



# Improve – Entering & Updating PLOs/SAOs and PLO/SAO Assessment Methods

*This guide will help you enter and update PLOs and SAOs and their assessment methods in Improve if needed.*

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

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*If you have questions about assessing SLOs, please contact Jessica Kaven:*

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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 PLOs assessed by departments.

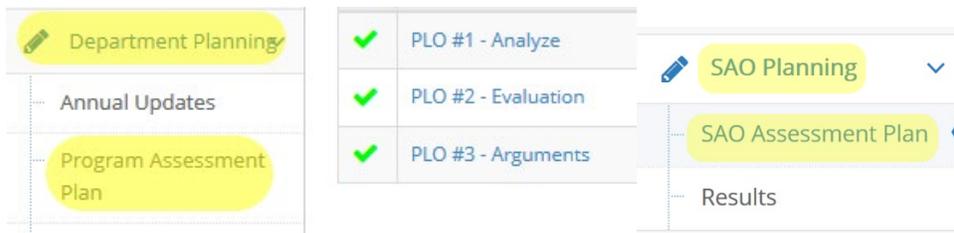
## Entering & Updating\* PLOs and SAOs for a Department

*\*Existing PLOs and SAOs should only be edited in minor ways to preserve past data. For clarification, please contact Jessica Kaven at [kavenj@smccd.edu](mailto:kavenj@smccd.edu).*

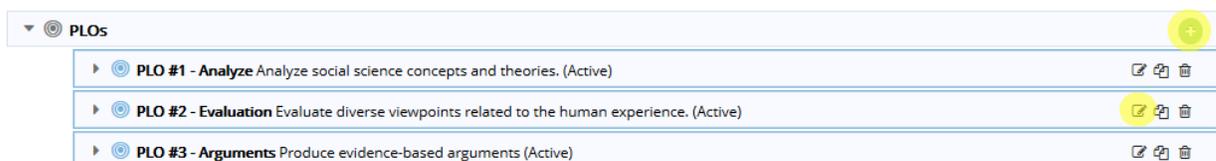
1. Select the department you would like to work in from the drop down menu at the top. If you don't see the department you need access to, please contact Allison Hughes.



2. Click on 'Department Planning' on the left navigation menu and then click on 'Program Assessment Plan'. For student services programs, click 'SAO Planning' and then 'SAO Assessment Plan'.



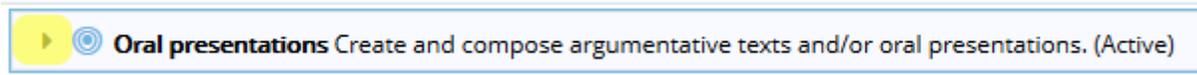
3. Click on the green plus sign icon on the right to add PLOs or SAOs, or click on the green pencil icon to the right of a PLO or SAO to edit it.



## Adding & Updating\* PLO and SAO Assessment Methods for a Department

\*Existing PLOs and SAOs should only be edited in minor ways to preserve past data. For clarification, please contact Jessica Kaven at [kavenj@smccd.edu](mailto:kavenj@smccd.edu).

1. Click on the drop down arrow to the left of the PLO or SAO for which you need to add or edit an assessment method.



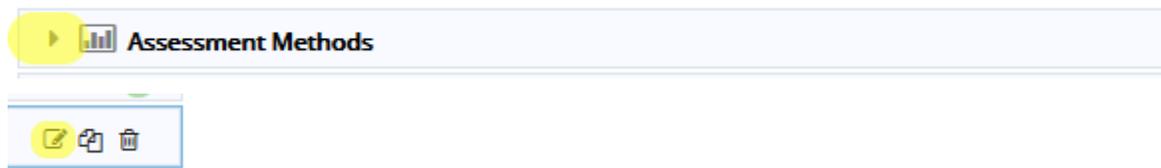
2. To add an assessment method, click on the green plus sign icon to the right of the PLO or SAO that needs an assessment method.



3. Next, fill out the fields (at the very least be sure to fill in the Assessment Method Category, Assessment Method, and Success Criterion). When you're finished, click 'Save' at the top right.

A screenshot of the assessment method form for "PLO #1 - Analyze". The form is titled "PLO #1 - Analyze Analyze social science concepts and theories." and has an "Active" checkbox checked. The form contains several fields: "Assessment Method Category" with a dropdown menu set to "Use Existing Data"; "Assessment Method" with a text area containing a detailed rubric description; "Success Criterion" with a text area containing "An average score of 1.0 ('acceptable') is desired."; and "Schedule" with an empty text area. At the top right of the form are "Save" and "Return" buttons.

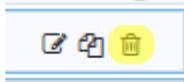
4. To edit an assessment method, click on the drop down arrow to the left of the Assessment Methods area and then click on the pencil icon to the right of the assessment method you need to edit.



- a. If you would like to copy an assessment method to another PLO or SAO in your department, click on the 2 pages icon to the right of the assessment method you want to copy.



- b. The trash can icon will delete an assessment method, but this should be avoided to preserve past PLO and SAO data. Instead, uncheck the 'Active' box by editing the Assessment Method (see next step for more information).



- 5. Make minor changes, like updating the Assessment Method Status, to the existing assessment method and then click 'Save' at the top right.



**PLO #1 - Analyze** Analyze social science concepts and theories.

Active

Assessment Method Category: Use Existing Data

\* Assessment Method: General analytic rubric. The rubric is organized into three rows, one row for each PLO, and into three columns that included descriptive feedback for each level of competency: "Incomplete", "Acceptable", and "Accomplished". When evaluating the student writing assignments, the faculty will select one of the five scoring options (0, 0.5, 1, 1.5, or 2) for each row of the rubric to indicate the students' level of competency ("incomplete" is represented by the scores 0 and 0.5, "acceptable" by 1 or 1.5, and "accomplished" by a 2).

Success Criterion: An average score of 1.0 ("acceptable") is desired.

Schedule:

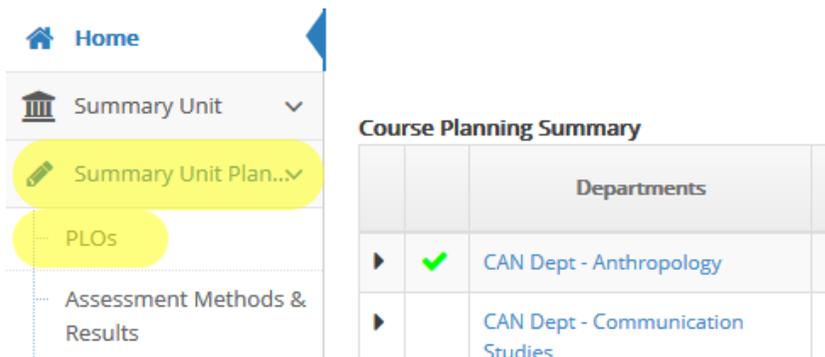
## Entering & Updating\* PLOs for a Program

\*Existing PLOs should only be edited in minor ways to preserve past PLO data. For clarification, please contact Jessica Kaven at [kavenj@smccd.edu](mailto:kavenj@smccd.edu).

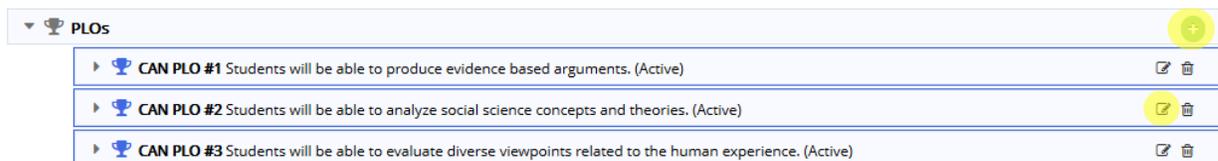
1. Select the program you would like to work in from the drop down menu at the top. If you don't see the department you need access to, please contact Allison Hughes.



2. Click on 'Summary Unit Planning' on the left navigation bar and then click on 'PLOs'.



3. Click on the green plus sign icon on the right to add PLOs, or click on the green pencil icon to the right of a PLO to edit it.



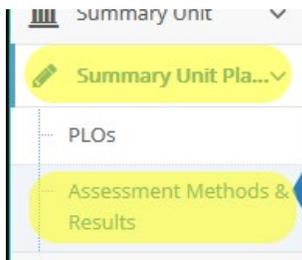
## Adding & Updating\* PLO Assessment Methods for a Program

\*Existing PLOs should only be edited in minor ways to preserve past PLO data. For clarification, please contact Jessica Kaven at [kavenj@smccd.edu](mailto:kavenj@smccd.edu).

1. Select the program you would like to work in from the drop down menu at the top. If you don't see the department you need access to, please contact Allison Hughes.



2. Click on 'Summary Unit Planning' on the left navigation bar and then click on 'Assessment Methods & Results'.



3. To add a PLO, click on the green plus sign to the right of the PLO in need of an assessment method.



4. Next, fill out the fields to enter your assessment method and results. If you don't have results yet, feel free to fill in those fields with placeholder information. When you're finished, click 'Save'.

Save Return

**CAN PLO #1** Students will be able to produce evidence based arguments.

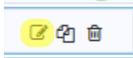
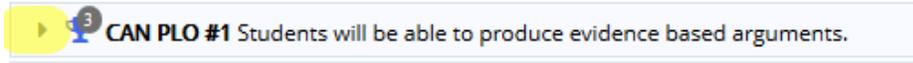
\* Assessment Method & Result Date: 07/10/2017

\* Assessment Method & Result: Use Existing Data competency: "Incomplete", "Acceptable", and "Accomplished". When evaluating the student writing assignments, the faculty will select one of the five scoring options (0, 0.5, 1, 1.5, or 2) for each row of the rubric to indicate the students' level of competency ("incomplete" is represented by the scores 0 and 0.5, "acceptable" by 1 or 1.5, and "accomplished" by a 2).  
Result: Results will be collected Fall 2017.

\* Reporting Cycle: 2017- 2018

\* Result Type: Inconclusive

5. To edit an assessment method, click on the drop down arrow to the left of the PLO. Then, click the pencil icon to edit the assessment method.



- a. The trashcan icon will delete an assessment method, but this should be avoided to preserve past PLO data. Instead, add the edited assessment method with the results you need to add.

