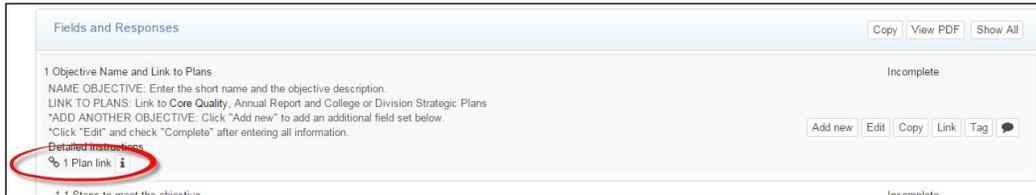
D. Add a new objective field set

The new year or cycle contains only one field set for an objective. click

1. Click **Add new** to one or more additional field sets
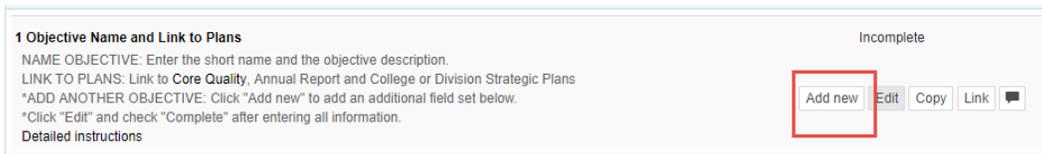
2. Click OK to add a new field set.
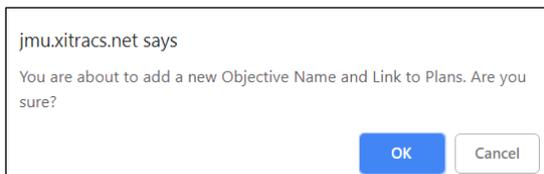
The new field set will be below the existing field set(s).

1.1 Steps to meet the objective

Describe the actions to be taken for the objective to be met. (You can attach supporting documents if appropriate.) NOTE: Include "Use of Results" from the prior year if appropriate.

1. Click on the **Steps to meet the objective** field. Brief instructions are located in the opened box.

2. Click **Edit**.
3. Enter in the large text area the steps the unit will take to achieve the objective.
   It is not necessary to enter information into the Short Name box.

   - Fully describe the key steps to reach the objective. Make sure all key steps include specific detail to be measurable and state a specific timeframe for completion.
   - Use the formatting tools to number the steps if needed.
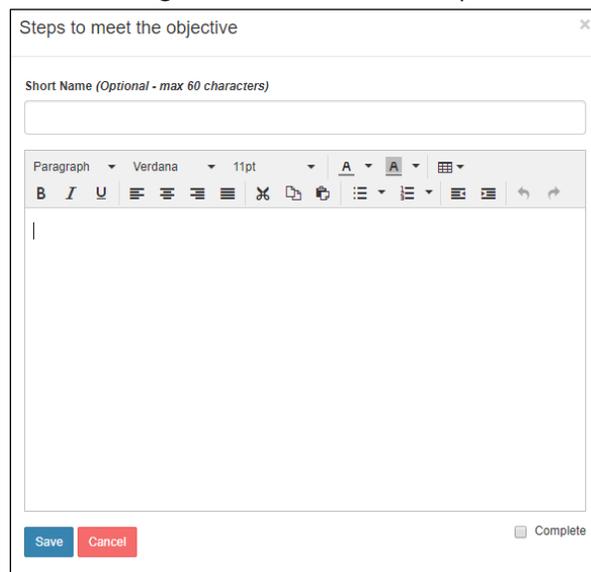
4. Click **Save** after entering the information.

1.2 Level for Publication

This function will be used to indicate the degree of transparency: whether this objective will be viewable on the website. The website will only be viewable by JMU faculty and staff for collaboration.

1. Click on the **Level for Publication** field.

2. Click **Edit**.

3. Click on the drop down box under **Select an option**.
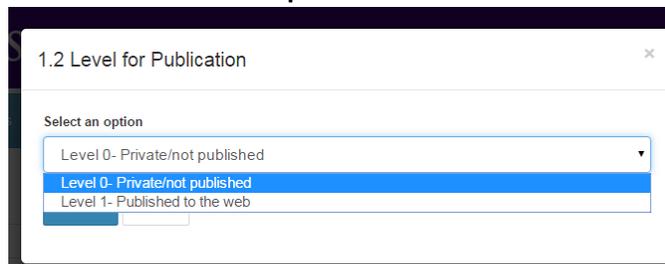
4. Choose the level of transparency.
   - **Level 0-Private/not published** means that the objective will not be published to the web for public searching.
   - **Level 1-Published to the web** means that the objective can be published to the web for public searching by anyone with an "@jmu.edu" email address.

5. Click the **Mark as complete** box after entering the information.
6. Click **Submit** in the bottom left to save this information.

1.3 Support for Objective

This field indicates that you intend to contact another office at JMU for support with this objective. The other office(s) are not notified through this tool. This serves as a reminder that you need to contact them.

1. Click on the **Support for Objective** field.

2. Click **Edit**.
3. Select the applicable choice from the list.

4. Click the **Mark as complete** box after selection.
5. Click **Submit** in the bottom left to save this information.

1.4 Evaluation Methods

1. Click on the **Evaluation Methods** field.

2. Click **Edit**.

- In the large text area, enter the methods you will use to evaluate the success of this objective.
- Describe the specific, systematic evaluation methods that will be used to measure change.
- Include how the objective will be evaluated/assessed using specific, systematic evaluation method(s) that are clearly linked to expected change/results.

3. Click **Save** after entering the information.

1.5 Budget Initiative

Use this field if your department is submitting a budget initiative.

1. Click on the **Budget Initiative** field.

2. Click **Edit**.

3. Select **Yes** or **No** if you are submitting a budget initiative for this objective.

4. Check the box to mark this as complete.
5. Click **Save** after entering the information.

The other fields (objective accomplishments and use of results) are not required to be completed until the end of the academic year. However, you can fill in information as it becomes available.