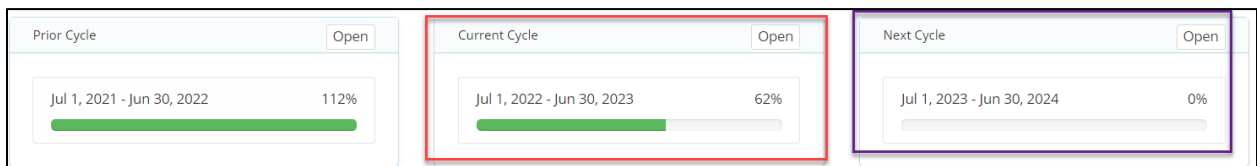## COPY OBJECTIVES

Objectives can be continued from a previous planning cycle. This process should be done before creating new objectives, otherwise the new objective will be overwritten by the copy process.

1. Log in to the JMU-STAR tool.
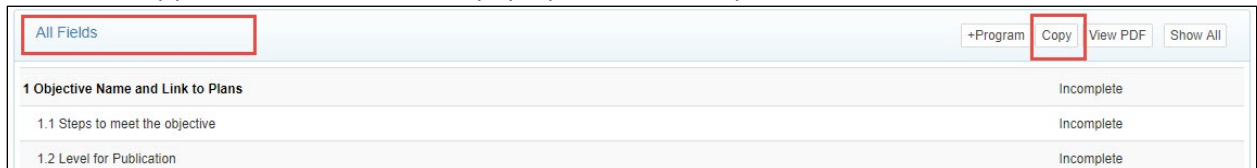2. From the Welcome Page, click on **Programs**.

3. Click on your program/unit name.
4. Choose the planning cycle you're working on.
    a. There are three cycles visible: Past Cycle, Current Cycle, Next Cycle.
    b. Planning cycles align with the university's academic and fiscal year (July 1 – June 30).
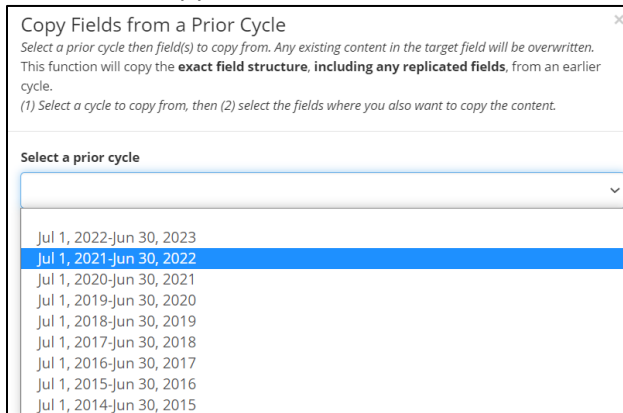

Copy Existing Objectives

5. Click "Copy" in the All Fields row. A pop-up window will open.

6. From the **Select a prior cycle** dropdown, choose the year where your objectives are that you want to copy.

7. Check all objective fields for the specific objectives that you want to copy.
   a. NOTE – you should not copy Objective Accomplishments or Use of Results, these should be original for each planning cycle.

Copy Fields from a Prior Cycle ✕

*Select a prior cycle then field(s) to copy from. Any existing content in the target field will be overwritten. This function will copy the **exact field structure, including any replicated fields**, from an earlier cycle.*

(1) Select a cycle to copy from, then (2) select the fields where you also want to copy the content.

Select a prior cycle

Jul 1, 2021-Jun 30, 2022   ⌄

Optionally select field(s) to copy content

☑ 1 Objective Name and Link to Plans
  ☑ 1.1 Steps to meet the objective
  ☑ 1.2 Support for Objective
  ☑ 1.3 Evaluation methods
  ☑ 1.4 Budget Initiative
  ☐ 1.5 Mid-Year Update (optional)
  ☐ 1.6 Objective accomplishments
  ☐ 1.7 Use of results

Copy any existing links for:
☐ Files ☑ Plans ☐ General outcomes ☐ External outcomes ☐ Program outcomes

☐ Mark copied fields complete   [Submit] [Close]

8. Scroll to the bottom of the list. Click "Plans" to copy existing links from the previous cycle's objective. Do <u>not</u> click "Mark copied fields complete".
9. Once you have made your selections, click "Submit."

Copy any existing links for:
☑ Plans ☐ General outcomes ☐ External outcomes ☐ Program outcomes

☐ Mark copied fields complete   [Submit] [Close]

Your copied objectives should now be viewable in the planning cycle you are working on.

Review and Update Copied Objective Information
Review and update the information to reflect what the unit is doing in the current year (steps follow).
10. If needed, update the objective name and description. Click **Edit**.

1 Objective Name and Link to Plans   Incomplete
NAME OBJECTIVE: Enter the short name and the objective description.
LINK TO PLANS: Link to Core Quality, Annual Report and College or Division Strategic Plans
*ADD ANOTHER OBJECTIVE: Click "Add new" to add an additional field set below.   [Add new] [Edit] [Copy] [Link] 💬
*Click "Edit" and check "Complete" after entering all information.
Detailed instructions

a. Modify the Short Description for the Objective in the box at the top (just a few words; there is a maximum character count of 60). The Short Description is used on the Budget Initiative form.

b. Modify the Long Description for the Objective in the large text space.
   NOTE: Include learning/use of results from the prior year's objective here or in the "Steps to meet objective" field.

11. Check the box to mark this as complete.
12. After the information has been entered, Click **Save**.

13. Repeat this process for updating other objective fields as necessary.

1.1 Steps to meet the objective
1.2 Level for Publication
1.3 Key Word Tags (optional)
1.4 Collaboration/Integration (optional)
1.5 Evaluation methods
1.6 Budget Initiative