



## Improve – Logging In & Navigation Overview

*This guide will help you to login to Improve and get familiar with the Improve interface.*

*If you have questions about how to access and use Nuventive, please contact Lindsey Irizarry:*

**Lindsey Irizarry, Instructional Technologist**

Email: [irizarryl@smccd.edu](mailto: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](mailto: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](mailto:engelk@smccd.edu)

Phone: (650) 306-3145

Office: 5-108

## Contents

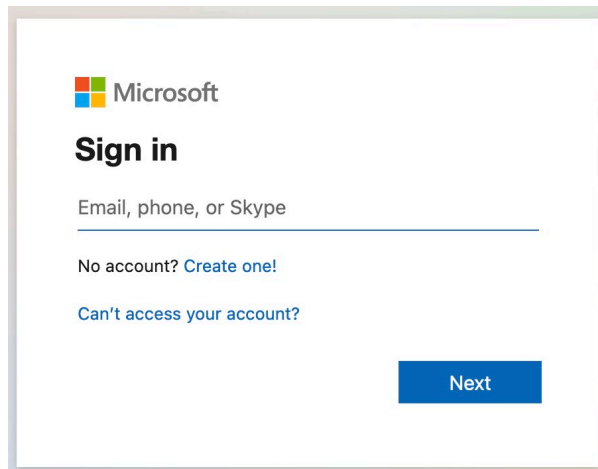
|                            |   |
|----------------------------|---|
| Logging in to Improve..... | 2 |
| Navigation Overview.....   | 3 |

## Logging In to Improve

1. Go to [the SMCCCD Improve Login page](#) and click **Sign In** at the top right corner.



2. Login with your district email address and your email password, if your account doesn't automatically login.
  - a. If you have trouble accessing your Improve account, please contact Lindsey Irizarry.



## Navigation Overview

1. Once you're logged in, you can choose the unit you want to work in from the drop down at the top of the screen. If you only have one option up there, you don't need to select anything from that drop down.

The screenshot shows the Nuventive Solutions dashboard for 'CAN Discipline - Accounting'. At the top, there is a navigation bar with the unit name 'CAN Discipline - Accounting' and a dropdown arrow. Below this, the dashboard displays 'SLO Assessment' data, including a summary table, a progress gauge showing 100.0%, and a donut chart showing 20 SLOs with results (100.0%).

| Course       | SLOs | Assessment Methods | Results |
|--------------|------|--------------------|---------|
| CAN ACTG 100 | 4    | 10                 | 0       |
| CAN ACTG 121 | 4    | 5                  | 0       |
| CAN ACTG 131 | 4    | 6                  | 0       |
| CAN ACTG 180 | 4    | 5                  | 0       |
| CAN ACTG 200 | 4    | 4                  | 0       |

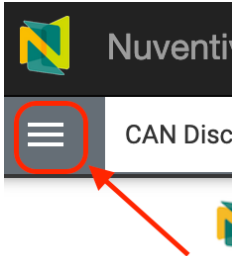
2. The home page of each unit gives you an overview of the SLO assessment status of your unit. You can click an individual course on the left to see an overview of just that course as well. You

This screenshot shows the same dashboard as above, but with a red box highlighting the 'Course' column in the summary table. A red arrow points to the 'CAN ACTG 100' row. Below the summary table, a 'Details' table is visible. At the bottom of the screen, the navigation bar shows 'SLO Assessment', 'PLO Assessment' (highlighted with a red box and arrow), and 'Program Review'.

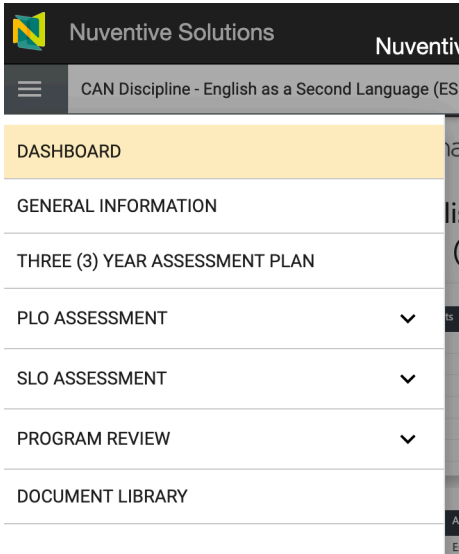
| Course       | SLOs | Assessment Methods | Results |
|--------------|------|--------------------|---------|
| CAN ACTG 100 | 4    | 10                 | 0       |
| CAN ACTG 121 | 4    | 5                  | 0       |
| CAN ACTG 131 | 4    | 6                  | 0       |
| CAN ACTG 180 | 4    | 5                  | 0       |
| CAN ACTG 200 | 4    | 4                  | 0       |

can also click on the PLO Assessment tab at the bottom to see an overview of your PLO assessment status.

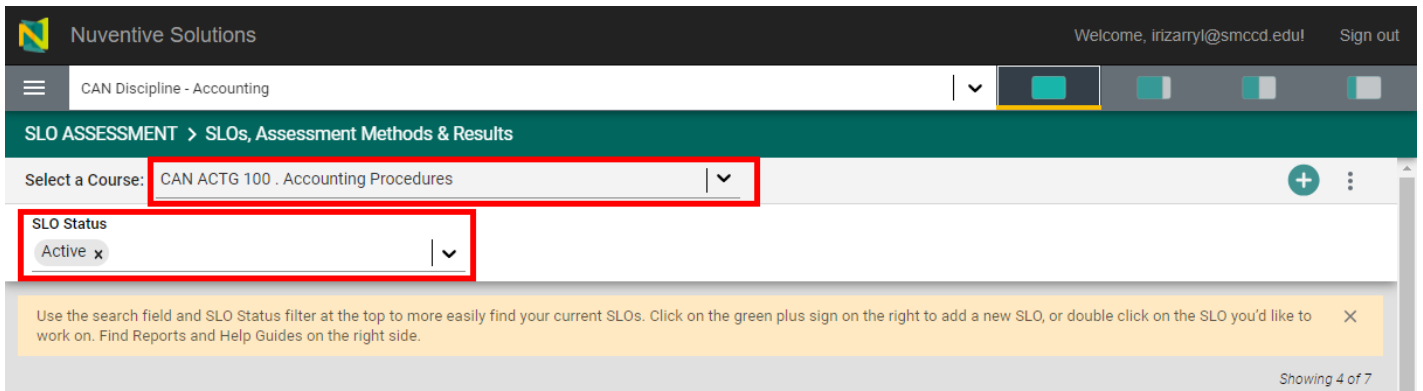
3. Navigate to the different parts of Improve by clicking on the hamburger icon, or three horizontal lines, at the top left corner to display the navigation menu on the left.



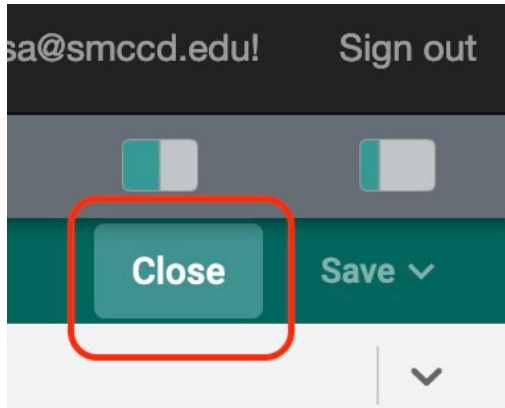
4. You can navigate to the different parts of Improve through that navigation menu on the left. For example, if you want to start entering your SLO results for a course, you can click on SLO Assessment and then choose SLOs, Assessment Methods & Results.



5. As you navigate through the different areas of Improve, use the drop downs, search bars, and filters at the top of different pages to more easily navigate and find what you're looking for.



6. As you work through Improve, we recommend not using the back button in your browser to return to where you were. It works better to use the Close button at the top right, drop downs at the top, or the navigation menu on the left.



7. If there are data packets or documents for you to easily reference related to the page you're on, you'll see those displayed to the right. You can use the screen control icons at the top right to make those documents bigger and easier to read, or collapse them if they're in your way. You can double click on a document that you'd like to view and reference.

