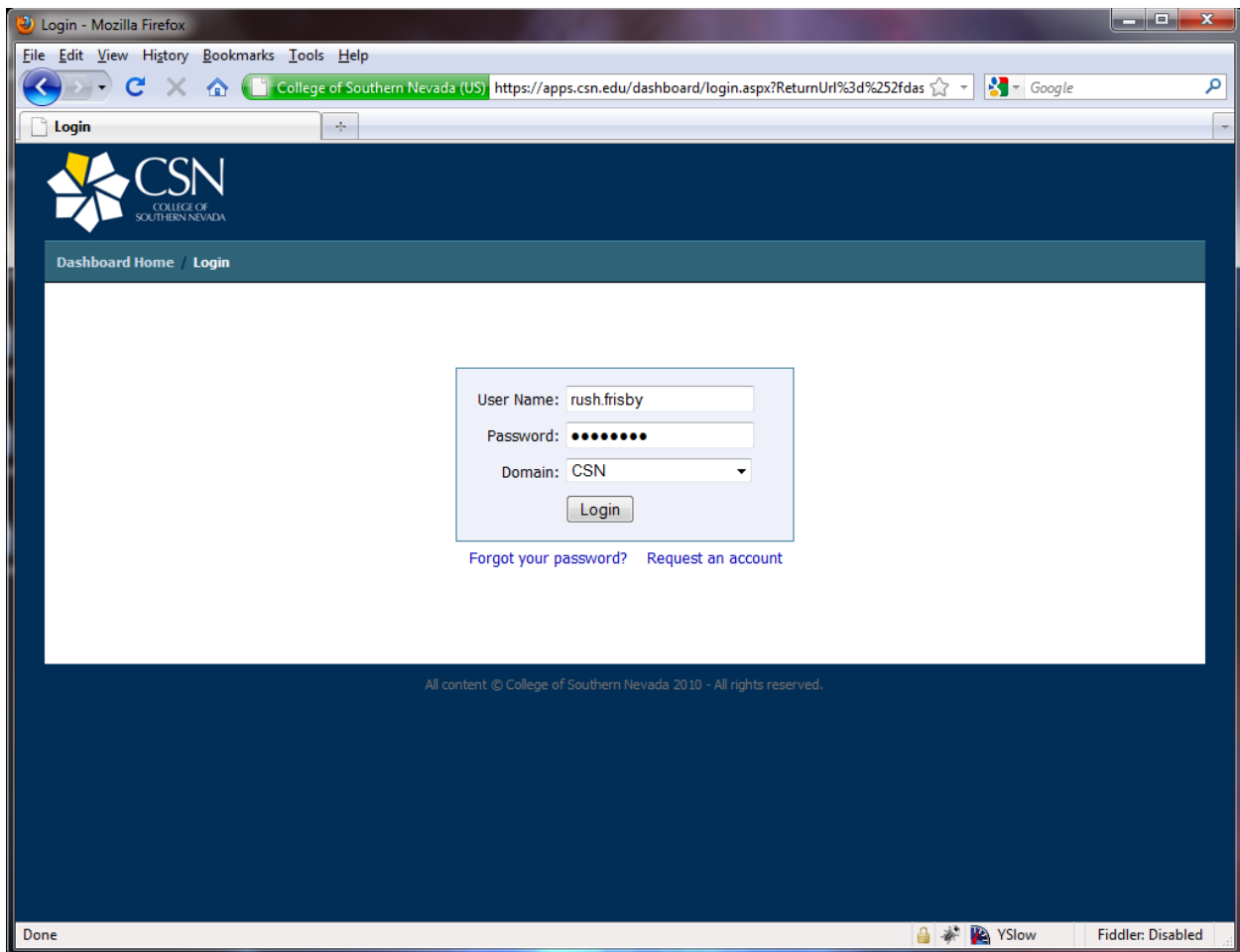


Strategic Plan Manager User Documentation

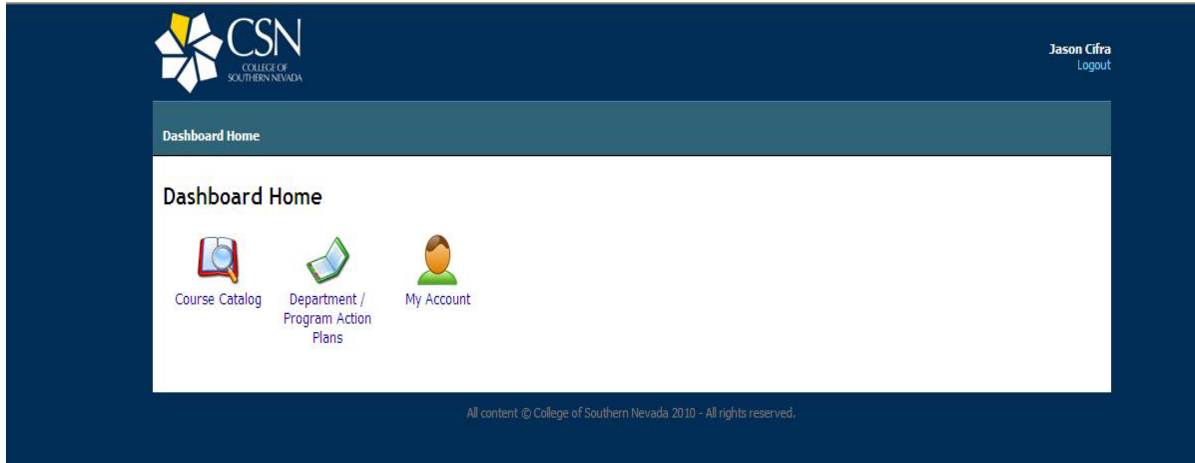
Logging In

Start by logging in at <https://apps.csn.edu/dashboard>. Your CSN user name and password is the same as your active directory log in.

Hint: Save the address to your favorite!



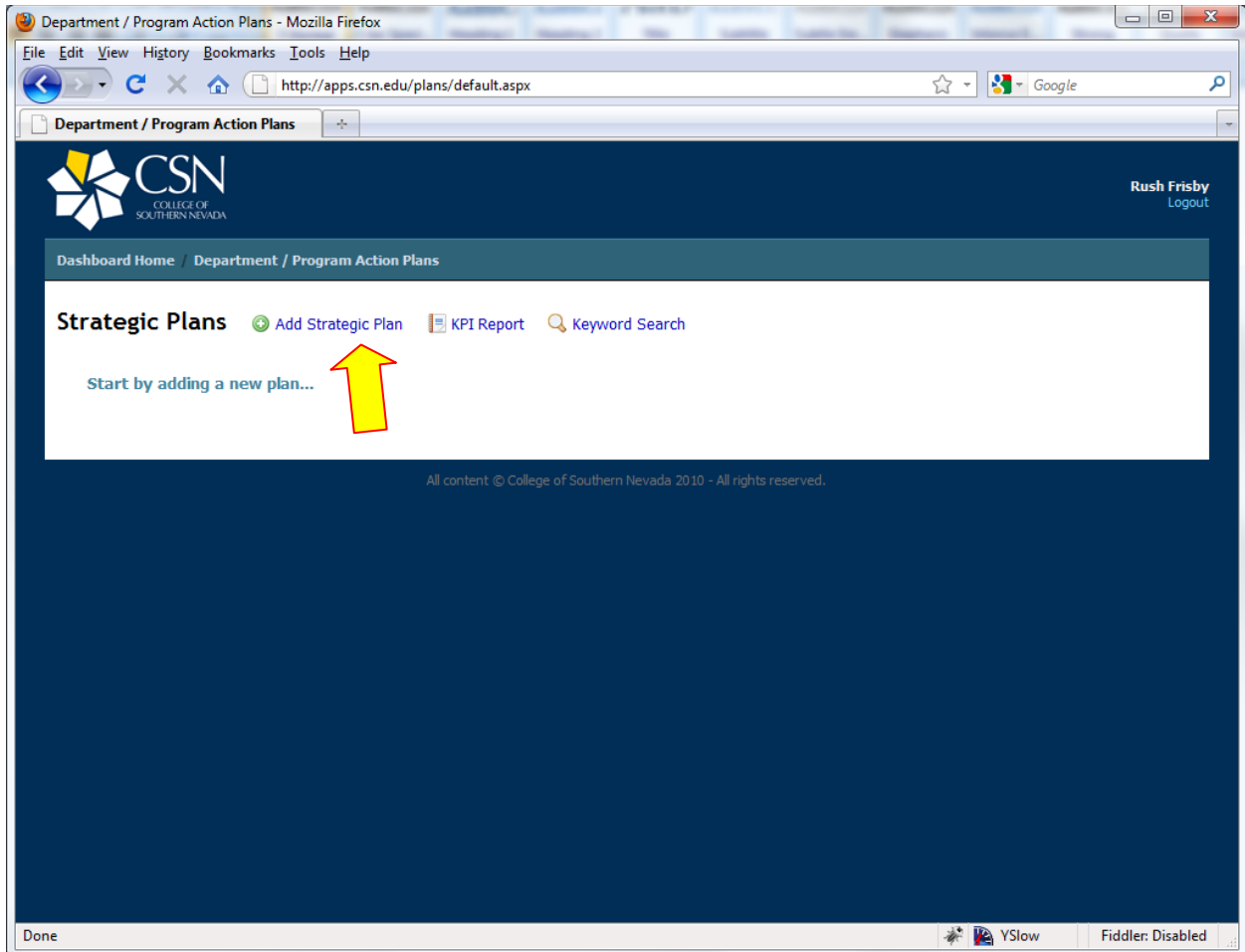
After logging in you will see a set of icons which represent the applications you have access to.
Click the icon for the Department / Program Actions Plans.



Adding New Plan

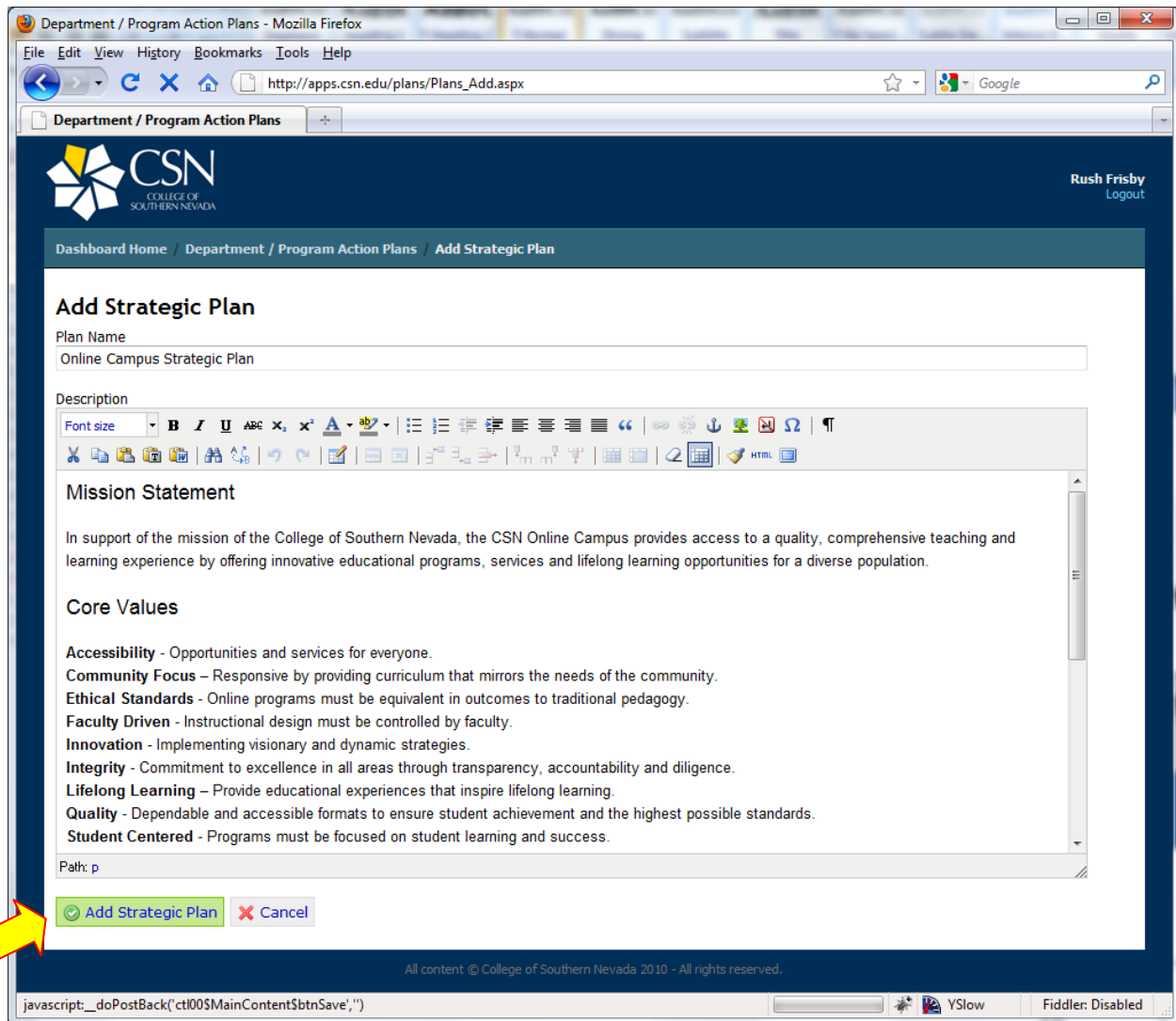
You can create new plans, edit plans you have access to, run KPI (Key Performance Indicator) reports, and keyword search from the main screen.

To create a new plan, click the “Add Strategic Plan” link.



Adding New Plan

Type in the name of your plan, Student Affairs Mission and Vision, and your department mission and vision, then click the Add Strategic Plan button to save it.



The screenshot shows a web browser window titled "Department / Program Action Plans - Mozilla Firefox" with the URL "http://apps.csn.edu/plans/Plans_Add.aspx". The page header includes the CSN logo and the user name "Rush Frisby" with a "Logout" link. The breadcrumb trail is "Dashboard Home / Department / Program Action Plans / Add Strategic Plan".

The main content area is titled "Add Strategic Plan" and contains the following fields:

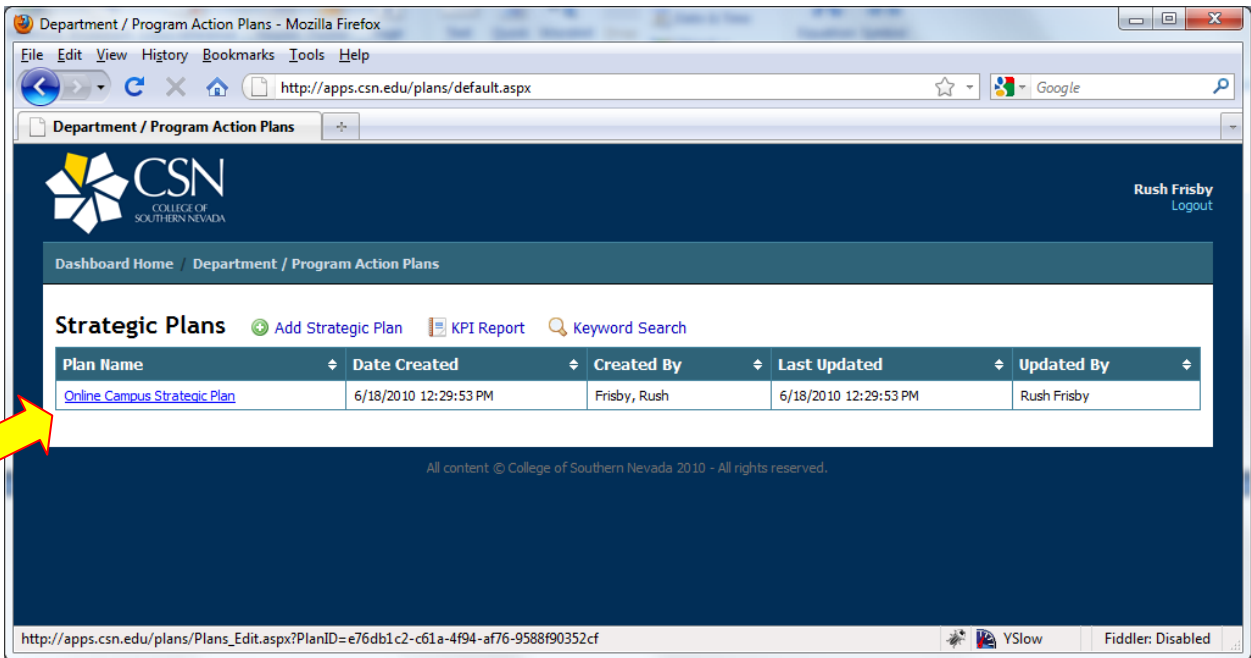
- Plan Name:** A text input field containing "Online Campus Strategic Plan".
- Description:** A rich text editor with a toolbar. The content includes:
 - Mission Statement:** "In support of the mission of the College of Southern Nevada, the CSN Online Campus provides access to a quality, comprehensive teaching and learning experience by offering innovative educational programs, services and lifelong learning opportunities for a diverse population."
 - Core Values:** A list of values:
 - Accessibility** - Opportunities and services for everyone.
 - Community Focus** – Responsive by providing curriculum that mirrors the needs of the community.
 - Ethical Standards** - Online programs must be equivalent in outcomes to traditional pedagogy.
 - Faculty Driven** - Instructional design must be controlled by faculty.
 - Innovation** - Implementing visionary and dynamic strategies.
 - Integrity** - Commitment to excellence in all areas through transparency, accountability and diligence.
 - Lifelong Learning** – Provide educational experiences that inspire lifelong learning.
 - Quality** - Dependable and accessible formats to ensure student achievement and the highest possible standards.
 - Student Centered** - Programs must be focused on student learning and success.
- Path:** A text input field containing "p".

At the bottom of the form, there are two buttons: "Add Strategic Plan" (highlighted with a yellow arrow) and "Cancel".

The footer of the page contains the text: "All content © College of Southern Nevada 2010 - All rights reserved." and a status bar with "javascript: __doPostBack('ctl00\$MainContent\$btnSave','')", "YSlow", and "Fiddler: Disabled".

Adding/Editing New Plan

To edit a plan you have access to, click on the plan name.



The screenshot shows a web browser window with the URL `http://apps.csn.edu/plans/default.aspx`. The page title is "Department / Program Action Plans". The header includes the CSN logo and the user name "Rush Frisby" with a "Logout" link. The main content area is titled "Strategic Plans" and includes links for "Add Strategic Plan", "KPI Report", and "Keyword Search". Below this is a table with the following data:

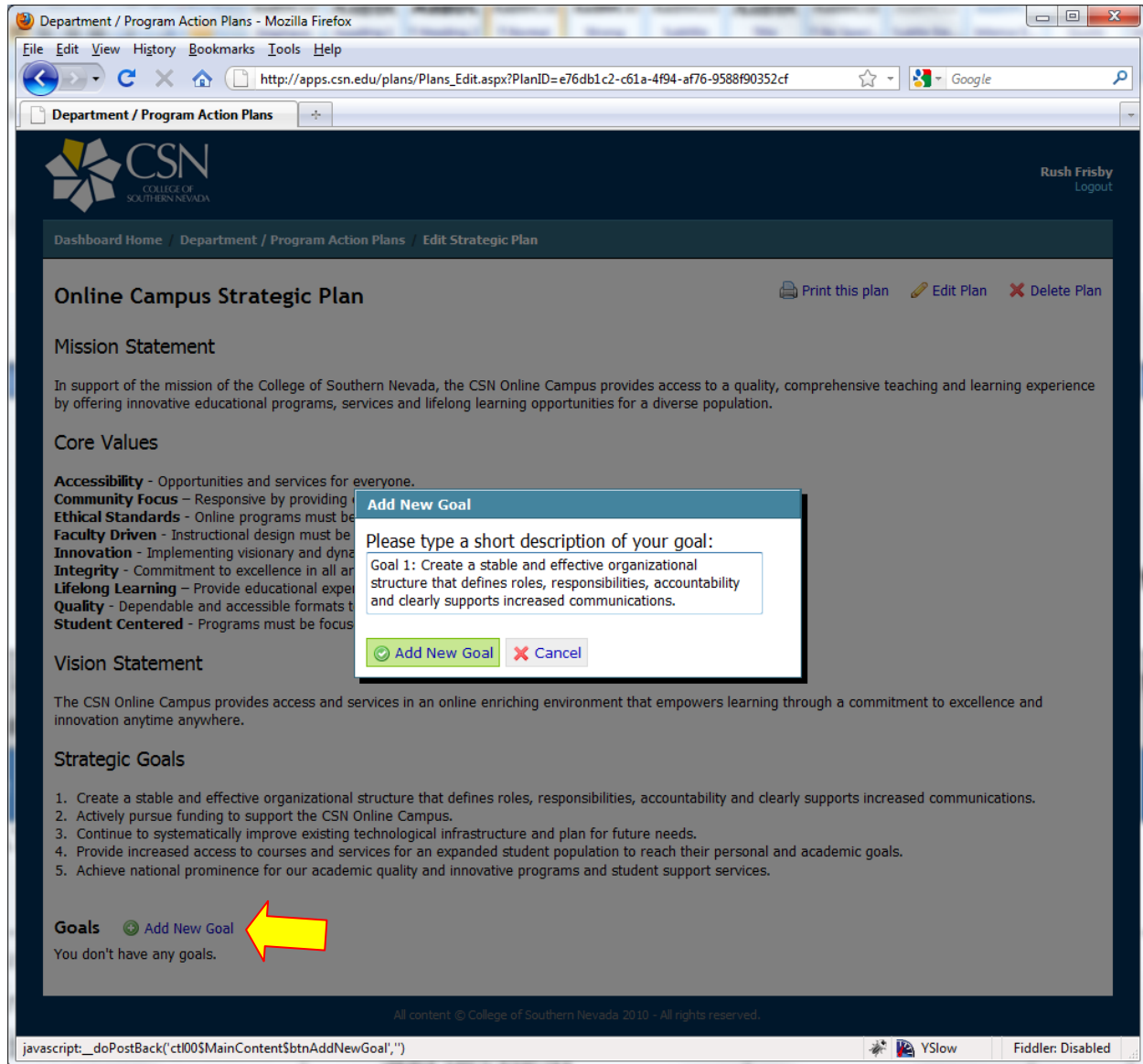
Plan Name	Date Created	Created By	Last Updated	Updated By
Online Campus Strategic Plan	6/18/2010 12:29:53 PM	Frisby, Rush	6/18/2010 12:29:53 PM	Rush Frisby

A yellow arrow points to the "Online Campus Strategic Plan" link in the table. The footer of the page contains the text "All content © College of Southern Nevada 2010 - All rights reserved." and the URL `http://apps.csn.edu/plans/Plans_Edit.aspx?PlanID=e76db1c2-c61a-4f94-af76-9588f90352cf`. The browser's status bar shows "YSlow" and "Fiddler: Disabled".

Adding New Goals

Find the "Add New Goal" link and click it. This will pop up a new window to create a new goal.

Type your goal and then click the Add New Goal button to save it.



The screenshot shows a Mozilla Firefox browser window displaying the 'Department / Program Action Plans' page. The page title is 'Online Campus Strategic Plan' and it includes navigation links for 'Print this plan', 'Edit Plan', and 'Delete Plan'. The page content includes sections for 'Mission Statement', 'Core Values', 'Vision Statement', and 'Strategic Goals'. A modal dialog box titled 'Add New Goal' is open, prompting the user to 'Please type a short description of your goal:'. The dialog contains a text input field with the text 'Goal 1: Create a stable and effective organizational structure that defines roles, responsibilities, accountability and clearly supports increased communications.' and two buttons: 'Add New Goal' and 'Cancel'. A yellow arrow points to the 'Add New Goal' link in the 'Goals' section of the page, which currently shows 'You don't have any goals.'

Department / Program Action Plans - Mozilla Firefox

http://apps.csn.edu/plans/Plans_Edit.aspx?PlanID=e76db1c2-c61a-4f94-af76-9588f90352cf

Department / Program Action Plans

CSN COLLEGE OF SOUTHERN NEVADA

Rush Frisby Logout

Dashboard Home / Department / Program Action Plans / Edit Strategic Plan

Online Campus Strategic Plan

Print this plan Edit Plan Delete Plan

Mission Statement

In support of the mission of the College of Southern Nevada, the CSN Online Campus provides access to a quality, comprehensive teaching and learning experience by offering innovative educational programs, services and lifelong learning opportunities for a diverse population.

Core Values

Accessibility - Opportunities and services for everyone.
Community Focus - Responsive by providing...
Ethical Standards - Online programs must be...
Faculty Driven - Instructional design must be...
Innovation - Implementing visionary and dyna...
Integrity - Commitment to excellence in all ar...
Lifelong Learning - Provide educational experi...
Quality - Dependable and accessible formats t...
Student Centered - Programs must be focus...

Vision Statement

The CSN Online Campus provides access and services in an online enriching environment that empowers learning through a commitment to excellence and innovation anytime anywhere.

Strategic Goals

1. Create a stable and effective organizational structure that defines roles, responsibilities, accountability and clearly supports increased communications.
2. Actively pursue funding to support the CSN Online Campus.
3. Continue to systematically improve existing technological infrastructure and plan for future needs.
4. Provide increased access to courses and services for an expanded student population to reach their personal and academic goals.
5. Achieve national prominence for our academic quality and innovative programs and student support services.

Goals Add New Goal You don't have any goals.

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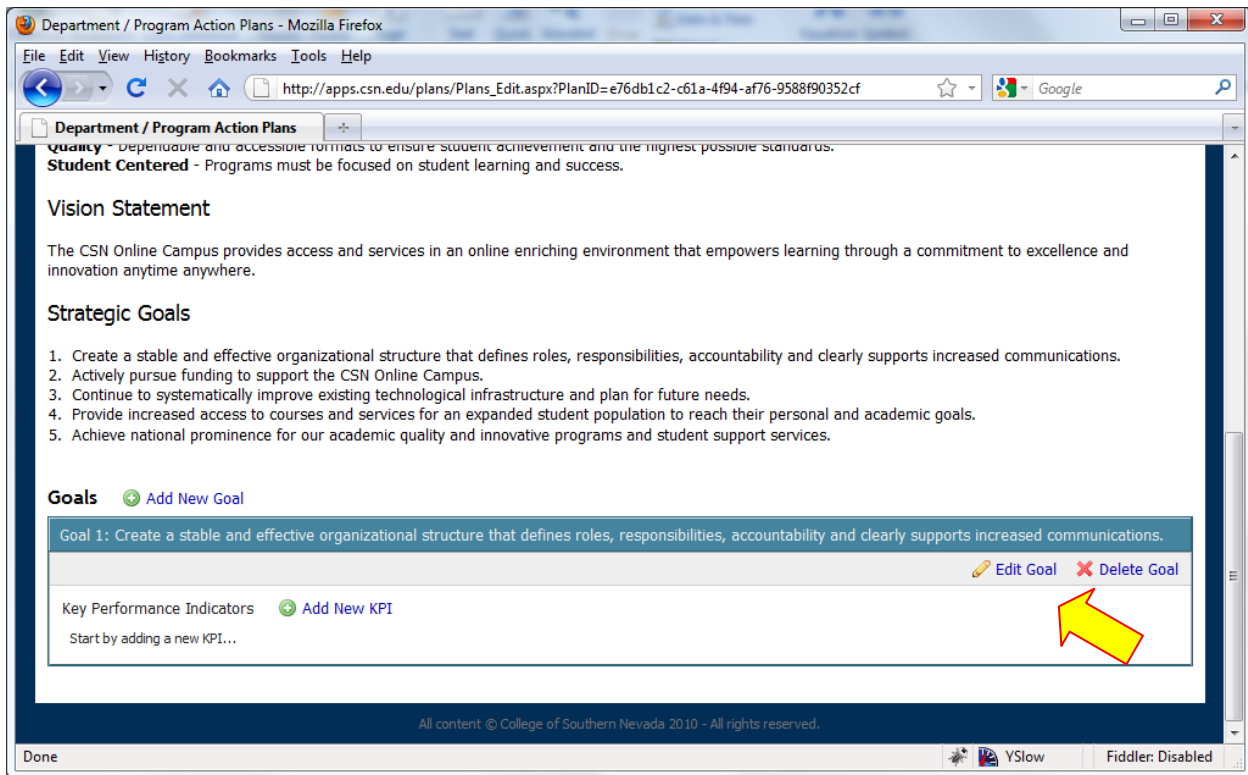
javascript:__doPostBack('ctl00\$MainContent\$btnAddNewGoal','')

YSlow Fiddler: Disabled

Adding/Editing New Goals

You can edit the goal description by clicking the edit link just under the goal description that is displayed. You can also delete the goal (this will also delete any Key Performance Indicators you may have added).

Hint: When you are adding or editing Goals or any text box, you can cut and paste from other documents.



Department / Program Action Plans - Mozilla Firefox

http://apps.csn.edu/plans/Plans_Edit.aspx?PlanID=e76db1c2-c61a-4f94-af76-9588f90352cf

Quality - Dependable and accessible formats to ensure student achievement and the highest possible standards.
Student Centered - Programs must be focused on student learning and success.

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Goals

[Add New Goal](#)

Goal 1: Create a stable and effective organizational structure that defines roles, responsibilities, accountability and clearly supports increased communications.

[Edit Goal](#) [Delete Goal](#)

Key Performance Indicators

[Add New KPI](#)

Start by adding a new KPI...

All content © College of Southern Nevada 2010 - All rights reserved.

Done YSlow Fiddler: Disabled

Adding Key Performance Indicators

To add a Key Performance Indicator click the “Add New KPI” link. This will pop up a new window for entering your KPI information. Enter your information and then click the Add New KPI button to save.

Hint: KPI includes objectives and strategies. Goals can have multiple objectives, but strategies must be attached to specific objectives. If you have multiple strategies, list all strategies in order for each objective within the same Strategy box using bullets or lists.

The objective, strategy, and evaluation fields accept text of any length. For ordering your items, append single digits with 0 (01, 02, 03) for correct sequencing.

In the Notifications box enter one email address per line.

There can be up to three due dates assigned to each KPI. The Days Before Notification should be separated by comma (Use 60, 30, 10, 1, -1, -10). (-1 means you are late by one day!)

An email notification will be sent to each email address on the number of days before each due date. Dr. Byrd wants to be notified for the first year. Use ypsabyrd.planning@csn.edu to notify him.

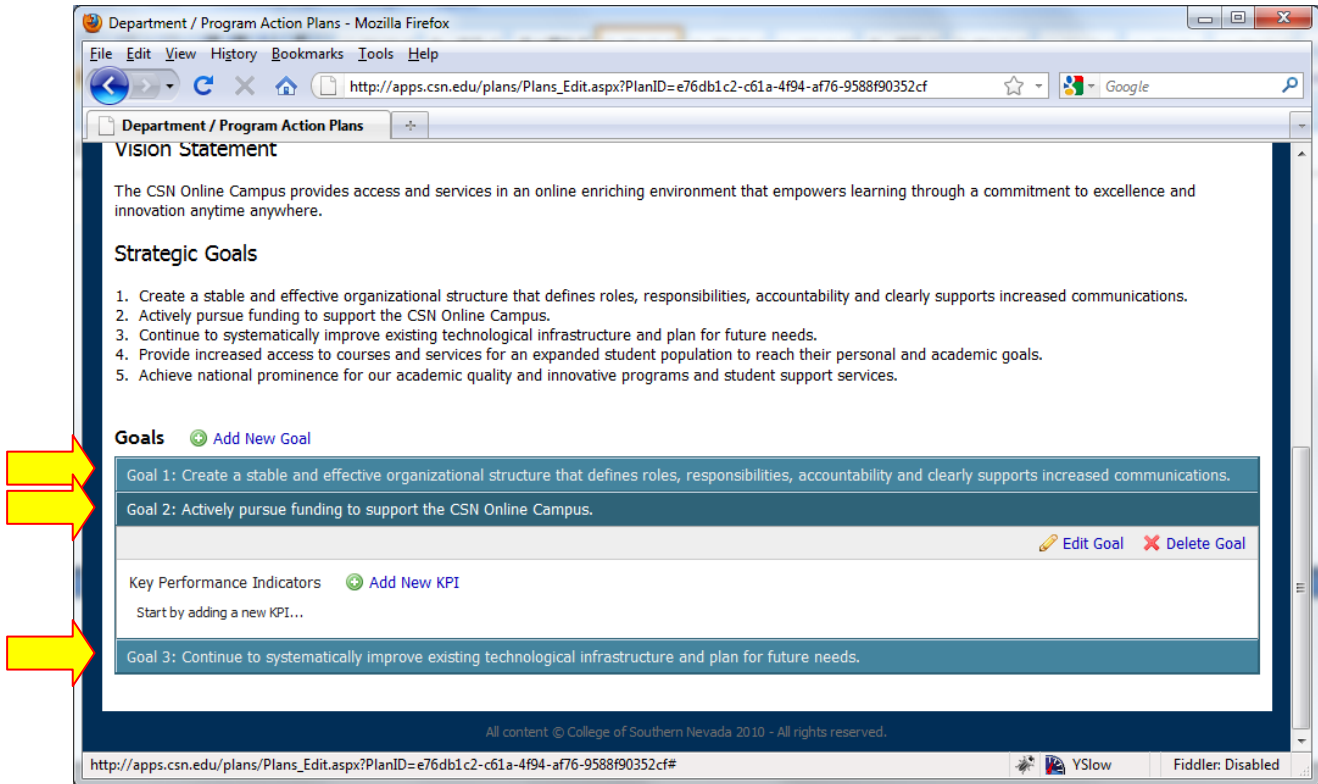
The screenshot shows a web browser window displaying the 'Department / Program Action Plans' page. A modal window titled 'Add New KPI' is open, allowing the user to enter details for a new Key Performance Indicator. The background page shows the CSN logo and navigation links. The modal form contains the following fields:

- Goal:** Goal 1: Create a stable and effective organizational structure that defines roles, responsibilities, accountability and clearly supports increased communications.
- Objective:** 1. My objective
- Responsible Party:** President
- Send Notifications To:** your.name@csn.edu
- Strategy:** a. Create or assign an administrative position/office to coordinate CSN Online activities.
- Due Date (Year 1):** 12/31/2010
- Due Date (Year 2):** 12/31/2011
- Due Date (Year 3):** 12/31/2012
- Days Before Notification:** 30,60,90,1,0,-1
- Status:** In-Progress
- Evaluation:** Waiting until funding is secured

At the bottom of the modal, there are buttons for 'Add New KPI' and 'Cancel'. The background page also shows a list of goals and a 'Key Performance Indicators' section with an 'Add New KPI' link.

Adding Key Performance Indicators

When viewing goals, only the active goal and its KPI's are shown. To move to the next goal, click on the goal name and the interface will slide open for the KPI for that goal.



The screenshot shows a web browser window titled "Department / Program Action Plans - Mozilla Firefox". The address bar contains the URL "http://apps.csn.edu/plans/Plans_Edit.aspx?PlanID=e76db1c2-c61a-4f94-af76-9588f90352cf". The page content includes a "Vision Statement", "Strategic Goals", and a "Goals" section. The "Goals" section lists three goals, with the first two highlighted in blue. Three yellow arrows point to the goal names: "Goal 1: Create a stable and effective organizational structure...", "Goal 2: Actively pursue funding to support the CSN Online Campus.", and "Goal 3: Continue to systematically improve existing technological infrastructure...". The "Key Performance Indicators" section is also visible, with a "Add New KPI" button and a placeholder text "Start by adding a new KPI...".

Department / Program Action Plans - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://apps.csn.edu/plans/Plans_Edit.aspx?PlanID=e76db1c2-c61a-4f94-af76-9588f90352cf

Department / Program Action Plans

Vision Statement

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5. Achieve national prominence for our academic quality and innovative programs and student support services.

Goals [Add New Goal](#)

Goal 1: Create a stable and effective organizational structure that defines roles, responsibilities, accountability and clearly supports increased communications.

Goal 2: Actively pursue funding to support the CSN Online Campus.

[Edit Goal](#) [Delete Goal](#)

Key Performance Indicators [Add New KPI](#)

Start by adding a new KPI...

Goal 3: Continue to systematically improve existing technological infrastructure and plan for future needs.

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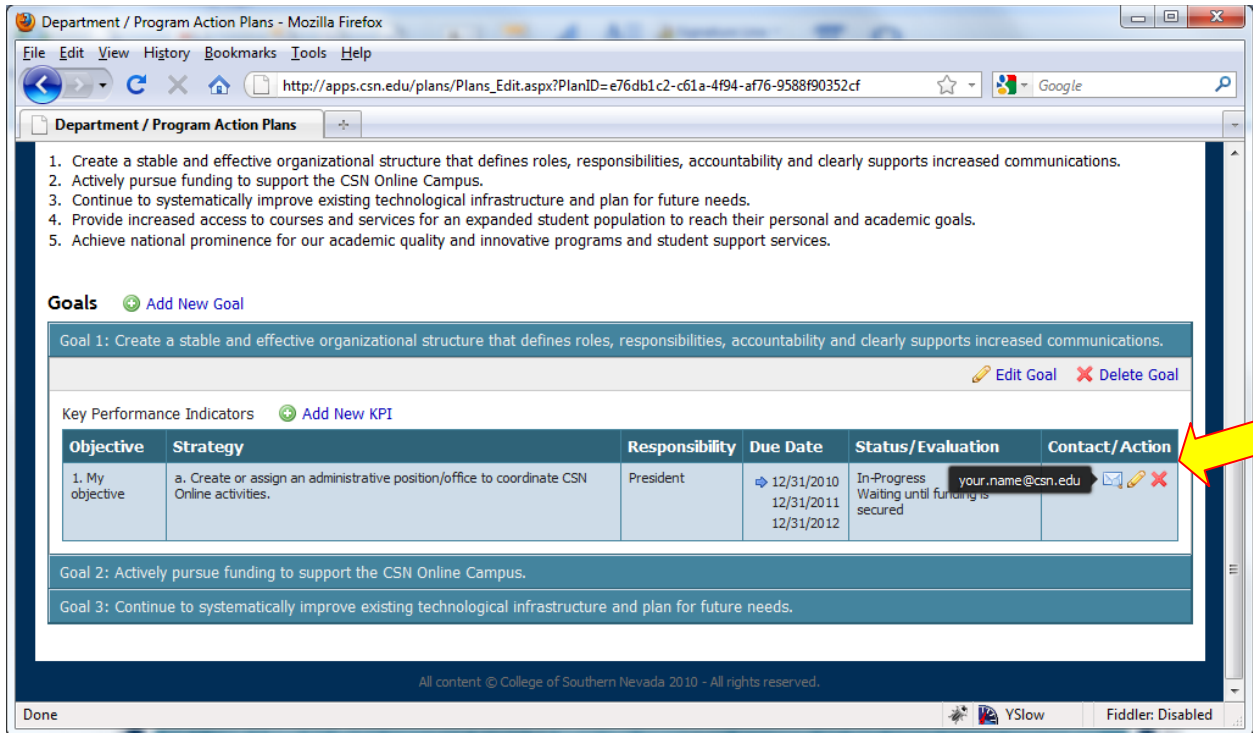
http://apps.csn.edu/plans/Plans_Edit.aspx?PlanID=e76db1c2-c61a-4f94-af76-9588f90352cf#

YSlow Fiddler: Disabled

Adding Key Performance Indicators

While working with each KPI, if you place your mouse pointer over the email icon you will see who the notifications are sent to.

You can click the pencil icon to edit the KPI and the red X icon to delete it.



Department / Program Action Plans - Mozilla Firefox

http://apps.csn.edu/plans/Plans_Edit.aspx?PlanID=e76db1c2-c61a-4f94-af76-9588f90352cf

Department / Program Action Plans



1. Create a stable and effective organizational structure that defines roles, responsibilities, accountability and clearly supports increased communications.
2. Actively pursue funding to support the CSN Online Campus.
3. Continue to systematically improve existing technological infrastructure and plan for future needs.
4. Provide increased access to courses and services for an expanded student population to reach their personal and academic goals.
5. Achieve national prominence for our academic quality and innovative programs and student support services.

Goals [Add New Goal](#)

Goal 1: Create a stable and effective organizational structure that defines roles, responsibilities, accountability and clearly supports increased communications.

[Edit Goal](#) [Delete Goal](#)

Key Performance Indicators [Add New KPI](#)

Objective	Strategy	Responsibility	Due Date	Status/Evaluation	Contact/Action
1. My objective	a. Create or assign an administrative position/office to coordinate CSN Online activities.	President	12/31/2010 12/31/2011 12/31/2012	In-Progress Waiting until funding is secured	your.name@csn.edu   

Goal 2: Actively pursue funding to support the CSN Online Campus.

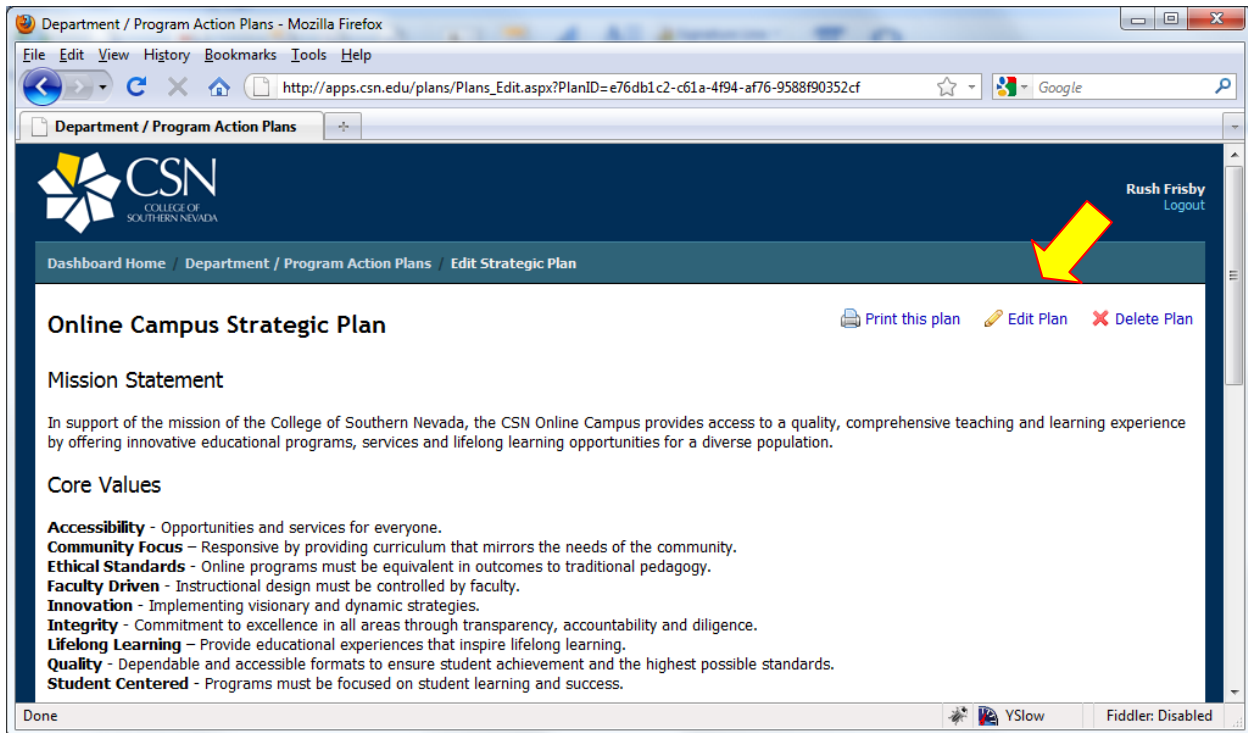
Goal 3: Continue to systematically improve existing technological infrastructure and plan for future needs.

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Done YSlow Fiddler: Disabled

When working with a plan, there are three icons at the top of the page. For a printer friendly version of the plan, click on the “Print this plan” link. It will open a new window and bring up the print dialog box. The Edit plan link will let you edit the plan name and the plan description. The Delete Plan link will delete the entire plan including the goals and KPI.

Hint: Be careful when deleting!



Department / Program Action Plans - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://apps.csn.edu/plans/Plans_Edit.aspx?PlanID=e76db1c2-c61a-4f94-af76-9588f90352cf

Department / Program Action Plans

CSN COLLEGE OF SOUTHERN NEVADA

Rush Frisby Logout

Dashboard Home / Department / Program Action Plans / Edit Strategic Plan

Online Campus Strategic Plan [Print this plan](#) [Edit Plan](#) [Delete Plan](#)

Mission Statement

In support of the mission of the College of Southern Nevada, the CSN Online Campus provides access to a quality, comprehensive teaching and learning experience by offering innovative educational programs, services and lifelong learning opportunities for a diverse population.

Core Values

- Accessibility** - Opportunities and services for everyone.
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- Lifelong Learning** – Provide educational experiences that inspire lifelong learning.
- Quality** - Dependable and accessible formats to ensure student achievement and the highest possible standards.
- Student Centered** - Programs must be focused on student learning and success.

Done YSlow Fiddler: Disabled

Searching By Date Range

From the main screen, click on the “KPI Report” link. This will take you to a page where you can search for KPI that are due between two dates. Pick your date ranges and click the Search button.

Hint: The result will only show KPI’s that you are responsible for or have access to view.

Department / Program Action Plans - Mozilla Firefox

http://apps.csn.edu/plans/Report_KPISDue.aspx

Department / Program Action Plans

CSN COLLEGE OF SOUTHERN NEVADA

Rush Frisby Logout

Dashboard Home / Department / Program Action Plans / KPI Report

KPI Report

Find Key Performance Indicators that are due between 6/18/2010 and 12/31/2010 Search

Plan	Goal	Objective	Strategy	Due Date	Status	Info.
Online Campus Strategic Plan	Goal 1: Create a stable and effective organizational structure that defines roles, responsibilities, accountability and clearly supports increased communications.	1. My objective	a. Create or assign an administrative position/office to coordinate CSN Online activities.	12/31/2010 12/31/2011 12/31/2012	In-Progress	

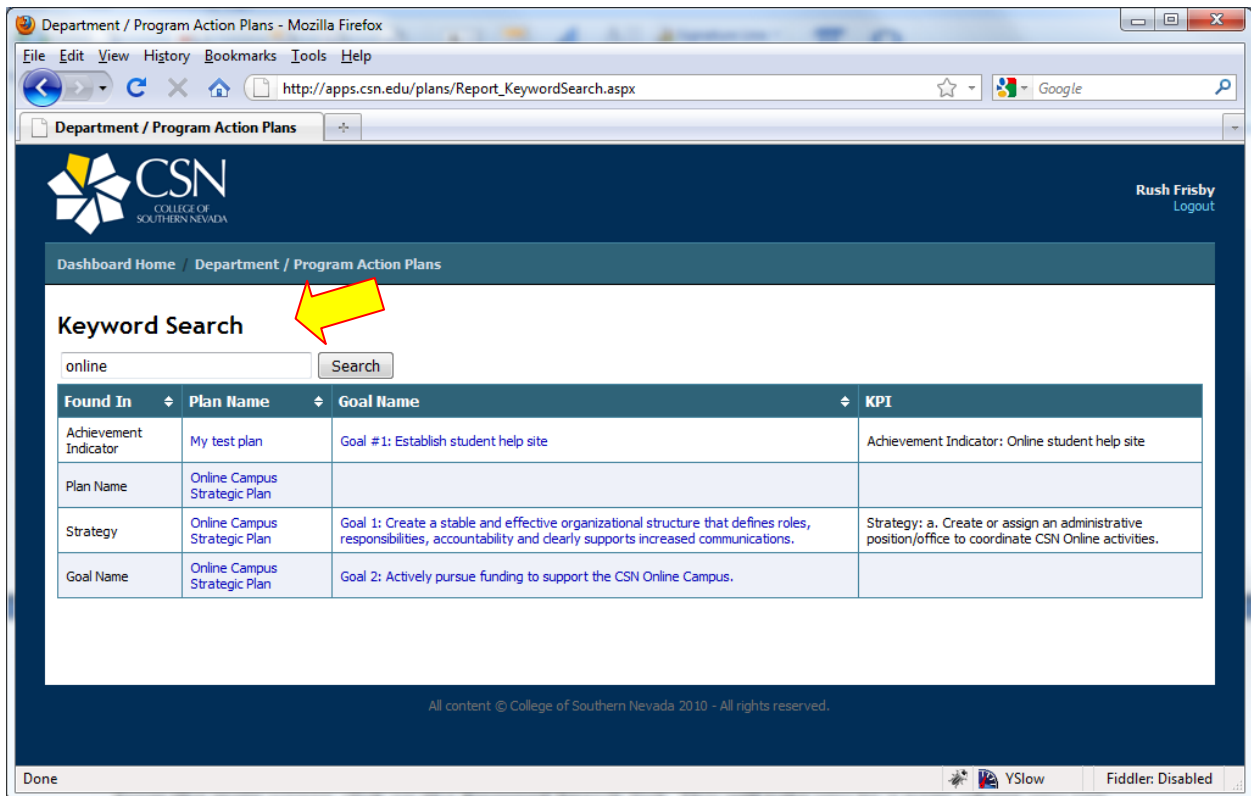
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Done YSlow Fiddler: Disabled

Searching By Keyword

From the main screen click on the Keyword Search link. This will take you to a page where you can search multiple parts of all plans. This is helpful for identifying other departments who have similar plans or goals. Click on the plan name or goal name to jump to the plan where each result was found.

Hint: Try to be as specific in your search. May take a while to provide results if search is too broad.



Department / Program Action Plans - Mozilla Firefox

http://apps.csn.edu/plans/Report_KeywordSearch.aspx

CSN COLLEGE OF SOUTHERN NEVADA

Rush Frisby Logout

Dashboard Home / Department / Program Action Plans

Keyword Search

online Search

Found In	Plan Name	Goal Name	KPI
Achievement Indicator	My test plan	Goal #1: Establish student help site	Achievement Indicator: Online student help site
Plan Name	Online Campus Strategic Plan		
Strategy	Online Campus Strategic Plan	Goal 1: Create a stable and effective organizational structure that defines roles, responsibilities, accountability and clearly supports increased communications.	Strategy: a. Create or assign an administrative position/office to coordinate CSN Online activities.
Goal Name	Online Campus Strategic Plan	Goal 2: Actively pursue funding to support the CSN Online Campus.	

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Done YSlow Fiddler: Disabled