

Tennessee Technological University

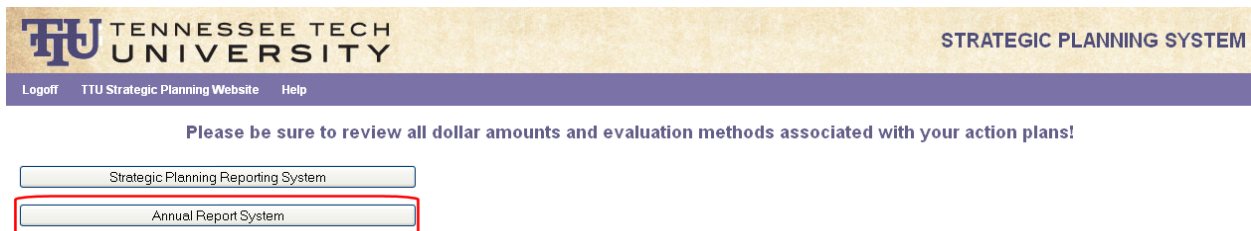
Strategic Planning Reporting System

How to Add Qualitative Outcomes to the Annual Report System

1. Login to the Strategic Planning Reporting System by entering your username into the “Goalkeeper Name” field, entering your password into the “Password” field, and clicking the “Login” button.



2. Click the “Annual Report System” button.
 - a. *Please Note: this screen in the system also displays a broadcast message that is used to communicate with the campus community. As you notice in this example the Strategic Planning Committee is asking all users of the system to review their dollar amounts and evaluation methods of their action plans.*



3. Select the planning cycle you wish to add your Qualitative Outcome to by making a selection from the drop down list located in the “Planning Years” field.



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Strategic Planning Reporting System

4. Select the Key Priority you wish to associate your Qualitative Outcome to by making a selection from the drop down list located in the “**Key Priority**” field.



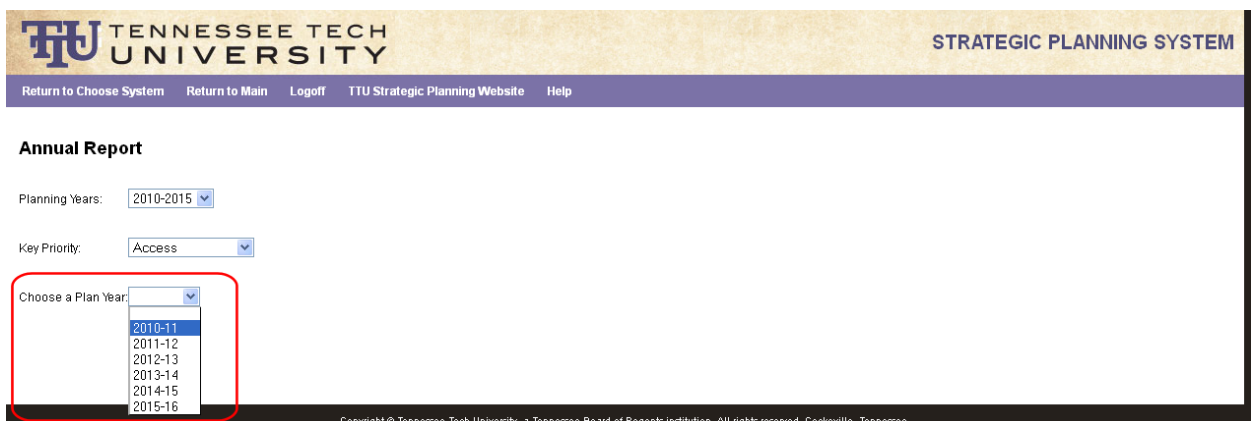
Annual Report

Planning Years: 2010-2015

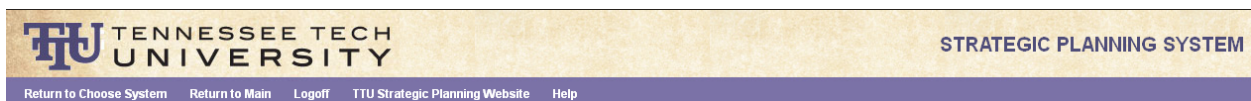
Key Priority: Efficiency

- Access
- Efficiency
- Quality
- Resourcefulness
- Student Success

5. Select the year you wish to associate your Qualitative Outcome to by making a selection from the drop down list located in the “**Choose a Plan Year**” field.



6. Click the “**Qualitative Outcomes**” button.



Annual Report

Planning Years: 2010-2015

Key Priority: Access

Choose a Plan Year: 2010-11

Quantitative Outcomes

Qualitative Outcomes

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7. Select the action plan associated with the Qualitative Outcome you wish to add by making a selection from the drop down list located in the **“Choose an Action”** field. *(Please Note: Qualitative Outcomes are attached to Strategies so the Action Plan selected must have a Strategy.)*



Annual Report - Qualitative Measures

Planning Years 2010-2015
Goalkeeper **AA**

Key Priority: Access
Plan Year: 2010-11

Choose an Action:

- Create a comprehensive environmental studies program
- Enter into dual admissions agreements with community colleges
- Increase course offerings in international studies
- Seek learning support partnership with local community college test
- This is an Example Only!

8. Once a selection has been made in the **“Choose and Action”** field, all associated Strategies will appear in the **“Strategies you have entered for this Action and Year”** field. *(Please Note: this field cannot be edited and is only for reference.)*



Annual Report - Qualitative Measures

Planning Years 2010-2015
Goalkeeper **AA**

Key Priority: Access
Plan Year: 2010-11

Choose an Action:

Strategies you have entered for this Action and Year:

- 1-Obtain approval to implement a new B. S. degree in Environmental and Sustainability studies (ESS)
- 2-Coordinate undergraduate learning with activities in the environmentally themed learning villages

Enter 3 to 5 Bullet Points that highlight your accomplishments regarding the Strategies listed above:

1. Highlight 1
2. Highlight 2
3. Highlight 333333
4. [Hi](#) 44444

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9. Enter the Qualitative Outcome you wish to add in the “**Enter 3 to 5 Bullet Points**” field. (*Please keep entries short but descriptive*)
10. Click the “**Submit**” button.

TU TENNESSEE TECH UNIVERSITY STRATEGIC PLANNING SYSTEM

[Return to Choose System](#) [Return to Main](#) [Logoff](#) [TTU Strategic Planning Website](#) [Help](#)

Annual Report - Qualitative Measures

Planning Years 2010-2015
Goalkeeper AA

Key Priority: Access
Plan Year: 2010-11

Choose an Action:

Strategies you have entered for this Action and Year:

1-Obtain approval to implement a new B. S. degree in Environmental and Sustainability studies (ESS)
2-Coordinate undergraduate learning with activities in the environmentally-themed learning villages

Enter 3 to 5 Bullet Points that highlight your accomplishments regarding the Strategies listed above:

1. Highlight 1
2. Highlight 2
3. Highlight 333333
4. HL 44444

Submit

11. Once the “**Submit**” button is clicked, you should see a “**Your Qualitative Outcome Value has been recorded in the database**” message.
 - a. Click the “**here**” link in the phrase “**Click here to add or edit another Qualitative Outcome**” to add another outcome for the same year and key priority.
 - b. Click the “**Return to Choose System**” button to return to the main menu (*Two Options: Strategic Planning Reporting System or Annual Report System*).
 - c. Click the “**Return to Main**” button to return back to the screen where you can select the planning cycle.
 - d. Click the “**Logoff**” button to exit the Strategic Planning Report System.

TU TENNESSEE TECH UNIVERSITY STRATEGIC PLANNING SYSTEM

[Return to Choose System](#) [Return to Main](#) [Logoff](#) [TTU Strategic Planning Website](#) [Help](#)

Planning Years 2010-2015
Goalkeeper TEST

Your Qualitative Outcome data has been recorded in the database.

Click [here](#) to add or edit another Qualitative Outcome.