



# Improve – Reporting SLO Results

*This guide will help you to enter your SLO assessment results into Improve.*

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

**Allison Hughes, Instructional Technologist**

Email: [hughesa@smccd.edu](mailto:hughesa@smccd.edu)

Phone: 650-306-3213

Office: 13-203

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

**Jessica Kaven, Faculty Assessment Coordinator**

Email: [kavenj@smccd.edu](mailto:kavenj@smccd.edu)

Phone: (650) 306-3347

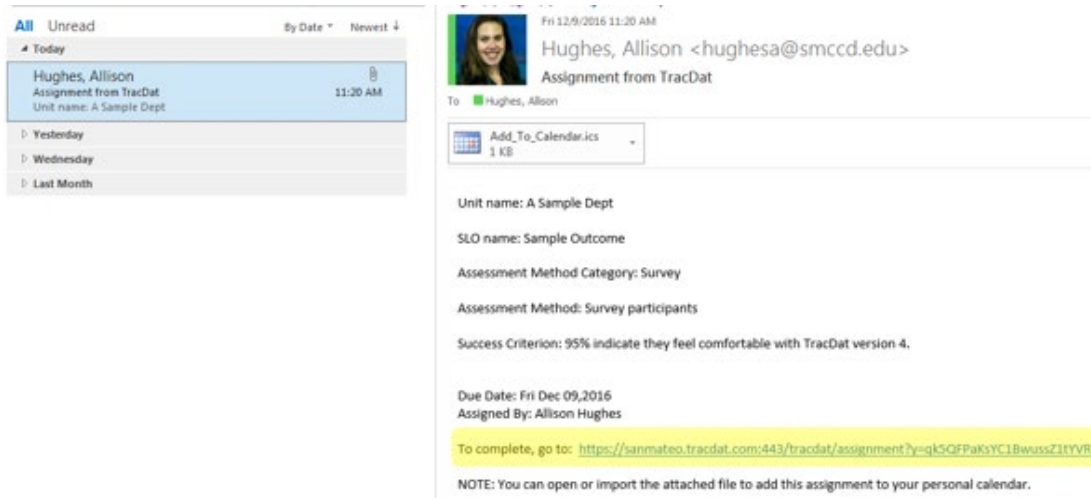
Office: 13-209A

## Contents

<b>Reporting Results from an Assignment Email.....</b>	<b>2</b>
<b>Reporting Results in Improve.....</b>	<b>3</b>

## Reporting SLO Results from an Assignment Email

1. Open the assignment email in your email inbox and click the link at the bottom of the email.



2. Enter your result information (Result Date, Result, Reporting Cycle, and Result Type) on the page you arrive at from the link.

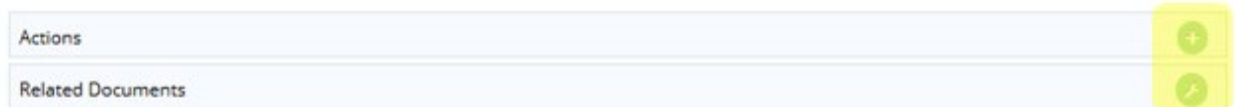
\* Result Date

\* Result

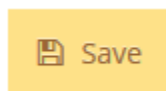
\* Reporting Cycle

\* Result Type

3. Click on the green plus sign icon to add Actions and the green wrench icon on the right to add Related Documents if needed. Talk to your department's assessment coordinator if you have any questions about these fields.

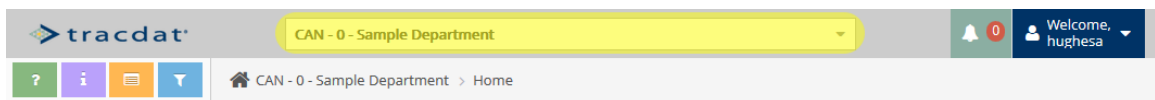


4. Click 'Save' in the upper right corner when you're finished. A dialog box will appear with the options 'Complete Assignment' and 'Keep Editing'. If you know this assignment is completely finished and no one else will be adding to it, then choose Complete Assignment. If you're not sure, or think someone else might need to edit it, then choose Keep Editing.



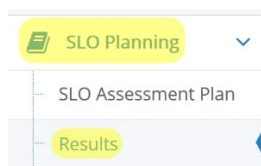
## Reporting SLO Results in Improve

1. Select the department you would like to work in from the drop down menu at the top.

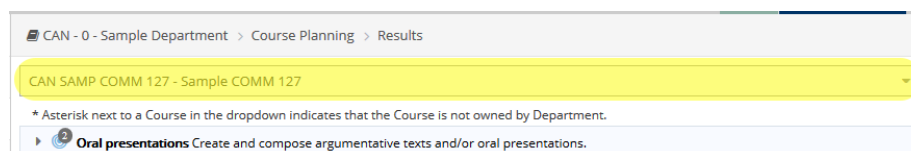


2. Locate your course on the department home page and click on the number in the 'Results' column to navigate to the results page. You can also get to this page by clicking 'Course Planning' in the left navigation menu and then clicking 'Results'. For student services programs, you can also get to this page by clicking 'SLO Planning' on the left and then 'Results'.

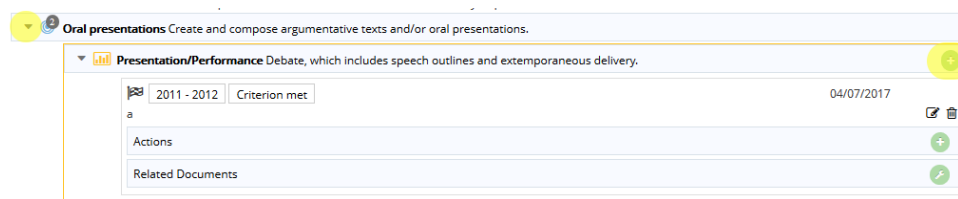
<ul style="list-style-type: none"> <li>Course Planning</li> <li>Course Assessment Plan</li> <li>Results</li> <li>Mapping</li> <li>Reports</li> <li>Documents</li> </ul>	<ul style="list-style-type: none"> <li>✓ PLO #2 - Evaluation</li> <li>✓ PLO #3 - Arguments</li> </ul>	1	0	0	0											
	<p><b>Course Planning Summary - Owned</b></p> <table border="1"> <thead> <tr> <th>Courses</th> <th>SLOs</th> <th>Assessment Methods</th> <th>Results</th> <th>Actions</th> <th>Follow-Up</th> </tr> </thead> <tbody> <tr> <td>▶ CAN SAMP COMM 127 - Sample COMM 127</td> <td>4</td> <td>8</td> <td>3</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	Courses	SLOs	Assessment Methods	Results	Actions	Follow-Up	▶ CAN SAMP COMM 127 - Sample COMM 127	4	8	3	1	0			
Courses	SLOs	Assessment Methods	Results	Actions	Follow-Up											
▶ CAN SAMP COMM 127 - Sample COMM 127	4	8	3	1	0											



3. Select the course that you would like to work in from the drop down menu at the top of the Results page. Student services programs will only have one course to choose, titled CAN Yourcourse name SLOs.



4. Click on the expand arrow to the left of the SLO that your result applies to. Then, click on the green plus icon to the right of the assessment method to enter your result information.



5. Enter your result information (Result Date, Result, Reporting Cycle, and Result Type).

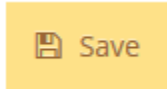
\* Result Date

\* Result

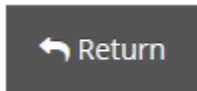
\* Reporting Cycle

\* Result Type

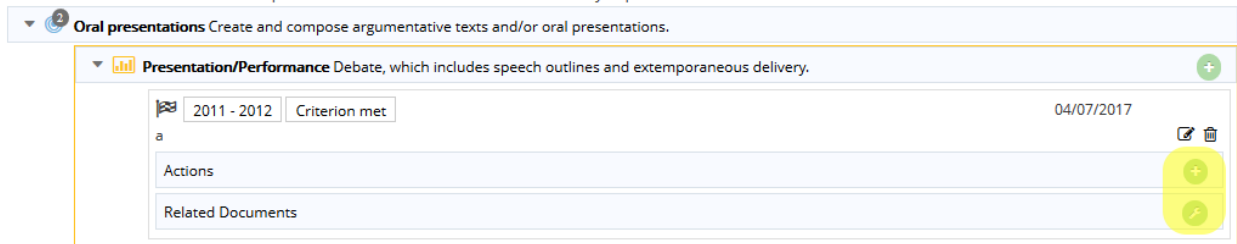
6. Click 'Save' in the upper right corner when you're finished.



7. Click 'Return' in the upper right corner if you need to add Actions or Related Documents.



8. Click the green plus to the right of the Actions section to add action, or click the green wrench icon to the right of Related Documents to add documents.

A screenshot of a software interface. At the top, there is a header bar with a dropdown arrow, a blue circle with the number '2', and the text "Oral presentations Create and compose argumentative texts and/or oral presentations." Below this is a section titled "Presentation/Performance Debate, which includes speech outlines and extemporaneous delivery." with a green plus icon on the right. Underneath, there is a sub-section with a flag icon, the text "2011 - 2012 Criterion met", and the date "04/07/2017". Below this are two sections: "Actions" and "Related Documents". To the right of the "Actions" section is a green plus icon, and to the right of the "Related Documents" section is a green wrench icon.

a. For more information on uploading Related Documents, refer to the [Uploading & Relating Documents User Guide](#).