

Mapping Reports in Improve

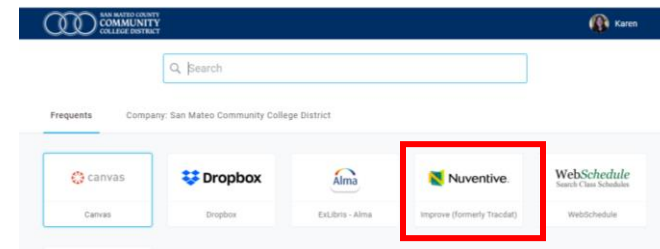
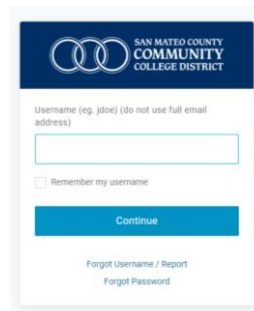
This user guide highlights how to run and save mapping reports: [the ISLO mapping report in.pdf](#), [the ISLO mapping report as an Excel file, saving and accessing ISLO reports in the document repository](#), [the PSLO mapping report in which courses are listed under the PSLOs](#), and [the comprehensive PSLO/ ISLO mapping report in which they are listed under each course's SLOs](#).

Running ISLO Mapping Reports (.pdf)

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)

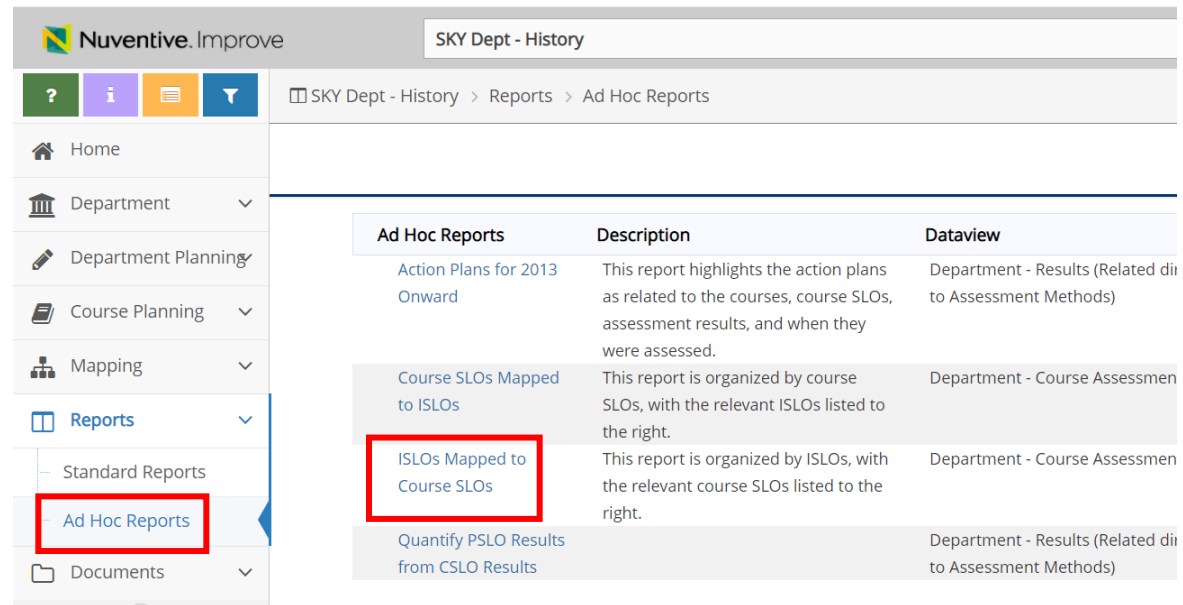
Step 2:

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



Step 3:

To run a report listing the ISLOs first, and then all of the course SLOs that align with them, click on **Reports** from the options on the left-hand side of the page, then **Ad-hoc Reports**, and then **ISLOs Mapped to Course SLOs**. Click on the name of the report and a .pdf file will automatically generate.



Step 3 Alternative:

If you prefer to run a report listing the course SLOs first, and then all of the ISLOs they align with, choose the **Course SLOs Mapped to ISLOs** report. Click on the name of the report and a .pdf file will automatically generate.

SKY Dept - History

SKY Dept - History > Reports > Ad Hoc Reports

Ad Hoc Reports	Description	Dataview
Action Plans for 2013 Onward	This report highlights the action plans as related to the courses, course SLOs, assessment results, and when they were assessed.	Department - Results (Related directly to Assessment Methods)
Course SLOs Mapped to ISLOs	This report is organized by course SLOs, with the relevant ISLOs listed to the right.	Department - Course Assessment Plan
ISLOs Mapped to Course SLOs	This report is organized by ISLOs, with the relevant course SLOs listed to the right.	Department - Course Assessment Plan
Quantify PSLO Results from CSLO Results		Department - Results (Related directly to Assessment Methods)

Running ISLO Mapping Reports (Excel)

Step 1:

To the right of the name of the report, choose the Edit icon, which is to the left of the other



icons:

SKY Dept - History

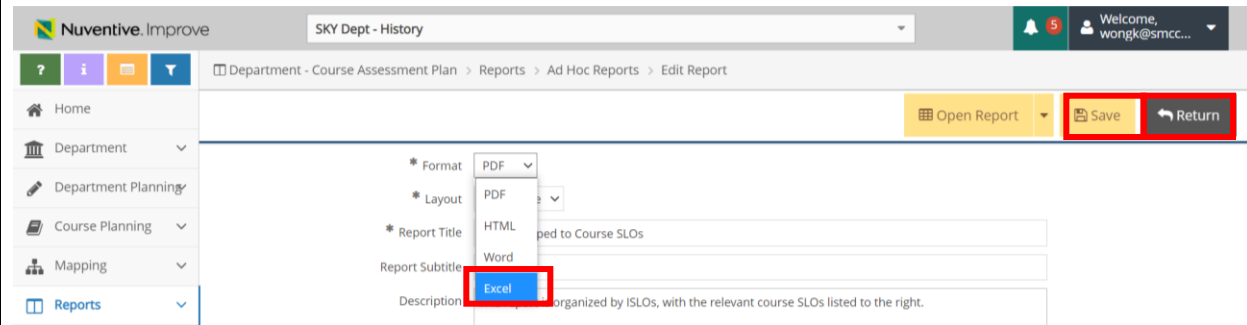
SKY Dept - History > Reports > Ad Hoc Reports

Mass Delete Ad Hoc Reports

Ad Hoc Reports	Description	Dataview	Created By
Action Plans for 2013 Onward	This report highlights the action plans as related to the courses, course SLOs, assessment results, and when they were assessed.	Department - Results (Related directly to Assessment Methods)	Wong, Karen
Course SLOs Mapped to ISLOs	This report is organized by course SLOs, with the relevant ISLOs listed to the right.	Department - Course Assessment Plan	Wong, Karen
ISLOs Mapped to Course SLOs	This report is organized by ISLOs, with the relevant course SLOs listed to the right.	Department - Course Assessment Plan	Wong, Karen
Quantify PSLO Results from CSLO Results		Department - Results (Related directly to Assessment Methods)	Wong, Karen

Step 2:

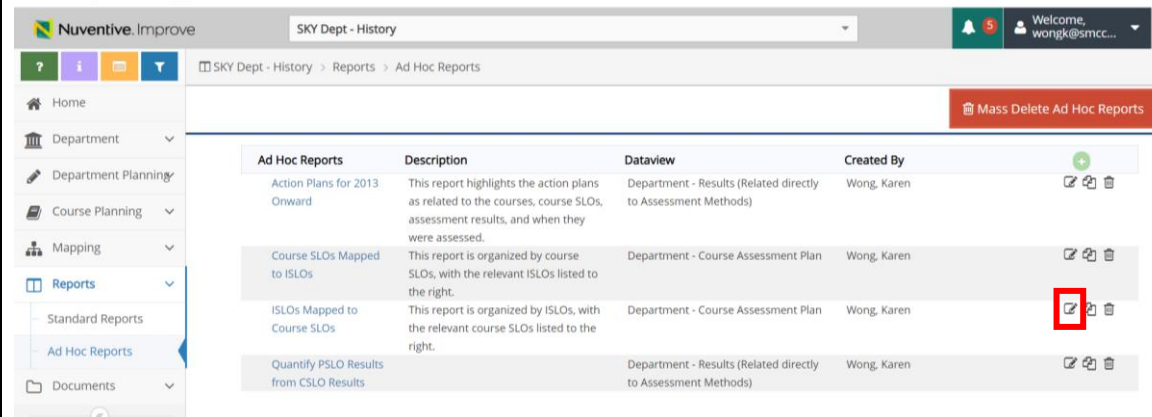
From the **Format** pull-down menu, choose Excel. Click on the **Save** button, and then **Return**. Click on the name of the report and an Excel file will automatically generate.



Saving and Accessing ISLO Mapping Reports in the Document Repository

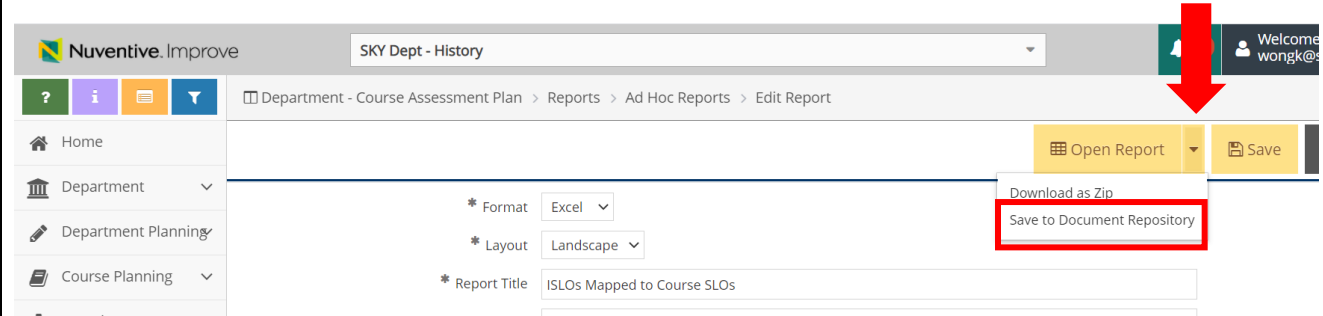
Step 1:

To the right of the name of the file, choose the Edit icon, which is to the left of the other icons:



Step 2:

Choose the arrow between Open Report and Save. Then opt for **Save to Document Repository**.

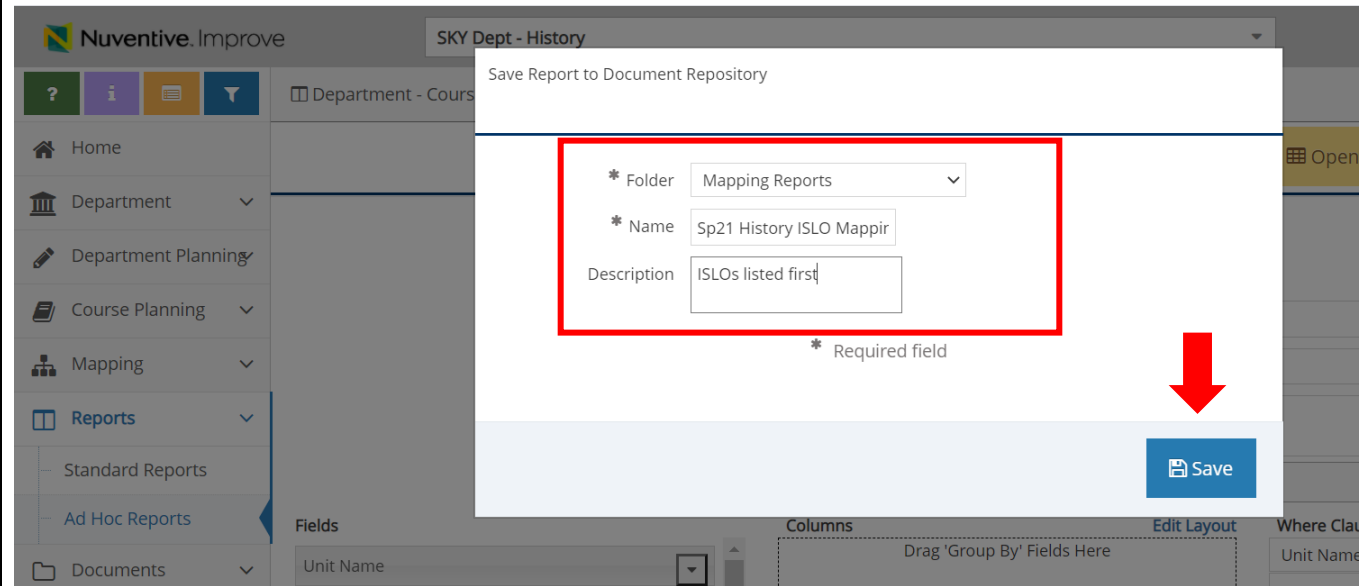


Step 3:

From the pop-up window, access the first two fields.

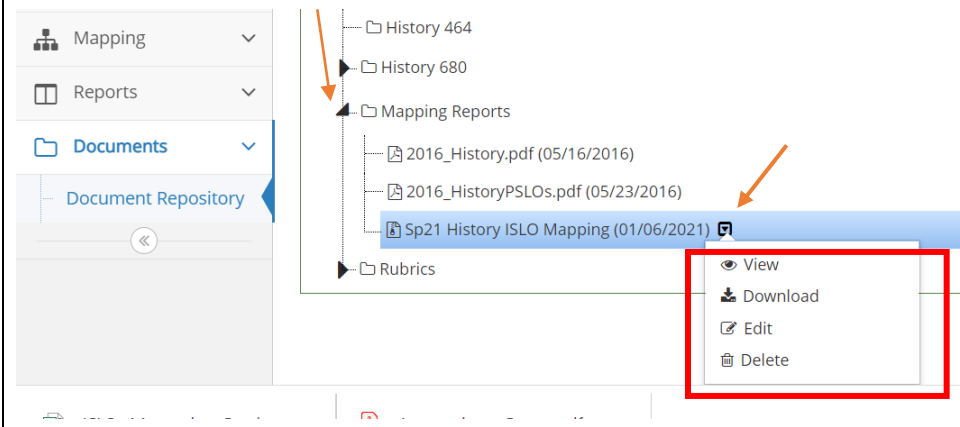
From the pull-down Folder menu, use the downward arrow to select the “Mapping Reports” folder. Name the mapping document (e.g., Sp21 History ISLO Mapping). The last description field is optional (e.g., ISLOs listed first).

Then click on **Save**.



Step 4:

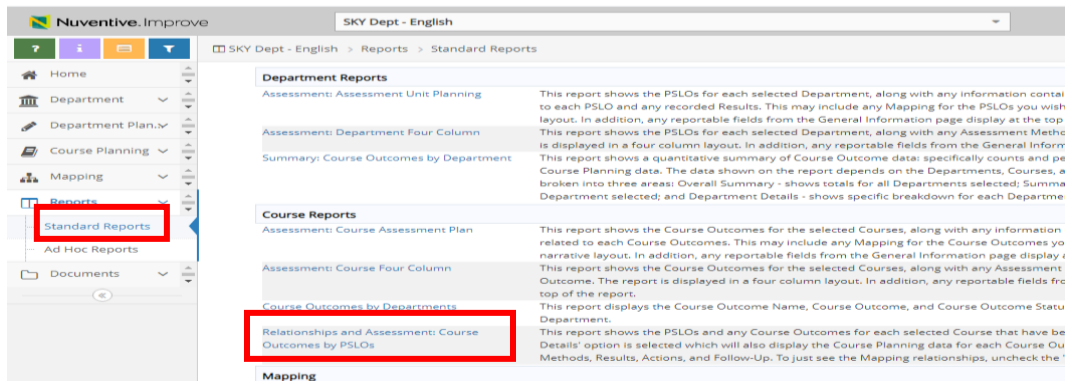
To access the report, click on Documents to access the **Document Repository**. Use the arrow to the left of the Mapping Reports folder to access documents. Then right click on the arrow to the right of the document to view or download.



Running PSLO Mapping Reports, with Course SLOs listed under PSLOs

Step 1:

From the options on the left-hand side of the page, click on **Reports**, then **Standard Reports**, and then **Relationships and Assessment: Course Outcomes by PSLOs**.



Step 2:

For the **Layout**, choose the **Format**, give the report a **Title**, and choose Skyline College from the pull-down **Report Logo** options.

For the **Filter**, choose “Active” **PSLO** and **Course Outcome Statuses**.

For the **Options**, choose **Include Course Outcomes with no Results**.

The screenshot shows a report configuration interface with the following sections and highlighted items:

- Layout:**
 - Format: PDF
 - Report Title: Relationships and Assessment Course Outcomes by PSLOs
 - Report Logo: Skyline College
- Filter:**
 - Courses Selected: All
 - PSLO Status: Active
 - Planning Status: All
 - Course Outcome Statuses: Active
 - Assessment Cycles: All
 - Assessment Method Categories: All
 - Sort Results: Descending
 - Result Date Between: [] and []
 - Reporting Cycle: All
 - Result Types: All
- Options:**
 - Show Details:
 - Include Fields With No Data:
 - Include PSLOs with no Related Course Outcomes:
 - Include Course Outcomes with no Results:
 - Include Assessment Methods with no Results:
 - Include Inactive Assessment Methods:

Running PSLO/ISLO Mapping Reports, with PSLOs and ISLOs listed under Course SLOs

Step 1:

From the options on the left-hand side of the page, click on **Reports**, then **Standard Reports**, and then **Assessment: Course Assessment Plan**.

The screenshot shows the Nuventive Improve interface with the following elements:

- Navigation menu on the left: Home, Department, Department Plan, Course Planning, **Reports** (highlighted), Ad Hoc Reports, Documents.
- Main content area: SKY Dept - English > Reports > Standard Reports
- Report selection options:
 - Department Reports
 - Assessment: Assessment Unit Planning
 - Assessment: Department Four Column
 - Summary: Course Outcomes by Department
 - Course Reports
 - Assessment: Course Assessment Plan
 - Assessment: Course Four Column** (highlighted)
 - Course Outcomes by Departments
 - Relationships and Assessment: Course Outcomes by PSLOs
 - Mapping

Step 2:

For the **Layout**, choose the **Format**, give the report a **Title**, and choose Skyline College from the pull-down **Report Logo** options.

For the **Filter**, choose “Active” **Course Outcome Statuses**.

For the **Options**, choose **Include Summary Unit SLOs**.

The screenshot shows a web-based configuration interface for a report. It is divided into three main sections: Layout, Filter, and Options. In the Layout section, the 'Format' dropdown is set to 'PDF', the 'Report Title' is 'Assessment: Course Assessment Plan', and the 'Report Logo' dropdown is set to 'Skyline College'. In the Filter section, the 'Course Outcome Statuses' dropdown is set to 'Active'. In the Options section, the 'Include Summary Unit SLOs' checkbox is checked. Other options like 'Include Related PSLOs', 'Include Department SLOs', 'Include Inactive Assessment Methods', 'Include Inactive SLOs', 'Include Fields With No Data', and 'Include Annual Updates' are all unchecked. The 'Courses Selected' dropdown is set to 'All (9)'. The 'Assessment Cycles' and 'Assessment Method Categories' fields are empty.

Last Updated on January 6, 2021