

# NAVIGATING IMPROVE



OFFICE OF PLANNING, ASSESSMENT, AND INSTITUTIONAL RESEARCH

# What is Improve?

Improve is CAU's electronic assessment system which is to capture the University's annual planning and assessment efforts.

Improve is used to manage and document data results for continuous improvement with **Academic Programs , Administrative Support Services, and Title III Funded Activities**. It allows for the development of Action Plans and follow-up to align with assessment results. Improve also provides for customization of budget requests for objectives and outcomes link to continuous improvement.

## ACCESSING Improve:

To gain access to Improve, contact the Title III Office. Improve can be accessed in two ways:

1. Type <https://cau.tracdat.com/tracdat> (bookmark this page for future use) into the browser
2. Access via [www.cau.edu](http://www.cau.edu)
  - Select Offices and Resources
  - Click on Office of Planning, Assessment, and Research
  - Click on Institutional Assessment
  - Click on Improve
  - Select <https://cau.tracdat.com/tracdat/> (bookmark this page for future use)

**PLEASE NOTE: Only use Mozilla Firefox or Google Chrome browser to access Improve. Improve will NOT function in Internet Explorer browser.**

# CAU's Annual Assessment and Improvement Six- Step Cycle



*The process is outlined below:*

1. **Define** Student Learning/Program performance outcomes
2. **Identify** assessment methods and tools
3. **Establish** criteria of Success
4. **Collect** and **analyze** data
5. **Plan** and **execute** improvement actions
6. **Report** and document findings in University's Electronic Assessment System, Improve

# Creating an Objective

Click on Unit/Program Assessment Plan

- Program Review
- Program Assessment Plan**
- Results
- Course Planning
- Mapping
- Data Collection Tools
- Reports
- Documents

Program (APR)- Testing Academic Program Reviews

Welcome, ssuddith

Program (APR)- Testing Academic Program Reviews > Program Planning > Program Assessment Plan

**Nuventive Improve** Program - Speech Communication (BA)

Program - Speech Communication (BA) > Unit Planning > Assessment Plan

If your Unit has identified Goals, you can add them here by clicking the green plus sign icon to the right of the Goals heading.

To begin creating your assessment plan, enter your Outcomes by clicking the green plus sign icon to the right of the Outcomes heading. To edit an existing outcome, expand the Outcome area using the small arrow to the left of the Outcome Name, then click the pencil edit icon to the far right.

**Goals**

- Critical Thinking** Demonstrate critical thinking skills in all aspects of communication (Active)
  - Related Items**
    - RU - College of Arts and Sciences
      - Student Success - Promote value-added opportunities that ensure student success
      - Affordability - Explore ways to ensure affordable education for all students in the College
    - RU - General Education
      - GenEd - Critical Thinking - Graduates will display the ability to analyze, synthesize, make inferences, and evaluate data.
      - GenEd - Technology - Graduates will competently use computer technology.
    - RU - Strategic Plan 2015-2018
      - Vision 2020 Goal 1: Student Success - Support students throughout their educational career and provide distinctive learning experiences that foster lifelong success.
- Intercultural Competency** Display intercultural literacy and sensitivity (Active)
- Systemic Behavior** Enhance the mapping help guide and the mapping video (Active)
- Listening Skills** Strive to become better listeners and receivers of a message (Active)

Click Green Plus to Add Objective

**Outcomes**

- Critical Thinking** Ensure students are proficient in the aspects of Blooms Taxonomy. Students should be able to: Evaluate, Synthesize, Analyze, Apply, Comprehend, Gain Knowledge (Active)

# Creating an Objective (Cont..)

Don't forget to  
"SAVE" and  
"RETURN"

Objective/Outcome  
Name should be  
short 3-5 words

Select which  
year(s) outcome  
will be assessed.  
Can select multiple  
years.

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Program (APR)- Testing Academic Program Reviews

Program (APR)- Testing Academic Program Reviews > Program Planning > Program Assessment Plan > Edit Outcome

Save

Return

\* Outcome Name

\* Outcome

Outcome Status

Outcome Year(s)

Start Date

End Date

\* Required field

# Adding Assessment Methods

Click Unit/Program Assessment Plan

Program Assessment Plan

Locate Newly Created Objective

The screenshot shows a software interface for managing assessment plans. At the top, there is a navigation bar with the title "Program (APR)- Testing Academic Program Reviews" and a user profile "Welcome, ssuddith". Below this is a breadcrumb trail: "Program (APR)- Testing Academic Program Reviews > Program Planning > Program Assessment Plan".

The main content area is divided into two sections. The top section, titled "Goals", contains a list of goals. One goal is expanded to show "Related Items":

- RU - College of Arts and Sciences
- Student Success - Promote value-added opportunities that ensure student success
- Affordability - Explore ways to ensure affordable education for all students in the College
- RU - General Education
- GenEd - Critical Thinking - Graduates will display the ability to analyze, synthesize, make inferences, and evaluate data.
- GenEd - Technology - Graduates will competently use computer technology.
- RU - Strategic Plan 2015-2018
- Vision 2020 Goal 1: Student Success - Support students throughout their educational career and provide distinctive learning experiences that foster lifelong success.

The bottom section, titled "Outcomes", contains a list of outcomes. One outcome is expanded to show details:

- Critical Thinking** Ensure students are proficient in the aspects of Blooms Taxonomy. Students should be able to: Evaluate, Synthesize, Analyze, Apply, Comprehend, Gain Knowledge
- (Active)
- Outcome Year(s): 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022-2023
- Start Date: 08/01/2019
- End Date:

Below the outcome details is a section for "Assessment Methods". A dropdown menu is open, showing a list of methods. One method is selected: "Project Rubric used to measure the success.. (Active)".

Red callout boxes highlight key actions: "Click Unit/Program Assessment Plan" points to the "Program Assessment Plan" menu item; "Locate Newly Created Objective" points to the "Critical Thinking" objective; "Click Green Plus to Add Assessment Methods" points to the green plus icon in the "Assessment Methods" dropdown.

Click Green Plus to Add Assessment Methods

# Adding Assessment Methods and Criteria of Success

Nuventive.Improve

Program (APR)- Testing Academic Program Reviews

Program (APR)- Testing Academic Program Reviews > Program Planning > Program Assessment

Home

Program

Critical Thinking Ensure students are proficient in the aspects of Blooms Taxonomy. Students sho

Active  ?

Assessment Method Tool Project ?

\* Assessment Method Rubric used to measure the success.. ?

Criterion At least 80% of students will earn a grade of C or better based on the rubric ?

Assessment Schedule Course XXX XXX will be taught in the fall semester ?

\* Assessment Year(s) 2017-2018 ?  
2018-2019  
2019-2020  
2020-2021  
2021-2022  
2022-2023

\* Assessment Schedule Semester ?

Save and Return

Save Return

Argos Report  
Banner Report  
Excel Document (Report)  
Formative Assessment  
Internal Report  
Participation/Attendance Rates  
Survey  
Workshop Training

Identify satisfactory level of performance for each Objective with clear expectations

Identify how the criteria for success for each source of data align with the expected unit performance

Identify which year(s) the assessment method will be applicable (Multiple years can be selected). Identify frequency of assessment schedule.

# CRITERIA FOR SUCCESS

Establishes a specific indicator for accomplishment of the outcome/objective and overall target for the program/department's performance. Benchmarks should be utilized as a measure of success.

## Example:

- At least **75% of the students** living in the resident halls will report a **level of satisfaction** with the overall experience at a 3 (satisfactory) or above on a 5 point scale.

The screenshot displays a web-based interface for managing assessment plans. On the left is a navigation menu with options: Program Planning, Program Review, Program Assessment Plan (selected), Results, Course Planning, Mapping, Data Collection Tools, Reports, and Documents. The main content area is titled 'Outcomes' and contains a list of assessment items. One item, 'Critical Thinking', is expanded to show its details. Within this expansion, the 'Assessment Methods' section is further expanded to show a 'Project Rubric used to measure the success.. (Active)'. A red box highlights the following criterion: 'Criterion: At least 80% of students will earn a grade of C or better based on the rubric'. Other details for this rubric include: 'Assessment Schedule: Course XXX XXX will be taught in the fall semester', 'Assessment Year(s): 2018-2019, 2019-2020, 2020-2021, 2021-2022', 'Assessment Schedule: Semester', and 'Date Added: 04/10/2019'. Below the rubric details are sections for 'Related Documents' and 'Assignment', each with a plus icon. At the bottom of the interface, there are sections for 'Related Goals' and 'Assignment', also with plus icons.

# Review and Align Assessment Methods/Tools to Objectives/Outcomes

CLICK on Unit/Program Assessment Plan

Program Assessment Plan

Results

Course Planning

Mapping

Data Collection Tools

Reports

Documents

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←

←

←

←

←

Program (APR)- Testing Academic Program Reviews

Welcome, ssuddith

Program (APR)- Testing Academic Program Reviews > Program Planning > Program Assessment Plan

Video player showing a video titled "Vision 2020 Goal 1: Student Success - Support students throughout their educational career and provide distinctive learning experiences that foster lifelong success." The video is currently at 15:46. Below the video, there are several document thumbnails, including "Intercultural Competency Display Intercultural literacy and sensitivity (Active)", "Strategic Beliefs (Active)", and "Listening Skills Strive to become better listeners and receivers of a message (Active)".

Outcomes

**Critical Thinking** Ensure students are proficient in the aspects of Blooms Taxonomy. Students should be able to: Evaluate, Synthesize, Analyze, Apply, Comprehend, Gain Knowledge  
(Active)

Outcome Year(s): 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022-2023

Start Date: 08/01/2019

End Date:

Assessment Methods

**Project Rubric used to measure the success..** (Active)

Criterion: At least 80% of students will earn a grade of C or better based on the rubric

Assessment Schedule: Course XXX XXX will be taught in the fall semester

Assessment Year(s): 2018-2019, 2019-2020, 2020-2021, 2021-2022

Assessment Schedule: Semester

Date Added: 04/10/2019

Active: Yes

Related Documents

Assignment

Related Goals

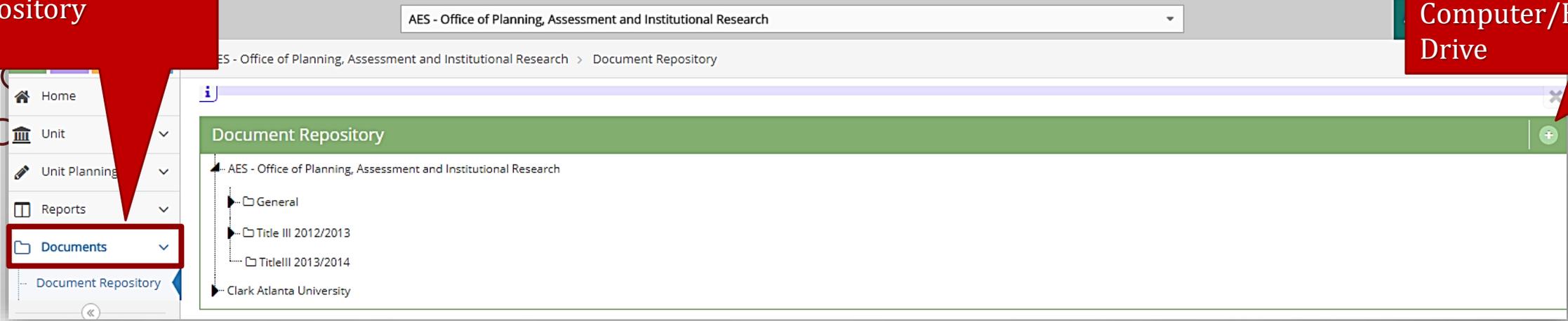
Assignment

CLICK to edit An Existing Assessment Method

# Uploading Related Documents

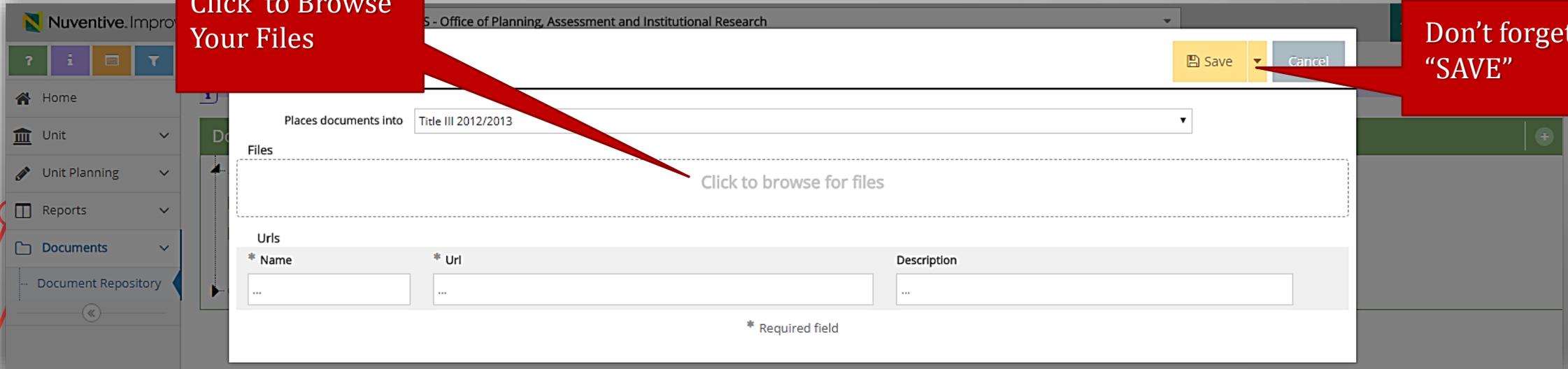
Click Documents → Document Repository

Click Green Plus to Add Files from your Computer/External Drive



Click to Browse Your Files

Don't forget to "SAVE"



# Entering Results

CLICK on Results

Program (APR)- Testing Academic Program Reviews

Program (APR)- Testing Academic Program Reviews > Program Planning > Results

Critical Thinking Ensure students are proficient in the aspects of Blooms Taxonomy. Students should be able to: Evaluate, Synthesize, Analyze, Apply, Comprehend, Gain Knowledge

Project Rubric used to measure the success..

CLICK the Green Plus to Add Results to the Assessment Method Assigned

# Entering Results

Don't forget to  
"SAVE" and  
"RETURN"

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Program (APR)- Testing Academic Program Reviews

Program (APR)- Testing Academic Program Reviews > Program Planning > Results > Add Result

Save

Return

Home

Program

Program Planning

Program Review

Program Assessment Plan

Results

Course Planning

Mappi

Data C

Reports

Documents

**Critical Thinking** Ensure students are proficient in the aspects of Blooms Taxonomy. Students should be able to: Evaluate, Synthesize, Analyze, Apply, Comprehend, Gain Knowledge

Outcome Year(s): 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022-2023

Start Date: 08/01/2019

**Project** Rubric used to measure the success..  
**Criterion** At least 80% of students will earn a grade of C or better based on the rubric  
**Assessment Schedule** Course XXX XXX will be taught in the fall semester  
**Assessment Year(s):** 2018-2019, 2019-2020, 2020-2021, 2021-2022  
**Assessment Schedule:** Semester

Enter Results

\* Result Date 04/10/2019

\* Result

\* Assessment Year

\* Criterion Met

\* Use of Results

Enter Plan of Action for Improvement and attach Related Documents

\* Required field

Plan of Action for Improvement

Related Documents



# Pulling a Report

Comprehensive Plan

The screenshot displays the Nuventive Improve web application. The top navigation bar includes the logo, the user's name 'Welcome, ssuddith', and a notification bell. The breadcrumb trail reads 'AES - Office of Planning, Assessment and Institutional Research > Reports > Standard Reports'. A left-hand navigation menu contains 'Home', 'Unit', 'Unit Planning', and 'Reports'. The main content area is titled 'Assessment Reports' and lists three report types: 'Assessment: Assessment Plan', 'Assessment: Unit Four Column', and 'Course Reports'. Below these is a 'Mapping' section. The 'Assessment: Unit Four Column' report is highlighted, and a red callout box points to it with the text 'Four Column- Shows Objective, Assessment Methods, Results and Plan of Action'.

Four Column- Shows Objective, Assessment Methods, Results and Plan of Action

# Assessment: Unit Four Column Report

Utilize this report to close the loop and develop Action Plan for next year.

## Assessment: Program Four Column



### Program (APR)- Testing Academic Program

**Mission Statement:** The Department of Assessment coordinates assessments and evaluates activities associated with outcomes of the University's Institutional and Strategic goals and objectives. The Department Assists and Supports programs and administrative reviews, and institutional effectiveness and accreditation.

**Vision Statement:** The core purpose of the Department of Assessment is to coordinate and monitor all assessment efforts for Clark Atlanta's Academic Programs (AP), Administrative and Educational Support (AES) Units with the goal of ensuring continuous improvement of student learning and the quality of support services. The Department strives to enrich unit-level capacity with a focus on the effective use of assessment practices guided by the University's Six – Step Annual Assessment and Improvement Process.

<i>Outcomes</i>	<i>Assessment Methods</i>	<i>Results</i>	<i>Plan of Action for Improvement</i>
<p><b>Critical Thinking</b> - Ensure students are proficient in the aspects of Blooms Taxonomy. Students should be able to: Evaluate, Synthesize, Analyze, Apply, Comprehend, Gain Knowledge</p> <p><b>Outcome Status:</b> Active <b>Outcome Year(s):</b> 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022-2023 <b>Start Date:</b> 08/01/2019</p>	<p><b>Project</b> - Rubric used to measure the success.. <b>Criterion:</b> At least 80% of students will earn a grade of C or better based on the rubric <b>Assessment Schedule:</b> Course XXX XXX will be taught in the fall semester <b>Assessment Year(s):</b> 2018-2019, 2019-2020, 2020-2021, 2021-2022 <b>Assessment Schedule:</b> Semester</p>	<p><b>Assessment Year:</b> 2017-2018 <b>Criterion Met:</b> Yes 92% of students earned the grade of C and better (04/10/2019) <b>Use of Results:</b> Use of results will guide processes for AY 19-20</p>	<p><b>Plan of Action for Improvement:</b> The Rubric will be evaluated to ensure best practices are continually followed (04/10/2019) <b>Budget Impact :</b> No</p>

# Nuventive Improve Portfolio for End Users

**Click the Green Question Mark**

**Click the link Improve Help for End Users for Guides/Videos**

**Unit Planning Summary**

	Objectives	Assessment Methods	Activities	Results	Plan of Action for Improvement	Follow-Up
✓	Maintain TracDat Assessment System to Ensure Content Quality (2016-2017)	1	7	1	0	0

# Nuventive Improve Portfolio for End Users (cont.)

Click Help Guides and Videos for Videos/Guides

Institution

- » Assignments
- » Unit Personnel
- » Unit Assessment
  - » Annual Updates
  - » Periodic Updates
  - » Assessment Plan
  - » Results
- » Course Planning
  - » Course Assessment
  - » Course Results
- » Unit Maps
  - » Goals Map
  - » Outcomes/Objectives Map
  - » Course Outcomes Map
  - » Curriculum Map
- » Unit Data Tools
  - » Measures - Unit
  - » Groups - Unit
  - » Questionnaires - Unit
- » Unit Reports
  - » Standard Reports
  - » Unit Ad Hoc Reports
- » Unit Document Repository
  - » Unit Documents

## Help Guides and Videos



### Help Guides and Videos

The guides and tutorials in this portfolio are intended to assist you as you interact with Nuventive Improve. As you navigate through each area, please keep in mind that the language you use at your institution may differ from what we use here. Also note that as you review the help guides and video tutorials, you may notice that some tools and features we demonstrate may not be enabled in your in your Improve Unit(s). Every institution addresses outcome assessment, strategic planning, and accreditation planning differently. Therefore, Improve configurations are unique for each Institution. Your Improve instance offers every tool and feature demonstrated in this portfolio.

If you wish to begin using some features you haven't previously used, contact your Institution's Improve Administrator.

# CAU Assessment Resources

[www.cau.edu/opar/institutional-assessment](http://www.cau.edu/opar/institutional-assessment)

The screenshot shows the CAU Institutional Assessment website. At the top, there is a navigation bar with links for 'Make a Gift', 'Students', 'Parents & Families', 'Faculty & Staff', 'Alumni', and 'Visitors'. The CAU logo is in the top right corner. A left sidebar contains a menu with items like 'Home', 'About CAU', 'Admissions & Aid', 'Registrar's Office', 'Academics', 'Research & Sponsored Programs', 'Offices & Resources', 'SACSCOC Reaffirmation 2016', 'Celebrate 30th Anniversary', 'Publications', and 'Athletics'. The main content area features the title 'INSTITUTIONAL ASSESSMENT Improve' and a breadcrumb trail: 'Home > Institutional Assessment > Improve'. Below this is the heading 'Office of Planning, Assessment, and Institutional Research' and the sub-heading 'IMPROVE'. The text explains the transition from EARS to IMPROVE and provides access instructions, including the URL <https://cau.tracdat.com> and a list of video tutorials: 'How to Enter Your Unit Assessment Plan' and 'Entering Assessment Results'. It also includes login instructions and a 'PLEASE NOTE' section regarding password changes. At the bottom, it recommends using the latest versions of Mozilla Firefox or Google Chrome. A right sidebar contains a navigation menu with items like 'Home', 'Welcome', 'Contact', 'Institutional Strategic and Accreditation Planning', 'Institutional Assessment', 'Home', 'Mission', 'Program and Unit Review', 'Improve', 'Training Workshops', 'Assessment Forms and Resources', 'Phase I/II Timeline', 'Assessment Support Request Form', and 'Institutional Research'. A red callout box on the right says 'Other Assessment Support and Resources'. A red callout box on the left says 'Click Help Guides and Videos for Videos/Guides'. A bottom left callout says 'WE LOVE TO HEAR' and 'Plug In to CAU and stay connected! Don't miss out on updates and events. Click here to share or update your contact information.'

Other Assessment Support and Resources

Click Help Guides and Videos for Videos/Guides

WE LOVE TO HEAR

Plug In to CAU and stay connected! Don't miss out on updates and events. Click [here](#) to share or update your contact information.

## Office of Planning, Assessment, and Institutional Research

### IMPROVE

Clark Atlanta University has transitioned from the Electronic Assessment Plans/Records (EARS) to the Nuventive **IMPROVE** (formerly TracDat) Electronic Assessment Planning and Reporting System.

Access **IMPROVE** through the CAU Network as follows:

<https://cau.tracdat.com>

#### IMPROVE Video Tutorials

- [How to Enter Your Unit Assessment Plan](#)
- [Entering Assessment Results](#)

**To log on:** USER NAME (first initial and last name)  
PASSWORD (clarkatl) > Must be entered in lowercase

**PLEASE NOTE:** If you change your password, OPAR will not have record of your new password and therefore will not be able to retrieve it for you and we will have to issue you a new one. If you are new to the system and need access, please email [ssuddith@cau.edu](mailto:ssuddith@cau.edu)

**To make sure you have the best experience possible, we recommend using the most up-to-date version of Mozilla Firefox (MAC) or Google Chrome (PC)**

[IMPROVE Help Guides and Videos](#)

- Home
- Welcome
- Contact
- Institutional Strategic and Accreditation Planning
- Institutional Assessment**
  - Home
  - Mission
  - Program and Unit Review
  - Improve**
  - Training Workshops
  - Assessment Forms and Resources
  - Phase I/II Timeline
  - Assessment Support Request Form
- Institutional Research



## Contact Information

**Dr. Lauren Lopez**

AVP of Planning, Assessment, and Institutional Research

&

SACSCOC Accreditation Liaison

**LLopez@CAU.EDU**

x6294

**Ms. Stephanie Suddith**

Assessment and Program Evaluation Coordinator

**SSuddith@CAU.EDU**

x8655