

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

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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

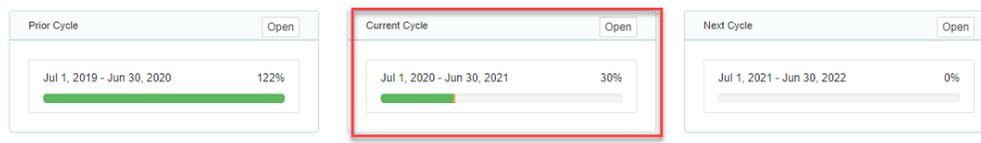
1. From <http://www.jmu.edu/jmuplans>, click on the link for the JMU-STAR Tool Portal under Resources.
2. Log into Portal: Link: <https://jmu.xitracs.net/survey/portallogon.jsp>
Use your full email address and the password (This is not aligned with your JMU password)
3. Choose the Programs tab in the 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.



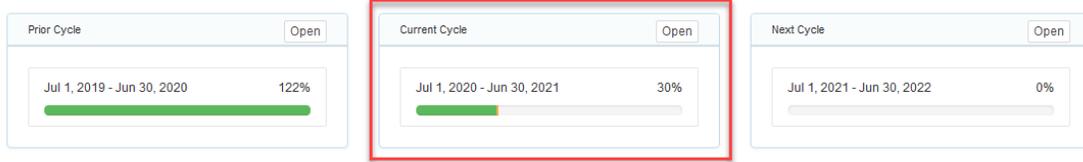
The following steps describe how to enter your 2020-21 information. Of primary importance is linking the objectives to the university's strategic plan and to the unit's annual report.

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).



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

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 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, 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.

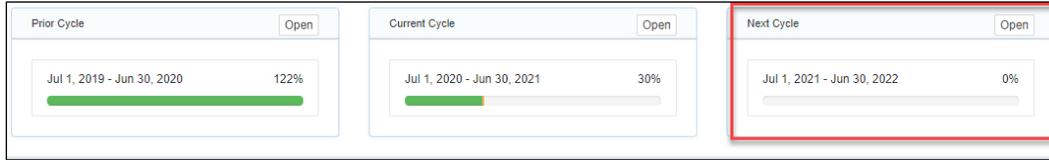
NOTE: Include learning/use of results from the prior year’s objective here or in the “Steps to meet objective” field.

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.



1 Objective Name and Link to Plans

Several things happen in this first box of the objective:

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

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

- 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](#)

- 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](#)

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

- 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.

- 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.)

- 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.
- 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.

- Using **Objective Name and Link to Plans** field:

- Click on **Link**.

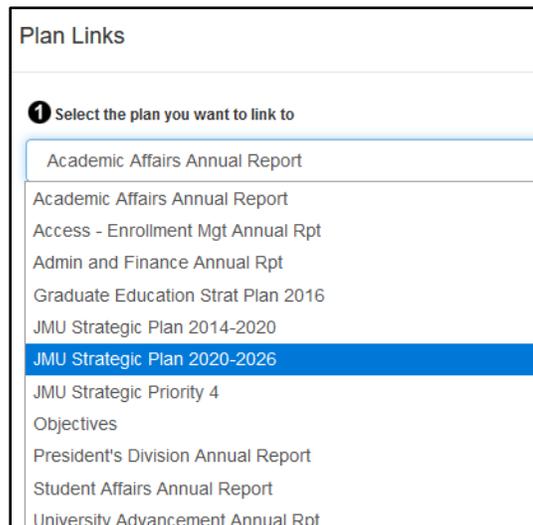
- Click on **Plans**.

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



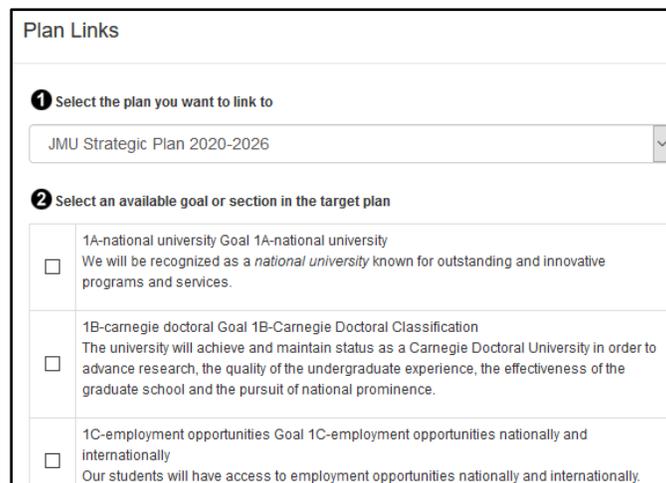
A screenshot of a web form titled "Select the plan you want to link to". The form contains a text input field with the text "Annual Report- AA" and a dropdown arrow icon on the right. A red rectangular box highlights the dropdown arrow icon.

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



A screenshot of a web form titled "Plan Links" with the instruction "Select the plan you want to link to". A dropdown menu is open, showing a list of options. The option "JMU Strategic Plan 2020-2026" is highlighted in blue. Other options include "Academic Affairs Annual Report", "Access - Enrollment Mgt Annual Rpt", "Admin and Finance Annual Rpt", "Graduate Education Strat Plan 2016", "JMU Strategic Plan 2014-2020", "JMU Strategic Priority 4", "Objectives", "President's Division Annual Report", "Student Affairs Annual Report", and "University Advancement Annual Rpt".

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.



A screenshot of a web form titled "Plan Links" with the instruction "Select an available goal or section in the target plan". The form shows a dropdown menu with "JMU Strategic Plan 2020-2026" selected. Below the dropdown are three checkboxes, each with a corresponding goal description:

- 1A-national university Goal 1A-national university
We will be recognized as a *national university* known for outstanding and innovative programs and services.
- 1B-carnegie doctoral Goal 1B-Carnegie Doctoral Classification
The university will achieve and maintain status as a Carnegie Doctoral University in order to advance research, the quality of the undergraduate experience, the effectiveness of the graduate school and the pursuit of national prominence.
- 1C-employment opportunities Goal 1C-employment opportunities nationally and internationally
Our students will have access to employment opportunities nationally and internationally.

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

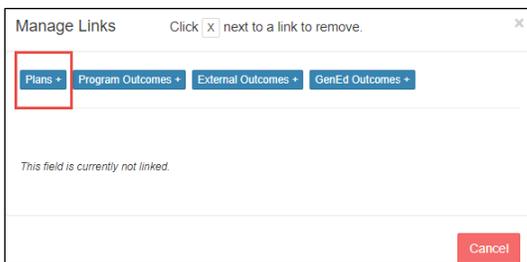
C. Link Objective to be included in the Annual Report

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

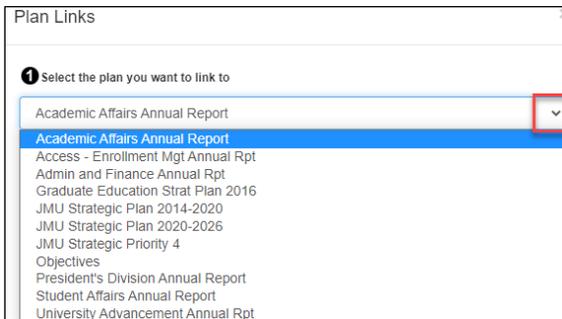
1. Click on **Link**.



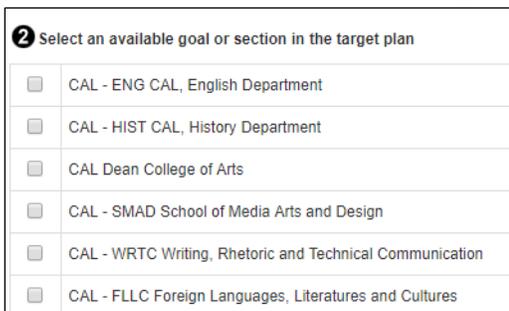
2. Click on **Plans**.



3. Click on the drop down box and choose the Annual Report for your division.



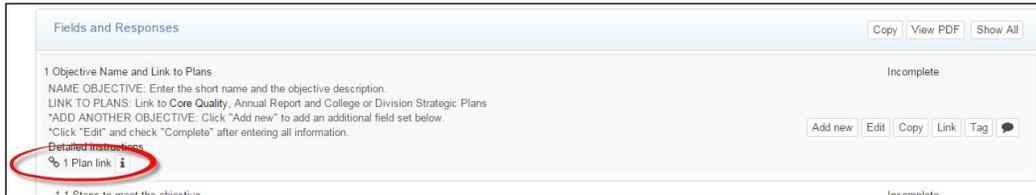
4. Choose your unit from the list. The list is organized by AVP/Dean level. Check with your AVP/Dean for instructions about linking to his/her annual report.



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.

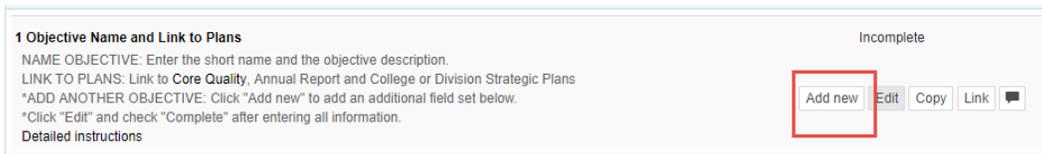
The Plan link icon shows the number of plans linked to this first objective. Click on it to see the linkage information.



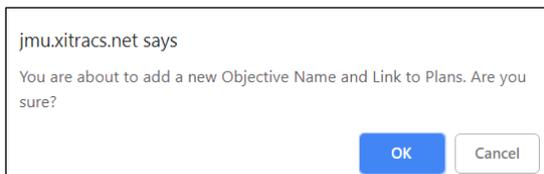
D. Add a new objective field set

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.

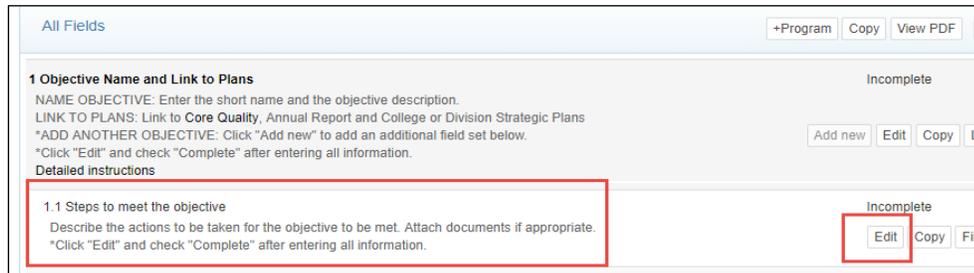


The new field set will be below the existing field set(s).

1.1 Steps to meet the objective

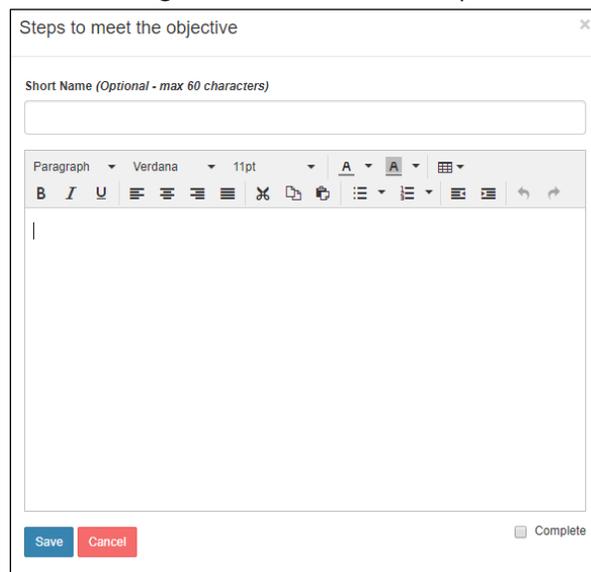
Describe the actions to be taken for the objective to be met. (You can attach supporting documents if appropriate.) NOTE: Include “Use of Results” from the prior year if appropriate.

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



The screenshot shows a web interface titled "All Fields" with buttons for "+Program", "Copy", and "View PDF". Below the title bar, there is a section for "1 Objective Name and Link to Plans" with a status of "Incomplete". This section contains instructions: "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.", and "*Click 'Edit' and check 'Complete' after entering all information." There are buttons for "Add new", "Edit", "Copy", and "Link". Below this is a "Detailed instructions" section with a sub-section "1.1 Steps to meet the objective" which is highlighted with a red box. This sub-section contains the text: "Describe the actions to be taken for the objective to be met. Attach documents if appropriate." and "*Click 'Edit' and check 'Complete' after entering all information." To the right of this sub-section is another "Incomplete" status and buttons for "Edit", "Copy", and "File".

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.



The screenshot shows a dialog box titled "Steps to meet the objective" with a close button (X) in the top right corner. Inside the dialog, there is a text input field for "Short Name (Optional - max 60 characters)". Below this is a rich text editor with a toolbar containing options for Paragraph, Verdana font, 11pt size, bold (B), italic (I), underline (U), text color, background color, bulleted list, numbered list, link, unlink, and undo/redo. The text area is currently empty. At the bottom left are "Save" and "Cancel" buttons, and at the bottom right is a "Complete" checkbox.

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.



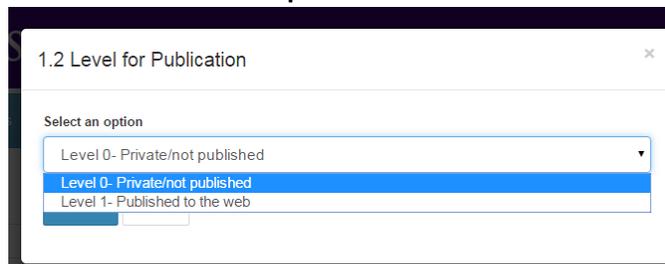
The screenshot shows a table titled "Fields and Responses" with columns for field names and completion status. The "1.2 Level for Publication" field is highlighted in grey and marked as "Incomplete". Below the field name, there are instructions: "Choose whether the objective can be viewed on the web for public searching. *Click 'Edit' and check 'Complete' after entering all information. Detailed instructions". Action buttons for "Edit", "Copy", "Tag", and a speech bubble icon are visible at the bottom right of the row.

2. Click **Edit**.



This is a close-up of the "1.2 Level for Publication" field. The "Edit" button is circled in red, indicating it should be clicked. The field is currently marked as "Incomplete".

3. Click on the drop down box under **Select an option**.



The screenshot shows a dialog box titled "1.2 Level for Publication". It contains a dropdown menu labeled "Select an option" with three visible options: "Level 0- Private/not published", "Level 0- Private/not published" (highlighted in blue), and "Level 1- Published to the web".

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.

1.3 Support for Objective Complete

Indicate the university office that needs to provide support for this objective: Information Technology, University Communications & Marketing, University Advancement, Libraries, Facilities Management. If more than one of these departments, choose the primary department. Please contact all departments that are needed to support this objective.

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

No support needed from listed departments

Information Technology

University Communications and Marketing

Facilities Management

University Advancement

JMU Libraries

More than one or another supporting department

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.

| | |
|---|------------|
| 1 Objective Name and Link to Plans [Respond to Projects Effectively and Efficiently (PR 1)] | Complete |
| 1.1 Steps to meet the objective | Complete |
| 1.2 Level for Publication | Incomplete |
| 1.3 Support for Objective | Complete |
| 1.4 Evaluation methods | Incomplete |
| 1.5 Budget Initiative | Incomplete |
| 1.6 Mid-Year Update (optional) | Incomplete |
| 1.7 Objective accomplishments | Incomplete |
| 1.8 Use of results | Incomplete |

2. Click **Edit**.

1.4 Evaluation methods Incomplete

Provide detail of the methods that will be used to measure if the objective is met or not. Attach files if appropriate.

*Click "Edit" and check "Complete" after entering all information.

- 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.

| | |
|---|------------|
| 1 Objective Name and Link to Plans [Respond to Projects Effectively and Efficiently (PR 1)] | Complete |
| 1.1 Steps to meet the objective | Complete |
| 1.2 Level for Publication | Incomplete |
| 1.3 Support for Objective | Complete |
| 1.4 Evaluation methods | Incomplete |
| 1.5 Budget Initiative | Incomplete |
| 1.6 Mid-Year Update (optional) | Incomplete |
| 1.7 Objective accomplishments | Incomplete |
| 1.8 Use of results | Incomplete |

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.