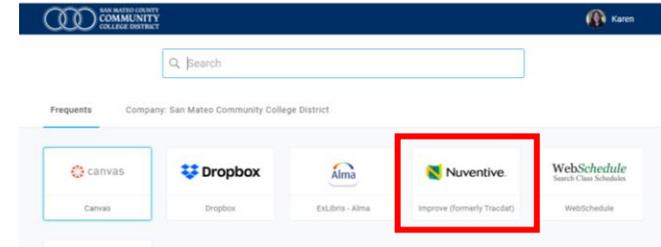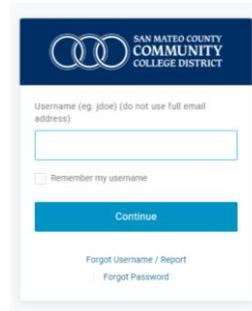# Entering/Updating Student Services PSLOs, Assessments and Criteria in Improve

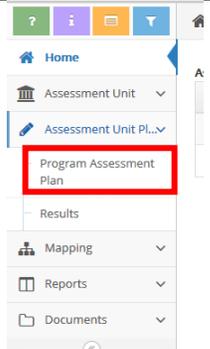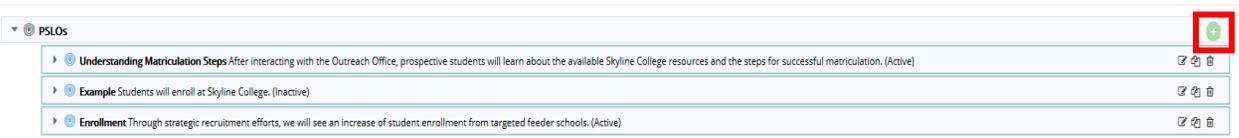|	
Step 1: Log in to Improve: (a) Use the district single sign-on at https://smccd.onelogin.com/portal/, using the first half of your district e-mail address (e.g., wongk) and your usual password, OR (b) Access it directly via the button on the SLOAC Improve page, using the aforementioned user name and password.	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: Click on the relevant **PSLO** (Program Student Learning Outcome). - OR -	- OR -

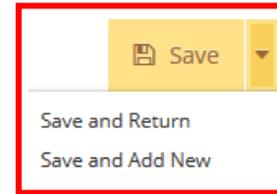|	
Step 3a: From the options on the left- hand side of the page under Assessment Unit Plan, click on **Program Assessment Plan**.	Home Assessment Unit Assessment Unit Pl... Program Assessment Plan Results Mapping Reports Documents
Step 4: Click on the ⊕ on the right-hand side of the screen to **Add PSLO.**	PSLOs **Understanding Matriculation Steps** After interacting with the Outreach Office, prospective students will learn about the available Skyline College resources and the steps for successful matriculation. (Active) **Example** Students will enroll at Skyline College. (Inactive) **Enrollment** Through strategic recruitment efforts, we will see an increase of student enrollment from targeted feeder schools. (Active)
Step 5: Minimally, fill in the **PSLO Name**, **PSLO, SLO Status,** and the **Start Date.** The start date can be the day in which the PSLO is entered. Planning Year(s) are optional but can help for later filtering purposes.	* PSLO Name * PSLO SLO Status Planning Years Start Date End Date

Edit Program Outcome Status

Find the PSLO.

Click the 🖉 to the right of the program student learning outcome.
Select **Inactive** from the **PSLO Status** dropdown menu if the outcome was assessed but no longer active. Enter the **End Date** when you inactivate the PSLO.

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

Step 6:	
Click **Save**, **Save and Return**, or **Save and Add New** (if entering more than one PSLO) in the upper right-hand corner of the screen.	[🖫 Save ▾] Save and Return Save and Add New

Updating/Adding Assessment Methods

| **Steps 1 & 2** See above to log in and choose the student service program from the pull-down menu.	
Step 3: Click on the relevant **PSLO** (Program Student Learning Outcome). - OR - **Step 3a:** From the options on the left- hand side of the page under Assessment Unit Plan, click on **Program Assessment Plan**.	Assessment Unit Planning Summary | PSLOs	Assessment Methods	Results	Actions	Follow-Up
---	---	---	---	---
Understanding Matriculation Steps	1	0 🚩	0	0
Enrollment	1	0 🚩	0	0	 - OR -- ? i ▤ ▼ 🏠 🏠 Home 🏛 Assessment Unit ∨ ✏ Assessment Unit Pl...∨ Program Assessment Plan Results ⛓ Mapping ∨ ▥ Reports ∨ 🗁 Documents ∨ «
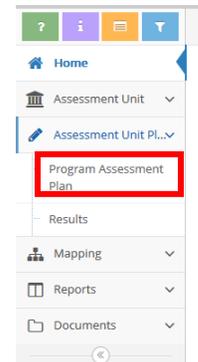
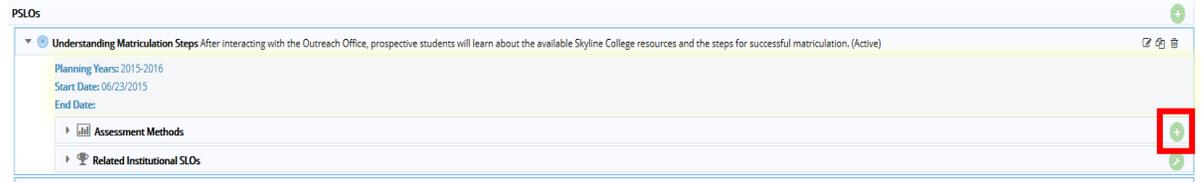|	
Step 4: Select the drop down on the PSLO and then the Assessment Methods dropdown.	
Step 5: Click on the ⊕ on the right-hand side of the screen to **Add Assessment Method.** Click the **edit** icon 📝 to update the Assessment Method. (Uncheck **Active** if that assessment method is no longer used).	
Step 6: Enter the **Assessment Method Category, Assessment Method,** and **Success Criterion.** Provide enough information so that someone who works in your area can conduct the assessment.	
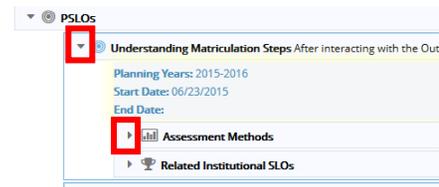
Edit Assessment Method Status Click the ✎ to the right of the assessment method. De-select the Active box above the assessment method if it is no longer used.	**Steps** After interacting with the Outreach Office, prospective students will learn about the available Skyline College resources and the steps for successful matriculation. Active ☑ 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. Schedule — 2017-2016 * Required field
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.	💾 Save Save and Return Save and Add New

Step 7 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., a survey). Click the 🔧 to the right of "Related Documents."
 	
Upload a new document by clicking on the ➕ on the right- hand side of Document Repository.
	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.
	Schedule 2017-2016
	
	Document Repository ➕ **Related Documents**
	▲ SKY SS - Outreach Program Drag documents here to relate
	  └ 🗀 Annual Assessment Report
	  └ 🗀 Comprehensive Program Review Report
	  └ 🗀 General
	  └ 🗀 Outreach PSLOs

Step 8: 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.	SKY Dept - Anthropology 🔲 Save and Relate ▾ Cancel Places documents into Annual Assessment Reports ▼ Files Click to browse for files Urls * Name * Url Description [...] [...] [...] * Required field

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.
	Document Repository ⊕ **Related Documents**
	
	▶ SKY Dept - Anthropology Drag documents here to relate
	  ▶ 📁 Annual Assessment Reports
	  ▶ 📁 Anthropology 110
	      📄 TracdatAnthroExamsFall2013.xlsx
	      📄 Tracdattestresults Anth110Fall2012.xlsx
	      📄 Tracdattestresults Anth110Spring2013.xlsx ⊟
	  ▶ 📁 Anthropology 125
	  ▶ 📁 Anthropology 155
	  ▶ 📁 Anthropology 165
	  ▶ 📁 Anthropology 180
	  ▶ 📁 Anthropology 360
	      📁 General
	  ▶ 📁 Mapping Reports
	  ▶ San Mateo CCCD

Sending an E-mail Assignment

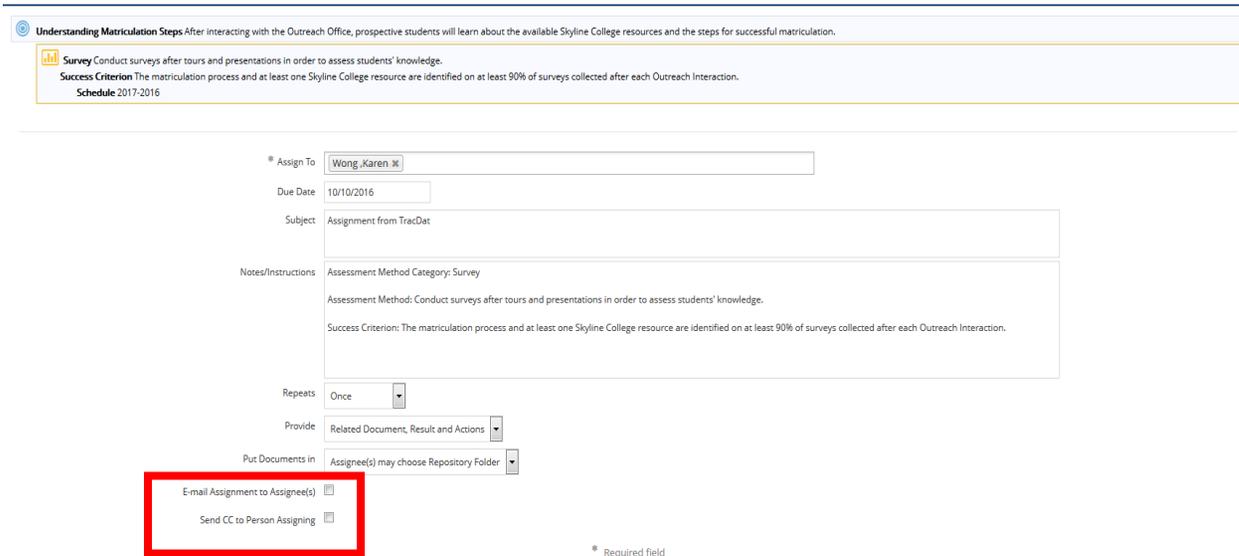|	
Step 1: Expand the assessment method using the dropdown and click the [icon] next to **Assignment** on the right-hand side of the page to **Manage Assignment.**	Understanding Matriculation Steps After interacting with the Outreach Office, prospective students will learn about the available Skyline College resources and the steps for successful matriculation. (Active) **Planning Years:** 2015-2016 **Start Date:** 06/23/2015 **End Date:** ▼ **Assessment Methods** ▼ **Survey** Conduct surveys after tours and presentations in order to assess students' knowledge. (Active) **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. **Schedule:** 2017-2016 **Date Added:** 10/16/2014 **Active:** Yes **Related Documents** **Assignment**
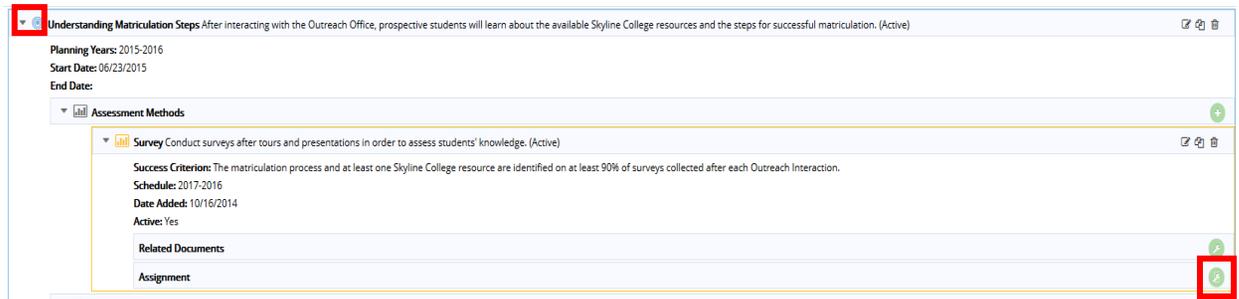
Step 2:
 	
Select individuals from the **Assign to** drop down that appears when you click in the box.
 	
Additional assignees can be added and assignment information can be altered; however, new assignments replace previous assignments.
	* Assign To Wong ,Karen ✖
	Due Date Ford ,Lauren
	     Garcia ,Angelica
	Subject Margate ,Golda
	     Minnich ,William

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.**
	Understanding Matriculation Steps After interacting with the Outreach Office, prospective students will learn about the available Skyline College resources and the steps for successful matriculation.
	
	Survey 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.
	Schedule 2017-2016
	
	* Assign To Wong ,Karen ✖
	Due Date 10/10/2016
	Subject Assignment from TracDat
	Notes/Instructions 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.
	Repeats Once
	Provide Related Document, Result and Actions
	Put Documents in Assignee(s) may choose Repository Folder
	E-mail 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	Sample of CC email to assignor
NOTE: You can open or import the attached file to add this assignment to your personal calendar. To complete, go to: https://sanmateo.tracdat.com:443/tracdat/assessmentEntry=3EdkT3o1OQuAyAmTTYVDBT Assigned By: Karen Wong Due Date: Mon Oct 10,2016 Instruction: Success Criterion: The matriculation process and at least one Skyline College resource are identified on at least 90% of surveys collected after each Outreach Assessment Method: Conduct surveys after tours and presentations in order to assess students' knowledge. Assessment Method Category: Survey PSLO name: Understanding Matriculation Steps Unit name: SKY SS - Outreach Program ▴ Add_To_Calendar.ics 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. Copy of Assignment: Due Date: Mon Oct 10,2016 Assigned By: Karen Wong

Last Updated on March 23, 2020