

JAMES MADISON UNIVERSITY®

JMU-STAR Create 2020-21 Annual Report

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Overview

1. Verify your Objectives are linked to both your annual report and the JMU Strategic Plan
2. Update Current Cycle Objectives with Accomplishments and Use of Results
3. Review/Update/Enter Next Cycle Objectives
4. Enter Annual Report Information
5. Submit Annual Report

Access JMU-STAR and Log In

- From <http://www.jmu.edu/jmuplans>, click on the link for the **JMU-STAR Tool** (located in the Resources list on the right).
- Log in:
 - Username is your full JMU email address
 - Your default password was set up prior to training.

Note: Your JMU-STAR password is not synced with your JMU eID and password; it will not change unless you change it manually. If you have forgotten or want to change your password, click the "forgotten" password link on the log in page or contact Tina or Cindy.

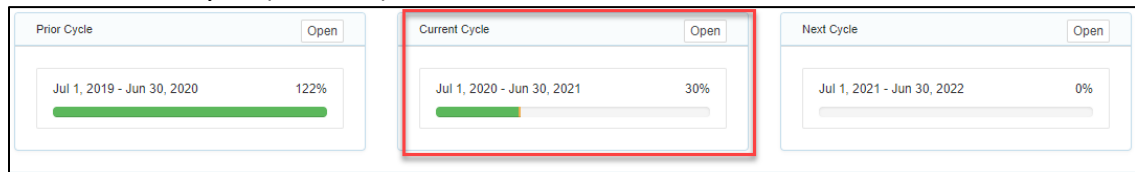
Update Objectives

1. Verify your 2020-21 Objectives are linked to your annual report and JMU Strategic Plan 2020-2026.

From the Welcome Page, click on **Programs**.



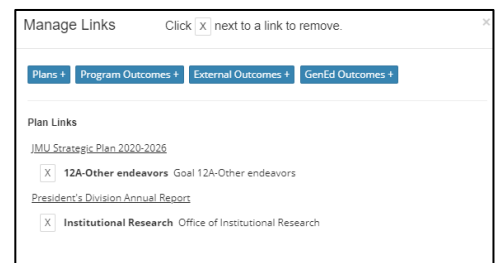
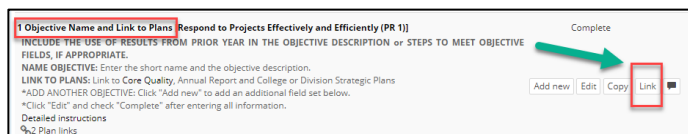
- Choose the Current Cycle (2020-21).



a) Verify/Link objective to Strategic Plan and your Annual Report

For each objective

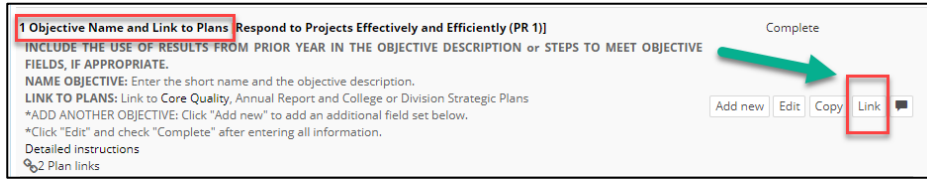
1. Click on **Objective Name and Link to Plans** to open
2. Click **Link** to show the plans this objective is linked to



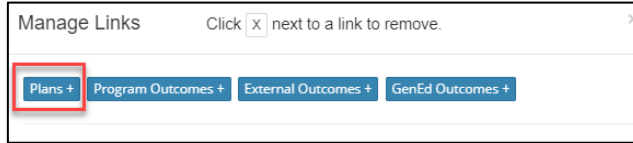
b) Link 2020-21 Objective to JMU's Strategic Plan 2020-2026

The objective can be linked to several university goals for JMU's Strategic Plan

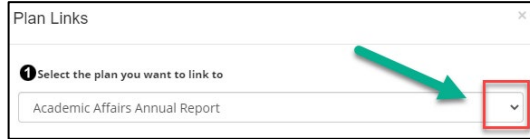
1. For each objective, Click on **Objective Name and Link to Plans** to open
2. Click **Link**



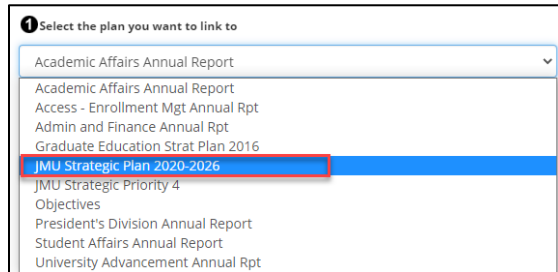
3. Click on **Plans**



4. Click on the drop down to select a plan

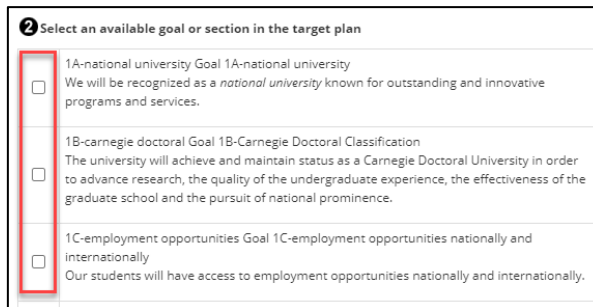


5. Select JMU Strategic Plan 2020-2026



6. Select all 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.



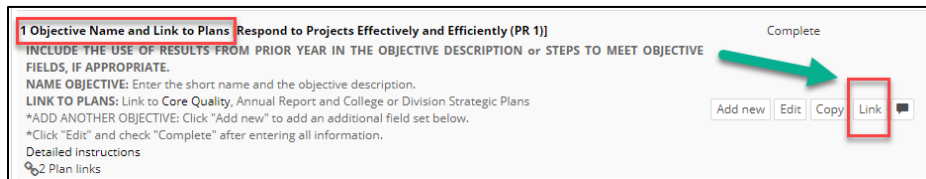
There is an unpublished *Core Quality 12: Other endeavors in support of the university's mission*. Use this core quality only if the objective does not fit into any of the other Core Qualities.

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

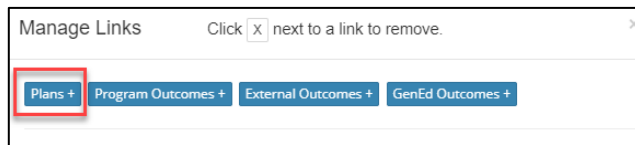
c) Link objective to Annual Report

Units must link objectives to the Annual Report Plan, otherwise the objective will not be included in the unit's annual reporting.

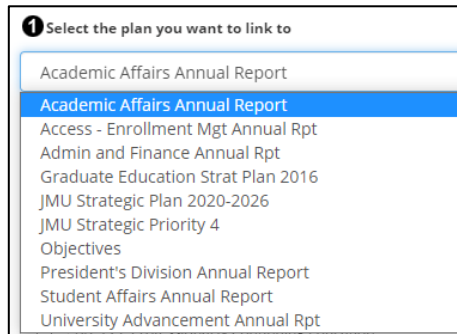
1. For each objective, Click on Objective Name and Link to Plans to open
2. Click **Link**



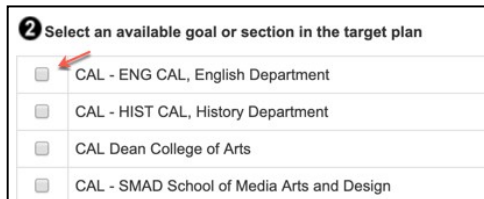
3. Click on **Plans**



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



5. Check the box next to the appropriate 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.



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

2. Update Current Cycle Objectives with Accomplishments and Use of Results

a) Objective Accomplishments

1. For each objective in 2020-21, complete **1.7 Objective Accomplishments**

In the large text area, describe the extent to which this objective has been accomplished. The description should fully communicate the extent to which each of the specific activities outlined in *Steps to Reach the Objective* have been achieved and the changes that occurred. Include analysis of what happened.

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. Click on the field name to open it and click **Edit**. Add accomplishments in the large text box.

1.7 Objective accomplishments	Incomplete
<small>Describe the extent to which this objective has been accomplished. Include the activities and the changes that occurred. *Click "Edit" and check "Complete" after entering all information.</small>	Edit Copy File +

Objective accomplishments

Short Name (Optional - max 60 characters)

Paragraph Times Ne... 12pt

B *I* U

Enter Text Here

Complete

3. After information is entered, click **Save**.

b) Use of Results

1. For each objective, complete **1.8 Use of Results** fields

1.7 Objective accomplishments
1.8 Use of results

2. Click on the field name to open it and click **Edit**.

In the large text area, reflect on how well the objective was accomplished during this year.

- Describe how the evaluation results will be used to bring about future improvement or change.
- Provide details of what will be changed in the next cycle to further enhance the results of this objective.

- Fully and clearly connect current results with a specific future direction; set continued or new objective(s) for the following year.

Example- focus on improvement: Based on (findings, analysis), the (unit, office, department, program) will (enhance, enrich, further, advance) the (time, cost, quality, quantity) of (function, program, activity).

3. After information is entered, click **Save**.

c) Create PDF of the Current Objectives

1. In the *All Fields* bar above objective 1, click on *View PDF*.

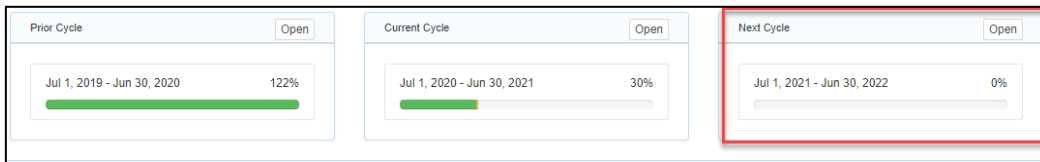


2. A new tab will open in your browser with the PDF. From here, you can download/save the file to your computer.

3. Review/Update/Enter 2021-22 Objectives

From the **Welcome Page**, click on **Programs**

- Click on *Next Cycle (2021-22)*.



a) Review and update or create your objectives for the upcoming year (2021-22).

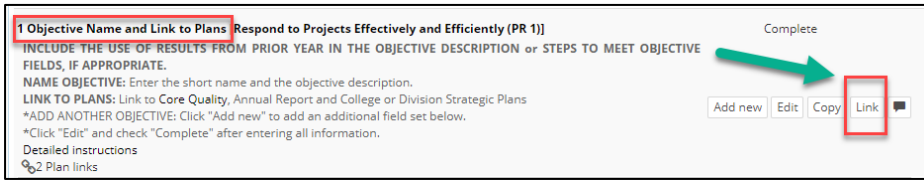
1. Fields 1 (*Objective Name and Link to Plans*) through 1.5 (*Budget Initiative*) should be complete, as applicable. You may have entered some objectives with budget initiatives in January.

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

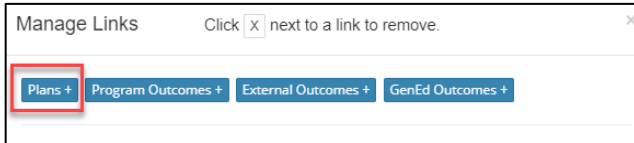
- Create new or copy from the prior year (2020-21) objectives for the 2021-22 year.
- Note that a new field exists: **1.3 Support for Objective**
Use this field to indicate if support from another department is needed to accomplish this objective. Choose a department from the drop-down list: Information Technology, Communications & Marketing, JMU Libraries, Facilities Management, or University Advancement.
- Update the objective and *Steps to Reach the Objective* to reflect **Use of Results** from 2020-21 and other changes as needed.

b) IMPORTANT: Link the 2021-22 objectives to the Strategic Plan 2020-2026

1. Click **Link**



2. Click on **Plans**

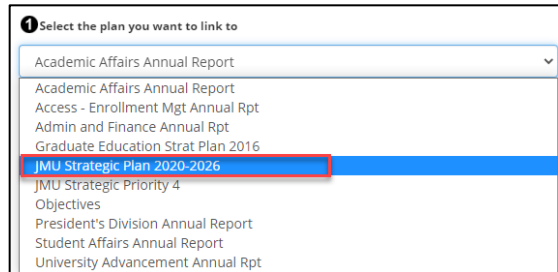


3. Click on the drop down to select a plan

- Click on the drop down to select a plan



4. Select **JMU Strategic Plan 2020-2026**

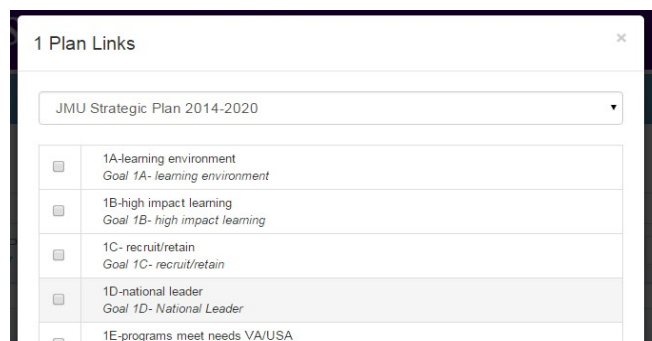


5. Then choose the university goal(s) that this objective supports (check all that apply).

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.



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

c) Link Objective to Strategic Priority #4

If the objective is related to your department's response to COVID-19, also link the objective to **Strategic Priority #4**:

As we join our local and regional communities, the Commonwealth and nation in recovery from the impact of COVID-19, we will diligently restore systems and processes to optimum operation, improve policies and practices to prepare for future disruptions, and capitalize on continued innovation and new adaptations so that they become new-normal best practices.

1. Click on **Link**.

Objective Name and Link to Plans: Respond to Projects Effectively and Efficiently (PR 1)
INCLUDE THE USE OF RESULTS FROM PRIOR YEAR IN THE OBJECTIVE DESCRIPTION OR STEPS TO MEET OBJECTIVE FIELDS, IF APPROPRIATE.
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
2 Plan links

Complete

Add new Edit Copy Link

2. Click on **Plans**.

Manage Links Click [X] next to a link to remove.

Plans + Program Outcomes + External Outcomes + GenEd Outcomes +

3. Click on the drop down box and choose **JMU Strategic Priority 4**.

Select the plan you want to link to

- Academic Affairs Annual Report
- Academic Affairs Annual Report
- Access - Enrollment Mgt Annual Rpt
- Admin and Finance Annual Rpt
- Graduate Education Strat Plan 2016
- JMU Strategic Plan 2020-2026
- JMU Strategic Priority 4
- Objectives
- President's Division Annual Report
- Student Affairs Annual Report
- University Advancement Annual Rpt

4. Click the box next to the priority statement.

Plan Links

Select the plan you want to link to

JMU Strategic Priority 4

Select an available goal or section in the target plan

Priority 4 Recovery and Learning from COVID-19 in 2020-21 and Beyond
As we join our local and regional communities, the Commonwealth and nation in recovery from the impact of COVID-19, we will diligently restore systems and processes to optimum operation, improve policies and practices to prepare for future disruptions, and capitalize on continued innovation and new adaptations so that they become new-normal best practices.

To remove an existing link, close this pop-up, click on the Link button for this field and then click "X" next to the link.

Close Save

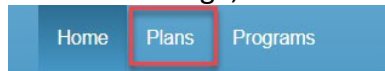
5. Click **Save**.

Create Annual Report

NOTE: VPs, AVPs, Deans and Department Heads—be sure to include in your annual report the activities and accomplishments of units that report to you that do not create objectives or annual reports in JMU-STAR. (Check the organizational chart for these areas that include Centers, Clinics, and Institutes.)

4. Enter Annual Report Information

- From the Welcome Page, click on **Plans**.



- Click on a unit name to create/edit the annual report.

a) Fill in information for each field (1-6).

Note: Not every field may be applicable to your unit. Fill in information as appropriate.

- Unit Head
- Report Year
- Unit Mission
- Executive Summary
- Unit Accomplishments
 - Major Unit Accomplishments.
 - Response to COVID-19 (*Describe measures implemented in response to COVID-19*)
 - Engagement
 - Community Engagement
 - Civic Engagement
 - Engaged Learning
 - Access, Inclusion and Diversity
 - Programs or Services Rankings and Recognitions
 - National or international rankings of programs/services (SPM)
 - Other national or international recognitions (SPM)
 - Other recognitions (university, state, etc)
 - Honors College Support
 - Curricular, Student Advising, and Senior Honors Project Support
 - Service and Operations Support
 - Ethical Reasoning in Action (Madison Collaborative)
 - Efficiencies
 - Comprehensive Campaign
 - Other Noteworthy Accomplishments
- Individual Faculty/Staff Honors and Accomplishments
 - National or International Rankings and Recognitions
 - Positions of leadership in national or international organizations
 - National or international awards received by faculty/staff/students
 - Other rankings and recognitions of faculty/staff/students
 - Scholarly and Service Accomplishments and Other Honors

b) Create PDF

- The annual report PDF combines:
 - Annual Report (from the Plans section of the JMU-STAR tool.)
 - Current Objectives (from the Programs section of the JMU-STAR tool, current year plan cycle.)
 - Upcoming Objectives (from the Programs section of the JMU-STAR tool, next year plan cycle.)

- From the **Plans** tab, you are able to create a PDF of your annual report that includes the objectives from the current and next academic years.

Note: the PDF will only include the objectives if you linked them (See pages 2-4).

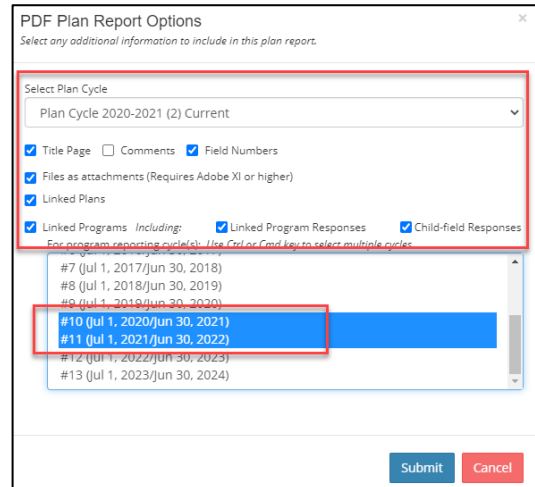
1. Once you have entered information for all fields, click on **View PDF** in the plan header.



2. A pop-up window will open with *PDF Plan Report Options*.

Select

- Plan Cycle 2020-2021
- Title Page
- Field Numbers
- Files as attachments
- Linked Plans
- Linked Programs (with Linked Program Responses and Child-field Responses)
- Program Reporting Cycles
 - July 1, 2020-June 30, 2021
 - July 1, 2021-June 30, 2022



3. Click **Submit**.
4. A new tab will open in your browser with the PDF.
5. Download/save the file to your computer.

5. Submit Annual Report

Your Annual Report (one PDF document) is now ready for submission to your AVP/Dean or VP.

NOTE: Contact your AVP/Dean for information on how they prefer to receive your Annual Report (e.g., via email, on your JMU Network shared drive, etc.)

Get Help

If you need assistance, contact Tina Grace, gracetm.