



Improve – Entering & Updating PLOs/SAOs and PLO/SAO Assessment Methods

This guide will help you enter and update PLOs and SAOs and their assessment methods in Improve if needed.

If you have questions about how to access and use Improve, please contact Allison Hughes:

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If you have questions about assessing PLOs, please contact Jessica Kaven:

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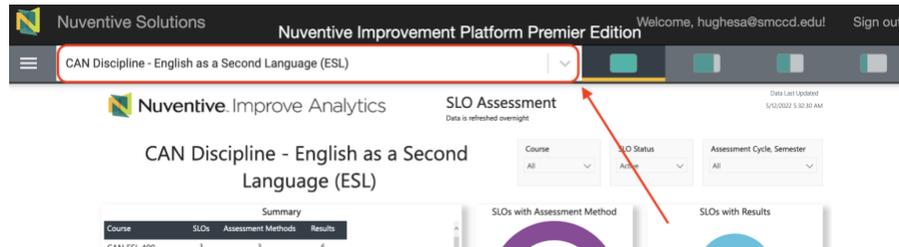
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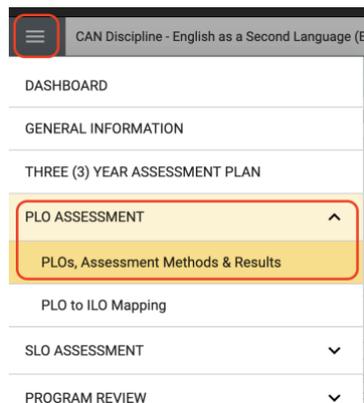
Entering & Updating* PLOs and SAOs

*Existing PLOs and SAOs should only be edited in minor ways to preserve past data. For clarification, please contact Jessica Kaven at kavenj@smccd.edu.

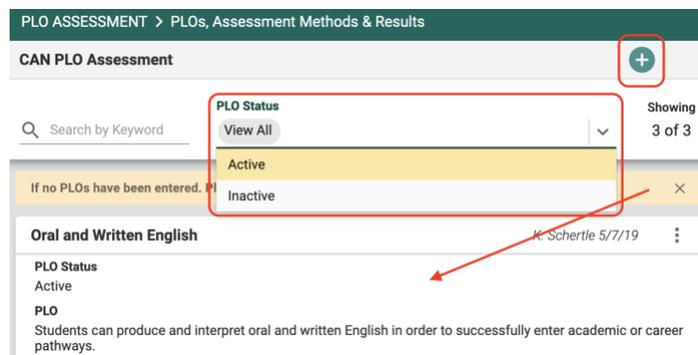
1. Select the unit you would like to work in from the drop down menu at the top. If you don't see the unit you need access to, please contact Allison Hughes.



2. Click on 'PLO Assessment' on the left navigation menu and then click on 'PLOs, Assessment Methods & Results'. For student services programs, click 'SAO Assessment' and then 'SAOs, Assessment Methods & Results'.



3. Use the PLO/SAO Status filter at the top to view just your active PLOs or SAOs to make things easier to navigate. Click on the green plus sign icon on the right to add PLOs or SAOs, or double click on a PLO or SAO to edit it.



4. After adding a new PLO or SAO, you want to map your PLO or SAO to Cañada's ILOs. To map your new PLO, click on the Mapping tab at the top. Click the X to the right of each ILO that your PLO supports and click Save at the top right.

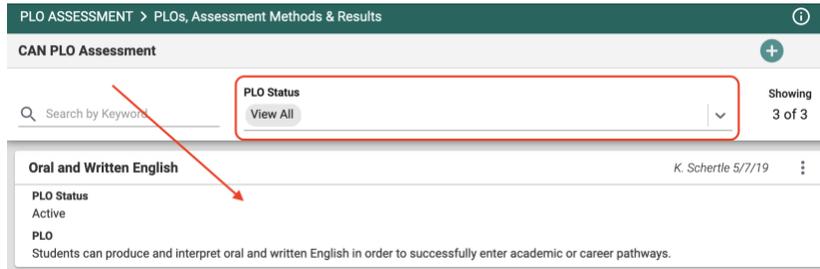
The screenshot shows a software interface with a top navigation bar containing four tabs: 'PLO', 'ASSESSMENT METHOD', 'MAPPING', and 'RESULTS'. The 'MAPPING' tab is selected and highlighted with a red box. Below the navigation bar, there is a breadcrumb trail '- CAN ILOs - CAN ILOs' and a dropdown menu showing 'CAN PLO Assessment' with 'X - Selected' below it. A search bar labeled 'Search by Keyword' is present. The main content area is a table with five rows, each representing a CAN ILO. To the right of each ILO name is a button with an 'X' on it. The 'X' button for 'CAN ILO #1 - Critical Thinking' is highlighted in yellow, and the entire table area is enclosed in a red border.

Search by Keyword	Oral and Written Eng...
CAN ILO #1 - Critical Thinking	X
CAN ILO #2 - Creativity	X
CAN ILO #3 - Communication	X
CAN ILO #4 - Community	X
CAN ILO #5 - Quantitative Reasoning	X

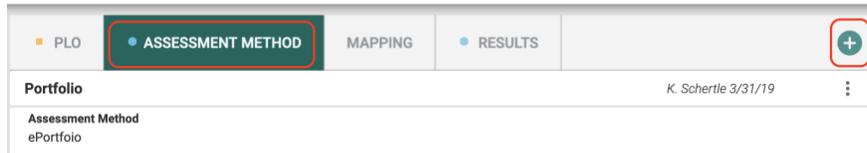
Adding & Updating* PLO and SAO Assessment Methods

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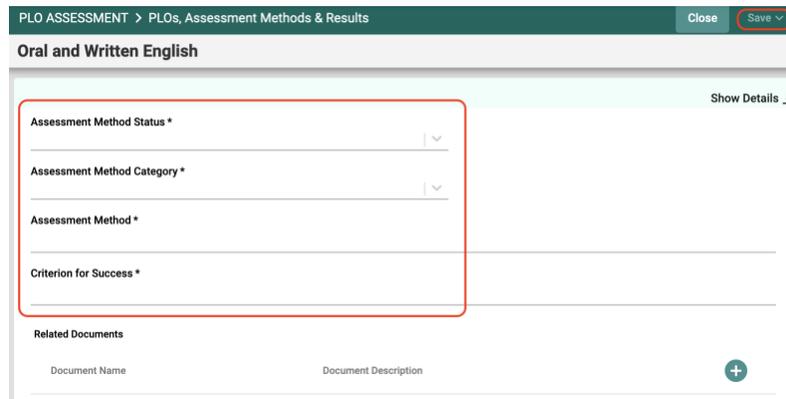
1. Use the PLO/SAO Status filter at the top to view just your active PLOs or SAOs to make things easier to navigate. Double click on the PLO or SAO for which you need to add or edit an assessment method.



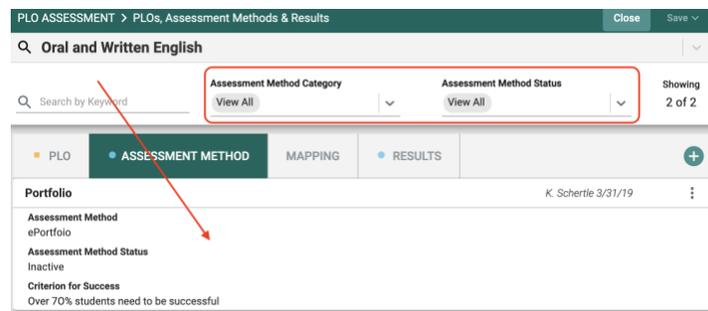
2. To add an assessment method, click on the Assessment Method tab at the top and click on the green plus sign at the top right.



3. Next, fill out the fields and when you're finished, click 'Save' at the top right.



4. Use the filters at the top to more easily find the assessment method you're looking for. To edit an assessment method, double click on the assessment method you need to edit.



5. Make minor changes, like updating the Assessment Method Status, to the existing assessment method and then click 'Save' at the top right.

PLO ASSESSMENT > PLOs, Assessment Methods & Results Close Save

Oral and Written English

Show Details [↓](#)

Assessment Method Status *
Inactive x | ▼

Assessment Method Category *
Portfolio x | ▼