

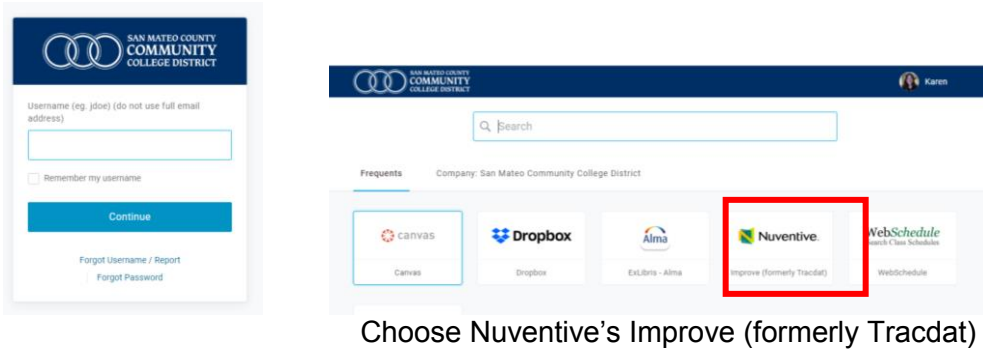
# Running Student Services Assessment Four Column Reports in Improve

**Step 1:**

Log in to Improve:

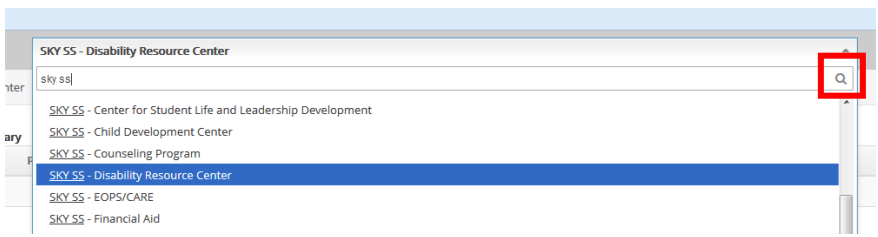
(a) Use the district single sign-on at <https://smccd.onelogin.com/portal/>, using the first half of your district e-mail address (e.g., wongk) and your usual password, OR

(b) Access it directly via the button on the [SLOAC Improve](#) page, using the aforementioned user name and password.



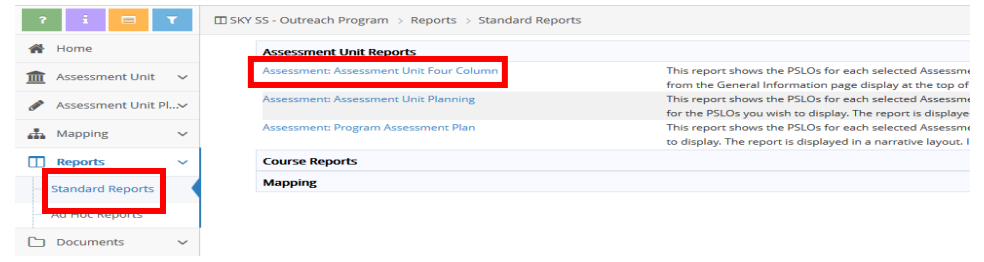
**Step 2:**

Access 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, click on **Reports**, then **Standard Reports**, and then **Assessment: Assessment Unit Four Column**.



#### Step 4:

To run a report for the Annual Program Plan:

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

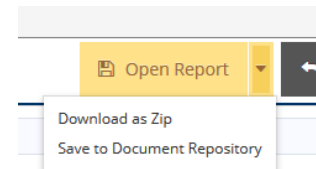
For the **Filter**, choose “Active” **SLO Status**, and this year and last year’s **Reporting Cycle**.

If you’d like to include PSLOs that have yet to be assessed, mark “Include PSLO with no Results” under **Options**.

The screenshot displays a report configuration interface with three main sections: Layout, Filter, and Options. In the **Layout** section, the **Format** is set to PDF, the **Report Title** is "Assessment: Assessment Unit Four Column", and the **Report Logo** is Skyline College. In the **Filter** section, the **SLO Status** is set to Active, and the **Reporting Cycle** is highlighted. In the **Options** section, the checkbox for "Include PSLO with no Results" is checked, while other options are unchecked.




#### Step 5:

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.



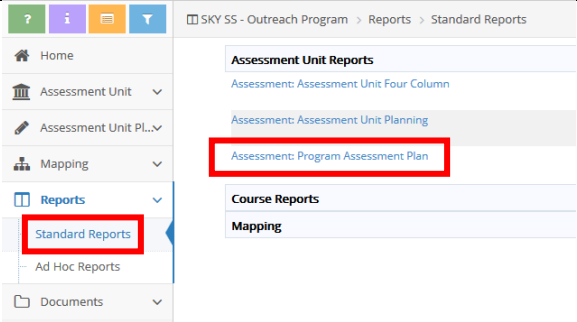
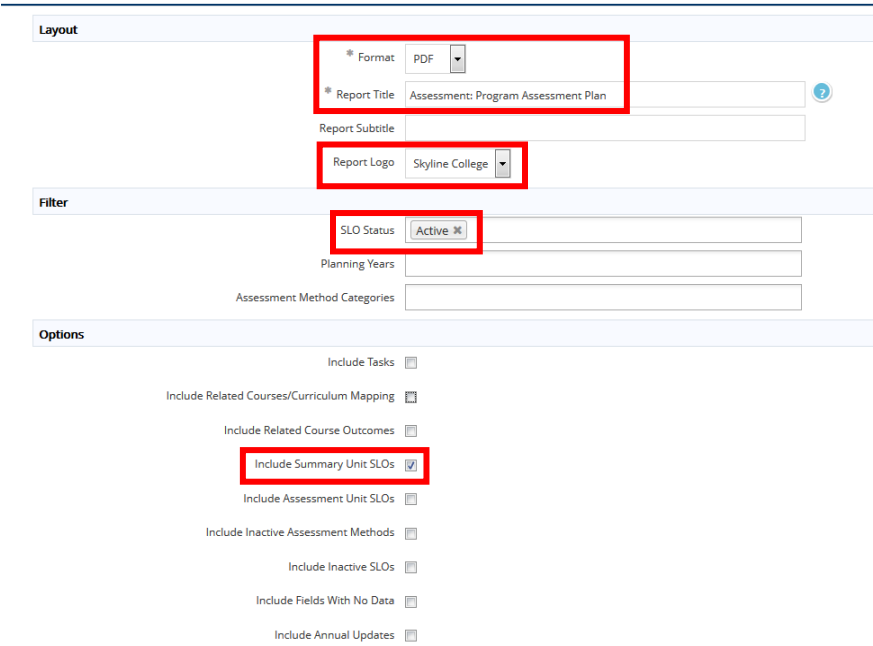
**Step 6:**

If you open the report, in the upper right-hand corner, you have options you can exercise:

-  View the report in full-screen format.
-  Print the report.
-  Download the document to save.



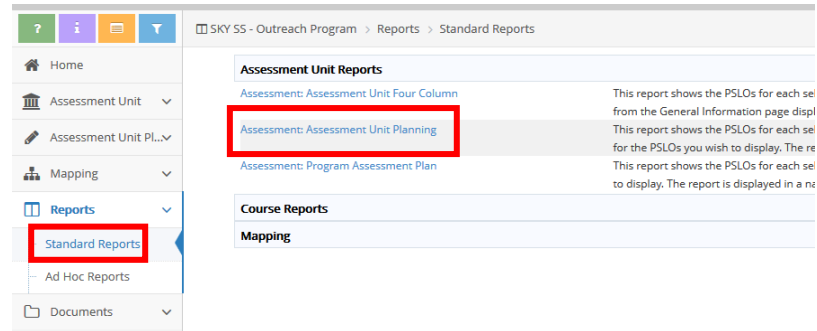
# Running Student Services PSLO to ISLO Mapping Reports with Assessment Methods in Improve

<p><b>Step 1:</b></p> <p>From the options on the left- hand side of the page, click on <b>Reports</b>, then <b>Standard Reports</b>, and then <b>Assessment: Program Assessment Plan</b>.</p>	 <p>The screenshot shows a navigation menu on the left with 'Standard Reports' highlighted in a red box. The main content area shows a list of reports under 'Assessment Unit Reports', with 'Assessment: Program Assessment Plan' highlighted in a red box.</p>
<p><b>Step 2:</b></p> <p>For the <b>Layout</b>, choose the <b>Format</b>, give the report a <b>Title</b>, and choose Skyline College from the pull-down <b>Report Logo</b> options.</p> <p>For the <b>Filter</b>, choose “Active” <b>SLO Status</b>.</p> <p>For the <b>Options</b>, choose <b>Include Summary Unit SLOs</b>.</p>	 <p>The screenshot shows a report configuration form with several sections: 'Layout', 'Filter', and 'Options'. In the 'Layout' section, 'Format' is set to 'PDF', 'Report Title' is 'Assessment: Program Assessment Plan', and 'Report Logo' is 'Skyline College'. In the 'Filter' section, 'SLO Status' is set to 'Active'. In the 'Options' section, 'Include Summary Unit SLOs' is checked. A red asterisk indicates a required field.</p>

# Running SS PSLO to ISLO Mapping Reports with Assessment Methods *and Results* in Improve

## Step 1:

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



## 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" **SLO Status**.

For the **Options**, choose **Include PSLO Details**.

