**“How-To” Report Progress Made on Objectives within Strategic Plan**

1. Log-in to the Strategic Planning website.
	* Intranet.gvsu.edu
2. Select the button “Objectives”.
3. Click the “Edit” button on your first Objective.
4. Scroll down to the bottom of the page until you see the blue “Edit-Reporting” Ribbon.
	* Select the green “Add Reporting” button
5. Each Objective that is currently active must have reporting updated annually.
6. Fill in each field listed on the page.
	* Notice the “i” icon next to each field title. Clicking on the icon will provide further clarification for the intent of the field.
	* Please be mindful of the fields that will be published for public viewing:
	* Year to Attribute the Finding
	* Status
	* Brief Progress Update

Nothing is visible to the public until the Reporting is *finalized*.

* All other fields are for internal viewing only. Each field indicates whether it is visible publicly or internally underneath each field title.
1. Once you have completed all fields, click the “Finalize” button at the bottom. No other editing will be possible once the Reporting is finalized.
2. Note that Reporting on progress made for Objectives will be used annually for university reporting to the Board of Trustees and by the University Assessment Committee when reviewing a unit’s assessment activities.

**\*Reporting must be completed for EACH active Objective annually.**