

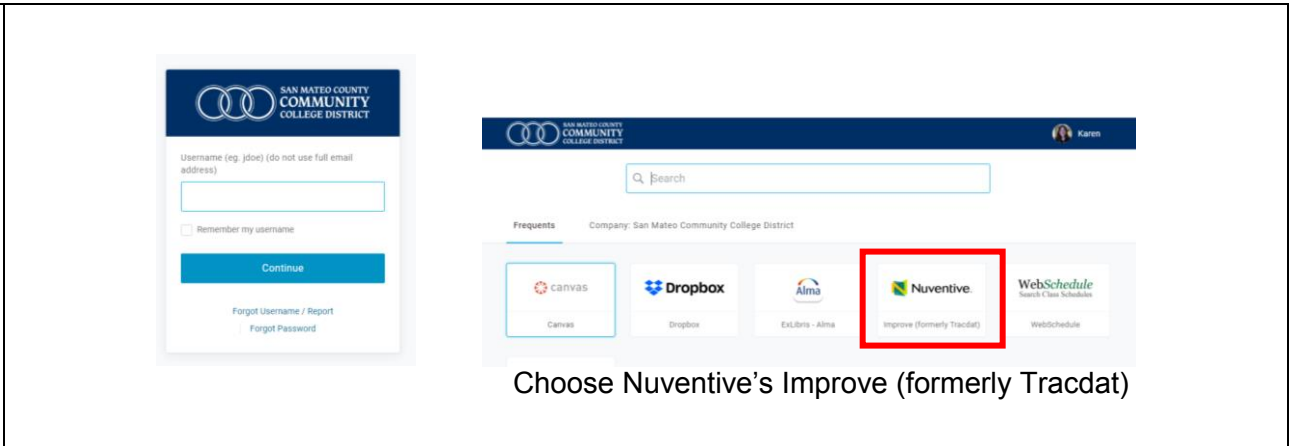
Entering/Updating SLOs, Assessments and Criteria in Improve

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:

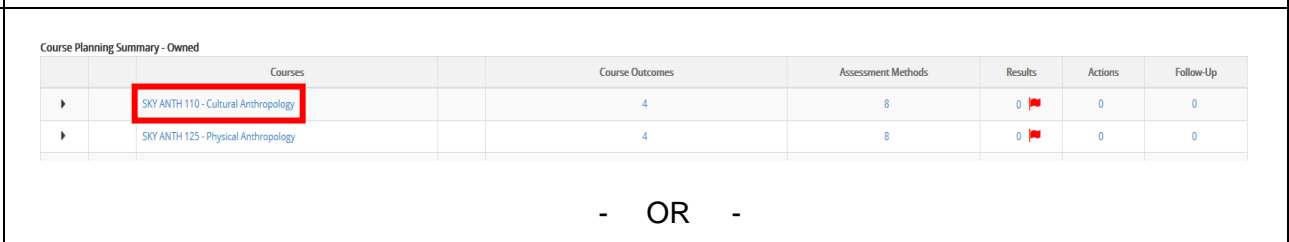
Access Department by selecting the correct department from the dropdown menu at the top of the page.



Step 3:

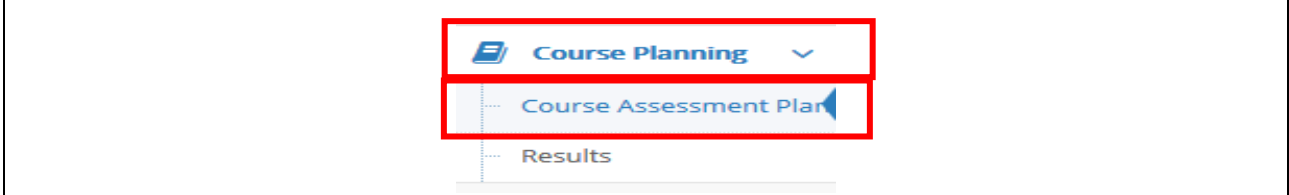
Click on the **Course Name** for the appropriate course.

- OR -



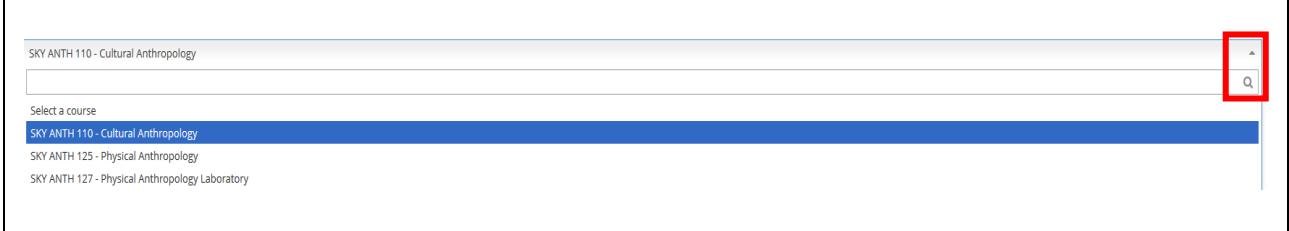
Step 3a:

Click on **Course Planning** and **Course Assessment Plan** in the menu on the left-hand side of the page.




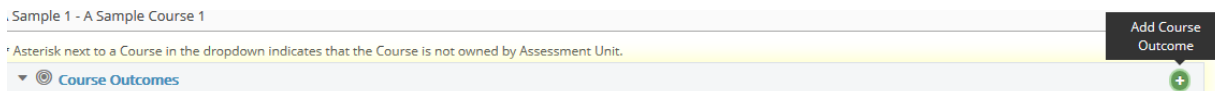
Step 3b:

Select the course from the dropdown menu at the top of the page or type in the name of a specific course in the search function (🔍): SKY Prefix # (e.g., SKY ANTH 110).



Step 4:

Add an outcome by clicking on the  on the right-hand side of the screen to **Add Course Outcome**.



Step 5:

Minimally, fill in the **Course Outcome Name**, **Course Outcome**, **Course Outcome Status**, and the **Start Date**.

The Start Date ideally will be the course outline of record approval date, but if not readily available, can be the day that you enter the SLOs.

Assessment cycle(s) are optional but can help for later filtering purposes.


A form for adding a course outcome. It contains the following fields:

- * Course Outcome Name: text input field
- * Course Outcome: text input field
- Course Outcome Status: dropdown menu
- Assessment Cycles: text input field
- Start Date: text input field
- End Date: text input field

A legend at the bottom right indicates that an asterisk (*) denotes a required field.

Edit Course Outcome Status

Find the course outcome.

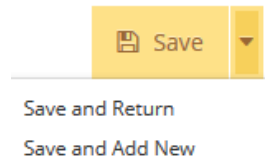
Click the  to the right of the course outcome.

Select **Inactive** from the **Course Outcome Status** dropdown menu if the outcome was assessed but no longer active. Enter the **End Date** when you inactivate the SLO.

(Delete SLOs that were never assessed by choosing the trash can to the right of the SLO.)

Step 6:

Click **Save**, **Save and Return**, or **Save and Add New** (if entering more than one SLO) in the upper right-hand corner of the screen.



Updating/Adding Assessment Methods

Follow steps 1 and 2 on page 1 to [log on](#).

Step 3:

Click on the **Course Name** for the appropriate course.

- OR -

Step 3a:

Click on **Course Planning** and **Course Assessment Plan** in the menu on the left-hand side of the page.

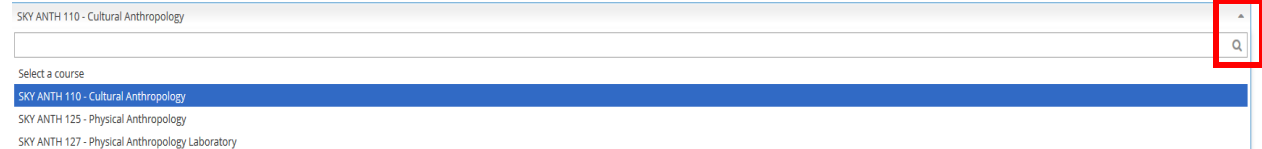
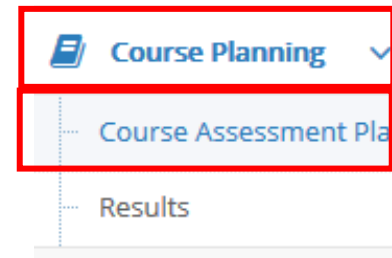
Step 3b:

Select the course from the dropdown menu at the top of the page or type in the name of a specific course in the search function (🔍): SKY Prefix # (e.g., SKY ANTH 110).

Course Planning Summary - Owned

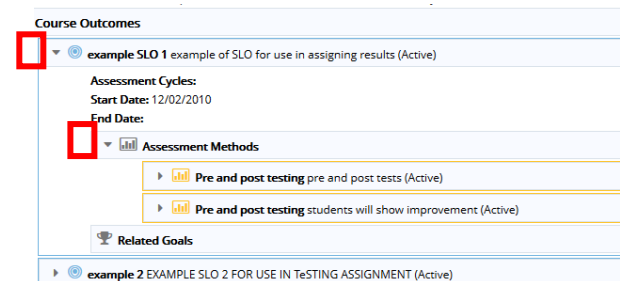
Courses	Course Outcomes	Assessment Methods	Results	Actions	Follow-Up
SKY ANTH 110 - Cultural Anthropology	4	8	0 ■	0	0
SKY ANTH 125 - Physical Anthropology	4	8	0 ■	0	0

- OR -




Step 4:


Select the drop down on the SLO and then the Assessment Methods dropdown.

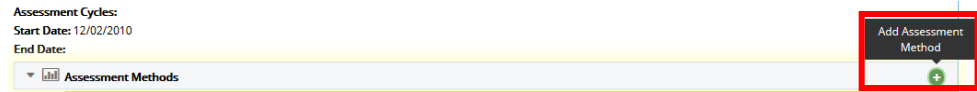


Step 5:



Click on the  on the right-hand side of the screen to **Add Assessment Method**.

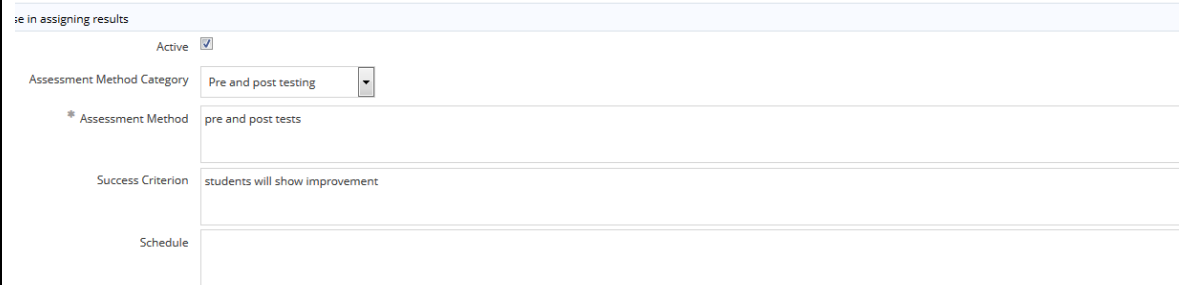
Click the **edit** icon  to update the Assessment Method. (Uncheck **Active** if that assessment method is no longer used).




Step 6:

Enter the **Assessment Method Category**, **Assessment Method**, and **Success Criterion**.

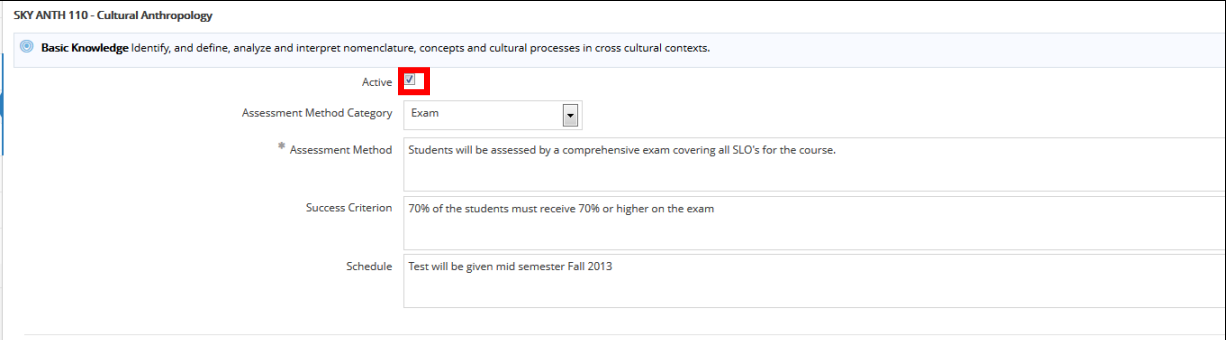
Provide enough information so that someone who teaches the course can conduct the assessment.



Edit Assessment Method Status

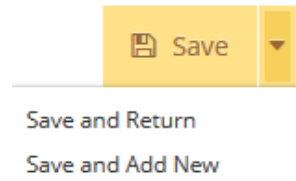
Click the  to the right of the assessment method.

De-select the Active box above the assessment method if it is no longer used.





Step 6:

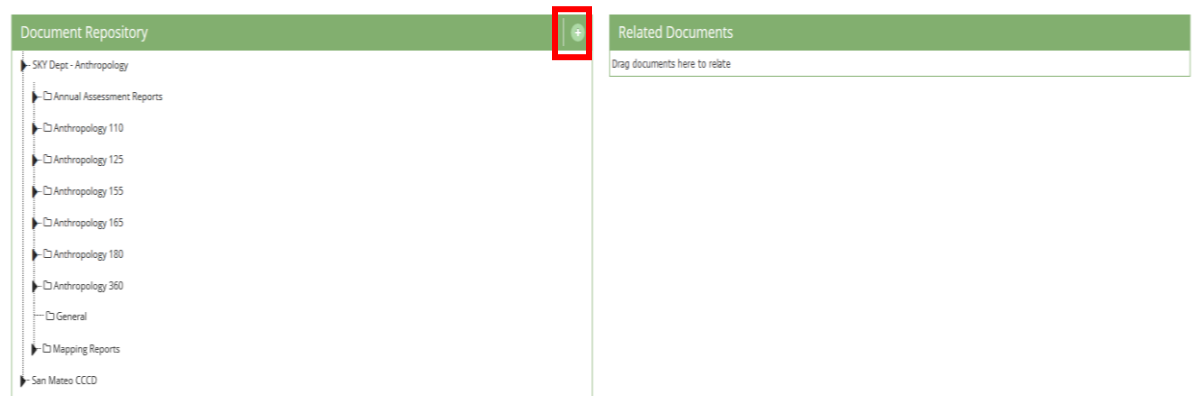
Click **Save**, **Save and Return**, or **Save and Add New** (if entering more than one assessment method) in the upper right-hand corner of the screen.



Step 7 to Upload Related Documents:

Once you Save and Return, you can upload the assignment so it will embed as a hyperlink in reports. Click the  to the right of "Related Documents."

Upload a new document by clicking on the  on the right- hand side of Document Repository.

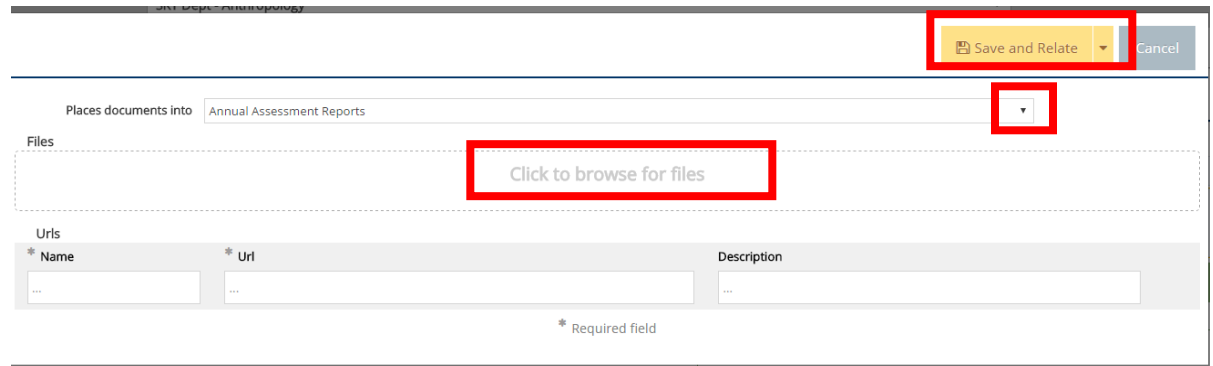


Step 8:

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

Click the files box, and then select and click on the document that directly relates to the assessment method from your files. 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.



Step 8 Option (if already uploaded):


If a document that you want to relate to the assessment method was previously uploaded, you can simply left- click and drag it from a file to the right column.

The screenshot displays a web interface for a Document Repository. On the left, a tree view shows the following structure:

- SKY Dept - Anthropology
 - Annual Assessment Reports
 - Anthropology 110
 - TracdatAnthroExamsFall2013.xlsx
 - TracdatresultsAnth110Fall2012.xlsx
 - TracdatresultsAnth110Spring2013.xlsx (highlighted)
 - Anthropology 125
 - Anthropology 155
 - Anthropology 165
 - Anthropology 180
 - Anthropology 360
 - General
 - Mapping Reports
- San Mateo CCCD

On the right, a section titled 'Related Documents' contains the text 'Drag documents here to relate', which is enclosed in a red rectangular box.

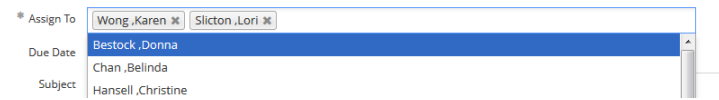
Sending an E-mail Assignment

Step 1:
Expand the assessment method using the dropdown and click the  next to **Assignment** on the right-hand side of the page to **Manage Assignment**.



Step 2:
Select individuals from the **Assign to** drop down that appears when you click in the box.

Additional assignees can be added and assignment information can be altered; however, new assignments replace previous assignments.



Step 3:

Enter a due date, and any other instructions.

Set up the request to include repeated requests, documents to submit, and a place for documents (ideally a file that is set up for each course).

Check **E-mail Assignment to Assignee(s)** to email the request. Include yourself so that you can forward the request to assignee(s) who don't have Improve access.

CC yourself in an email by clicking **Send CC to Person Assigning**.

SKY ANTH 110 - Cultural Anthropology

Basic Knowledge Identify, and define, analyze and interpret nomenclature, concepts and cultural processes in cross cultural contexts.

Pre and post testing Students will be assessed by a combination of a pre-test and post-test.
Success Criterion 10% improvement from pre to post test.
Schedule

* Assign To: Wong, Karen M

Due Date: 09/01/2016

Subject: Assignment from TracDat

Notes/Instructions: Assessment Method Category: Pre and post testing
Assessment Method: Students will be assessed by a combination of a pre-test and post-test.
Success Criterion: 10% improvement from pre to post test.

Repeats: Once

Provide: Related Document, Result and Actions

Put Documents in: Anthropology 110

Email Assignment to Assignee(s)

Send CC to Person Assigning

* Required field

Step 4:

Click **Save**, **Save and Return**, or **Save and Add New** (if entering more than one assignment) in the upper right-hand corner of the screen.

Save

Save and Return

Save and Add New

Sample email sent to assignee

Add_To_Calendar.ics
1 KB

Unit name: SKY Dept - Anthropology

PSLO name: Basic Knowledge

Assessment Method Category: Pre and post testing

Assessment Method: Students will be assessed by a combination of a pre-test and post-test.

Success Criterion: 10% improvement from pre to post test.

Due Date: Fri Sep 02, 2016

Assigned By: Karen Wong

To complete, go to: <https://sanmateo.tracdat.com:443/tracdat/assignment?y=n1arxsduK7QaPRg7ZOEAIaQ>

NOTE: You can open or import the attached file to add this assignment to your personal calendar.

Sample of CC email to assignor

Unit name: SKY Dept - Anthropology

PSLO name: Basic Knowledge

Assessment Method Category: Pre and post testing

Assessment Method: Students will be assessed by a combination of a pre-test and post-test.

Success Criterion: 10% improvement from pre to post test.

Copy of Assignment:

Due Date: Fri Sep 02, 2016

Assigned By: Karen Wong

Last Updated on March 20, 2020