

## ADMINISTRATIVE & EDUCATIONAL SUPPORT ASSESSMENT PLAN - PHASE I

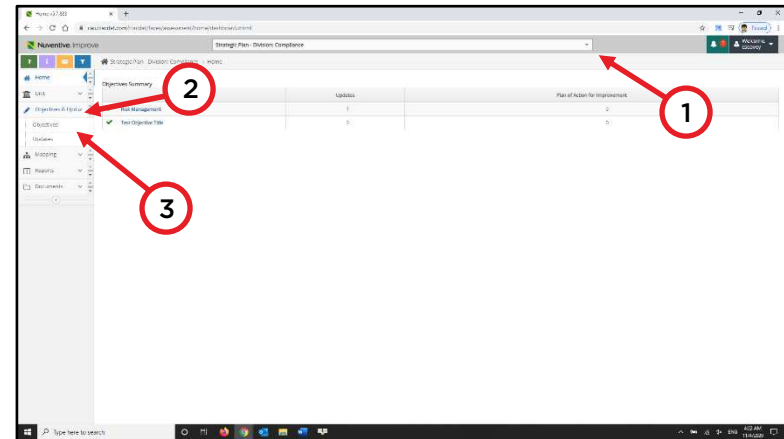
# QUICK REFERENCE GUIDE

### to Submitting Assessment Plans

In order to begin your Annual Assessment and Improvement Plan, your department objectives, assessment methods and criteria for success need to be recorded in IMPROVE, Clark Atlanta University's assessment management system. Login to IMPROVE at [cau.tracdat.com](http://cau.tracdat.com) using your Username and Password. (e.g. U: cseavey; P: cau12345) Once you have logged in, follow the directions below.

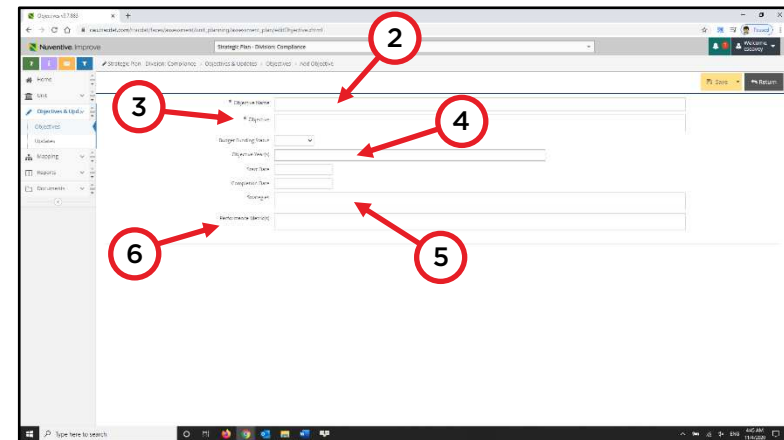
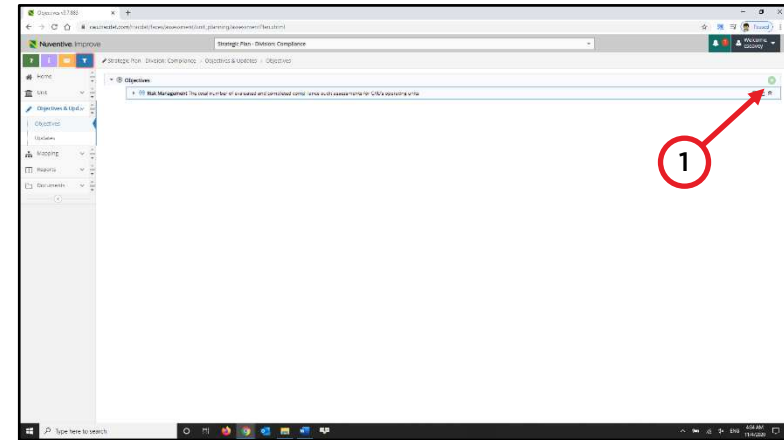
#### SCREEN ONE:

1. Select the **Strategic Plan - Unit** name from the drop-down menu at the top of the screen if assigned more than one unit. If only one unit is assigned it will be the only option to choose.
2. Click the **Objectives & Updates** tab in the left navigation pane.
3. Click the **Objectives** tab below the Objectives & Updates tab.



## SCREEN TWO:

1. Click the green **Add Objective** button at the right end of the Objectives bar to add a new unit objective. This reveals the first set of data fields.
2. Click within the text field of the **Objective Name** and give your objective a title.
3. Type the objective in the **Objective** text field.
4. Click within the text field of the **Objective Year(s)** and select this academic year.
5. Within the **Strategies** text field, type in the assessment method(s) that you will use to measure this objective.
6. In the **Performance Metric(s)** text field, enter the criterion of success (performance target). This desired result needs to be stated in a quantitative unit of measure.



This completes the recording of your unit's PHASE I portion of the Six Step Annual Assessment & Improvement Process.