

CUYAMACA COLLEGE



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INSTITUTIONAL EFFECTIVENESS

**Improve Instructional Guide**

# **Student Services Program Review Improve Guide**

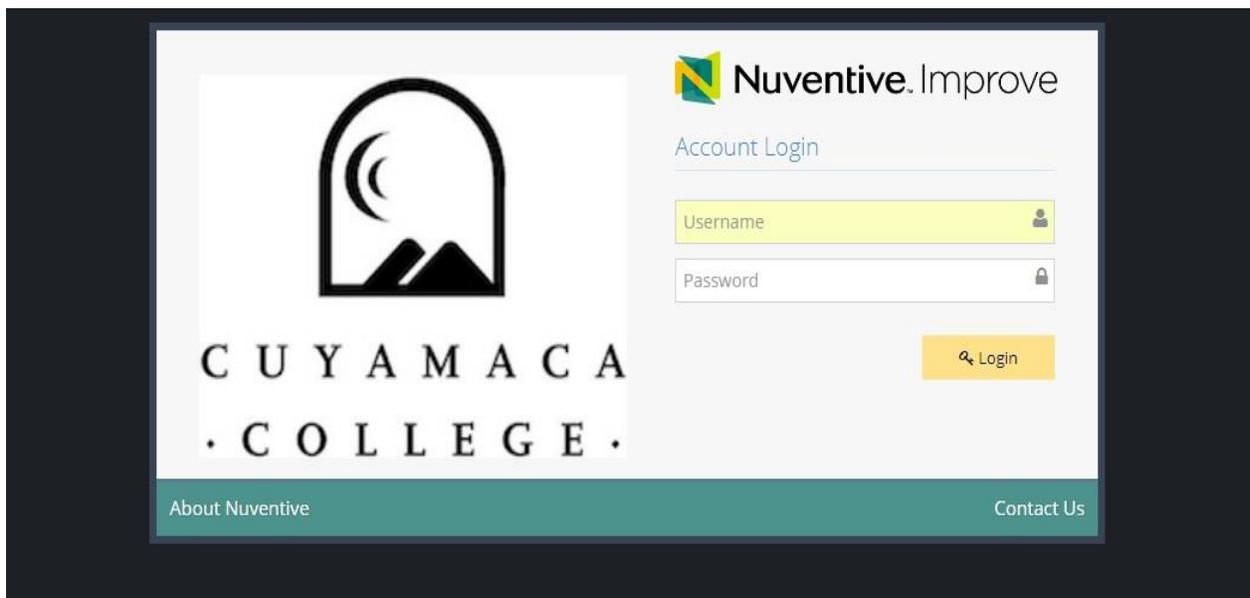
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# I. Logging In

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](mailto:erich.kevari@gcccd.edu))
2. After entering your username and password, click Log-in.

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

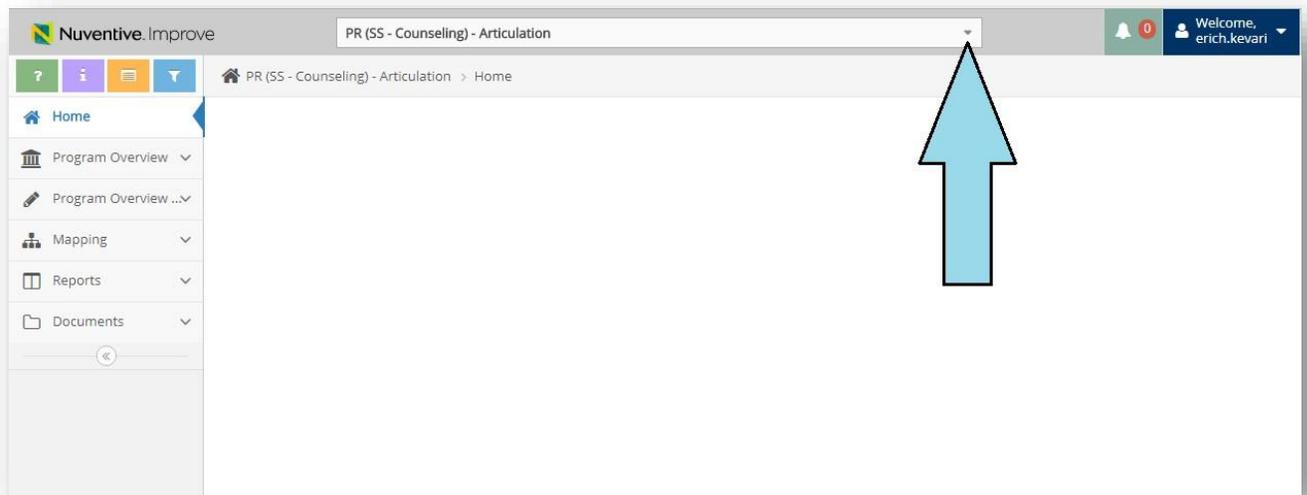


The screenshot shows the login interface for Nuventive Improve. On the left is the Cuyamaca College logo, which consists of a stylized mountain and moon inside an arch, with the text "C U Y A M A C A" and ". C O L L E G E ." below it. On the right, the "Nuventive. Improve" logo is at the top, followed by the heading "Account Login". Below this are two input fields: "Username" and "Password". The "Username" field is highlighted in yellow. To the right of each field is a small icon (a person for username, a lock for password). Below the fields is a yellow "Login" button with a magnifying glass icon. At the bottom of the page, there are two links: "About Nuventive" on the left and "Contact Us" on the right.

## II. How to Select a Program

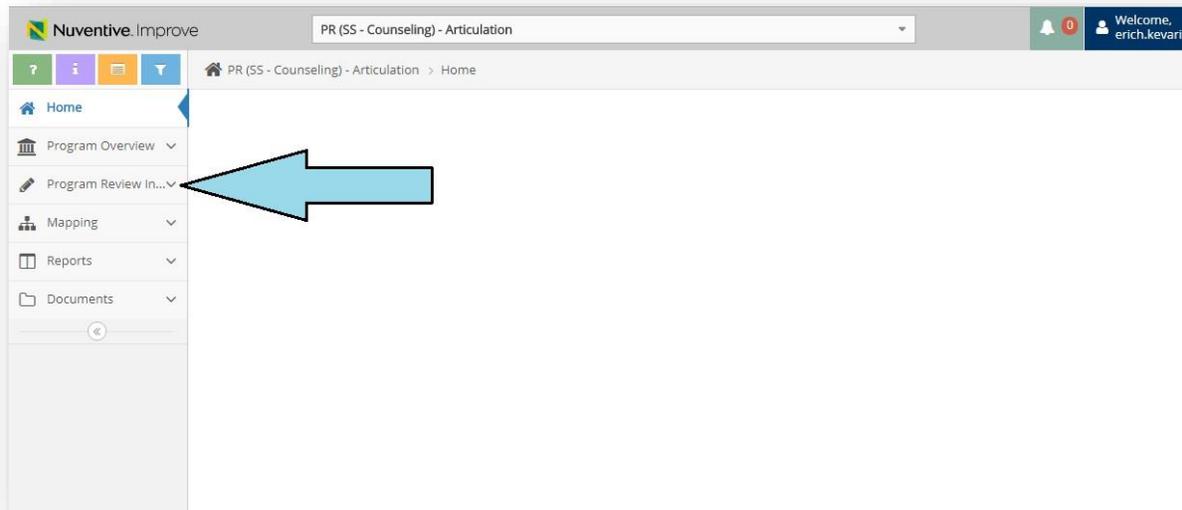
Note: *Selecting a program is most useful for those individuals that control multiple planning, SLO or program review units in improve.*

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.



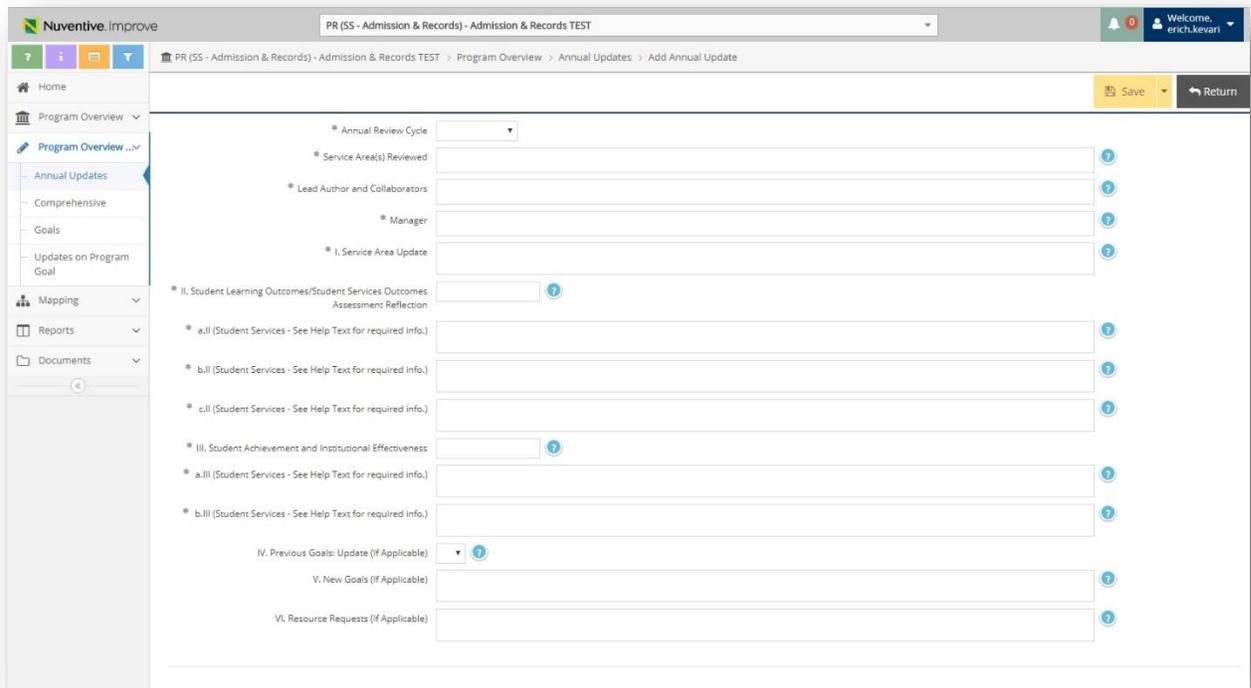
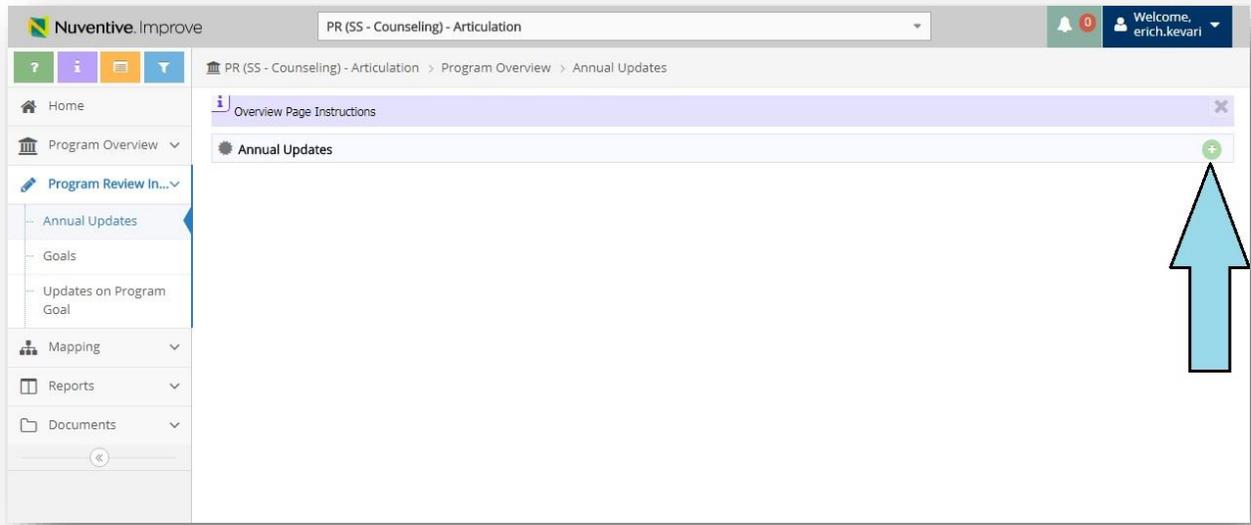
### III. How to Enter Annual Update

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



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.

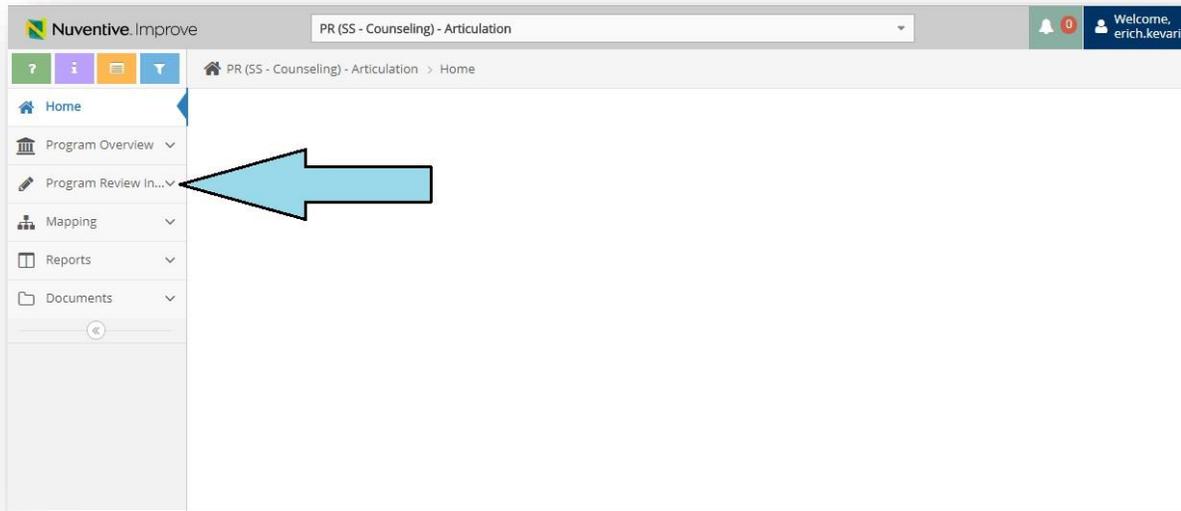




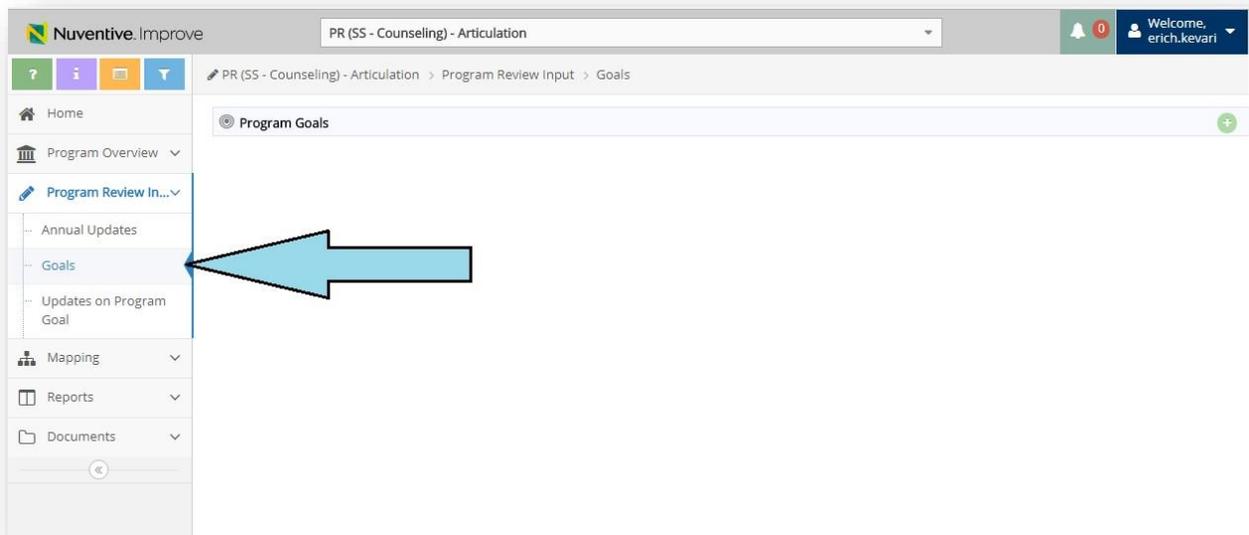
(This form will follow the annual update word document Sections I-III)

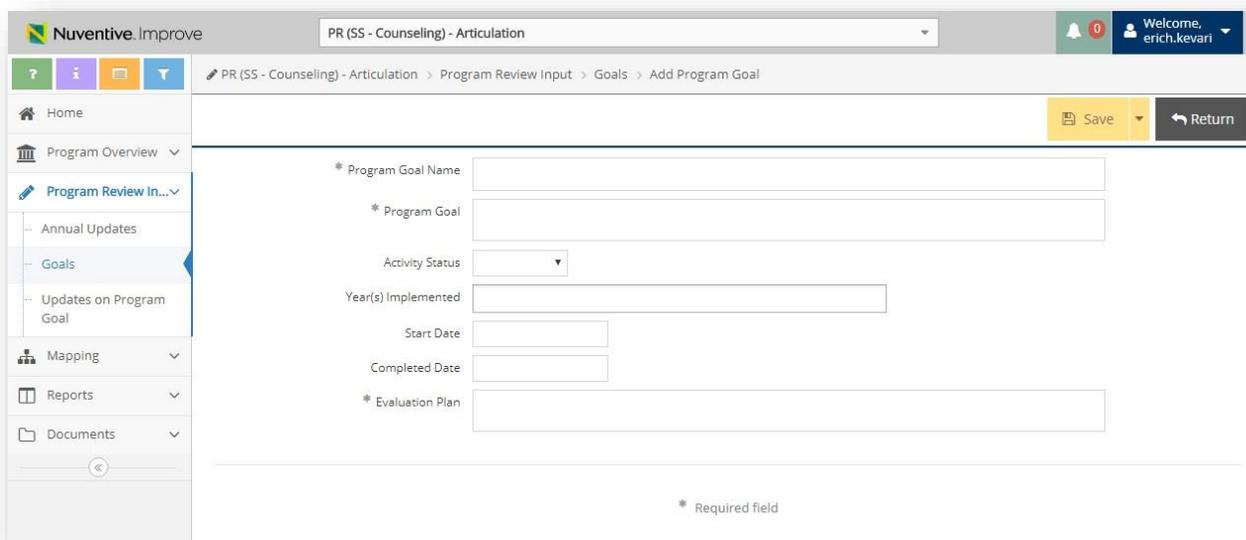
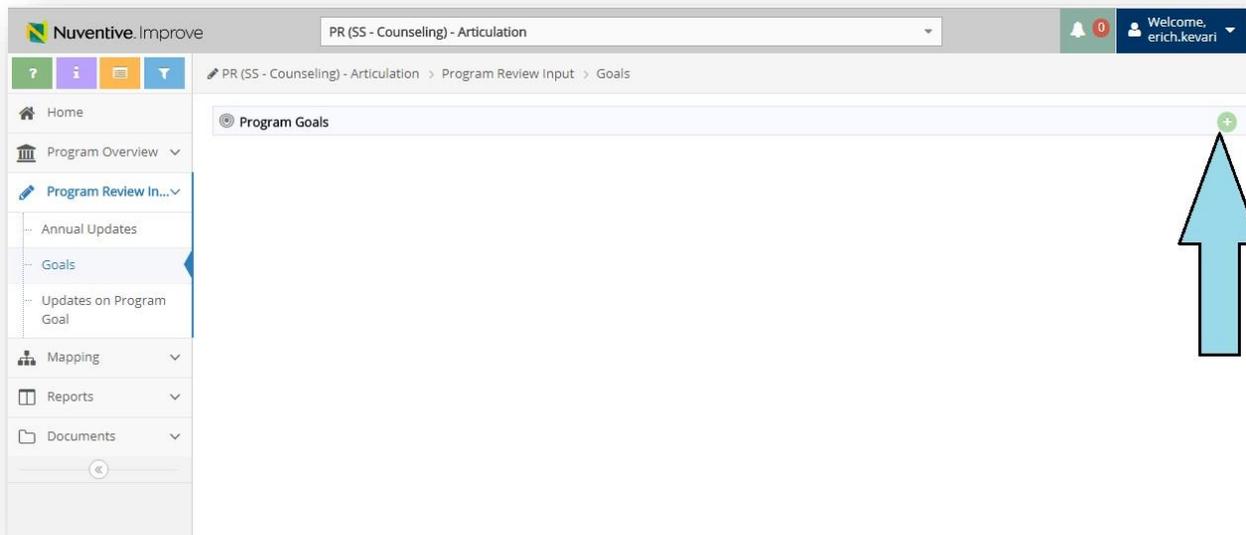
## IV. How to Enter a Goal

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



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.

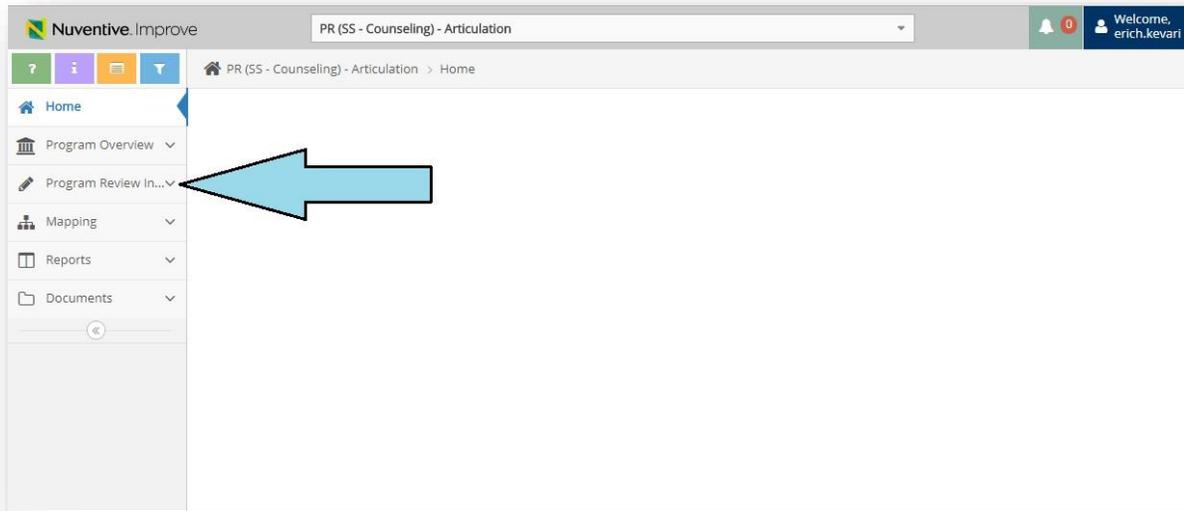




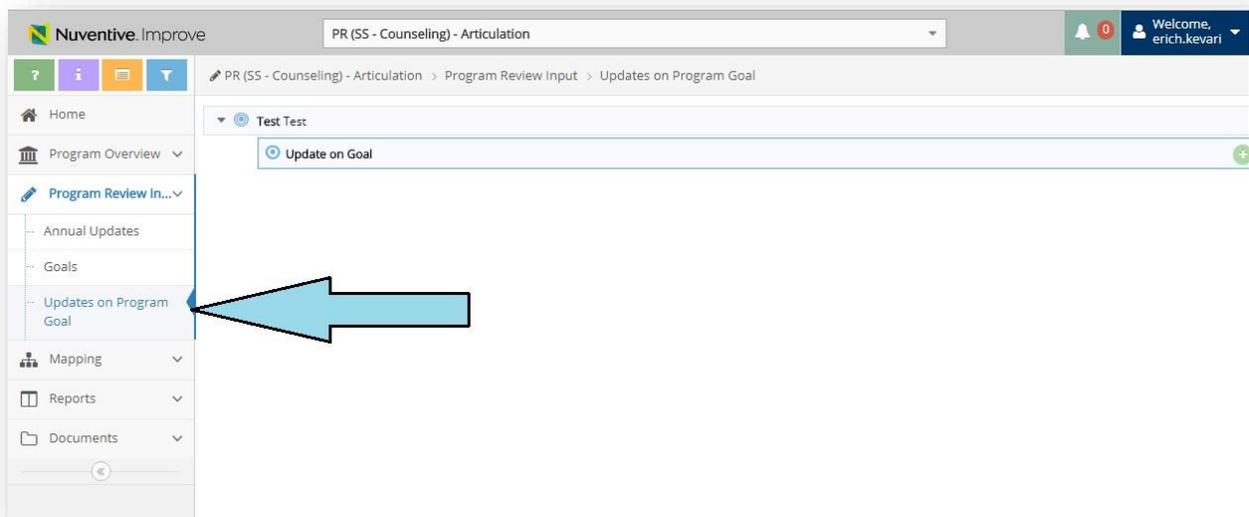
(This form will be used when setting up new goals)

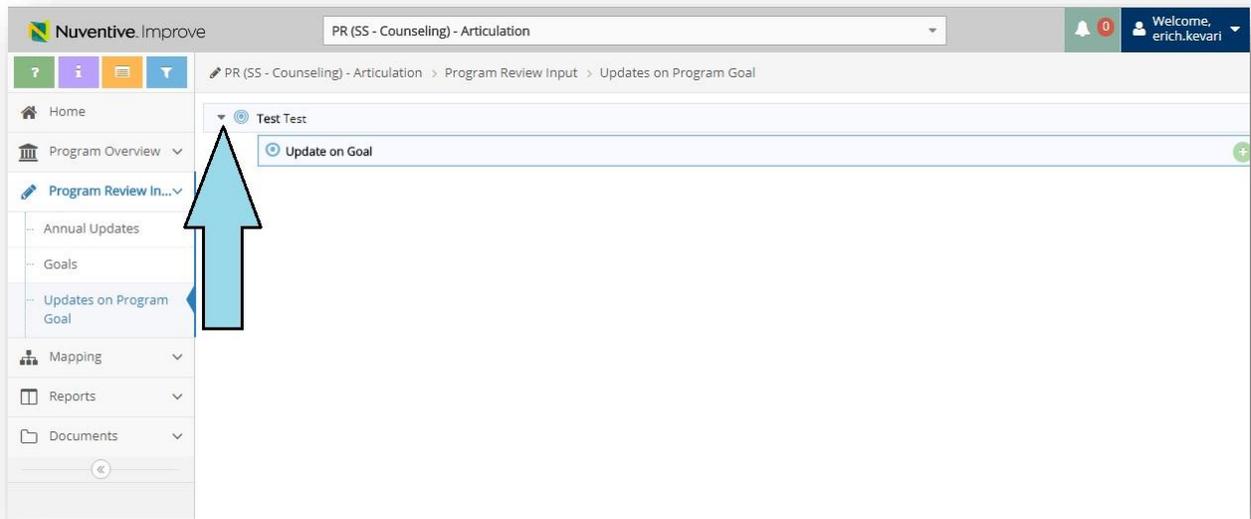
## V. How to Enter Goal Update

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

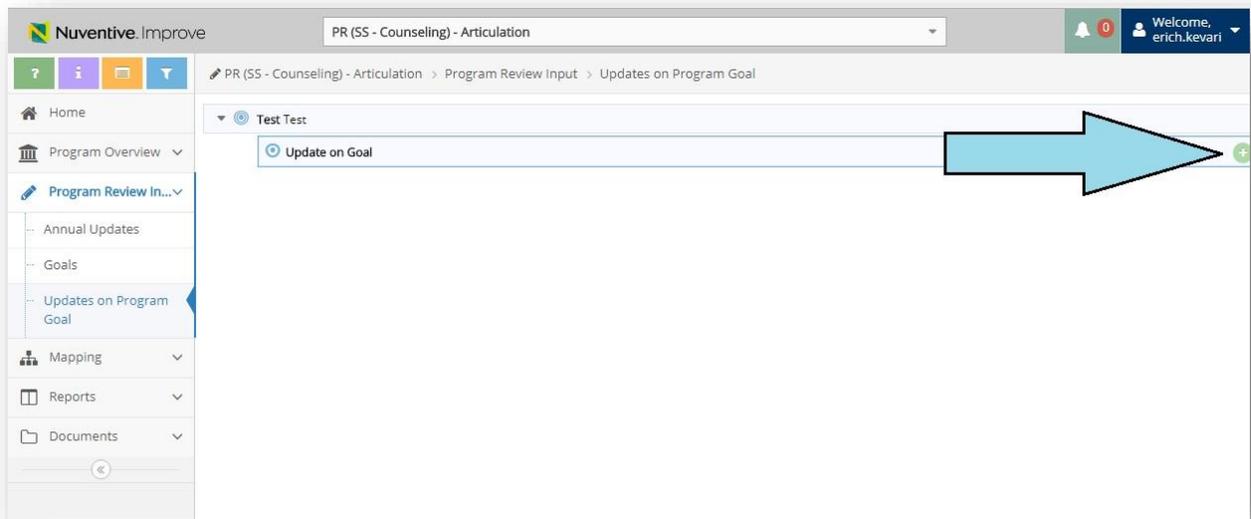


2. When you click on “Program Review Input” it will drop down 3 options. To input a Goal Update, click the label “Updates on Program Goal” and then select the arrow next to the Goal being update then the green (+) sign towards the right of the window. The form will load up.





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

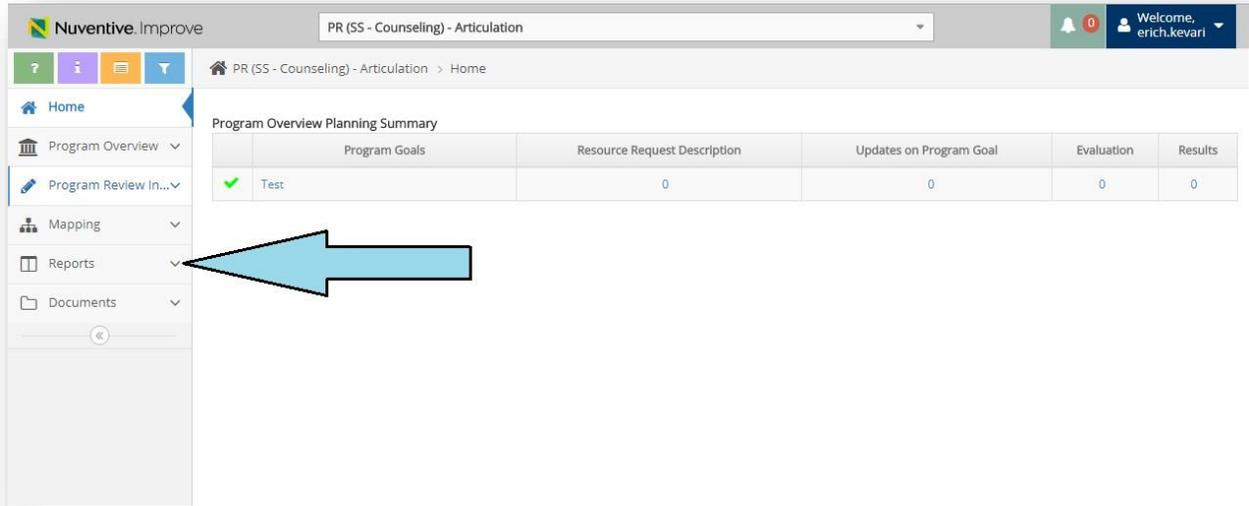


The screenshot displays the Nuventive Improve interface for adding an update to a program goal. The breadcrumb trail is: PR (SS - Counseling) - Articulation > Program Review Input > Updates on Program Goal > Add Update. The left sidebar contains navigation options: Home, Program Overview, Program Review In..., Annual Updates, Goals, Updates on Program Goal (selected), Mapping, Reports, and Documents. The main content area is titled 'Test Test' and 'Year(s) Implemented:'. Under 'Update on Goal', there are several required fields: 'Update Date' (10/02/2017), 'Update' (text input), 'Update Year' (dropdown), 'Continue Next Year' (dropdown), and 'Updates on Activities' (text input). A legend indicates that an asterisk (\*) denotes a required field. At the bottom, there are two sections: 'Evaluation' and 'Related Documents', each with a green plus icon for adding content.

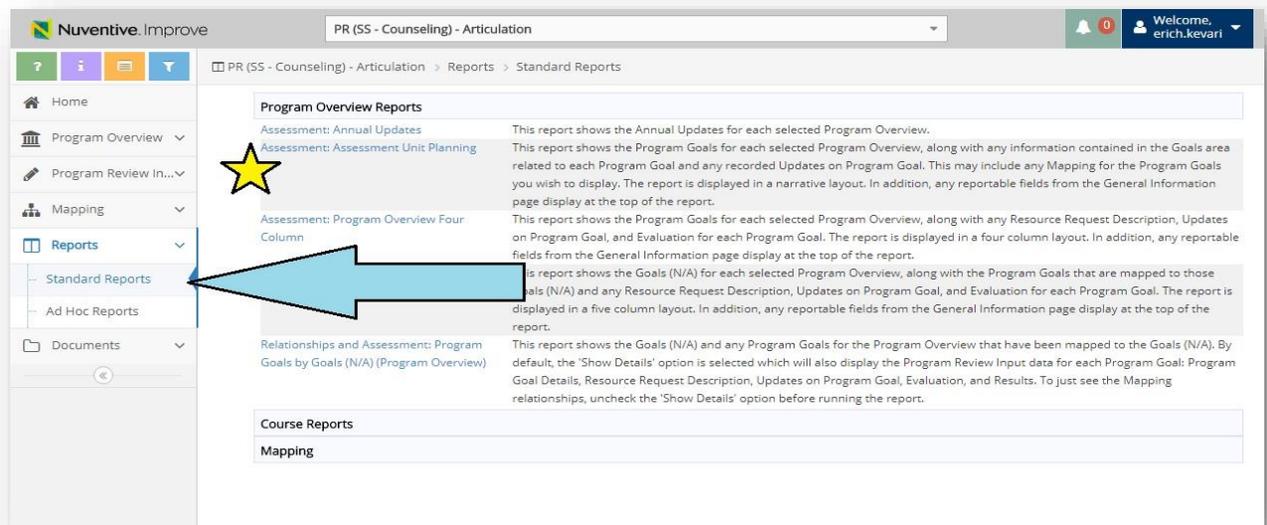
(Updates also will have needed Evaluation seen at the bottom of this form. Once evaluation is added you can input the results from the evaluation.)

# VI. How to Run a Report

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

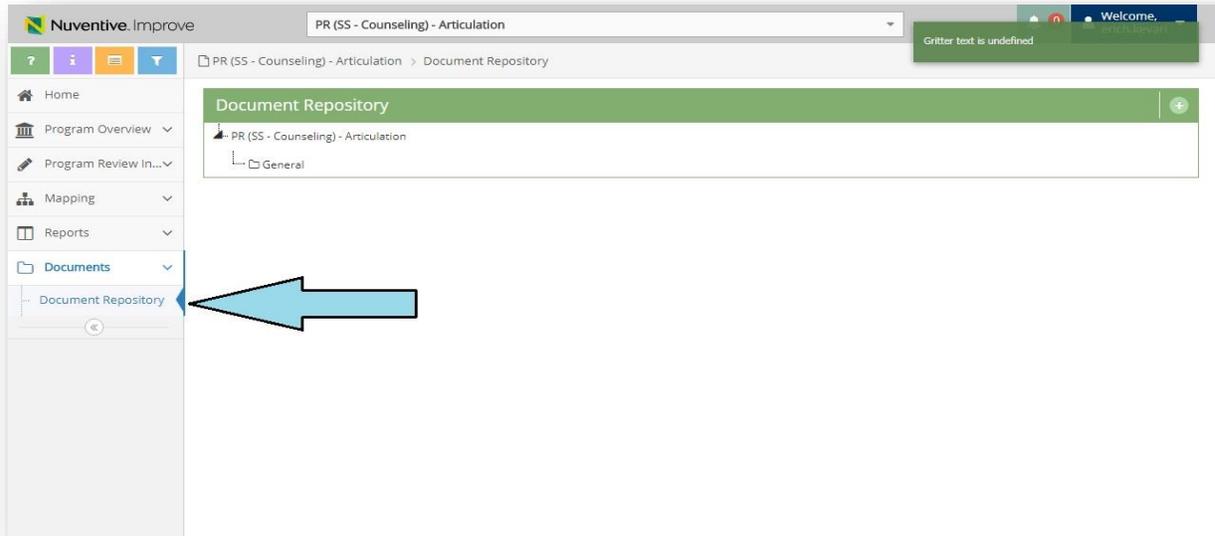


2. When you click on “Reports” it will drop down 2 options. To get a general preset report. Click “Standard Reports” and then select the type of report needed.  
*Suggestion: For Program Review the best designed report is **Assessment: Assessment Unit Planning**.*



## VII. Adding Supporting Files to Document Repository

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



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.

