Improve – Reporting PLO & SAO Results

This guide shows you how to enter your PLO or SAO assessment results for a department and a program.

If you have questions about how to access and use Improve, please contact Lindsey Irizarry:
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If you have questions about program review, please contact Karen Engel:
Karen Engel, Dean of Planning, Research, Innovation and Effectiveness
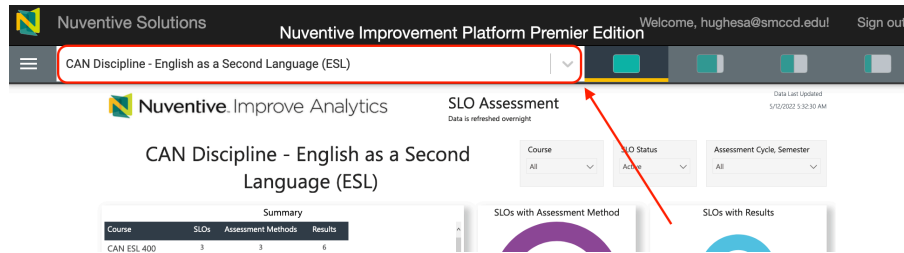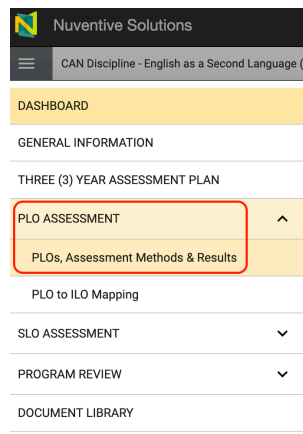Email: engelk@smccd.edu
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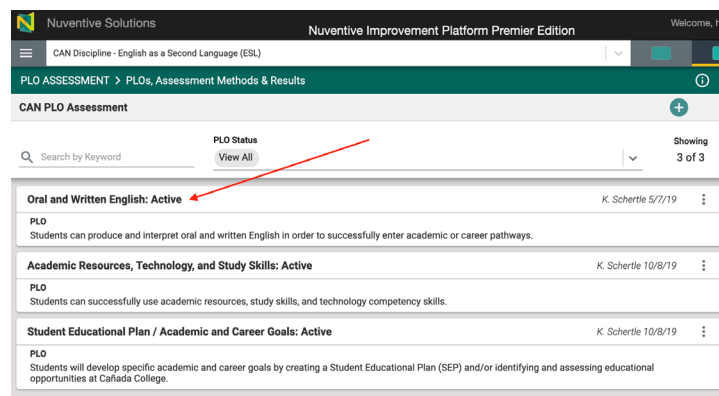
Reporting PLO & SAO Results

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

2. Click on the three lines icon at the top left, then click on 'PLO Assessment' in the left navigation menu and then click on 'PLOs, Assessment Methods & Results. Student Services programs can click on 'SAO Assessment' on the left and then 'SAOs, Assessment Methods & Results'.

3. Double click on the PLO or SAO you're entering results for.

4. Click on the Results tab at the top. Click on the green plus sign icon to the right of the appropriate assessment method and enter your result.

5. Enter your result information. If needed, attach documents and insert graphics or tables at the bottom. Click Save in the top right corner when you're finished.

6. Once you've finished entering that result, if you'd like to enter another result for a different PLO, you can use the PLO selection at the top to switch to another PLO.