



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 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: 13-0314

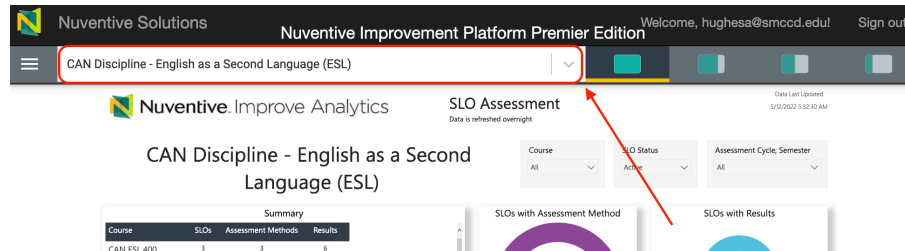
Contents

Entering & Updating* PLOs and SAOs for a Department.....	2
Adding & Updating* PLO and SAO Assessment Methods for a Department.....	4
Entering & Updating* PLOs for a Program.....	Error! Bookmark not defined.
Adding & Updating* PLO Assessment Methods for a Program.	Error! Bookmark not defined.

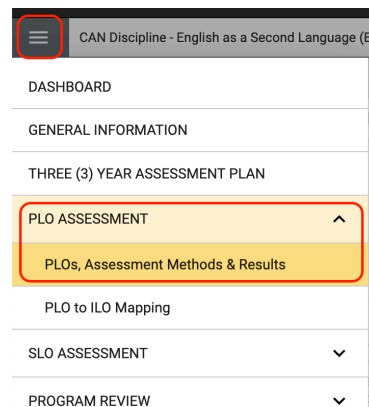
Entering & Updating* PLOs and SAOs

**Existing PLOs and SAOs should only be edited in minor ways to preserve past data. For clarification, please contact the Faculty Assessment Coordinator.*

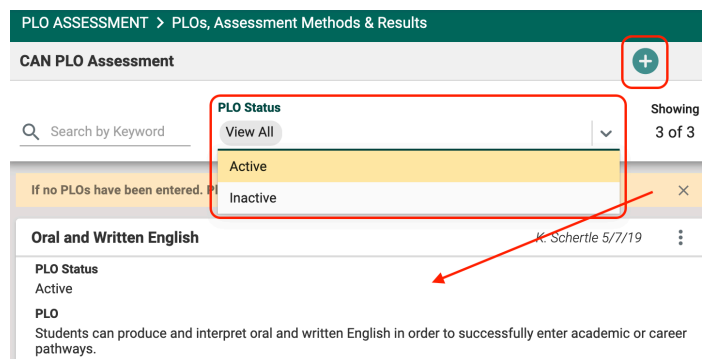
1. Select the unit you would like to work in from the drop down menu at the top. If you don't see the unit you need access to, please contact the Instructional Technologist.



2. Click on 'PLO Assessment' on the left navigation menu and then click on 'PLOs, Assessment Methods & Results'. For student services programs, click 'SAO Assessment' and then 'SAOs, Assessment Methods & Results'.



3. Use the PLO/SAO Status filter at the top to view just your active PLOs or SAOs to make things easier to navigate. Click on the green plus sign icon on the right to add PLOs or SAOs, or double click on a PLO or SAO to edit it.



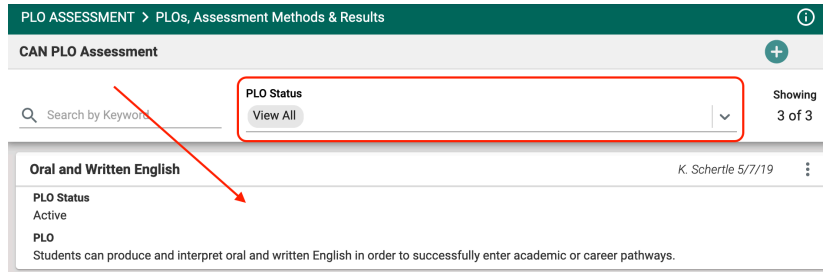
4. After adding a new PLO or SAO, you want to map your PLO or SAO to Cañada's ILOs. To map your new PLO, click on the Mapping tab at the top. Click the X to the right of each ILO that your PLO supports and click Save at the top right.

PLO	ASSESSMENT METHOD	MAPPING	RESULTS
- CAN ILOs - CAN ILOs			
CAN PLO Assessment X - Selected			
Search by Keyword			
CAN ILO #1 - Critical Thinking		X	
CAN ILO #2 - Creativity		X	
CAN ILO #3 - Communication		X	
CAN ILO #4 - Community		X	
CAN ILO #5 - Quantitative Reasoning		X	

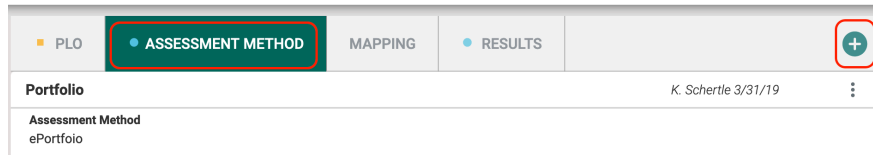
Adding & Updating* PLO and SAO Assessment Methods

**Existing PLOs and SAOs should only be edited in minor ways to preserve past data. For clarification, please contact the Faculty Assessment Coordinator.*

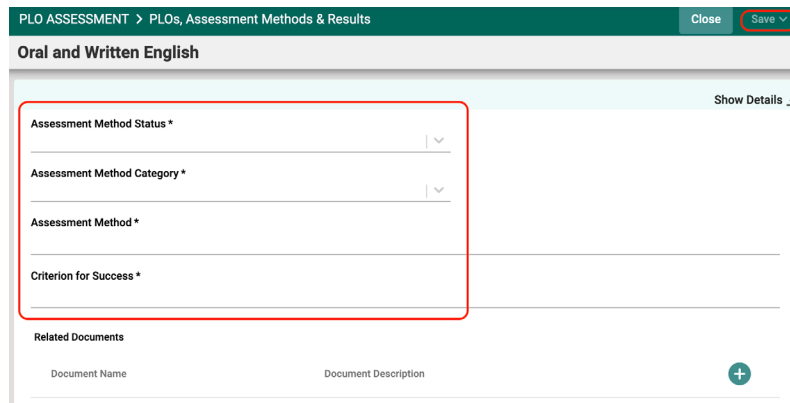
1. Use the PLO/SAO Status filter at the top to view just your active PLOs or SAOs to make things easier to navigate. Double click on the PLO or SAO for which you need to add or edit an assessment method.



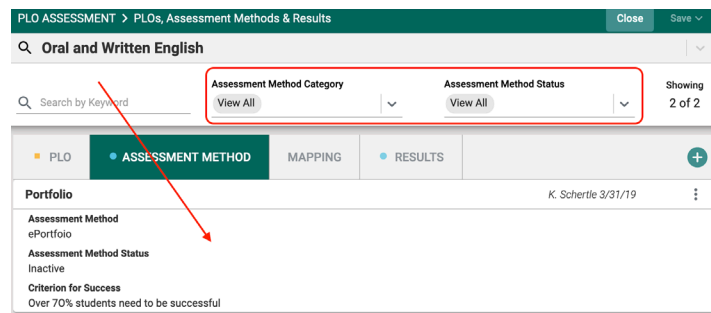
2. To add an assessment method, click on the Assessment Method tab at the top and click on the green plus sign at the top right.



3. Next, fill out the fields and when you're finished, click 'Save' at the top right.



4. Use the filters at the top to more easily find the assessment method you're looking for. To edit an assessment method, double click on the assessment method you need to edit.



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

PLO ASSESSMENT > PLOs, Assessment Methods & Results Close Save

Oral and Written English

Show Details [↓](#)

Assessment Method Status *
Inactive x | ↓

Assessment Method Category *
Portfolio x | ↓