# SPOL User Guide For SAC Scores Mid-Year: Spring 2025
## San Antonio College

**The following is a step-by-step process for entering your <u>Mid-Year Data.</u> Note: Mid-Year SPOL entry takes place in February each year. If you need to enter a new Strategic Plan, please contact sac-strategicpl@alamo.edu**

- Login into SPOL at https://sac.strategicplanningonline.com/login
  - Username: This will be the same as your ACES username.
  - Password: Click "Forgot Password" to reset password.

- **Please ensure you have selected the correct planning year for your data entry. To do this: locate the year drop down menu to the left of the search (magnifying glass) icon at the top of your screen. Please note, the default will be the current academic year. Please make any changes needed to the year using the drop down.**

Locate your planning unit: you can find your planning unit either on your login/home page under "Favorites" or by searching via the "planning" tab. To locate/search using the "planning" tab follow the instructions below.

- From the left side navigational toolbar click on the "Planning" tab. This is the icon located at the top of the navigational toolbar.
- Click on "All Planning".



- Your planning unit should appear on your list.
- Click on your planning unit to open.

- If you <u>did not</u> identify a priority objective in the Fall of 2024, you will need to do so now. Your priority objective is the objective you wish to highlight. To identify an objective as a priority objective, please follow the steps below:
  - Open the objective you wish to highlight as your priority objective.
    - ➤ Click on the objective information. This will allow you to edit these fields. Under 'objective purpose' select priority plan objective and save.

- Next, open each of your objectives.
- Once you have opened your unit's objectives add the following answers for Mid-Year.
  - Targets Mid-Year
  - Action Plan Mid-Year
  - Mid-Year Findings/Analysis





**Note: If you are going to edit your action plan, please enter the new or revised action plan within your description for your mid-year findings and analysis.**

**FOR YOUR PRIORITY OBJECTIVE:** For **only** your priority objective, you will be asked to answer the following questions under the **priority objectives tab**.

1.     Findings/Analysis (Use the 2024-2025 Planning Cycle): What specifically did your review and analysis show regrading the progress made toward achieving the ONE IDENTIFIED priority, goal, objective, measure, and target at this point in the planning cycle? You did, or did not, achieve your intended target.

2.     Action Plan (Use your 2024-2025 Planning Cycle): (Copy and paste the Action Plan for the ONE IDENTIFIED priority, goal, objective, measure, and target). What specifically did your review and analysis show regarding the ONE IDENTIFIED priority, goal, objective, measure and, target that will require extra attending during the remainder of this planning cycle, i.e., what opportunities for improvement (OFIs) were identified, and how might you best address them? If a 2024-2025 Action Plan was not created for the ONE IDENTIFIED indicate that information below.

3.     In addition are there any recent internal or external influences (i.e. enrollment, budget, accreditation) that have impacted this goal, or identified a gap, and the need for a modified or new goal?

4.     Describe Improvement/Action Plan: (Use the 2024-2025 Planning Cycle): (Based on whether you have met, or not met, the **ONE IDENTIFIED** priority, goal, objective, measure, and target.) What specific action will you take to improve progress on the initiative during the remainder of this planning cycle? If the target was met, what is your new target?

Once the above steps are completed, you will have to submit the updates to each of your objectives for approval. To do this open each objective one at a time and locate the "Draft" drop-down in the top right hand corner of your screen. Select "approve objective". **Note:** You will need to repeat this process for each objective you have.
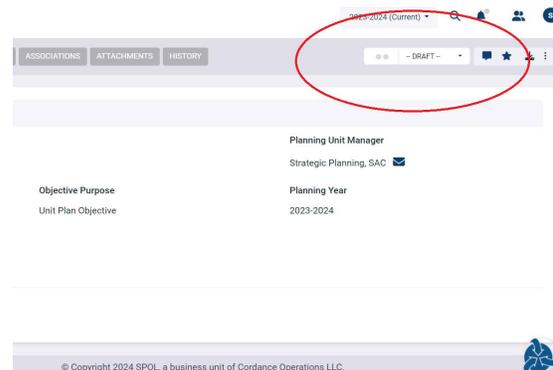


Once you have entered the information above and submitted all of your objectives for approval your Mid-Year Strategic Plan entry is complete.

**Please feel free to contact sac-strategicpl@alamo.edu with any questions.**