



Improve – Logging In & Navigation Overview

This guide will help you to login to Improve and get familiar with the Improve interface.

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

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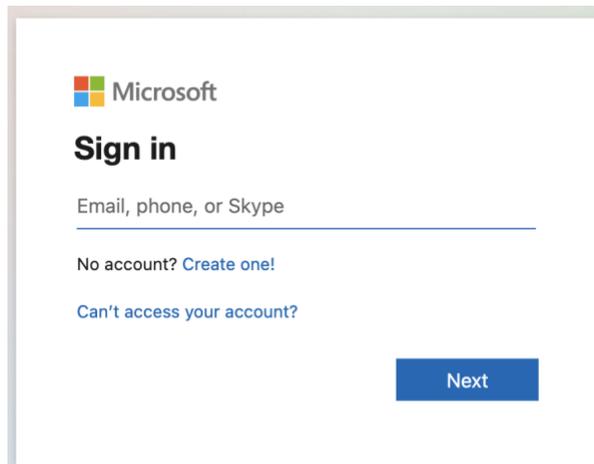
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Logging In to Improve

1. Go to [the SMCCCD Improve Login page](#) and click Sign In at the top right corner.

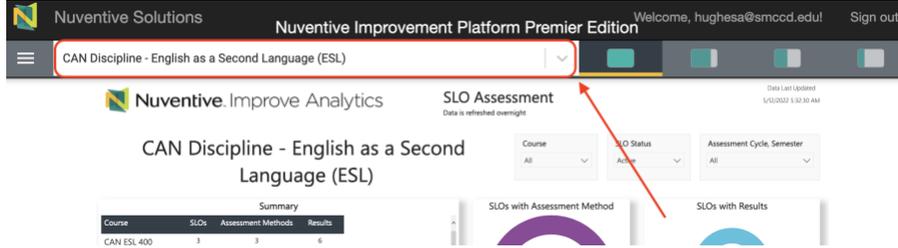


2. Login with your district email address and your email password, if your account doesn't automatically login.
 - a. If you have trouble accessing your Improve account, please contact Allison Hughes.

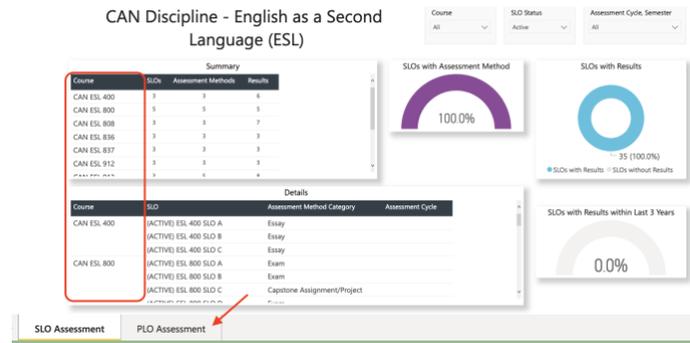


Navigation Overview

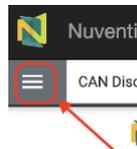
- Once you're logged in, you can choose the unit you want to work in from the drop down at the top of the screen. If you only have one option up there, you don't need to select anything from that drop down.



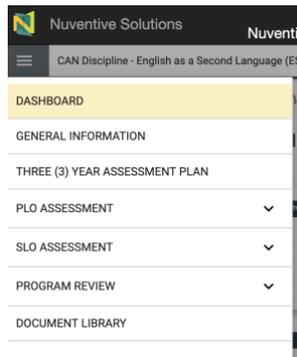
- The home page of each unit gives you an overview of the SLO assessment status of your unit. You can click an individual course on the left to see an overview of just that course as well. You can also click on the PLO Assessment tab at the bottom to see an overview of your PLO assessment status.



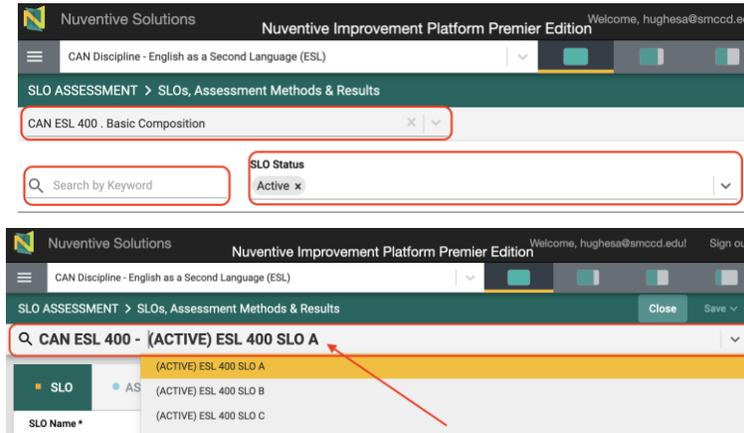
- Navigate to the different parts of Improve by clicking on the hamburger icon, or three horizontal lines, at the top left corner to display the navigation menu on the left.



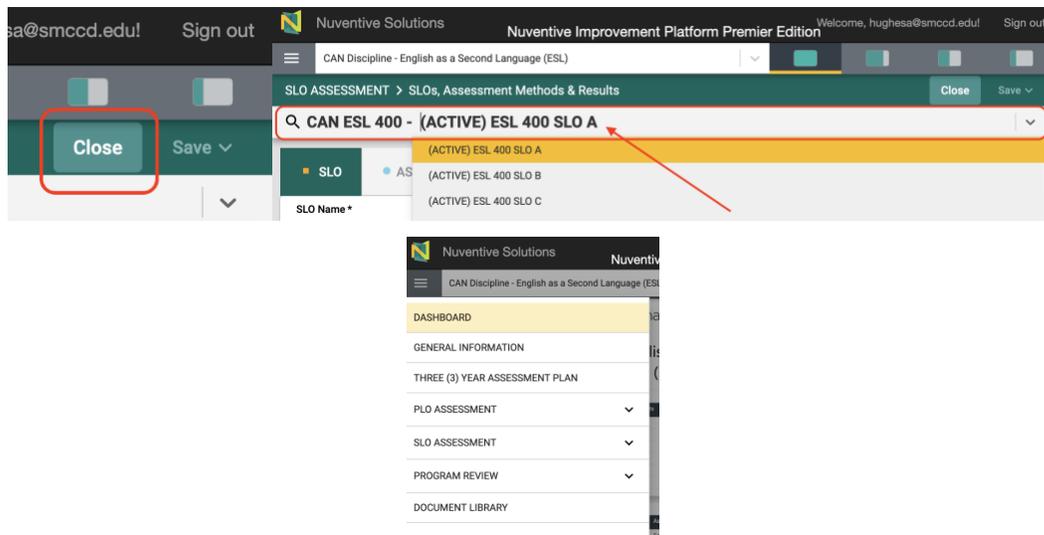
- You can navigate to the different parts of Improve through that navigation menu on the left. For example, if you want to start entering your SLO results for a course, you can click on SLO Assessment and then choose SLOs, Assessment Methods & Results.



11. As you navigate through the different areas of Improve, use the drop downs, search bars, and filters at the top of different pages to more easily navigate and find what you're looking for.



6. As you work through Improve, we recommend not using the back button in your browser to return to where you were. It works better to use the Close button at the top right, drop downs at the top, or the navigation menu on the left.



7. If there are data packets or documents for you to easily reference related to the page you're on, you'll see those displayed to the right. You can use the screen control icons at the top right to make those documents bigger and easier to read, or collapse them if they're in your way. You can double click on a document that you'd like to view and reference.

