Annual Reports Frequently Asked Questions (FAQ)

I am having trouble with my password, what should I do?

Contact the Office of Institutional Research 777-4358.

When is my report due?

Final due date for Web-Annual Reports is October 15. Earlier submittal dates for your annual report and expectations for supplemental reports may be set at the college/unit/division levels.

Why an annual report?

Strategic planning is essential to the continuous improvement of an institution. Its main purposes are to identify and address major concerns; establish priorities in order to focus attention on the most important and urgent issues, and to make the wisest possible use of institutional resources.

I'm having problems cutting and pasting my text into the text editor box, any suggestions?

It is recommended to first prepare your report in MS Word and cut and paste into the template editor boxes. When cutting and pasting from your prepared word document into the template editor box, put your curser inside the text box and select the icon in the editor tools "Paste from Word" and a web page dialog box may appear.

In this box use the CTRL/V shortcut to paste the text you have selected. Select "OK" and the information will appear in the template editor box.

Additional line breaks may appear after pasting into the template, you can manually delete these by pressing the delete key to remove the extra spacing.

It was necessary to speed up database response time, in order to accomplish this some of the text editor boxes have been removed from the priority action areas.

Do I need a password to access secure reports?

Yes. Please fill out a Secure Web Pages Authorization Form and a username and password will be provided to you. If you have any questions, please call Institutional Research at (701) 777-4358.

If I'm not in an academic college what do I choose for a college?

If you are not under a “college” and other choices aren't applicable (see choices in the drop-down box), then choose NOT DEFINED.
Last year I was able to attach appendices to my annual report when I emailed it to my supervisor, how do I attach them to the web-based report?

Appendices are not compatible with the Web-based template. Expectations for supplemental information may be set at the college/unit/division levels.

I'm reviewing my previous submitted reports from past years and it looks like my report has changed, what happened?

With the start of the 2004-2005 Annual Reporting cycle it was necessary for our database to be changed over from an Oracle database to MySql database. In a few reports this caused slight text formatting changes. For Example, the report might have an extra linespace appear in the report or small boxes appearing in place of bullets.