

# Improve – Filters & Audit Logs

This guide will show you the Filter and Audit Log features in Improve, which may help you work in Improve a bit easier.

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: Jessica Kaven, Faculty Assessment Coordinator Email: <u>kavenj@smccd.edu</u>

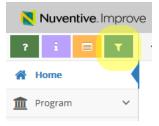
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# **Using Filters**

- The important thing to remember about Filters is that they are not available on all pages in Improve. For assessment, they're available under Course Planning, Department Planning, Summary Unit Planning, SLO Planning and SAO Planning. For program review, they're available under Program Review Narratives, Annual Plans and Objectives, Action Plans & Resource Requests.
- 2. To access a filter, click on the blue funnel icon at the top left of the page.

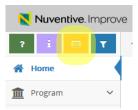


- 3. The Filter for the page will appear at the top of the page and depending on the page you are on, you will see different options for your filters. Set your filters to only show you current information, or the information you're looking for. Do this by using the status, date, or cycle filters.
  - a. Once you've set a filter, it will stay in place on a page unless you remove it, so consider clearing all the filters when you're finished if you are not the only person who access your department or program in Improve. Otherwise, feel free to leave your filters in place and edit them as needed in the future.

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<b>1</b>	Department Plannir	n <b>g⁄</b>	Clear Filters	Assessment Cycles		)		
Ð	Course Planning	~						
			Filter Settings	Assessment Method Filters				
	Course Assessment	Plan	Match any or all filters 🕕 ALL	Assessment Method				
	Results		Clear Filters	Categories		, , , , , , , , , , , , , , , , , , , ,		
				Show Inactive Assessment Methods				
-	Mapping	$\sim$		Show inactive Assessment Pietrou.	5 -			
	Reports	~	Sorting disabled while filter is active.					
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# Using the Audit Logs

- Similar for Filters, Audit Logs are also not available on all pages in Improve. For assessment, they're available under Course Planning, Department Planning, Summary Unit Planning, SLO Planning and SAO Planning. For program review, they're available under Program Review Narratives, Annual Plans and Objectives, Action Plans & Resource Requests.
- 2. To access the audit log for a page, click on the orange table icon at the top left of the page.



- 3. The audit log appears at the top of the page and shows you a list of all the activity on that page, including the date the changes were made, who made them, what changes they made and what item was changed.
  - a. The audit log will only show edits an additions that were saved. If you make edits and/or additions in Improve, but do not click Save at the top right, those changes will not be saved and they won't be reflected in the Audit Logs.

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🖀 Home									
🏦 Department 🗸 🗸				Show activity from the	Show all	activity		•	
🖋 Department Planning		Date 👻	Personnel		¢	Туре	¢	Object	\$ Name/Text
Course Planning V		01/07/2019	Program Review	v		Add		Follow-Up	Students found this helpful and my assessments improved! I will continue this.
Course Assessment Plan		01/07/2019	Program Review	v		Add		Action	I will offer virtual study sessions to help students prepare.
- Results		01/22/2018	Allison Hughes			Add		Action	Redesign assessment tool.
		01/17/2018	Allison Hughes			Edit		Result	test
Advantage of the second sec									

- 4. To see the details of a page you can click the link the Type column, the pop up that appears will show you a comparison of the old values compared to the new.a. This is a great way to find old information that might have been saved over or accidentally removed.

		Show activity from the	Show all	activity	-
Date -	- Personnel		¢	Type 🜲	Object
01/07/2019	Program Revie	ew		Add	Follow-Up
01/07/2019	Program Revie	w		Add	Action
01/22/2018	Allison Hughe	5		Add	Action
01/17/2018	Allison Hughe	5		Edit	Result
Activ		ate: 01/22/2018			
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