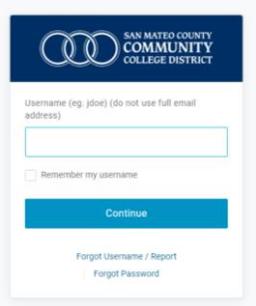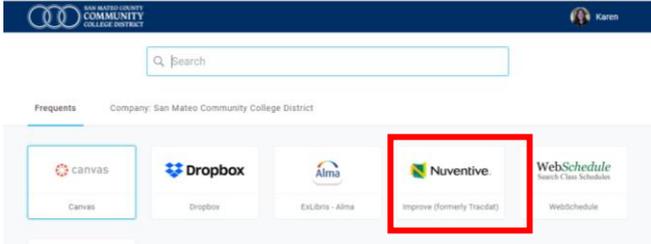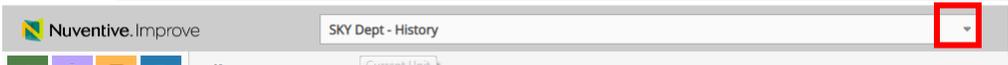# Running Improve Reports that Impact Action Plans, v.2

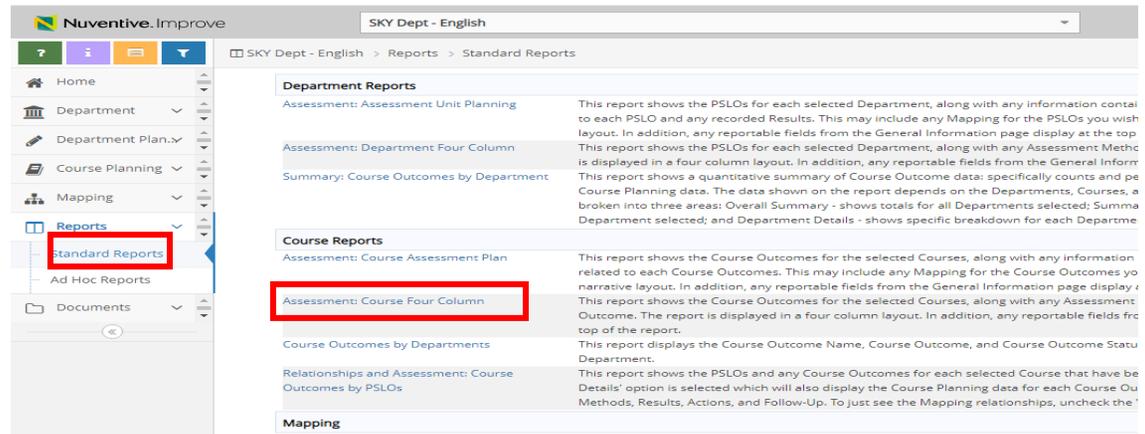This user guide highlights two reports that lend themselves to departmental discussions and updates: the course level assessment four column report and the quantitative report that sums up how much assessment was completed.

## Running Course Level Assessment Four Column Reports in Improve

| | |
|---|---|
| **Step 1:**<br>Log in to Improve:<br><br>(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<br><br>(b) Access it directly via the button on the SLOAC Improve page, using the aforementioned user name and password.<br><br>. | <br>Choose Nuventive's Improve (formerly Tracdat) |
| **Step 2:**<br>Access Department by selecting the correct department from the dropdown menu at the top of the page. |  |

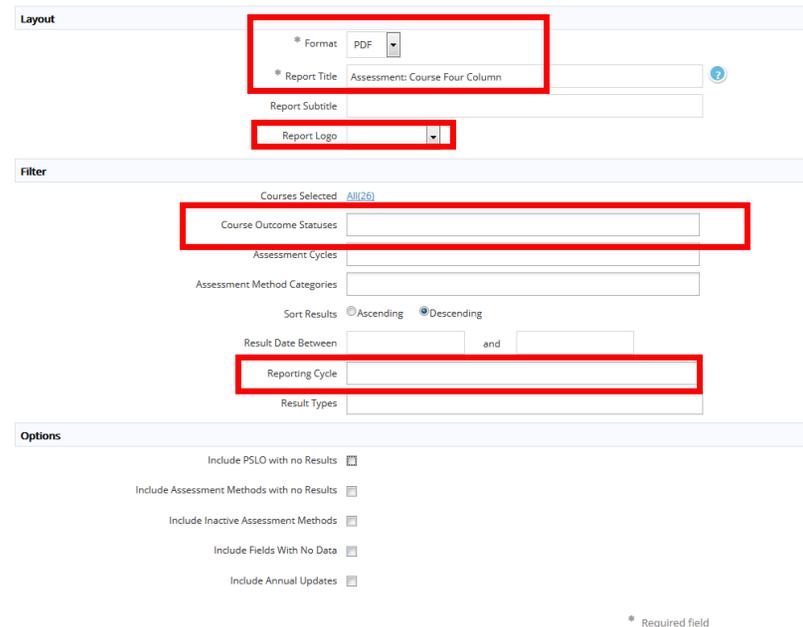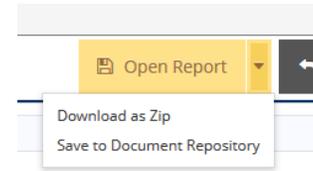| | |
|---|---|
| **Step 3:**<br><br>From the options on the left-hand side of the page, click on **Reports,** then **Standard Reports**, and then **Assessment: Course Four Column**. |  |
| **Step 4:**<br><br>To run a report for the Annual Program Plan:<br><br>For the **Layout**, choose the **Format**, give the report a **Title**, and choose Skyline College from the pull-down **Report Logo** options.<br><br>For the **Filter**, choose "Active" **Course Outcomes Statuses**, and this year and last year's **Reporting Cycle**.<br><br>Also unmark all of the **Options**. |  |

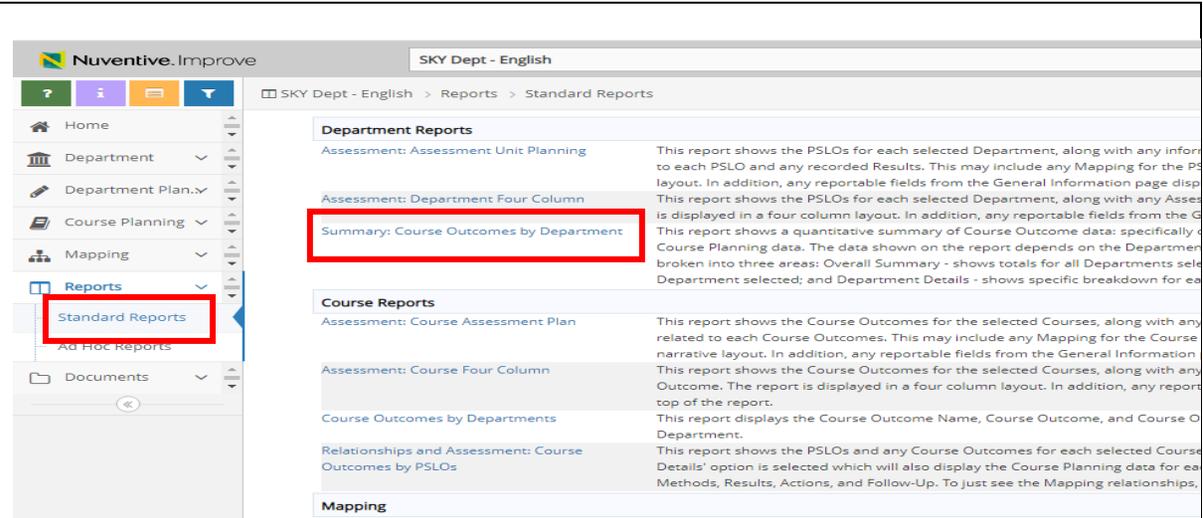| | |
|---|---|
| **Step 5:**<br><br>Click **Open Report, Download as Zip,** or **Save in Document Repository** (if you'd like to directly save in Improve files, which you're encouraged to do each year) in the upper right hand corner**.** |  |
| **Step 6:**<br><br>If you open the report, in the upper right- hand corner, you have options you can exercise:<br><br>⬚  View the report in full-screen format.<br><br>🖶 Print the report.<br><br>⬇ Download the document to save. |  |

# Running Quantitative Summary Reports in Improve

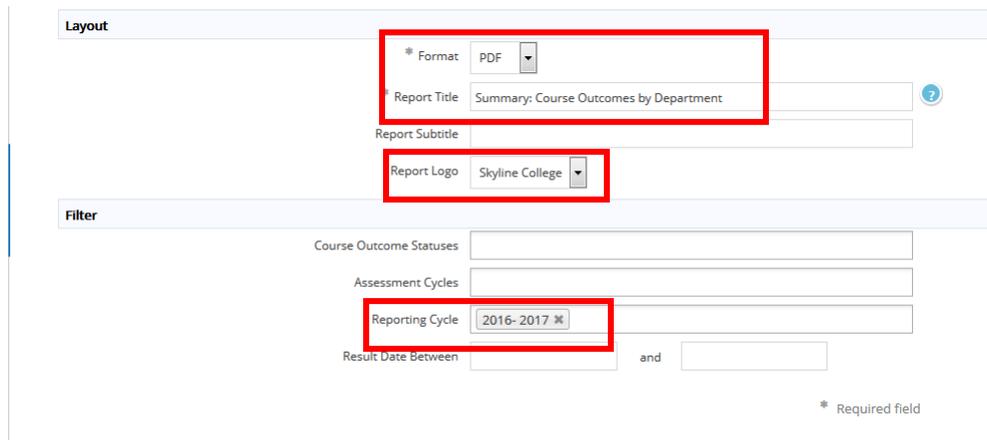| | |
|---|---|
| **Step 1:**<br><br>From the options on the left- hand side of the page, click on **Reports,** then **Standard Reports**, and then **Summary: Course Outcomes by Department.** |  |
| **Step 2:**<br><br>To track how many courses have been assessed in the new three- year assessment cycle from 2016- 2019:<br><br>For the **Layout**, choose the **Format**, give the report a **Title**, and choose Skyline College from the pull-down **Report Logo** options.<br><br>For the **Filter**, choose "2016- 2017" (and eventually 2017- 2018, 2018-2019) for the **Reporting Cycle**. |  |

| | |
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| **Step 3 for Reading the Report, p. 1:**<br><br>The report indicates the total number of courses and how many lack SLOs (wrongfully labelled as PSLOs presently). | **Summary: Course Outcomes by Department**<br>*Overall Summary*<br><br>**Overall Summary**<br><br># of Departments Reported : **1**<br># of Departments with PSLOs Assessed in any Reporting Cycle selected : **0**<br>Departments without Results in any Reporting Cycle : **None**<br>Departments Engaged in Ongoing Assessment of PSLOs : **0%**<br><br># Courses in Selected Departments : **26**<br># Courses without PSLOs : **4**<br># of Courses Assessed in any Reporting Cycle selected : **0**<br>Courses Assessed in any Reporting Cycle selected : **0%**<br><br>**Summary by Departments**<br><br><table><tr><td>Unit</td><td># Courses</td><td># Courses without PSLOs</td><td># Courses with Results</td><td>% of Courses Assessed</td></tr><tr><td>SKY Dept - English</td><td>26</td><td>4</td><td>0</td><td>0%</td></tr><tr><td colspan="5" align="center">TOTALS</td></tr><tr><td>Units</td><td># Courses</td><td># Courses without PSLOs</td><td># Courses with Results</td><td>% of Courses Assessed</td></tr><tr><td>1</td><td>26</td><td>4</td><td>0</td><td>0%</td></tr></table> |
| **Step 4 for Reading the Report, p. 2:**<br><br>The report flags which courses need SLOs (wrongfully labelled as PSLOs presently). | **Department Details**<br><br>*SKY Dept - English*<br><br># Courses in Department : **26**<br># Courses without PSLOs : **4**<br>Courses without PSLOs :  **SKY LIT. 201, SKY LIT. 202, SKY LIT. 231, SKY LIT. 232**<br><br># of Courses Assessed in any Reporting Cycle selected : **0**<br>Courses Assessed in any Reporting Cycle selected : **0%** |