



Improve – Pulling Reports

This guide will help you pull data reports from Improve.

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

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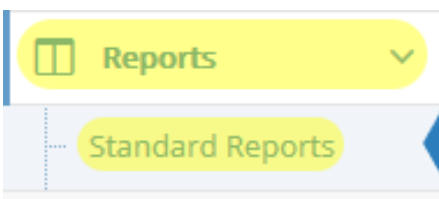
Pulling Assessment Reports

To begin, you'll need to know how your department assesses their PLOs. You may assess PLOs as an individual **department**, or you may assess PLOs collaboratively with a **program** consisting of multiple departments. Student Services programs assess SAOs, which are similar to how PLOs are assessed by departments.

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 or program that you need access to, please contact Allison Hughes.



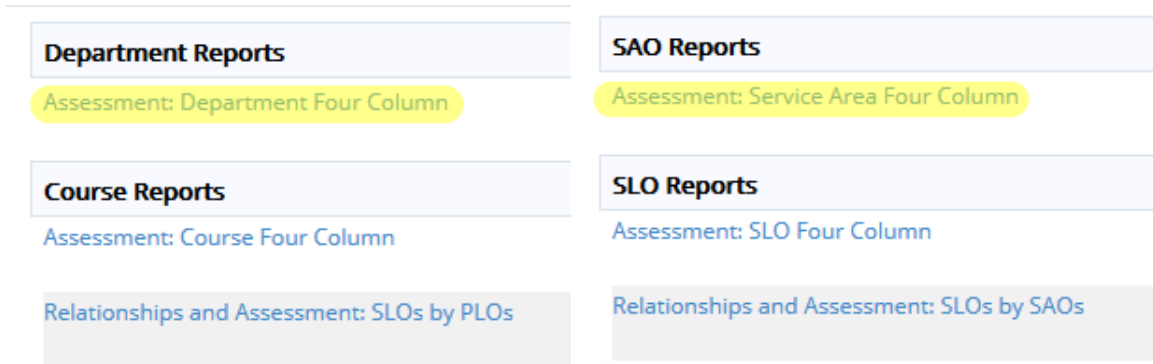
2. On the left side, click on 'Reports' and then click on 'Standard Reports'.



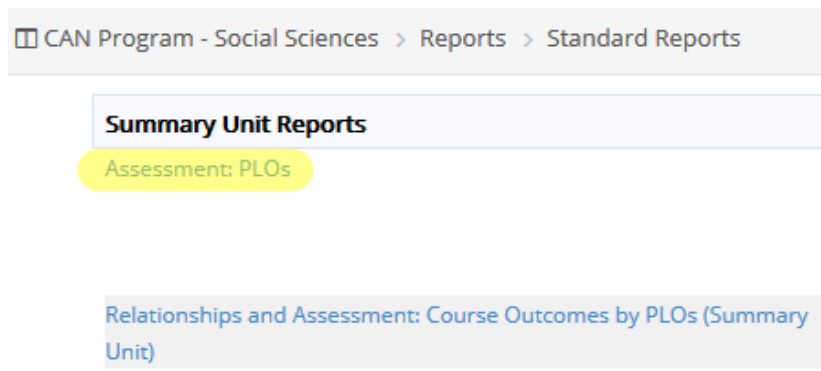
3. For departments, Under Course Reports, click on 'Assessment: Course Four Column' and for Student Services, click on 'Assessment: SLO Four Column' under SLO Reports. This report will show you the SLOs, Assessment Methods, Results and Actions for all of the SLOs in the courses included in the report.



4. For departments, Under Department Reports, click on 'Assessment: Department Four Column' and for Student Services, click on 'Assessment: Service Area Four Column' under SAO Reports. This report will show you the PLOs or SAOs, Assessment Methods, Results and Actions for each PLO or SAO in the department included in the report.



- For Programs, Under Summary Unit Reports, click on 'Assessment: PLOs'. This report will show you the PLOs, Assessment Methods, Results and Actions for each PLO in the program included in the report.



- For departments and programs, under Course Reports, click on 'Relationships & Assessments: SLOs by PLOs'. This report will show you the SLOs, Assessment Methods, Results and Actions for each SLO in the courses included in the report, grouped by the PLO with which they were mapped or aligned.



- Fill out the report settings page to get the report you need. When you're ready, click 'Open Report' at the top right and your report will open in a new tab.

Open Report

Layout

* Format PDF

* Report Title Assessment: Course Four Column

Report Subtitle

Report Logo

Filter

Courses Selected All(2)

Course Outcome Statuses

Assessment Cycles

Assessment Method Categories

Sort Results Ascending Descending

Result Date Between and

Reporting Cycle

Result Types

Options

Include PLOs With No Results

Include Assessment Methods with no Results

Include Inactive Assessment Methods

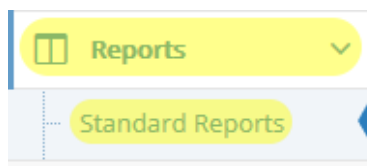
Include Fields With No Data

Pulling Program Review Reports

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 or program that you need access to, please contact Allison Hughes.



2. On the left side, click on 'Reports' and then click on 'Standard Reports'.



- Under Program Review Reports, click on 'Assessment: Annual Updates', 'Assessment: Objectives, Action Plans & Resource Requests' or 'Assessment: Program Review Narratives'.



- Fill out the report settings page to get the report you need. When you're ready, click 'Open Report' at the top right and your report will open in a new tab.