

How to Access and Edit Your Academic Unit Strategic Plan Report

Files on Google Drive*

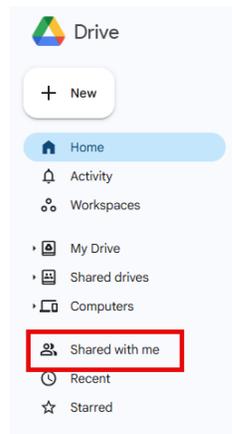
This guide provides simple, step-by-step instructions to access and edit your Academic Unit Strategic Plan Report Files.

Step 1: Go to Google Drive

Open your web browser and navigate to **Google Drive** at **drive.google.com**. Make sure you are signed in with your @charlotte Google account.

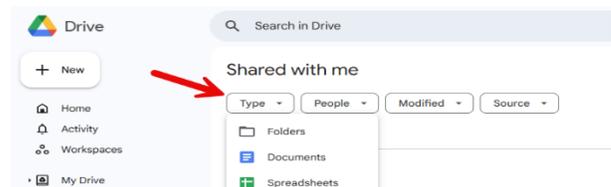
Step 2: Select "Shared with me"

Look at the **left-hand navigation menu**. You'll see several options like "My Drive," "Shared with me," and "Shared drives." Click on **Shared with me**.



Step 3: Open the College/Department/Unit Folder

Locate your College/Department/Unit Folder and **Double-click** on it. . If you need to search for the Department folder, you can use the **Type** dropdown to search for only Folder, Documents, and Spreadsheets.



Step 4: Locate and Open College or Academic Unit Folders

Once inside the Shared Drive, you can browse through the **folders for your College or Academic Service Unit** just as you would in your "My Drive."

Note Access Level: There are three levels of access that you may be assigned. Each level has specific permissions which can be changed but will require a request to be sent to Mitchel Cottenoir (mcotteno@charlotte.edu).

Contributor: Can add/edit files (cannot delete/move).

Commenter: View and comment only.

Viewer: View only.

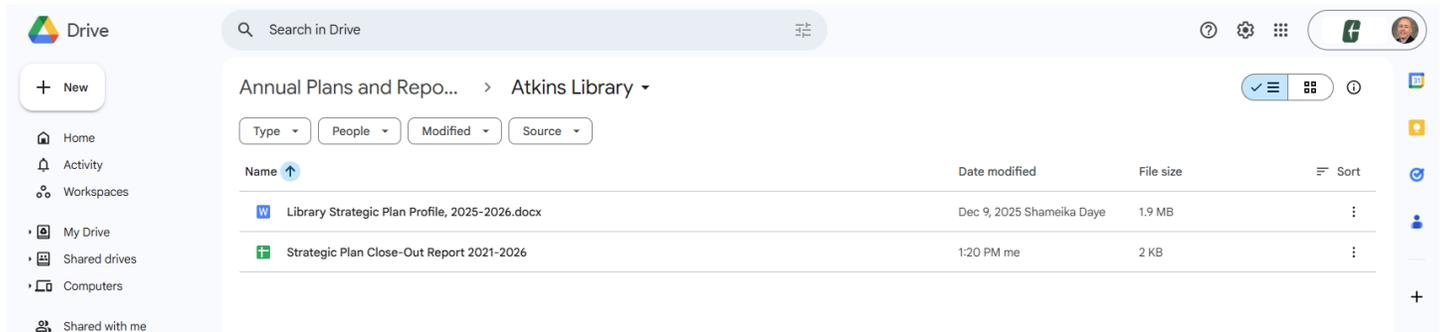
Step 5: Accessing Strategic Plan Files

There are three different paths to access the strategic plan files based on your academic unit identifier: Academic Support Unit, College, Academic Department.

Path 1: Academic Support Unit:

Academic Support Unit Folders will contain the two files:

- 1) Unit Strategic Plan Profile, 2025-2026
- 2) Strategic Plan Close Out Report



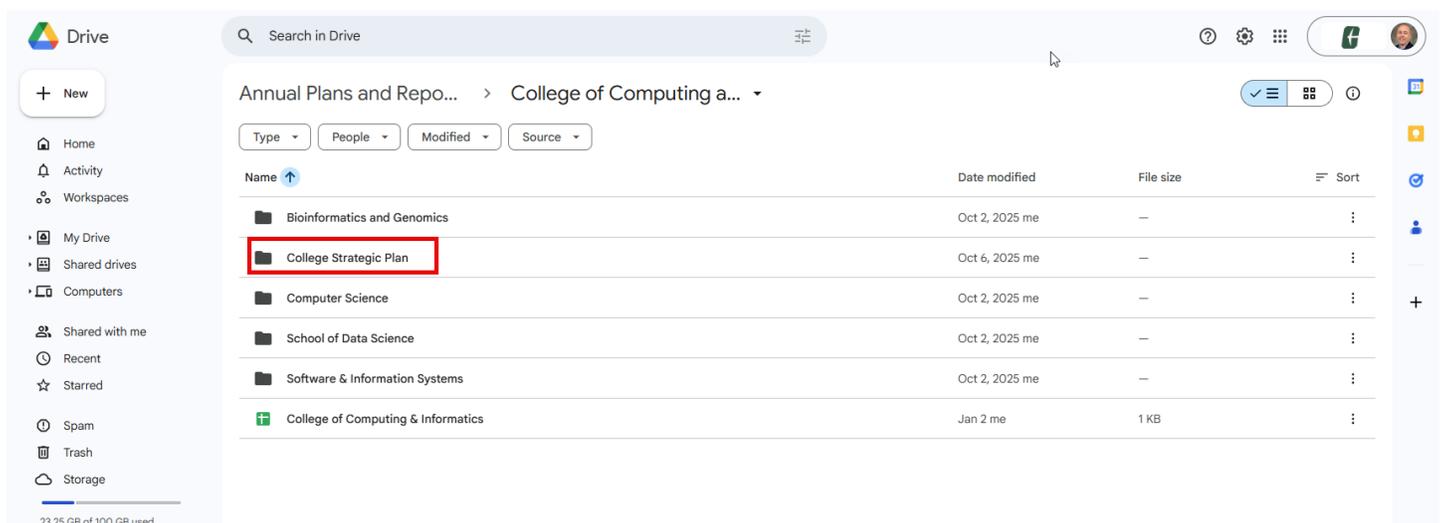
Path 2: College

College Folders (Pic 1) will contain a College Strategic Plan Folder (Pic 2).

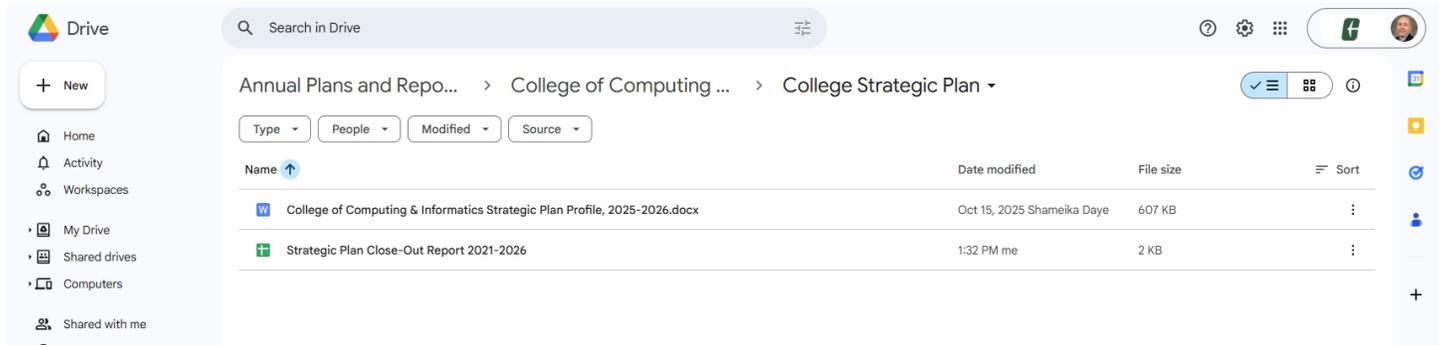
The College Strategic Plan folder will contain the two strategic plan files:

- 1) Unit Strategic Plan Profile, 2025-2026
- 2) Strategic Plan Close Out Report

Pic. 1



Pic. 2

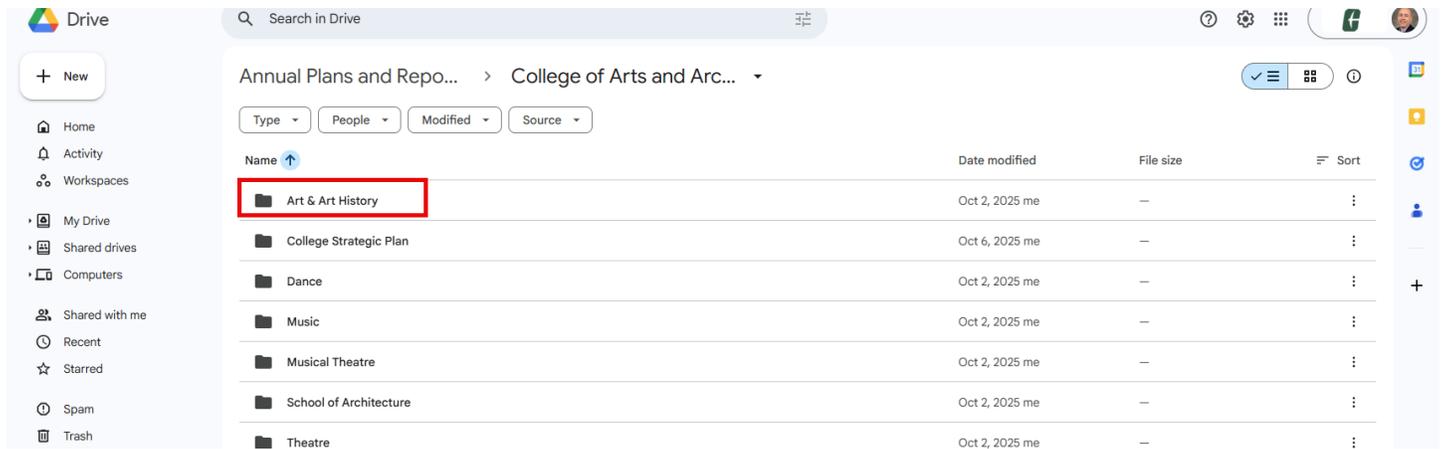


Path 3: Academic Department (if applicable):

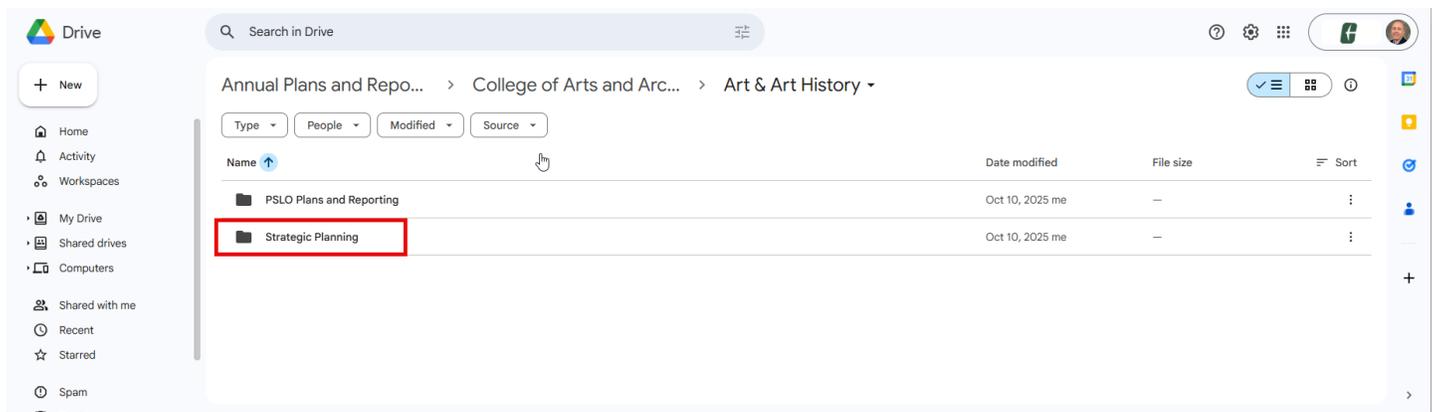
Academic Department Folders are within the College Folder (Pic 1). The Strategic Plan Folder is within the Academic Department Folder (Pic 2). The Strategic Plan folder will contain the two strategic plan files:

- 1) Unit Strategic Plan Profile, 2025-2026
- 2) Strategic Plan Close Out Report.

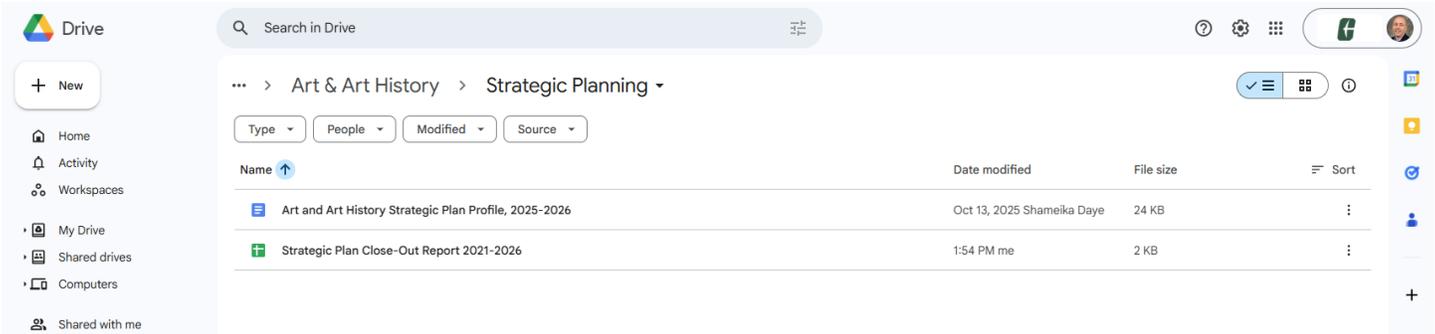
Pic 1.



Pic 2



Pic 3.



Step 6: Complete the following sections in the Strategic Plan Profile, 2025-2026 file:

- 1) Strategic Progress Table
- 2) Changes Planned for Next Year
- 3) Updates from Last Year's Planned Changes.

Step 7: Complete the following sections in the Strategic Plan Close-Out Report 2021-2026:

- 1) Goals
- 2) Objective
- 3) Status (dropdown)
- 4) Comments.

*created with the help of Google Gemini