

2021-22 Manager PIE Steps



Planning for Institutional Effectiveness



1. LOGIN

- Login: www.mtsac.edu/pie
- Select: Go to PIE. Select “Sign In” on Nuventive Home Page.
- Use your **portalname@mtsac.edu** and **Portal password** to enter.

2. REPORTS

- In the center drop-down, select your manager PIE.
- On the left-hand side, select Reports.
- Select Standard Reports.
- Generate PDF Reports to use to complete your Manager PIE.
 - Section 1 and 3 - Analysis of Unit PIE & Updates on Goals
 - Section 2 - Division Goals Summary of Unit PIE's
- Mapping Report for College Goals – Select “Unit PIE to College Goals”
- Report is pre-filtered with your Units. Select the tabs at the bottom to navigate data.
- Filters are available to view unit goal mapping to certain college goals etc.
- Click on Focus Mode option “” to view full window of data.
- Click on Ellipsis “” under reporting year on the right side of report to export data into an excel file.

3. 3 - SECTIONS TO COMPLETE MANAGER PIE

- Select **Analysis of Unit PIE Reports** on the left-hand side under Manager PIE
 - Complete an 2021-22 Analysis of Unit PIEs by using the reports you generated to summarize notable achievements, closing the loop on resources and goals, external conditions, internal decisions, program planning dialog, critical decisions, outcomes, curriculum currency, and plans, activities, and analysis for all of your units.
 - New College Goals 2022 - each Manager PIE will have to include what efforts their units are contributing towards the College Goals. The “Unit PIE to College Goals” will assist with this process.
 - You can break out each unit if desired and share individually or can synthesize at a holistic level for the entire division.
 - Optional* - Make a copy of the 2020-21 Analysis by using the second icon (Copy Reporting Year) on the right-hand side and rename it as 2021-22 OR create a new 2021-22 Reporting Year by using the green plus symbol on the right-hand side.

- Select **Division Goals** on the left-hand side under Manager PIE
 - Add new Division Goals with the green plus symbol on the right-hand side.
 - Edit current Division Goals with the first icon to the right of each goal (Edit Division Goal)

- Select **Updates on Goals** on the left-hand side under Manager PIE
 - Select the green plus symbol on the right-hand side to add an update for the 2020-21 year.
 - Upload supporting documents here if available.

- Mapping:** If you have not mapped to College Goals, select Mapping on the left-hand side.
 - Map each Division Goal to at least one College Goal.

5. New Resource Allocation Report

- Manager PIEs will now have the ability to obtain a comprehensive report with **all** resources requested from the Unit levels that is in the New Resources Allocation format. It will contain a Division Rank field that Managers can prioritize their requests.
- Select Reports > Ad-Hoc Reports > 2021-22 Resources Allocation Report Template > Open > Excel File will download formatted in the New Resources Allocation Template. Please verify the Goal Year.

Have Questions?

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