



Improve – Entering Annual Updates

This guide will show you how to enter any annual updates that have come up since your last program review.

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

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Contents

When Should You Enter Annual Updates?	2
How to Enter Annual Updates	2
How to Enter New Objectives, Action Plans & Resource Requests	3

When Should You Enter Annual Updates?

Annual updates should be entered during program review cycles when your program is not going through program review, so you are not entering program review narratives. The annual updates fields should be used to enter clarifying, background information on any new goals, objectives, or resource requests that are being entered and to provide any updates or changes that have come up since your last program review.

How to Enter Annual Updates

1. Select the program review version of your program from the drop down menu at the top. If you don't see the program review you need access to, please contact Allison Hughes at hughesa@smccd.edu.



2. Click on Program Review on the left and then Annual Updates.

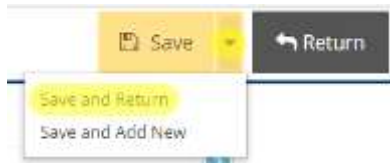


3. Next, click on the green plus sign icon to the right of the Annual Updates heading.



4. Finally, fill out the fields to provide any necessary information for your non-program review year. When you're finished entering your annual updates, click the little arrow to the right of the Save button and click Save and Return.

A screenshot of a web application's form for entering annual updates. The form is titled "Annual Updates" and has a search bar at the top. Below the search bar, there are five fields: "Annual Update Cycle", "1. Changes & Updates", "2. Progress Reports", "3. Rationale for New Objectives", and "Annual Update Status". The "Annual Update Cycle" field is highlighted with a yellow background. To the right of the "Annual Update Cycle" field, there is a green plus sign icon. To the right of the "Annual Update Status" field, there is a dropdown arrow. At the bottom right of the form, there are two buttons: "Save" and "Return".



How to Enter New Objectives, Action Plans & Resource Requests

1. Refer to the [Entering Objectives, Action Plans & Resource Requests Guide](#).