


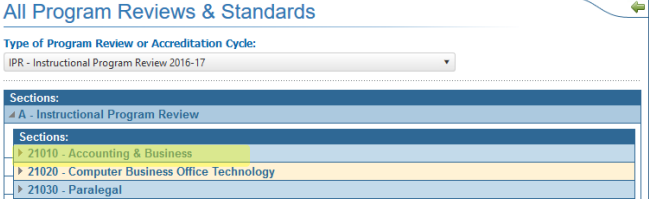
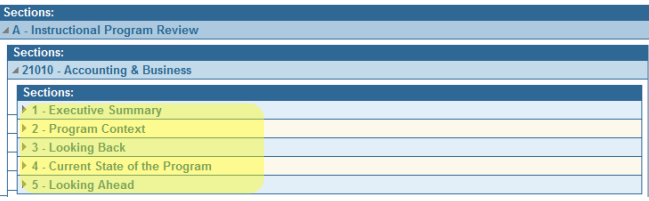
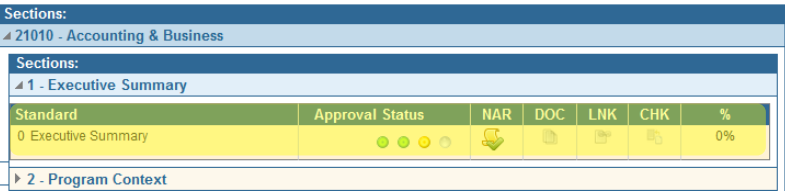
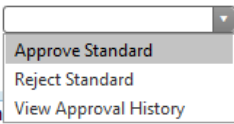
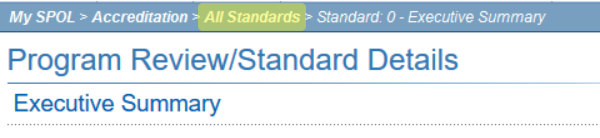

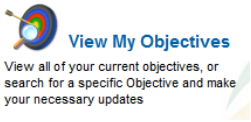

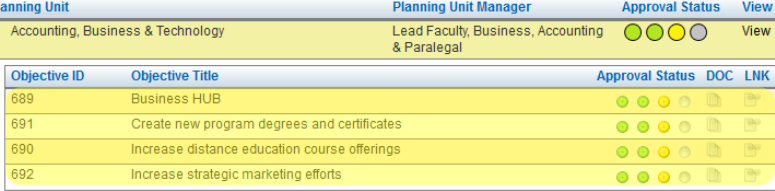
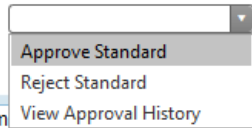
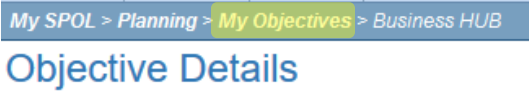


# SPOL Program Review Guide for IPC

<p>1. Login to SPOL at <a href="https://canada.strategicplanningonline.com/SPOLNET/default.aspx">https://canada.strategicplanningonline.com/SPOLNET/default.aspx</a></p> <p>a. Username: ipc b. Password: 12345</p>	 <p>The image shows the SPOL login page. At the top left, it says 'v4.4.2.4' and 'Thursday, March 16, 2017'. The main header is 'Strategic Planning Online™ Empower Your Planning Process®'. Below this is a navigation bar with 'Budgeting' and 'Assess'. On the right, there is a login form with fields for 'Username:' and 'Password:', and buttons for 'Login', 'Clear', 'Remember Login', and 'Forgot My Password... CLICK HERE'.</p>
<p>2. Click on <b>'Program Review'</b> at the top of the <i>'My SPOL'</i> home page.</p>	 <p>The image shows the SPOL home page. At the top left, it says 'v4.4.2.4' and 'Thursday, March 16, 2017'. The main header is 'Strategic Planning Online™ Empower Your Planning Process®'. Below this is a navigation bar with 'My SPOL', 'Planning', 'Budget', 'Program Review &amp; Accreditation', 'Resources', 'Reports', 'Support', and 'Logout'. The main content area is titled 'Welcome Instruction Planning Council Reviewer' and has three main sections: 'PLANNING', 'PROGRAM REVIEW' (highlighted in yellow), and 'BUDGETING'.</p>
<p>a. Select <b>'View All Program Reviews'</b></p>	 <p>The image shows a button labeled 'View All Program Reviews'. Below the button, it says 'View all Program Reviews and Accreditation Standards or search for a specific Program Review or Stan'.</p>
<p>b. Click on the <b>Program</b> to view that Program's Program Review sections.</p>	 <p>The image shows the 'All Program Reviews &amp; Standards' page. It has a search bar and a dropdown menu for 'Type of Program Review or Accreditation Cycle:' with 'IPR - Instructional Program Review 2016-17' selected. Below this is a list of sections: 'A - Instructional Program Review', '21010 - Accounting &amp; Business' (highlighted in yellow), '21020 - Computer Business Office Technology', and '21030 - Paralegal'.</p>
<p>c. Click on the <b>Section</b> you'd like to view.</p>	 <p>The image shows the section selection page. It has a list of sections: 'A - Instructional Program Review', '21010 - Accounting &amp; Business' (highlighted in yellow), and '21030 - Paralegal'. Under '21010 - Accounting &amp; Business', there is a list of sections: '1 - Executive Summary' (highlighted in yellow), '2 - Program Context', '3 - Looking Back', '4 - Current State of the Program', and '5 - Looking Ahead'.</p>
<p>d. <i>Double</i> click on the <b>standard</b> within the section you are reviewing.</p>	 <p>The image shows the standard selection page. It has a list of sections: 'A - Instructional Program Review', '21010 - Accounting &amp; Business' (highlighted in yellow), and '21030 - Paralegal'. Under '21010 - Accounting &amp; Business', there is a list of sections: '1 - Executive Summary' (highlighted in yellow), '2 - Program Context', '3 - Looking Back', '4 - Current State of the Program', and '5 - Looking Ahead'. Under '1 - Executive Summary', there is a table with columns: 'Standard', 'Approval Status', 'NAR', 'DOC', 'LNK', 'CHK', and '%'. The first row is '0 Executive Summary' with 'Approval Status' showing three green circles and a yellow circle, and '%' showing '0%'.</p>
<p>e. When you're ready, click on the <b>approval drop down</b> at the top right to choose your approval response.</p>	 <p>The image shows an approval drop down menu with three options: 'Approve Standard', 'Reject Standard', and 'View Approval History'.</p>
<p>f. To return to the Standards list, click <b>'All Standards'</b> in the <i>breadcrumb navigation at the top</i>.</p>	 <p>The image shows the 'Program Review/Standard Details' page. The breadcrumb navigation at the top is 'My SPOL &gt; Accreditation &gt; All Standards &gt; Standard: 0 - Executive Summary'. The main content area is titled 'Program Review/Standard Details' and 'Executive Summary'.</p>
<p style="text-align: center;"><b>Repeat steps C-E for each Section and each Standard in each Program.</b></p>	

<p>3. Return to the 'My SPOL' home page and click on 'Planning' at the top.</p>	
<p>a. Select 'View My Objectives'</p>	
<p>b. Click on the <b>Program</b> to view that Program's Objectives.</p>	
<p>c. Double click on the <b>objective</b> you are reviewing.</p>	
<p>d. When you're ready, click on the <b>approval drop down</b> at the top right to choose your approval response.</p>	
<p>e. To return to the Objectives list, click 'My Objectives' in the breadcrumb navigation at the top.</p>	
<p><b>Repeat steps C &amp; D for each Outcome in each Program.</b></p>	