



# Improve – Adding, Editing SLOs & Assessment Methods

*This guide will help you add and/or edit the SLOs in your course and the assessment methods for your active SLOs.*

*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

How to Add SLOs.....	2
How to Edit Existing SLOs .....	3
How to Add Assessment Methods.....	4
How to Edit Existing Assessment Methods .....	5

# How to Add SLOs

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

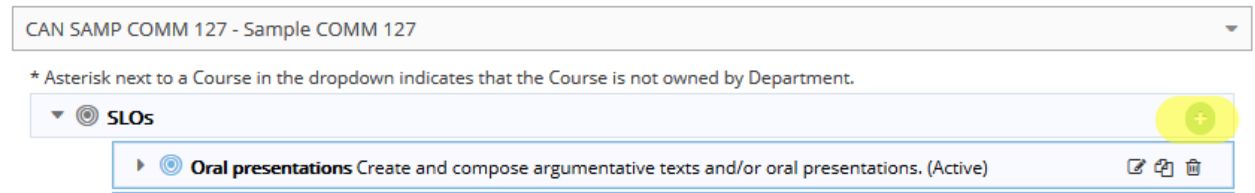


2. Click on the course you need to add SLOs to from the Course Planning Summary on the Home page. If you need a course created in Improve, contact Allison Hughes at [hughesa@smccd.edu](mailto:hughesa@smccd.edu). If you are adding SLOs for a student services program, you'll only have one course to choose from and it will be titled 'CAN Yourprogramname SLOs'—all of your SLOs should be added to that course.

### Course Planning Summary - Owned

	Courses	SLOs	Assessment Methods	Results
▶	CAN SAMP COMM 127 - Sample COMM 127	4	8	3

3. Next, click on the green plus sign icon on the right to add new SLOs.



4. Finally, fill out the fields (at the very least be sure to fill in SLO Name, SLO, and SLO Status). When you're finished, click 'Save' at the top right.



### CAN SAMP COMM 127 - Sample COMM 127

\* SLO Name

\* SLO

SLO Status

Assessment Cycles

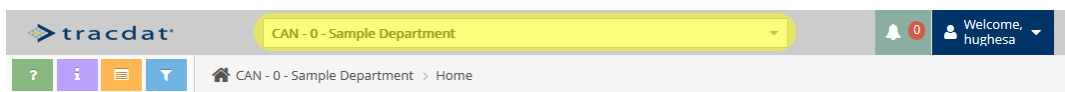
Start Date

End Date

## How to Edit\* Existing SLOs

*\*Instructional SLOs should always match those listed on your COR, so edits should be minor, like spelling corrections. If you need to completely change SLOs, this should first be done through the Curriculum Committee and then updated in Improve. For clarification, please contact Jessica Kaven at [kavenj@smccd.edu](mailto:kavenj@smccd.edu).*

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

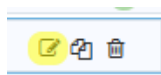


2. Click on the course for which you need SLOs, from the Course Planning Summary on the Home page. If you need a course created in Improve, contact Allison Hughes at [hughesa@smccd.edu](mailto:hughesa@smccd.edu). If you are adding SLOs for a student services program, you'll only have one course to choose from and it will be titled 'CAN Yourprogramname SLOs'—all of your SLOs should be added to that course.

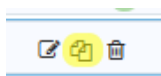
Course Planning Summary - Owned

	Courses	SLOs	Assessment Methods	Results
▶	CAN SAMP COMM 127 - Sample COMM 127	4	8	3

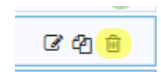
3. Next, click on the pencil icon to the right of the SLO you need to edit.



- a. If you would like to copy an SLO to another course in your department, click on the 2 pages icon to the right of the SLO you want to copy.



- b. The trash can icon will delete an SLO, but this should be avoided to preserve past SLO data. Instead, change the 'SLO Status' to Inactive for SLOs that are no longer active for a course (see next step for more information).



4. Make minor changes, like updating the SLO Status, to the existing SLO and then click 'Save' at the top right.

Save Return

CAN SAMP COMM 127 - Sample COMM 127

\* SLO Name

\* SLO

SLO Status

Assessment Cycles

Start Date

End Date

# How to Add Assessment Methods

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

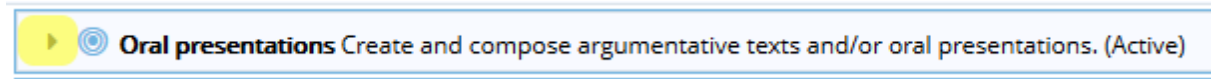


2. Click on the course for which you need SLOs, from the Course Planning Summary on the Home page. If you need a course created in Improve, contact Allison Hughes at [hughesa@smccd.edu](mailto:hughesa@smccd.edu). If you are adding SLOs for a student services program, you'll only have one course to choose from and it will be titled 'CAN Yourprogramname SLOs'—all of your SLOs should be added to that course.

### Course Planning Summary - Owned

	Courses	SLOs	Assessment Methods	Results
▶	CAN SAMP COMM 127 - Sample COMM 127	4	8	3

3. Click the drop down arrow to the left of the SLO to which you want to add assessment methods.



4. Next, click on the green plus sign to the right of the Assessment Methods to add a new Assessment Method.



5. Finally, fill out the fields (at the very least be sure to fill in the Assessment Method Category, Assessment Method, and Success Criterion). When you're finished, click 'Save' at the top right.

Save Return

CAN SAMP COMM 127 - Sample COMM 127

Oral presentations Create and compose argumentative texts and/or oral presentations.

Active

Assessment Method Category

\* Assessment Method

Success Criterion

Schedule

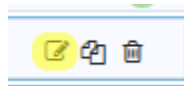
# How to Edit\* Existing Assessment Methods

*\*Feel free to edit assessment methods as needed. However, if the edits you are making to an assessment method change it enough that the results listed under it no longer make sense with the assessment method, you may want to consider creating a new assessment method. For clarification, please contact Jessica Kaven at [kavenj@smccd.edu](mailto:kavenj@smccd.edu).*

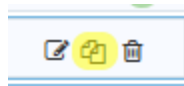
1. Click the drop down arrow to the left of the assessment method that you would like to edit.



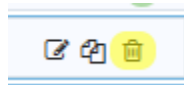
2. Next, click on the pencil icon to the right of the assessment method that you would like to edit.



- a. If you would like to copy an assessment method, click on the 2 pages icon to the right of the assessment method you want to copy.



- b. The trash can icon will delete an assessment method, but this should be avoided to preserve past result data. Instead, uncheck the 'Active' box by editing the Assessment Method (see next step for more information).



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

Save Return

---

CAN SAMP COMM 127 - Sample COMM 127

**Oral presentations** Create and compose argumentative texts and/or oral presentations.

Active

Assessment Method Category: Presentation/Performance

\* Assessment Method: Debate, which includes speech outlines and extemporaneous delivery.

Success Criterion: 70% of students will complete the assignment with a grade of C or better.

Schedule: