



Improve – Answering Comprehensive Program Review Questions

This guide will show you how to answer the comprehensive program review questions in Improve.

If you have questions about how to access and use Improve, please contact Lindsey Irizarry:

Lindsey Irizarry, Instructional Technologist

Email: irizarryl@smccd.edu

Phone: 650-381-3562

Office: 13-341

If you have questions about program review, please contact Karen Engel:

Karen Engel, Dean of Planning, Research, Innovation and Effectiveness

Email: engelk@smccd.edu

Phone: (650) 306-3145

Office: 5-108

Contents

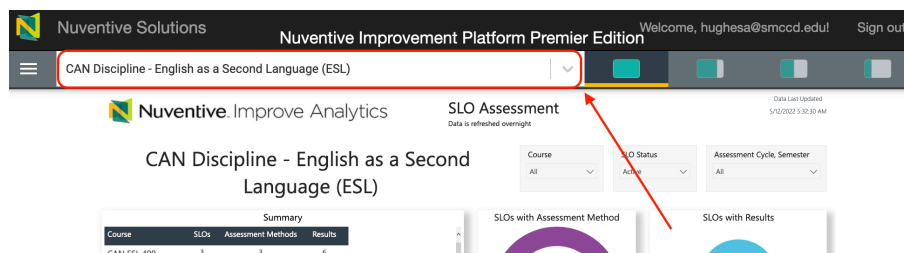
How to Access Your Previous Program Review.....	2
How to Enter Program Review Narratives.....	2

How to Access Your Previous Program Review

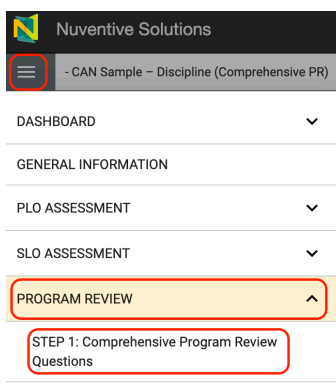
1. The easiest way to access your (or another program's) previous program review narratives, is to visit the [Cañada Program Review website](#). All program review documents are posted there after each program review cycle.

How to Enter Comprehensive Program Review Answers

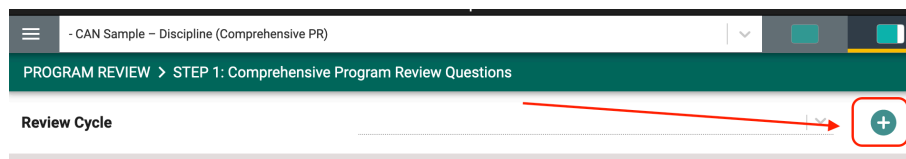
1. Select the unit you would like to work in from the drop down menu at the top. If you don't see the unit you need access to, please contact the Instructional Technologist.



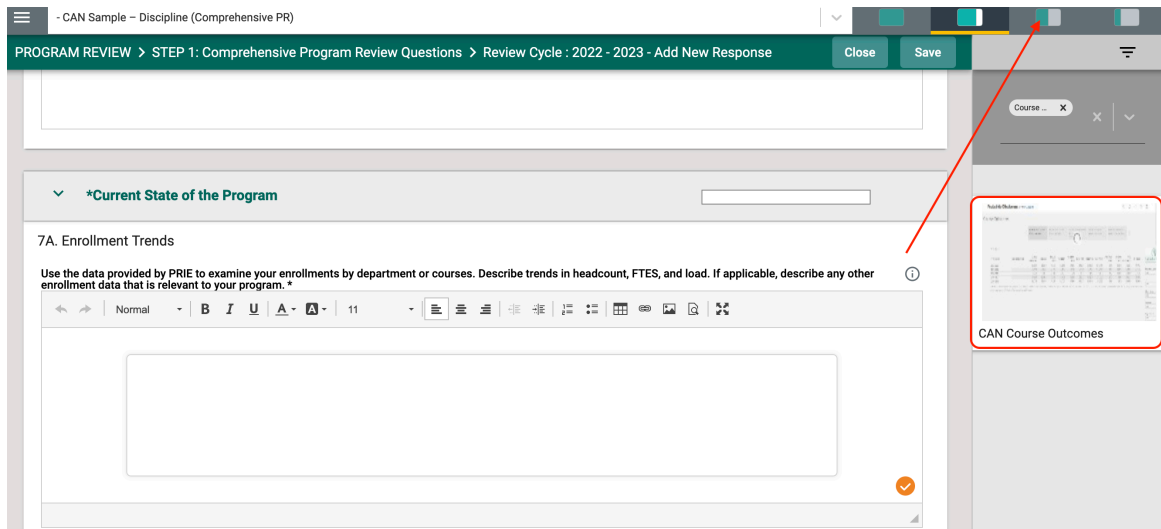
2. Click on the hamburger icon, or three horizontal lines, at the top left. Then click on Program Review and STEP 1: Comprehensive Program Review Questions.



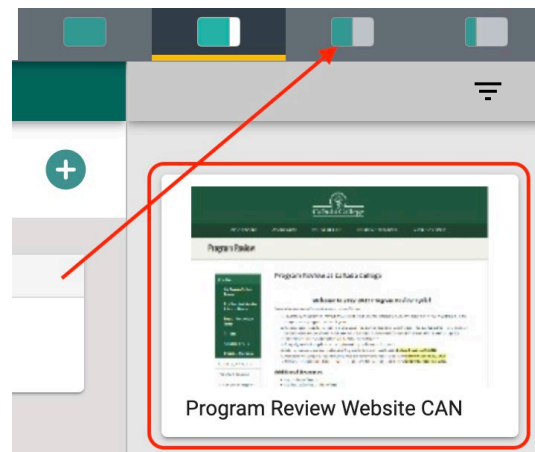
3. On that page, click on the green plus sign at the top right to begin entering your answers to the comprehensive program review questions.



- a. To see any reference materials for a question, click into the text box where your responses go. The related materials will appear to the right. You can use the data view buttons at the top right to get a better view of the reference materials.



- b. You'll also find the [Cañada Program Review website](#) in that right side panel. You can access your previous program reviews, previous feedback, assessment information and more on our website from within Improve when you click on our website on the right. Again, use the data view buttons at the top right to better view and navigate the website.



4. From here, enter your responses to the program review questions and click Save at the top right when you're finished. If you haven't filled in all of your questions yet, you might need to enter a character into each field in order to Save since all fields are required.

