Strategic Planning Online (SPOL) Assessment User’s Manual

UND Program Review
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Logon to SPOL

SPOL is a web-based application, so you can logon to SPOL from work, home, or any other location where you can get to the internet. The recommended browser for SPOL is Internet Explorer. The link is as follows:

https://ndus.strategicplanningonline.com/SPOLNET

Use your Identity Management (IDM) username and password to login. This is the same username and password for services such as Campus Connection, Blackboard, HRMS and Finance.
Navigating to your Program

- In the Assessment section
  1. **Left click** the word “View”(#1 Red Arrow) on the far right of the screen
  2. You should now see your Programs, **Left click** the word “View”(#2 Red Arrow) listed to the right of the program you want to open
Navigating to your Qualitative Information

- You should now see your Program Home Page
- **Left click** the small box (#1 Red Arrow) next to the “Program Outcomes” section, this will display all of the topics being reviewed within your program
- **Left click** the word “View” (#2 Red Arrow) listed to the right of the topic you want to open

**Disregard any reference to scores. No scoring is being conducted using this tool for Program Review**

No Graph Data
Entering your Responses

- You should now see the details of the topic you selected.
- Scroll down to “Actual Results” (#1 Red Arrow).
- **Left click** the “Add” button to the right of “Actual Results” (#2 Red Arrow) to open a pop-up window for your department’s response to the Outcome question.
- Proceed to the next page of this guide for next steps.
Entering your Responses (Continued)

- You should now see a pop-up text box
- Type your response(s) into the text box, (#1 Red Arrow)
  - You can also copy text from a separate document and paste directly into the text box.
- Once you are finished entering your response click “Save” (#2 Red Arrow)
- Once you click save, you will be returned to the topic home page

Continue this process for the remaining questions in your evaluation.

For additional assistance, please contact the Resource Planning & Allocation Office at 701.777.6319