

Tennessee Technological University

Strategic Planning Reporting System

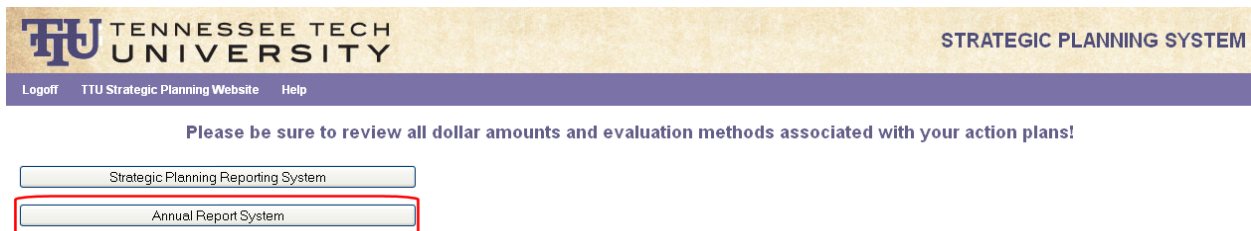
How to Add Quantitative Outcomes to the Annual Report System

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.



The screenshot shows the login interface for the Strategic Planning System. At the top left is the TTU logo and 'TENNESSEE TECH UNIVERSITY'. At the top right is 'STRATEGIC PLANNING SYSTEM'. Below the header is a navigation bar with 'TTU Strategic Planning Website', 'Change Password', and 'Help'. The main form contains a 'Goalkeeper Name' field with 'AA' entered, a 'Password' field with masked characters, and a 'Login' button circled in red.

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.*



The screenshot shows the system selection page. At the top left is the TTU logo and 'TENNESSEE TECH UNIVERSITY'. At the top right is 'STRATEGIC PLANNING SYSTEM'. Below the header is a navigation bar with 'Logoff', 'TTU Strategic Planning Website', and 'Help'. A broadcast message reads: 'Please be sure to review all dollar amounts and evaluation methods associated with your action plans!'. Below the message are two buttons: 'Strategic Planning Reporting System' and 'Annual Report System', with the latter circled in red.

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



The screenshot shows the 'Annual Report' page. At the top left is the TTU logo and 'TENNESSEE TECH UNIVERSITY'. At the top right is 'STRATEGIC PLANNING SYSTEM'. Below the header is a navigation bar with 'Return to Choose System', 'Return to Main', 'Logoff', 'TTU Strategic Planning Website', and 'Help'. The main content area is titled 'Annual Report' and contains a 'Planning Years' dropdown menu circled in red, with '2010-2015' selected.

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



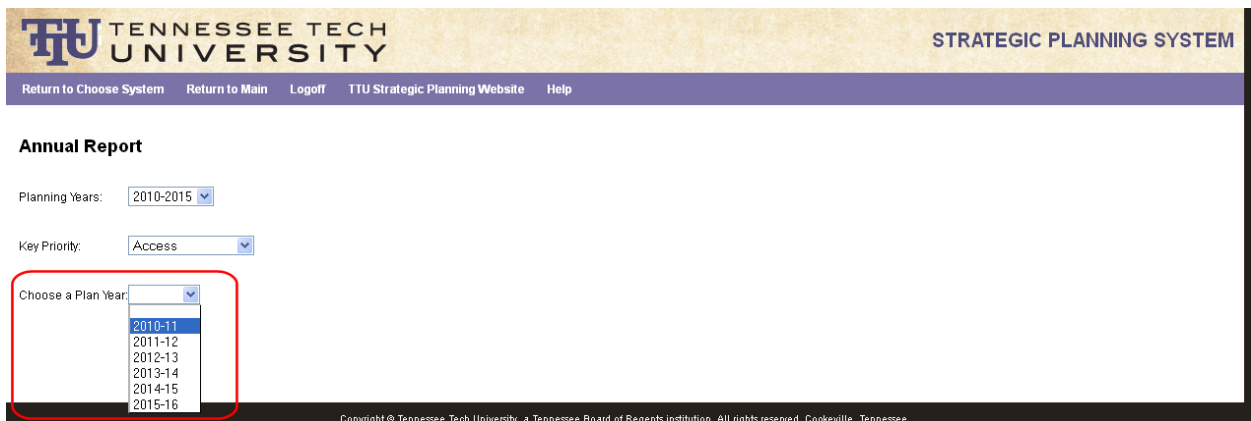
Annual Report

Planning Years: 2010-2015

Key Priority: Efficiency

- Access
- Efficiency
- Quality
- Resourcefulness
- Student Success

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



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



Annual Report

Planning Years: 2010-2015

Key Priority: Efficiency

Choose a Plan Year: 2010-11

Quantitative Outcomes Qualitative Outcomes

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7. Select the category associated with the Quantitative Outcome you wish to add by making a selection from the drop down list located in the “**Choose a Category**” field. *(Please Note: the items available to select in the drop down list are determined by the key priority selected in Step 4)*



Annual Report - Quantitative Measures

Planning Years 2010-2015
Goalkeeper AA

Key Priority: Access
Plan Year: 2010-11

Choose a Category:
Distance Education Enrollment (Fall)
Enrollment Headcount
Full Time Enrollment (FTE)

8. Select the measurable objective associated with the Quantitative Outcome you wish to add by making a selection from the drop down list located in the “**Choose a Measurable Objective**” field. *(Please Note: the items available to select in the drop down list are determined by the category selected in Step 7)*



Annual Report - Quantitative Measures

Planning Years 2010-2015
Goalkeeper AA

Key Priority: Access
Plan Year: 2010-11

Choose a Category: Overall Baseline Value is 10,793

Choose a Measurable Objective:
Headcount Graduate
Headcount Undergraduate

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9. Enter the Quantitative Outcome you wish to add in the “**Enter your Outcome Value**” field.
(*Numerical values only*)
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 - Quantitative Measures

Planning Years 2010-2015
Goalkeeper AA

Key Priority: Access
Plan Year: 2010-11

Choose a Category: Enrollment Headcount Overall Baseline Value is 10,793

Choose a Measurable Objective: Headcount Graduate Baseline Value for this Measurable Objective is 2,355

Enter your Outcome Value: 123

Submit

11. Once the “**Submit**” button is clicked, you should see a “**Your Quantitative Outcome Value has been recorded in the database**” message.”
 - a. Click the “**here**” link in the phrase “**Click here to add or edit another Quantitative 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 Quantitative Outcome data has been recorded in the database.

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