Training Manual for Nuventive Improve Administrative Units Outcome Assessment Reporting

How to Use Improve Assessment Software for Administrative Unit Outcome Assessment

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Access to Software
You can access the Improve software in two ways. Either get access by logging into MyCollege or use the web-link at https://sunybroome.tracdat.com/tracdat/

The first option is to log into MyCollege, locate the employee folder on the left, and click on it.
Then click on “Improve Assessment Software”.

This takes you right into the software as shown below. If you have multiple units to access, click on the drop down box to select the unit you want to work on.

2. The second option is to go to: https://sunybroome.tracdat.com/tracdat/

Enter your user ID (which is the first part of your email address, excluding @sunybroome.edu (e.g. adanusk). Your initial password is: improve (all lower case).
Change your password after you log in by going to the top right corner and clicking on “Welcome ……” (your user ID). Next, click on “Change password” and make the change.

Access (Logging into) your Unit Account(s)

If you have access to only one unit account, you will see it at the top. However, if you have access to multiple accounts, click on the drop down arrow and you will see the other unit accounts. Select whichever one you want to work on.
Entering Unit Goals and

To enter your unit goals, click on “Unit Assessment” on the left. Next, click on “Plan”.
If you do not have any goal entered, you will see this.

If you already have goals entered, you will see this.

To add your goals, click on the green circle add button.
Enter your goal title followed by your goal. Select goal status (active if it is a goal you intend assessing). Next, select your assessment cycle (you can select more than one assessment cycle) and save. Select start date. Leave inactive date blank, if you intend continuous assessment of the goal. Select inactive only if you do not intend assessing the goal any longer.

<table>
<thead>
<tr>
<th>What goals do you plan to assess? Please only list goals you can measure and support with quantitative or qualitative data.</th>
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</thead>
<tbody>
<tr>
<td><strong>Goal Title</strong></td>
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<tr>
<td><strong>Goal</strong></td>
</tr>
<tr>
<td><strong>Goal Status</strong></td>
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<tr>
<td>Planned Assessment Cycle</td>
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<tr>
<td><strong>Start Date</strong></td>
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<td><strong>Inactive Date</strong></td>
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</table>
Click “Save” to save all your entries and click “Return”.

Follow the same steps until you are done entering all your goals.

After saving and clicking return, click on the pointed arrow by your goal to open it up so you can see “Means of Assessment” if it is not already showing.
Click on the green ‘add’ button (‘Add Means of Assessment’) to add your means of assessment information.

Select your assessment type. If you need assessment type options added to the listed, contact the Institutional Effectiveness Officer.

If you already have information entered for your “Means of Assessment”, you can click “edit” to make changes.
Next, enter your benchmark (indication of how you know whether or not you’ve met your benchmark). Next, add any resource needs. If you do not have a resource need, leave it blank.

Click save after all information are entered and click on return.
**NB:** The blue circles with white question marks in their middle tell you the kind of information you need to add.

Next Step—Mapping Outcome Assessment Goals to College Strategic Plan Objectives

Click on “Mapping” on the left.
Next, click “Goals Map” and you will see the list of all the objectives in the strategic plan listed. If it is not already showing, select “SUNY Broome Community College 2017 -2022 Strategic Goals and Objectives” from the drop down box.

Do your mapping by reading through the list and checking the box of the strategic plan objective to which you believe your outcome goal is in alignment with. Selected boxes can be unchecked if deemed not applicable. Click ‘save’ after you are done.
NB: For Academic Affairs divisions, you will need to click on the drop down box to select “Academic Affairs” if it is not already showing to map your entered goals to the division’s goals. When done mapping your Academic Affairs goals, click save and select “SUNY Broome Community College 2017-2022 Strategic Goals and Objectives” from the drop down box to map to college strategic plan objectives. When done, click save.
<table>
<thead>
<tr>
<th>Goals</th>
<th>1. Provide data, maintain and update data platforms for decision making.</th>
<th>2. Continuous improvement through assessment and strategic plan implementation.</th>
<th>3. (Academic Affairs goal) Survey design, administration, data collection and report completion.</th>
<th>4. Increase campus diversity efforts through the recruitment of a diverse range of students, faculty, and staff.</th>
<th>5. Investment in professional development efforts. Invest in professional development.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs Goal 1: Continue to support a sustainable and high quality academic culture.</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
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<tr>
<td>Academic Affairs Goal 2: Incorporate a diverse range of Academic Affairs faculty and staff members, including academic and non-academic.</td>
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<td>Academic Affairs Goal 3: Implement student retention efforts through the development of a published workflow for student services.</td>
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<td>Academic Affairs Goal 4: Increase the focus on campus diversity efforts across campus in partnership with the President’s Task Force for diversity.</td>
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<td>✔️</td>
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<tr>
<td>Academic Affairs Goal 5: Invest in Professional Development for faculty and staff, which will support a sustainable and high quality academic culture.</td>
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<td>✔️</td>
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</table>
FYI - Alternative Access to Mapping

Entering Your Summary of Findings

To do this click on “Unit Assessment”. Next, click on “Summary of Findings”.

Next, click on the top left arrow associated with the goal for which you want to enter Summary of Findings for.
Next, click on the green add bottom on the top right to add your findings.

Start by selecting your submission date. Enter your summary of findings. Under conclusion, select option that indicates whether or not you met your benchmark. [If you need to make any future changes after saving your initial entry, click on ‘edit’ to make desired changes].
When done, click “Save” and return.

Use of Results- Next, click on the green add button for “Use of results” to add text. Enter information on how your results would be used to make changes and or request for resource allocation. Next, enter any resource needs that may help you address the next steps related to your assessment findings.
When done, click “Save” and return.
Running Reports

Click on ‘Reports’, ‘standard reports’ on the left to access options to run a report.

Select from among the 3 reporting options to run the report of your preference. Each of the options is explained.
Once you select the option of your choice, you can run the report in either PDF, html or word. This option is available under ‘Format’.

After selecting your preferred options, click on “Open Report” at the top right corner to see the report generated.
You do not need to use the “Ad Hoc Reports” option unless you want to generate a specialized report for use.

**Documents Depository**

You can create folders to upload documents related to your assessment by clicking on “Documents”, then “Document Depository”.
You can add folders by going to either of the options shown below.
After adding a folder, give it a name and click “Save”.

After needed folders are created, upload documents into the folders by clicking on “upload new document” (the green add button on the top right).
Select folder/goal to which document is applicable and ‘click to browse for files’ to locate document and upload.

**Linking Document(s) to Goals Assessed**

First, save the document into the “General” folder or the new folder you created in “Document Repository”. Go to “Summary of findings” and open the goal to which you want to attach the document to.

Next, go to “Related Document”
Click on the drop down arrow of the name of the document you want to ‘relate’ and then click on “Relate Document”.

You should see the document linked (relate) as shown below.

Click on “Complete” to finish relating document.
If you want to delete or detach a related document to a goal, go back to Summary of Findings, select the goal for which you want to delink. Click on “Un-relate Document”.

You will be asked whether you are sure you want to un-relate the document. Click “OK” and un-relate occurs.

**NB: Making Changes to Text Already Entered into Improve**

To make changes to text or information already entered into Improve, click on the “edit” button for each text to make needed changes.