Improve –Attaching Documents, Tables & Graphs

This guide will help you to upload supporting information to your assessment and program review work, if needed.

If you have questions about how to access and use Improve, please contact Lindsey Irizarry:
Lindsey Irizarry, Instructional Technologist
Email: irizarryl@smccd.edu
Phone:650-381-3562
Office: 13-341

If you have questions about assessing SLOs, please contact Paul Roscelli:
Paul Roscelli, Faculty Assessment Coordinator
Email: roscelli@smccd.edu
Phone: (650) 306-3414
Office: 13-314

If you have questions about program review, please contact Karen Engel:
Karen Engel, Dean of Planning, Research, Innovation and Effectiveness
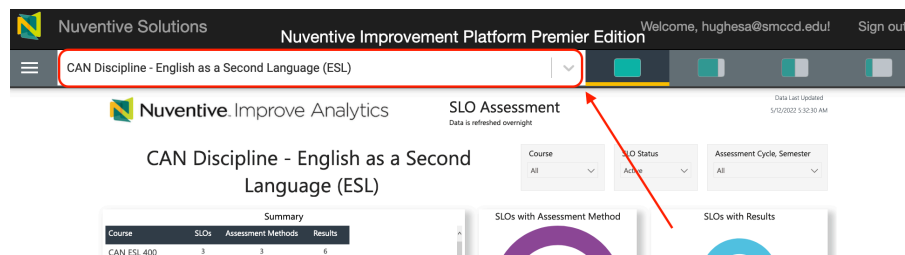Email: engelk@smccd.edu
Phone: (650) 306-3145
Office: 5-108

Contents

# Attaching Supporting Information

1. Select the unit you would like to work in from the drop down menu at the top.

2. You'll find areas to attach supporting information at the end of different areas of Improve, like SLO and PLO results, assessment methods, comprehensive program review forms, or annual update forms.
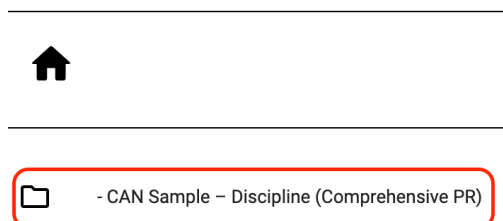
Attaching Documents

3. First, let's look at how to attach documents in these areas. Click on the green plus sign icon to the right of the Related Documents area.
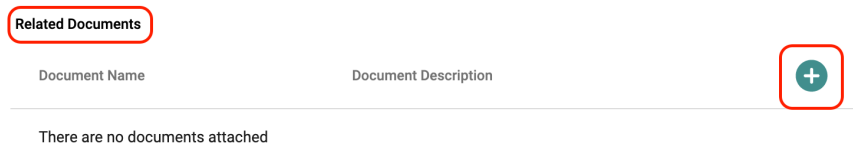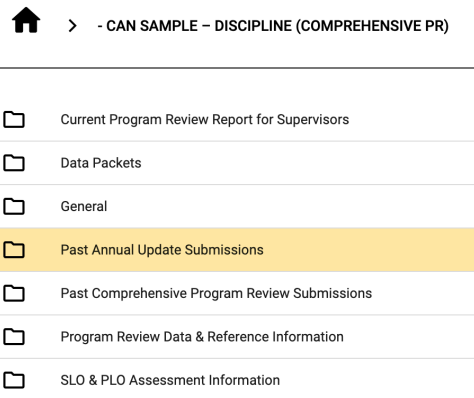

4. Select your unit folder where you want the document stored, and choose the sub-folder that you'd like the document to live in.
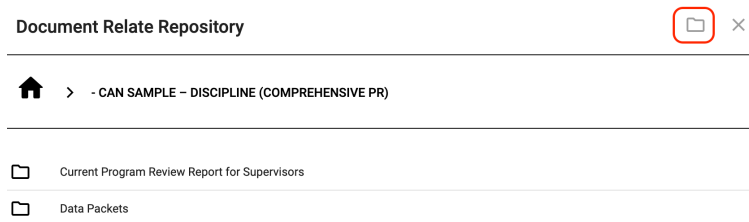
Document Relate Repository

🏠 > - CAN SAMPLE – DISCIPLINE (COMPREHENSIVE PR)

📁 Current Program Review Report for Supervisors

📁 Data Packets

📁 General

📁 Past Annual Update Submissions

📁 Past Comprehensive Program Review Submissions

📁 Program Review Data & Reference Information

📁 SLO & PLO Assessment Information

a. If you'd like to add a folder for this document, you can click the Add Folder icon at the top right.

Document Relate Repository

🏠 > - CAN SAMPLE – DISCIPLINE (COMPREHENSIVE PR)

📁 Current Program Review Report for Supervisors

📁 Data Packets

5. Click the Add File icon at the top right. Click browse and select the file on your computer that you'd like to attach.

Document Relate Repository   ATTACH 📄 📁 ✕

🏠 > - CAN SAMPLE – DISCIPLINE (COMPREHENSIVE PR) > PAST ANNUAL UPDATE SUBMISSIONS
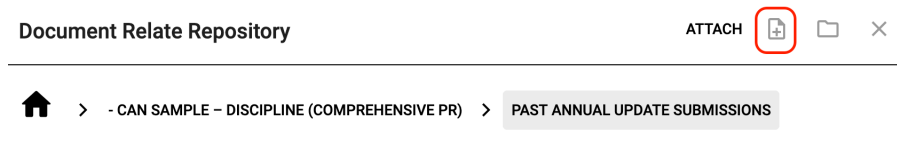
6. Change your file name and enter a description if you'd like to. When you're ready, click Save at the bottom right.

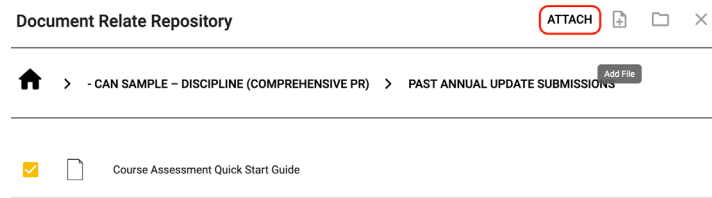**Add Document(s) to Past Annual Update Submissions**

[Browse...] 3 - Course Assessment Quick Start Guide.pdf

Name *
Course Assessment Quick Start Guide

Description

CANCEL ✕   SAVE 💾

7. Click Attach at the top right.

Document Relate Repository   [ATTACH] ⊞ ⊡ ✕

🏠 ❯   - CAN SAMPLE – DISCIPLINE (COMPREHENSIVE PR)   ❯   PAST ANNUAL UPDATE SUBMISSIONS   [Add File]

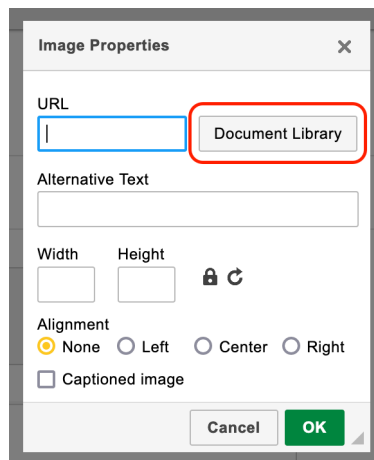☑ 🗋   Course Assessment Quick Start Guide

Inserting Tables & Graphs

8. Now let's take a look at how to insert a table or a graph. Click into the Tables & Graphs box.

Tables & Graphs
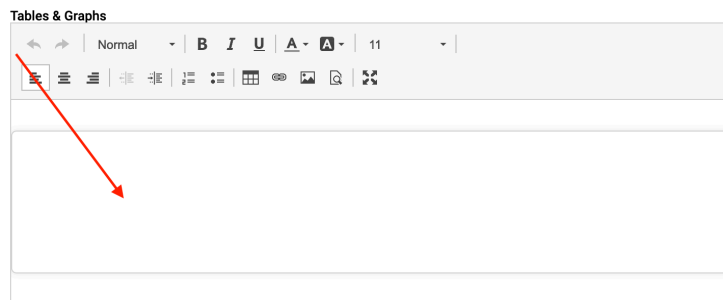
9. If you have an image of a table or graph that you want to embed, click on the Insert Image button.
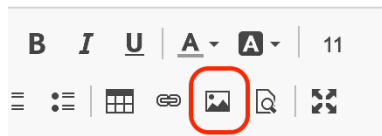
10. Click on the Document Library button and select the image that you'd like to insert.

Image Properties   ✕

URL
[   ]   [Document Library]

Alternative Text
[   ]

Width   Height
[   ]   [   ]   🔒 ↻

Alignment
⦿ None   ○ Left   ○ Center   ○ Right
☐ Captioned image

[Cancel]   [OK]

a. If you don't see the image you want to embed, you can upload your image by first following steps 4-6 above.

11. Click on the three dots to the right of the image and choose Select. Change the size and placement of your image if you need to, and click OK at the bottom right.
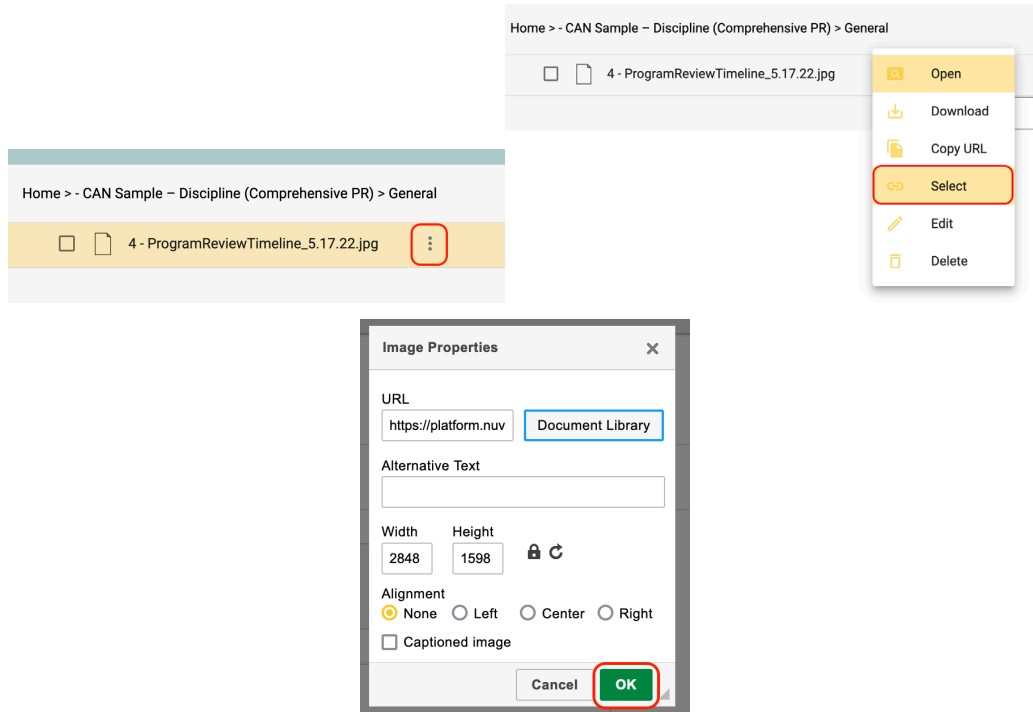
12. If you'd like to create a table to insert, click on the table icon at the top. Choose the size of your table in numbers of rows and columns, and any other settings you'd like. Click OK at the bottom right and then enter your information into the table.
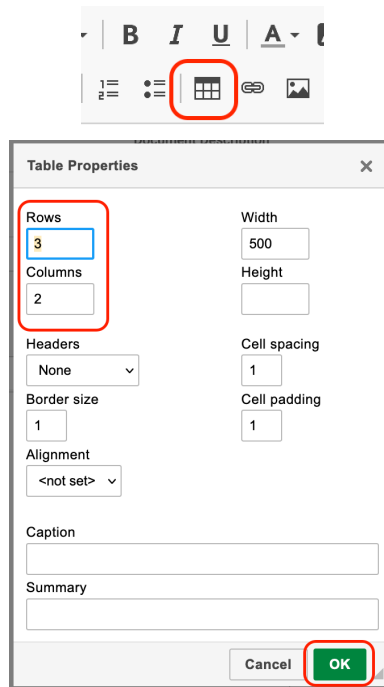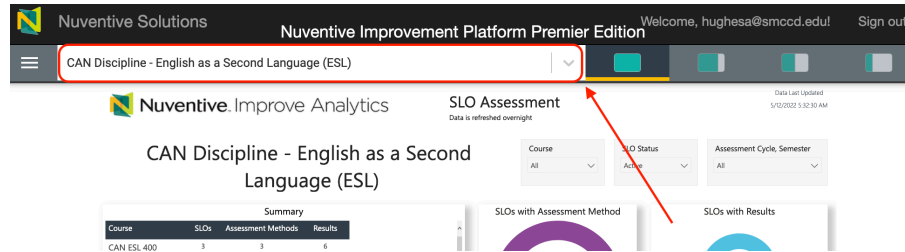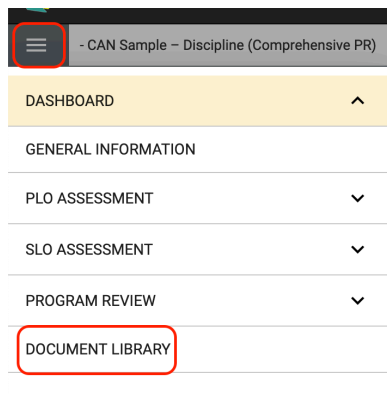
13. When you're finished, be sure to the click Save at the top right.

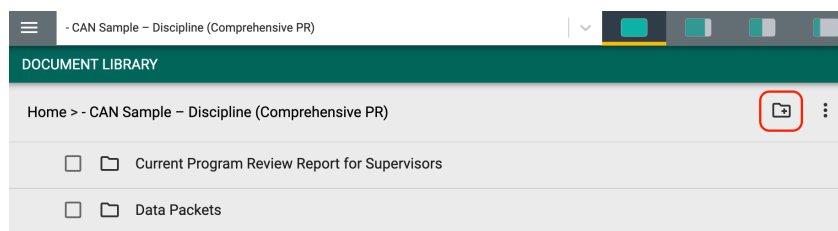## Uploading Document Directly to the Document Library

1. Select the unit you would like to work in from the drop down menu at the top.

2. Click on the hamburger icon, or three horizontal lines, at the top left, and then click on Document Library.

3. To create a folder, click on the Add Folder icon at the top right. Enter a folder name and click Save at the bottom right.
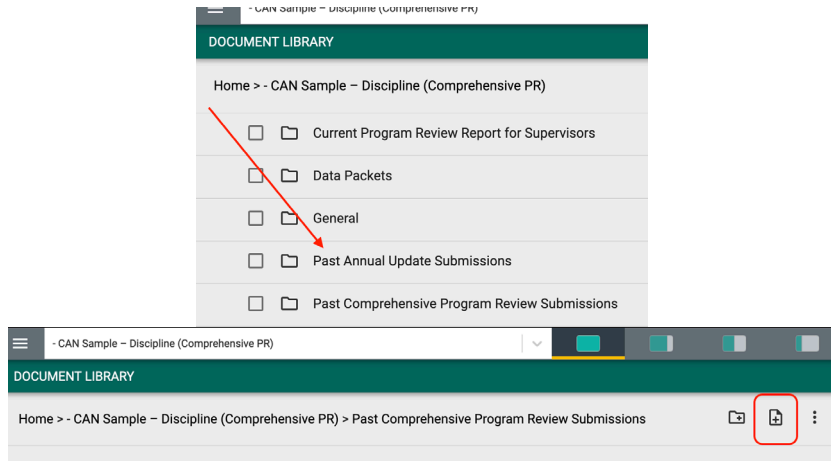

4. Select the folder that you'd like to upload a file to, and then then choose the New File button at the top right.

5. Click Browse and choose the file you'd like to upload. And then click Save at the bottom right.