Improve – Supervisor Feedback Form & Checklist

This guide will show you how to review your programs' submissions and fill out the Supervisor Feedback Form and Checklist in Improve.

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

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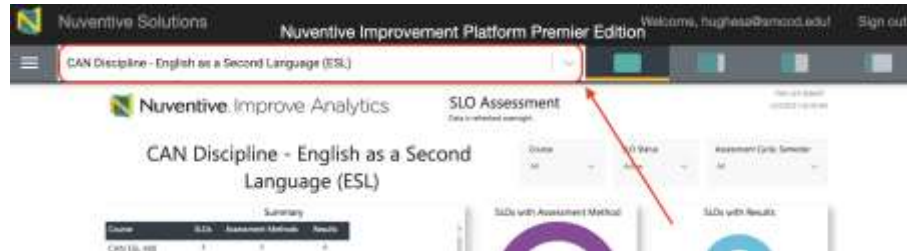
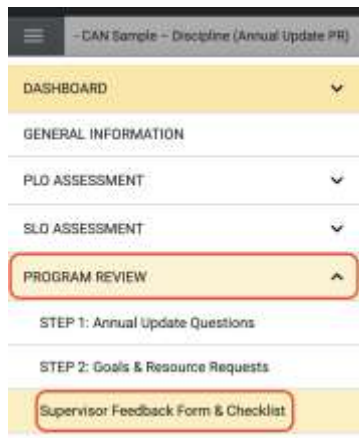# How to Review a Program's Submission & Fill Out the Feedback Form

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 Allison Hughes.


2. Click on the hamburger icon, or three horizontal lines, at the top left. Then click on Program Review and Supervisor Feedback Form & Checklist.

3. Next, click on the green plus sign icon at the top right to enter your feedback form.

4. You'll find the program's completed comprehensive review or annual update to the right, either in a PDF, or posted on the Program Review website. Use the data view options at the top right to expand your view of the document.
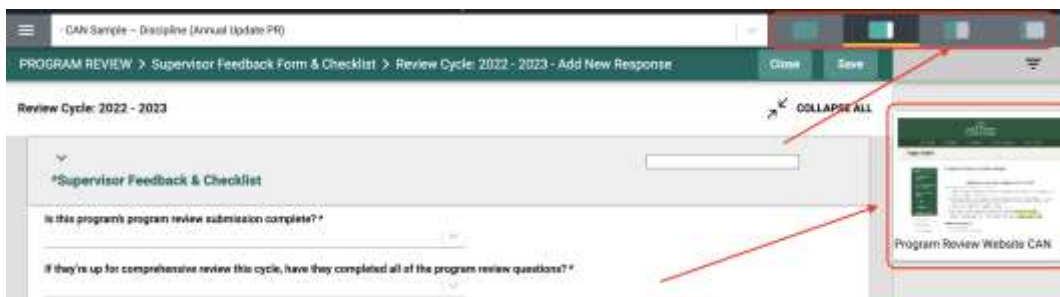
5. Fill out the checklist at the top of the form on the left and enter any comments, feedback or edits you have for the program review writers.

6. When you're finished, click Save at the top right.

7. Notify the program review writers that you've entered your feedback and they can find it in Improve.