



Improve – Program Review Best Practices

This guide outlines some best practices that will help you to complete your program review work in Improve.

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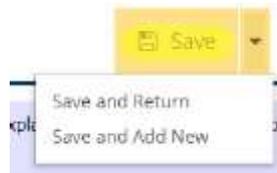
Office: 5-108

Contents

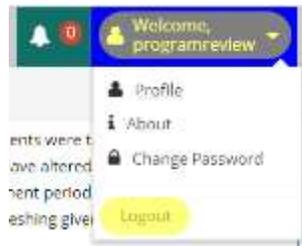
| | |
|---|----------|
| Program Review Best Practices..... | 2 |
|---|----------|

Program Review Best Practices

1. Click Save at the top right regularly. Any time you've made a change to your program review narrative, click Save at the top right corner so you don't lose your work. It's better to hit Save too many times, than not enough.



2. Log out of Improve when you're done working on your program review. If you leave Improve open in your browser and return to it to continue working, your changes may not save if your session has ended. It's better to just log out when you're finished and log back in when you're ready to continue working.



3. Draft your program review in the [Word Doc or Google Doc templates](#). If you'd like to have a copy of your responses outside of Improve, you might consider drafting your responses in the Word doc template and then copying them into Improve. This can be another great strategy to avoid losing your work. If there are multiple people working on your program review, it might be a good idea to draft your program review in our Google Doc template, so that everyone's changes can be saved without overwriting or losing other's work.

Program Review

Overview

Timeline

Templates & Forms

Administrative Programs

Instructional Programs

Student Services Programs

Improve (TracDat) Guides

Data Pockets

SPOI (Archive)

Forms

Working Templates

All program review information will be entered into Improve. However, some authors prefer to collaborate using a Word or Google document and then copy-paste their content into Improve. Below are templates containing the prompts for each section of program review.

| Document | Description |
|---|---|
| Administrative Services Word Template | Use as a collaboration tool only; final narratives must be entered directly into the Improve Program Review Narratives page. |
| Administrative Services Google Doc Template | To access the Google Doc template, log into your Google account, click on File and then select Make a Copy, to begin editing the template. Use as a collaboration tool only; final narratives must be entered directly into the Improve Program Review Narratives page. |
| Instructional Program Review Word Template | Use as a collaboration tool only; final narratives must be entered directly into the Improve Program Review Narratives page. |
| Instructional Program Review Word Template (Library & Learning Center only) | |

4. If you're not finished answering all of your questions, but you'd like to save your work and return to it later, you'll need to enter something in the empty text boxes since they're required. So enter a character into each empty text box and then

you'll be able to click Save at the top right. When you return, just clear that character to continue entering your narratives.

- If you need to see more information about what to enter for each question, click in each of the text boxes where your responses go. A purple pop-up will appear with more clarification for each section.

- Be sure to set the status of your program review narratives at the bottom of the page, in the Program Review Narrative Status drop down menu, by choosing either 'Complete' or 'In Progress'. Keep this field up-to-date to give your supervisor an accurate status for your program review.

- Make sure you don't enter anything in the Feedback box at the bottom, but be sure to check back to this box to see if your Supervisor left any comments or feedback on your program review narratives.

- It's best to attach images, charts, and tables separately to your narrative rather than including them in the response area for each question. To do this click the green wrench icon to the right of the Related Documents & Links heading. For information on attaching documents and links, visit the [Program Reviews Guides website](#).