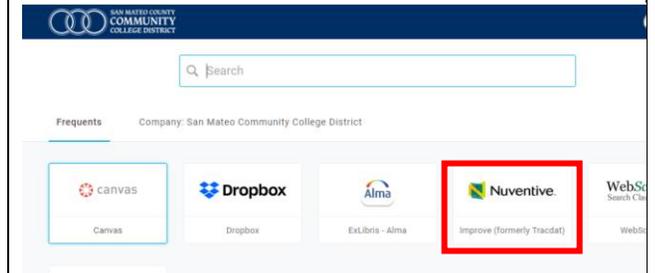
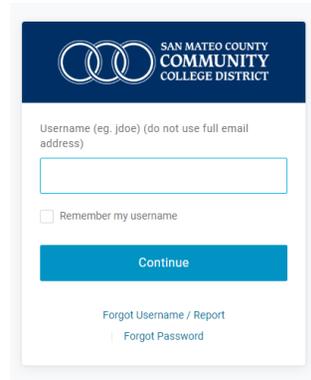


Creating Folders in Improve

Step 1:

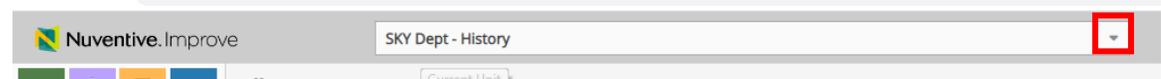
Log in to Improve:

- (a) Use the district single sign-on at <https://smccd.onelogin.com/portal/>, using the first half of your district e-mail address (e.g., wongk) and your usual password, OR
- (b) Access it directly via the button on the [SLOAC Improve](#) page, using the aforementioned user name and password.



Step 2:

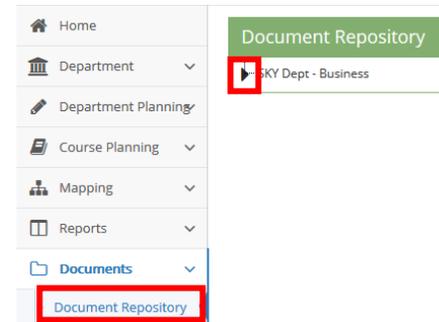
Access Department by selecting the correct department from the dropdown menu at the top of the page.



Step 3:

Click on **Documents** and **Document Repository** in the menu on the left-hand side of the page.

To see all folders, click on the arrow to the left of the name of the department.

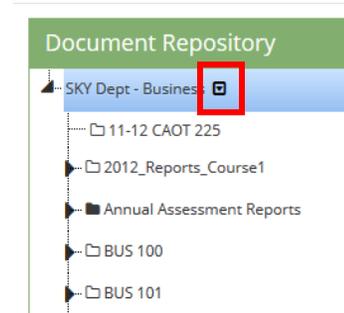


Step 4:

Click on the arrow to the right of SKY- Dept - _____ to add a folder.

You may want to create a folder for each course and an annual assessment folder. The latter will enable you to easily track what was assessed year to year if you run and save a report each year.

You also now have the option to add folders within folders by clicking on the arrow to the right of the course folder.



Step 5:

Give the folder a **Name** (e.g, ENGL 100: Composition), and then **Save**.



Option One to Upload Documents from Document Repository (Extra Step for the Hyperlink)

Step 1:

You may upload documents by clicking on the  on the right-hand side of the screen.

If you upload documents here, you will need an additional step to “relate” the document to the assessment method or result so that it is available as a hyperlink within reports.

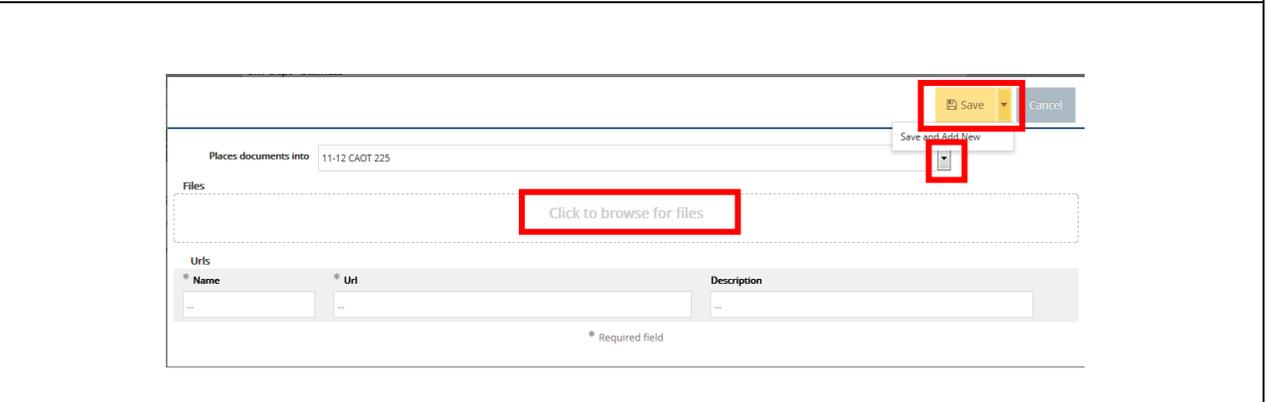


Step 2:

Select the file folder from the dropdown menu at the top of the page.

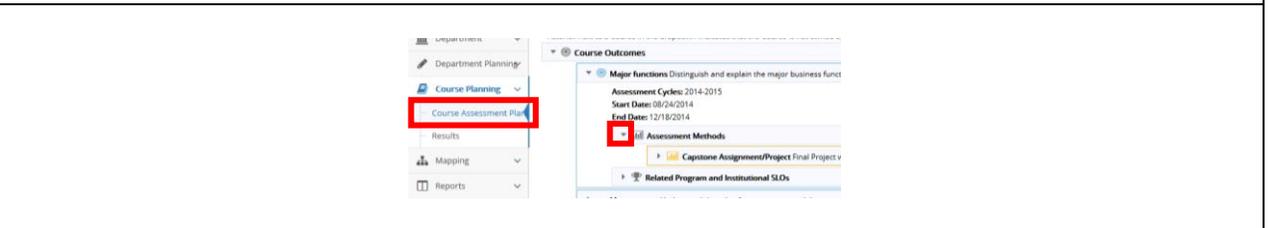
Click the files box, select and then click on the document. The file name will automatically fill. The file description is optional.

Click **Save** or **Save and Add New** if you have more documents to upload.



Step 3 (for Assessment Plans):

Navigate to the assessment plan you'd like to relate a document to (e.g., the assignment, the common test questions, the rubric or checklist used to evaluate student work, etc.).



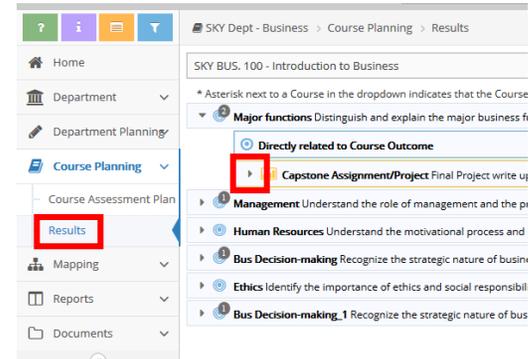
Step 3a (for Assessment Plans):

Click the  to the right of **Related Documents**.



Step 3 (for Results):

Navigate to the result you'd like to relate a document to (e.g., the raw data).



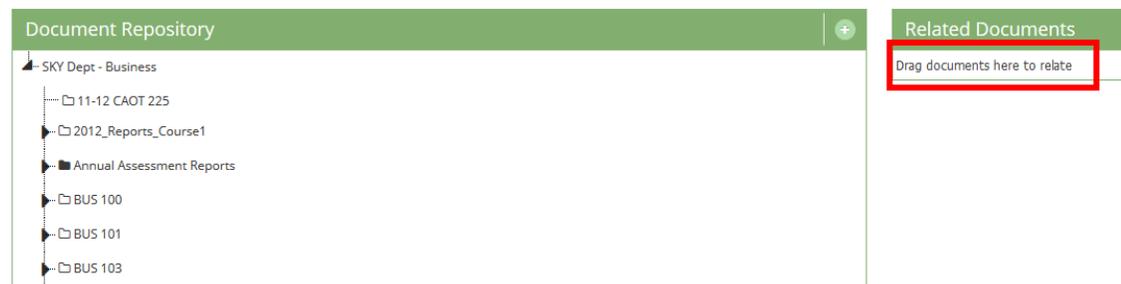
Step 3a (for Results):

Click the  to the right of **Related Documents**.



Step 4:

Then simply left- click and drag previously uploaded documents from a file to the right column.



Option Two to Upload Documents (Embeds the Hyperlink)

Step 1:

Once you've entered the assessment plan, you can upload the assignment so it will embed as a hyperlink in reports. Click the



to the right of **Related Documents**.

Step 2:

Upload a new document by clicking on the



on the right-hand side of Document Repository.

Step 3:

Select the file folder from the dropdown menu at the top of the page.

Click the files box, select and then click on the document that directly relates to the assessment method from your files, and click Open. The file name will automatically fill. The file description is optional.

Click **Save and Relate** in the upper right-hand corner of the page so that it embeds as a hyperlink in reports.