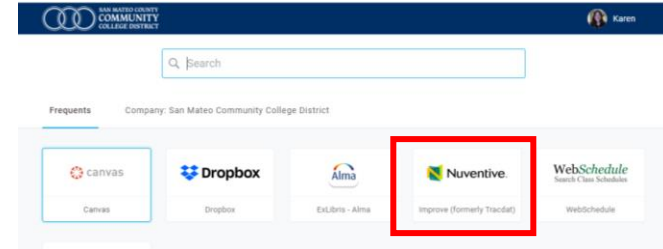
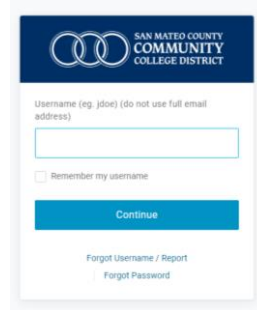


Entering Student Services Assessment Results in Improve

Step 1:

Log in to Improve:

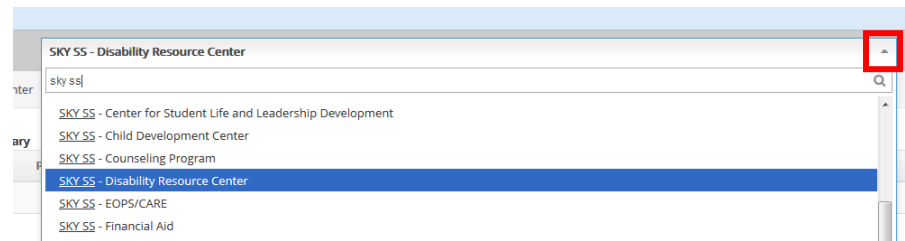
- (a) Use the district single sign-on at <https://smccd.onelogin.com/portal/>, using the first half of your district e-mail address (e.g., wongk) and your usual password, OR
- (b) Access it directly via the button on the [SLOAC Improve](#) page, using the aforementioned user name and password.



Choose Nuventive's Improve (formerly Tracdat)

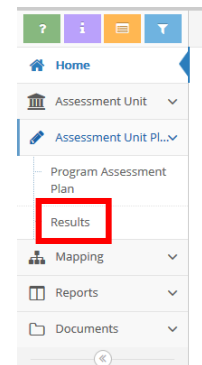
Step 2:

Access the student service area by selecting the correct one from the dropdown menu at the top of the page.



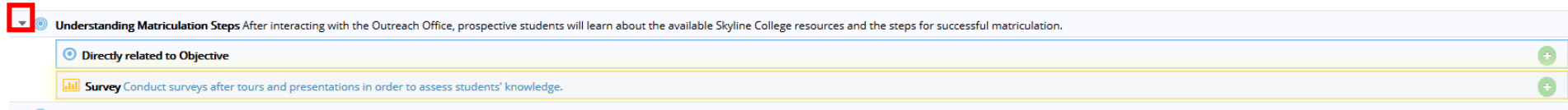
Step 3:

From the options on the left-hand side of the page under Assessment Unit Plan, click on **Results**, which is under Assessment Unit Plan.




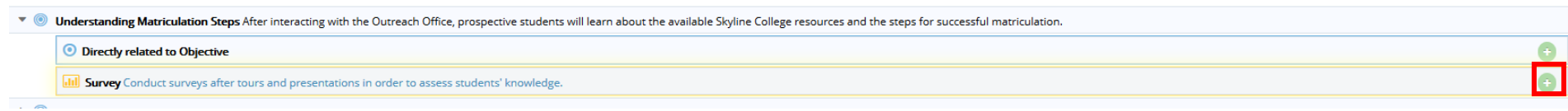
Step 4:

Click the dropdown arrow next to the PSLO for which results are being entered. (The PSLO will expand to show the assessment method(s).)



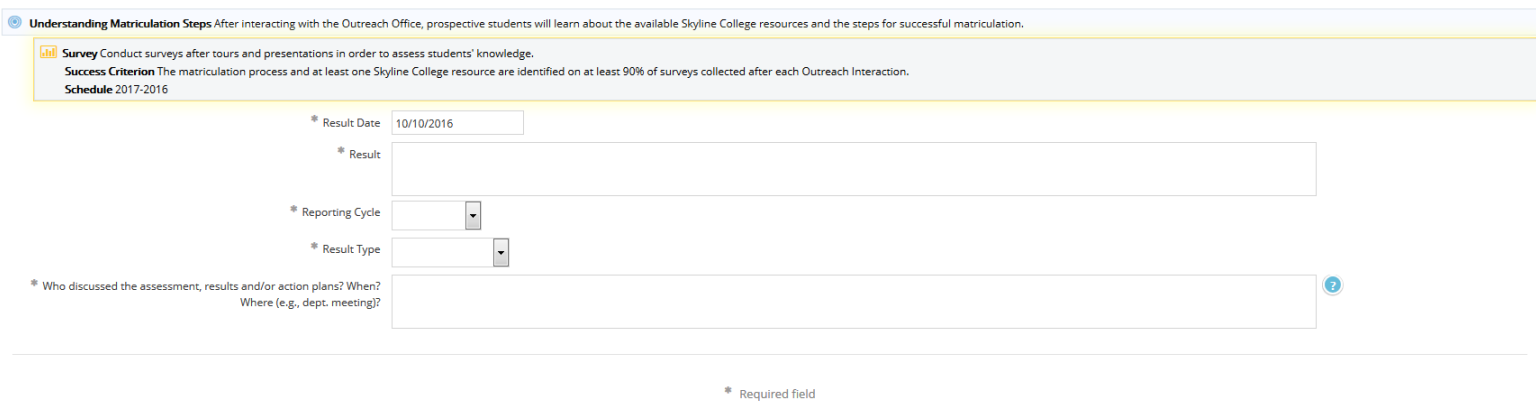
Step 5:

Select the  next to the assessment method being assessed to add the result.

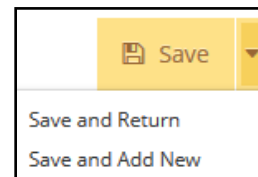


Step 6:


Fill in the Assessment **Results**, **Reporting Cycle** (academic year the SLO was assessed), **Result Type**, and **Who Discussed the Results**.




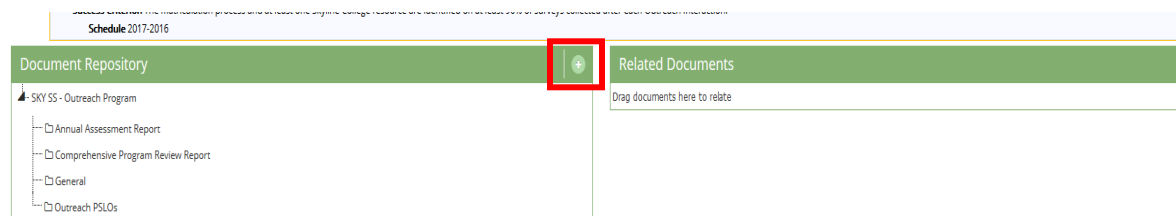
Step 7:
Click **Save**, **Save and Return**, or **Save and Add New** (if entering more than one result for the assessment) in the upper right-hand corner of the screen.



Step 8 to Upload Related Documents:

Once you Save and Return, you can upload any document relevant to the assessment so it will embed as a hyperlink in reports (e.g., survey results). Click the  to the right of "Related Documents."

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

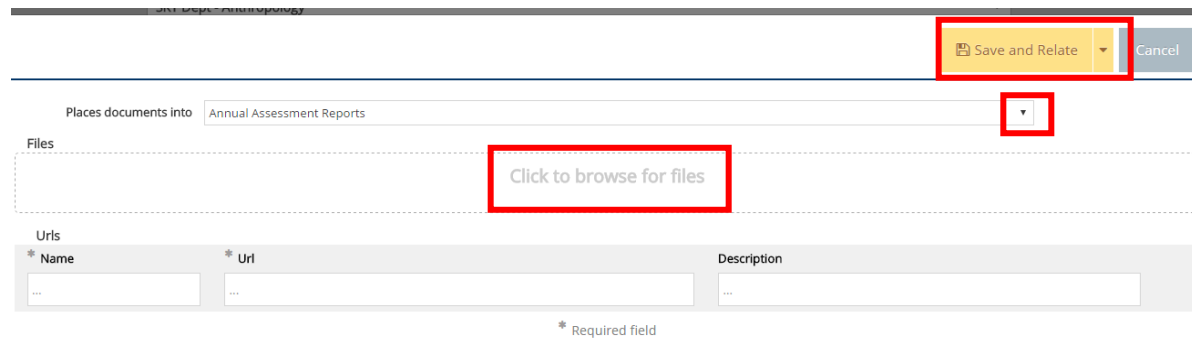


Step 9:

Select the file folder from the dropdown menu at the top of the page. You may want to create a folder for each PSLO.

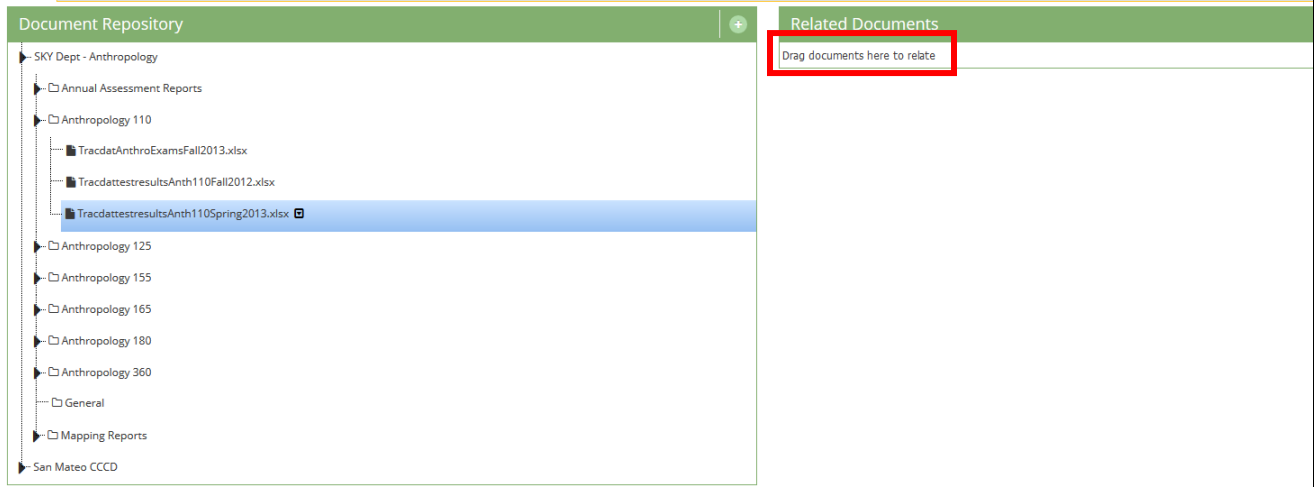
Click the files box, and then select and click on the document that directly relates to the assessment method from your files. The file name will automatically fill. The file description is optional.

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




Step 9 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.

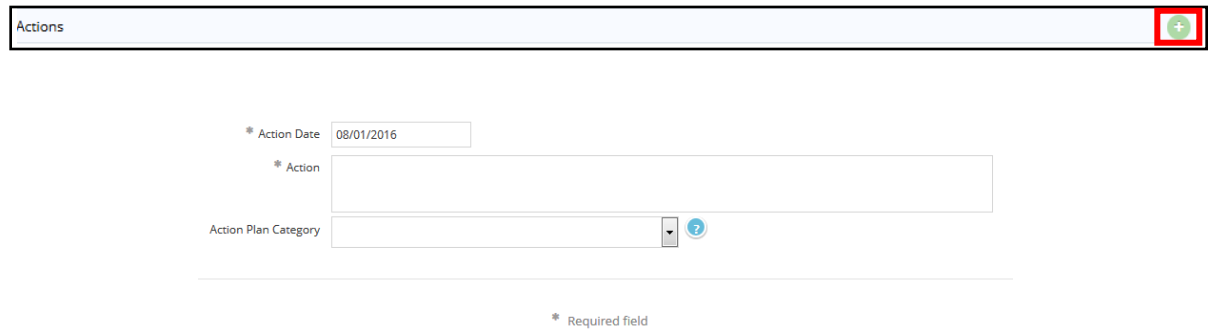


Step 10:


Enter an Action plan by clicking on the  to the right of **Actions**.

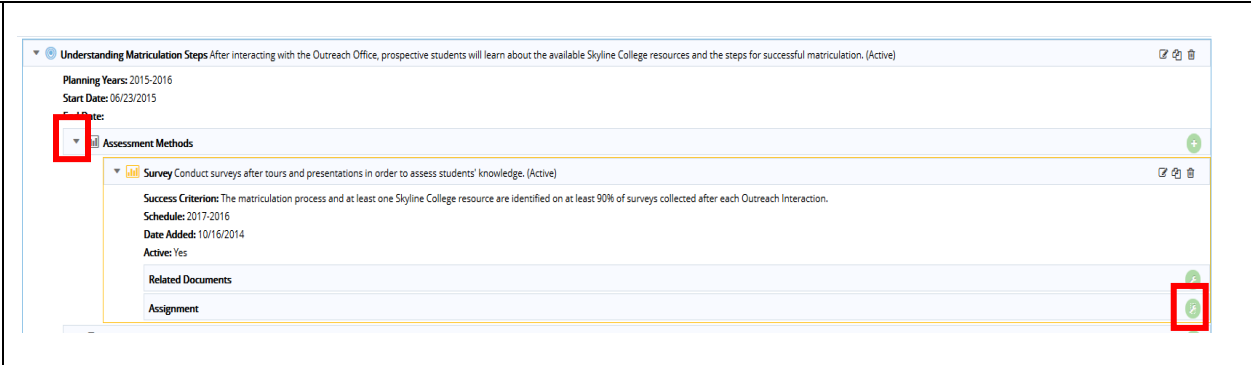
Enter the date the action will take place by **(Action Date)**, the **Action** to be completed and **Action Plan Category** (optional).

Click **Save**.



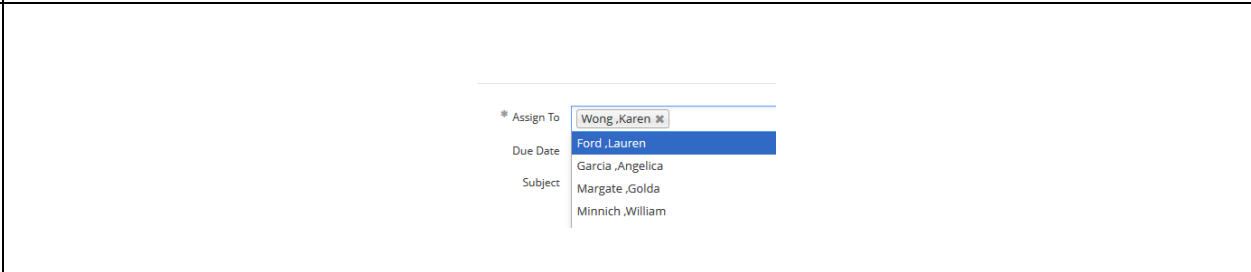
Sending an E- mail Assignment

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.

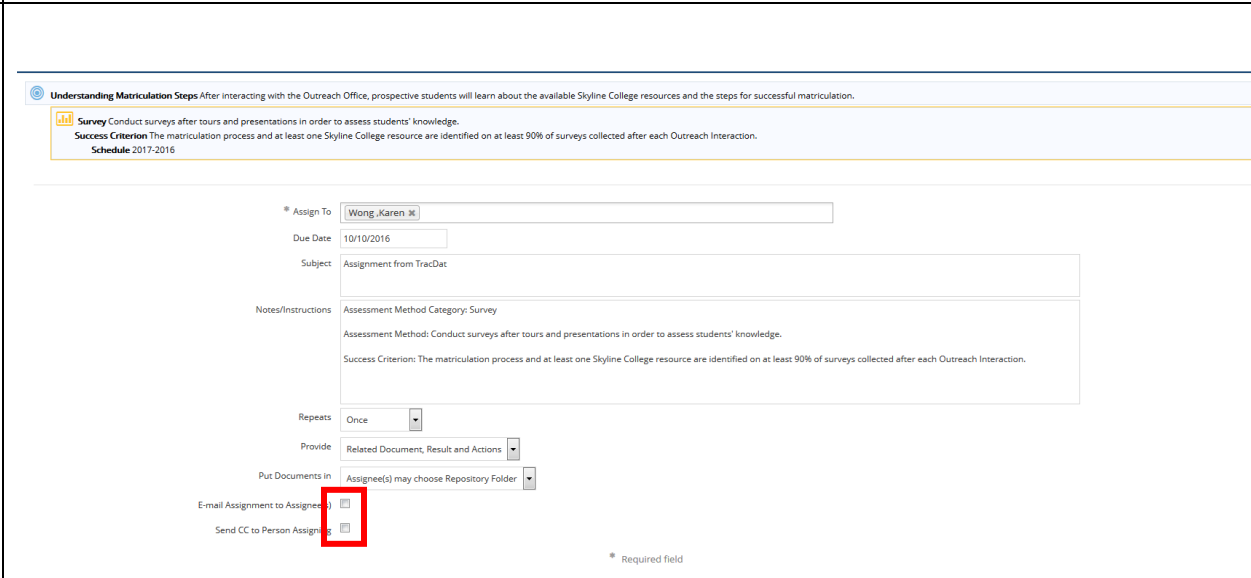


Step 3:
Enter a due date, and any other instructions.

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 PSLO).

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**.



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_Calendarics
1 KB

Unit name: SKY SS - Outreach Program

PSLO name: Understanding Matriculation Steps

Assessment Method Category: Survey

Assessment Method: Conduct surveys after tours and presentations in order to assess students' knowledge.

Success Criterion: The matriculation process and at least one Skyline College resource are identified on at least 90% of surveys collected after each Outreach Interaction.

Due Date: Mon Oct 10,2016
Assigned By: Karen Wong

To complete, go to: <https://sanmateo.tracdat.com:443/tracdat/assignment?v=5FqK13o1uQQmAlsmu1TYDBT>

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 SS - Outreach Program
PSLO name: Understanding Matriculation Steps

Assessment Method Category: Survey

Assessment Method: Conduct surveys after tours and presentations in order to assess students' knowledge.

Success Criterion: The matriculation process and at least one Skyline College resource are identified on at least 90% of surveys collected after each Outreach Interaction.

Copy of Assignment:
Due Date: Mon Oct 10,2016
Assigned By: Karen Wong

Last Updated March 23, 2020