## Update the Implementation Status of a Task





#### Open SPOL

A	Welcor	ne, Nat	than Ar	ndersor	ו		2022-2023 (Current) - Q	
	A Home							<u></u>
							_	
	Today •		June 202	3	D	ay Week	Month	Due Date
	Sunday	Monday	Tuesday	Wednesda	Thursday	Friday	Saturday	Planning
	28	29	30	31	01	02	03	<ul> <li>SPO 1.1. Increase enrollment through recruitment, retention, and improved persistence: <u>Task 6</u> due on 06/30/2023</li> <li>SPO 1.1. Increase enrollment through recruitment, retention, and improved persistence: <u>Task 5</u> due on 06/30/2023</li> <li>SPO 1.1. Increase enrollment through recruitment, retention, and improved persistence: <u>Task 7</u> due on 06/30/2023</li> <li>SPO 1.1. Increase enrollment through recruitment, retention, and improved persistence: <u>Task 7</u> due on 06/30/2023</li> <li>SPO 1.1. Increase enrollment through recruitment, retention, and improved persistence: <u>Task 8</u> due on 06/30/2023</li> </ul>
<u>u</u>	04	05	06	07	08	09	10	
•	11	12	13	14	15	16	17	
								Alerts
1	18	19	20	21	22	23	24	There are no records to display.
	25	26	27	28	29	30 Task Due	01	
	02	03	04	05	06	07	08	
	v5.0.2.20 © Copyright 2023 Cordance Operations, LLC d.b.a SPOL							

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#### Select the desired year from the planning year dropdown menu in the upper right corner



#### Click the Planning icon in the left sidebar



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#### Click MiSU – Strategic Plan 2022-2025 in the expanded sidebar





#### Click the Objective that includes the task that is due for reporting



#### Click the Tasks tab



#### Scroll vertically through the tasks to identify the task that is due for reporting

< Objective Details X 2022-2023 (Current) MiSU-21000 - MiSU - Strategic Plan 2022-... > 1.1.1.1 Develop and approve a strategic ... TASKS RESULTS INFO ... -- DRAFT --1.1.1.4 Evaluate and revise scholarships and award programs to support student recruitment, retention, and graduation as outlined in the plan In Progress Start Date Due Date Priority Status Туре 07/01/2023 06/30/2024 Departmental Medium In Progress .11 In Progress Start Date Due Date Priority Туре Status 07/01/2022 06/30/2023 Departmental Medium In Progress 血  $\equiv$  1.1.2.2 Develop system of consistent follow-up to student concerns entered in Starfish In Progress Ē Start Date Priority Status Due Date Type

### The task number and description in SPOL are the same as the task number and description in the Strategic Plan Dashboard



#### Click the task number or description to open the Task Details pane

< Objective Details × 2022-2023 (Current) MiSU-21000 - MiSU - Strategic Plan 2022-... > 1.1.1.1 Develop and approve a strategic ... TASKS RESULTS INFO ... -- DRAFT --1.1.1.4 Evaluate and revise scholarships and award programs to support student recruitment, retention, and graduation as outlined in the plan In Progress Ş Start Date Due Date Priority Status Туре 07/01/2023 06/30/2024 Departmental Medium In Progress .11 2 1.1.2.1 Implement required faculty training in all Starfish tools In Progress Start Date Due Date Priority Туре Status 07/01/2022 06/30/2023 Departmental Medium In Progress 血  $\equiv$  1.1.2.2 Develop system of consistent follow-up to student concerns entered in Starfish In Progress Start Date Priority Status Due Date Type

#### The Task Details pane displays

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#### Select the current implementation status of the task from the Status dropdown menu

< Objective Details × 2022-2023 (Current) Q MiSU-21000 - MiSU - Strategic Plan 2022-... > 1.1.1.1 Develop and approve a strategic ... TASKS **INFO** ... -- DRAFT --=1.1.1.4 Evaluate and revise scholarships and award programs to support 100 **\*** student recruitment, retention, and graduation as outlined in the plan In **Task Details** ··· × Progress Task Details Remarks Assignments 0 Start Date Due Date Status Type Priority Start Date: Due Date: Departmental In Pro 07/01/2023 06/30/2024 Medium 7/1/2022 6/30/2023 .11 Task Type: Priority Level: **≡**1.1.2.1 Implement required faculty training in all Starfish tools Depart... Medium In # Progress **Completed Date:** Status: In Progree X 🔻 month/day... **H** Start Date Due Date Туре Priority Status 血 Complete 07/01/2022 06/30/2023 Departmental Medium In Progress Completed 畺 = Discontinued **≡**1.1.2.2 Develop system of consistent follow-up to student concerns entered in 8 In Progress ▼ Starfish In Incomplete Ē Progress Ongoing Pending v50220 

#### Scroll to the bottom of the Task Details pane. Click Save.





Thank You!