FAQ’s – Annual Reports

The template for preparing departmental annual reports has under-gone substantial changes. The goal is to make the reporting process as simple and straight forward as possible while ensuring that all programs report information in a consistent manner.

Annual strategic planning is essential for the continuous improvement of an institution. Its main purposes are to reflect on the past year’s significant developments and accomplishments, identify major challenges and establish future priorities in order to make the wisest possible use of institutional resources.

Two important parts of annual reporting at UND is addressing student learning outcomes and assessment of UND priorities. The assessment of student learning section asks units to review their current Assessment Plan and to report on the goals, methods, results, and changes which have taken place over the past year. The assessment of UND priorities section asks units to assess how they contributed to furthering the UND priorities of a) enriching the student learning experience, b) facilitating collaboration, c) encouraging gathering, d) enhancing the quality of life of faculty and staff, and e) expanding the presence and impact of the university beyond the campus.

Q: 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.

Q: What is Gears?
Gears is a UND Web Application framework that drives the Annual Reporting application and utilizes the NDUS Account Identifier (previously UND Identity Management or IdM) to verify your username and password.

Q: Where is the link that I can submit my Departmental Annual Report?
http://und.edu/research/institutional-research/annual-reports.cfm

Q: How do I sign in to the website?
You will sign in using your NDUS Account Identifier (previously UND Identity Management or IdM) username and password.

If you are having problems logging in, contact:
NDUS Help Desk
Phone: (866)457-6387
Help Desk Hours: 24hrs - 7 day a week
Website: http://helpdesk.ndus.edu/

If you can login, but cannot see “Annual Reports”, or access something WITHIN gears, contact:
Gears Admin

Website: http://helpdesk.ndus.edu/
Q: How do I find my department?
Please see the Initial set up Instructions page.

Q: How do I submit/finalize my Departmental Annual Report?
Go to Instructions for Report Entry.

Q: Where did my draft (unfinished) report go?
Once you have selected “Finalize” the report moves to the “Completed Reports” tab.

Q: How can I print completed reports?
In the “Reports” tab, select “Completed Reports”, you will see the reports that have been finalized. In the Actions column select preview for the report you wish to print. Highlight all the text in the preview window then right mouse click and select “copy”. Open a blank Word document and select paste, the report is now ready to print and save to your computer.

Q: How can I insert charts and graphs that help explain the work carried out in the department this year?
The template will only accept tables. Charts and graphs cannot be inserted into the template, please describe charts or graphs in a narrative form.

Q: Who will read these reports?
Information included in the annual reports is extracted and disseminated for a variety of internal and external reporting purposes.

Q: Who can I contact for help if I have questions?
Contact the Office of Institutional Research 777-4358.