

INSTITUTIONAL EFFECTIVENESS

Improve Instructional Guide

Student Services Program Review Improve Guide

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I. Logging In

- 1. Enter your username and password. (username is firstname.lastname and password is same as Cuyamaca computer login)
 - a. To request access to Improve please contact the IE Specialist (Erich Kevari; erich.kevari@gcccd.edu)
- 2. After entering your username and password, click Log-in.

Improve URL: <u>https://cuyamaca.tracdat.com/tracdat/</u>

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II. How to Select a Program

Note: Selecting a program is most useful for those individuals that control multiple planning, SLO or program review units in improve.

1. To select the program you wish to edit you, click the dropdown menu at the top center of the page (as seen in the photo). Then, select the desired program. Improve will take you to the program's homepage where you will be able to navigate to its different Annual Updates, Goals and Updates on Goals.

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III. How to Enter Annual Update

1. From the Homepage, use the left side navigation to select "Program Review Input"

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2. When you click on "Program Review Input" it will drop down 3 options. To input an Annual Update, click the label "Annual Updates" and then select the green (+) sign towards the right of the window. The form will load up.

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	V. New Goals (If Applicable)		0
	VI. Resource Requests (If Applicable)		0

(This form will follow the annual update word document Sections I-III)

IV. How to Enter a Goal

1. From the Homepage, use the left side navigation to select "Program Review Input"

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2. When you click on "Program Review Input" it will drop down 3 options. To input a Goal, click the label "Goals" and then select the green (+) sign towards the right of the window. The form will load up.

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(This form will be used when setting up new goals)

V. How to Enter Goal Update

1. From the Homepage, use the left side navigation to select "Program Review Input"

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2. When you click on "Program Review Input" it will drop down 3 options. To input a Goal Update, click the label "Updates on Program Goal" and then select the arrow next to the Goal being update then the green (+) sign towards the right of the window. The form will load up.

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(When you have more than 1 goal you will have a list of all available goals for update)

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(Updates also will have needed Evaluation seen at the bottom of this form. Once evaluation is added you can input the results from the evaluation.)

VI. How to Run a Report

1. From the Homepage, use the left side navigation to select "Reports"

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2. When you click on "Reports" it will drop down 2 options. To get a general preset report. Click "Standard Reports" and then select the type of report needed. *Suggestion: For Program Review the best designed report is* **Assessment: Assessment Unit Planning.**

🖀 Home	Program Overview Reports	
Program Overview Program Review In Napping Reports	Assessment: Annual Updates Assessment: Assessment Unit Planning Assessment: Program Overview Four Column	This report shows the Annual Updates for each selected Program Overview. This report shows the Program Goals for each selected Program Overview, along with any information contained in the Goals area related to each Program Goal and any recorded Updates on Program Goal. This may include any Mapping for the Program Goals you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page display at the top of the report. This report shows the Program Goals for each selected Program Overview, along with any Resource Request Description, Updates on Program Goal, and Evaluation for each Program Goal. The report is displayed in a four column layout. In addition, any reportable fields from the General Information page display at the top of the report. Is report shows the Goals (INA) for each selected Program Overview, along with the Program Goals and Evaluation to the selected Program Overview, along with the Program Goals and Evaluation to the selected Program Overview, along with the Program Goals and Evaluation to the selected Program Overview, along with the Program Goals that are mapped to those
Ad Hoc Reports Ad Documents	Relationships and Assessment: Program Goals by Goals (N/A) (Program Overview)	als (N/A) and any Resource Request Description, Updates on Program Goal, and Evaluation for each Program Goal. The report is displayed in a five column layout. In addition, any reportable fields from the General Information page display at the top of the report. This report shows the Goals (N/A) and any Program Goals for the Program Overview that have been mapped to the Goals (N/A). By default, the 'Show Details' option is selected which will also display the Program Review Input data for each Program Goal: Program Goal Details, Resource Request Description, Updates on Program Goal, Evaluation, and Results. To just see the Mapping relationships, uncheck the 'Show Details' option before running the report.
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VII. Adding Supporting Files to Document Repository

1. From the Homepage, use the left side navigation to select "Documents"

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2. When you click on "Documents" the option of document repository will drop down. Select Document Repository and then click the green plus sign in the right hand corner and upload the documents needed.

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