



# Title III: Navigating Improve

A Guide to Entering Title III Activities Projects in Improve



Presented by:

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OFFICE OF PLANNING, ASSESSMENT, AND INSTITUTIONAL RESEARCH

# How to...

- Add New Activity**
  - **Edit Activity**
  
- Add Project Summary and Award Information**
  
- Upload Related Documents To Improve**
  
- Update Project Summary for Quarterly, Semi-Annual, and Annual Reports**
  - **Upload A Document To Your Project Summary**
  
- Pull Activity Report**

# Add New Activity

Click on  
Activities  
Planning →  
Activities

ventive. Improve

Title III Reporting - OPAR

9 Welcome, ssuddith

Title III Reporting - OPAR > Activities Planning > Activities

▼ 🏆 Activities

- ▶ 🏆 22205L Enhancing Institutional Effectiveness (IE) Through Strengthening Operations of the Office of Planning, Assessment and Research (Active)
- ▶ 🏆 22202K Enhancing Institutional Effectiveness (IE) Through Strengthening Operations of the Office of Planning, Assessment and Research (Active)
- ▶ 🏆 22202J Enhancing Institutional Effectiveness (IE) Through Strengthening Operations of the Office of Planning, Assessment and Research (Active)
- ▶ 🏆 22205M Enhancing Institutional Effectiveness (IE) Through Strengthening Operations of the Office of Planning, Assessment and Research (Active)
- ▶ 🏆 22205N Enhancing Institutional Effectiveness (IE) Through Strengthening Operations of the Office of Planning, Assessment and Research (Active)
- ▶ 🏆 22205O Enhancing Institutional Effectiveness (Active)

Click Green Plus

# Add New Activity

The screenshot shows the 'Add Activity' form in the Nuventive.Improve system. The breadcrumb trail is 'Title III Reporting - OPAR > Activities Planning > Activities > Add Activity'. The form includes a sidebar with navigation options: Home, Activities, Activities Planning, Mapping, Reports, and Documents. The main form area contains the following fields and controls:

- Activity Code:** A drop-down menu with a callout: 'Choose the New Activity Code from Drop Down Menu'.
- \* Activity:** A required text input field with a callout: 'Enter Title III Activity Name'.
- Activity Active:** A checked checkbox.
- Buttons:** A yellow 'Save' button with a callout: 'Click "Save and Return"', and a grey 'Return' button.

A legend at the bottom indicates that the asterisk (\*) denotes a 'Required field'.

# Edit an Activity

Click on  
Activities  
Planning →  
Activities

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Title III Reporting - OPAR > Activities Planning > Activities

Activities

- ▶ 22205L Enhancing Institutional Effectiveness (IE) Through Strengthening Operations of the Office of Planning, Assessment and Research (Active)
- ▶ 22202K Enhancing Institutional Effectiveness (IE) Through Strengthening Operations of the Office of Planning, Assessment and Research (Active)
- ▶ 22202J Enhancing Institutional Effectiveness (IE) Through Strengthening Operations of the Office of Planning, Assessment and Research (Active)
- ▶ 22205M Enhancing Institutional Effectiveness (IE) Through Strengthening Operations of the Office of Planning, Assessment and Research (Active)
- ▶ 22205N Enhancing Institutional Effectiveness (IE) Through Strengthening Operations of the Office of Planning, Assessment and Research (Active)
- ▶ 22205O Enhancing Institutional Effectiveness (Active)

Click the Edit  Icon

# Enter Project Summary and Award Information

Click on  
Activities  
Planning → Project  
Summary

Improve Title III Reporting - OPAR

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Title III Reporting - OPAR > Activities Planning > Project Summary

- ▶ 22205L Enhancing Institutional Effectiveness (IE) Through Strengthening Operations of the Office of Planning, Assessment and Research
- ▶ 22202K Enhancing Institutional Effectiveness (IE) Through Strengthening Operations of the Office of Planning, Assessment and Research
- ▶ 22202J Enhancing Institutional Effectiveness (IE) Through Strengthening Operations of the Office of Planning, Assessment and Research
- ▶ 22205M Enhancing Institutional Effectiveness (IE) Through Strengthening Operations of the Office of Planning, Assessment and Research
- ▶ 22205N Enhancing Institutional Effectiveness (IE) Through Strengthening Operations of the Office of Planning, Assessment and Research
- ▶ 22205O Enhancing Institutional Effectiveness

Navigation Menu:

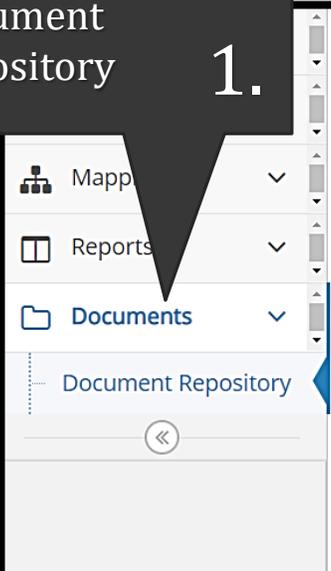
- Activities
- Activities Planning
- Activities
- Project Summary
- Mapping
- Reports
- Documents

Click Green Plus



# Uploading Related Documents

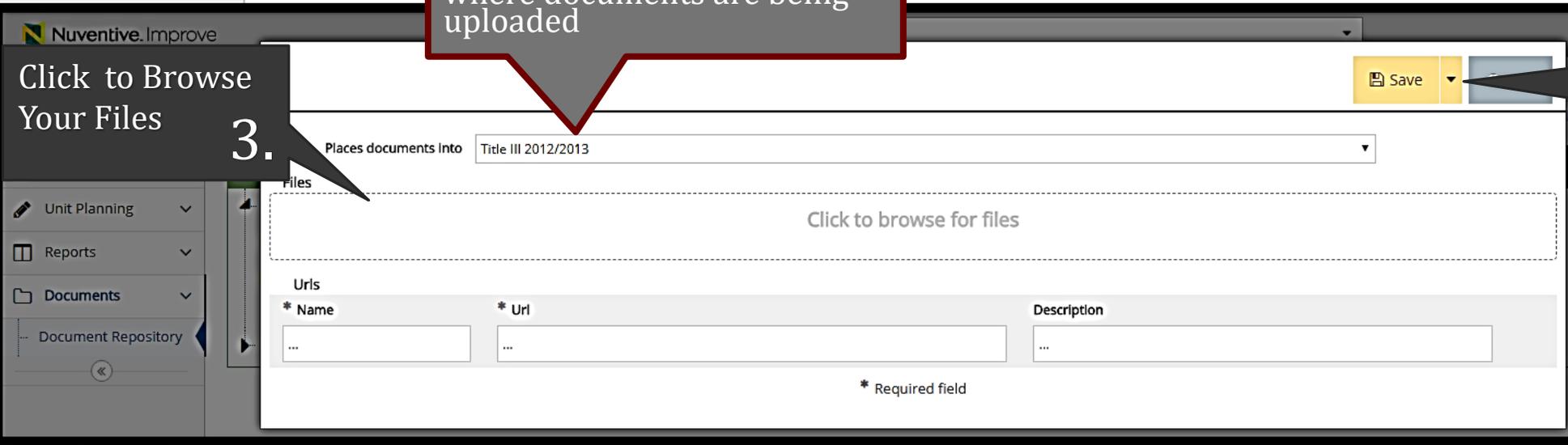
Click Documents →  
Document  
Repository 1.



Click Green Plus to  
Add Files from your  
Computer/External  
Drive 2.

Be aware of the folder name  
where documents are being  
uploaded

Click to Browse  
Your Files 3.



Don't forget to  
"SAVE" 4.

# Relate Documents to Project Summary

Click on  
Activities  
Planning →  
Project  
Summary

Locate Activity

Click Green "Tool"  
Icon

The screenshot displays a web application interface for 'Title III Reporting - OPAR'. The left sidebar contains a navigation menu with items: Home, Activities, Activities Planning, Project Summary (highlighted with a red box), Mapping, Reports, and Documents. The main content area shows a project summary for '222050 Enhancing Institutional Effectiveness' (highlighted with a red box). The summary includes a description of workshops, TracDat/IMPROVE restructuring, and a list of metrics. At the bottom, there are sections for 'Related Documents' and 'Related Project Summary', both highlighted with red boxes. A green 'Tool' icon is visible in the bottom right corner of the 'Related Documents' section.

e.Improve

Title III Reporting - OPAR

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Title III Reporting - OPAR > Activities Planning

22205N Enhancing Institutional Effectiveness  
Strengthening Operations of the Office of Planning, Assessment and Research

222050 Enhancing Institutional Effectiveness

2017-2018 | 4 - Final | 10/03/2018

A total of 6 workshops were given in Fall 2017 and 3 in Spring 2018. TracDat/IMPROVE restructuring effort and reconciliation took place to increase the end-user's performability and accessibility of CAU's EAS (Improve) which includes the ability to access Improve on/off the campus. The TracDat/IMPROVE Personnel Management tracking sheet was created to maintain accurate information regarding TracDat/IMPROVE Users and is continuously being reviewed and updated with the most current and accurate information. Assessment Months were created to keep the campus informed and on track with the Six-Step Assessment and Improvement Process. Open Assessment Days were added monthly to provide resources and support to the CAU community with all assessment needs. Requested and received licensing rights to the Power BI tool. Datasets were cleaned with 100% duplicates and inconsistencies removed. Completed preparation for Fall 2018 raw datasets with KPI data and data tables for IAUR, Academic Affairs, Student Affairs, Finance, and Research and Sponsored Programs. Completed draft of the 2013-2017 Trend Book. Developed and distributed CAU Assessment newsletters. Attended meetings and prepared draft copy of the 2018-2023 Strategic Plan. [\[more\]](#)

Total Award Amount for Current Grant Year

Total Award Amount for Current Grant Year 10/03/2018 245,271

Budget Amendments

Assignment

All Expense Reports Completed No

Total Amount of Expenses 242,032

Total Amount Encumbered 6,935

Available Balance 3,539

Number of encumbrances currently open 1

7000+ General and Administrative expensed 26,507

7000+ General and Administrative encumbered 712

Percentage of Total Budget Spent 99%

Related Documents

Related Project Summary

# Relate Documents to Project Summary

The screenshot displays the Nuventive.Improve web application interface. At the top, the breadcrumb path is "Title III Reporting - OPAR > Related Documents". A green "Complete" button is visible in the top right corner. A callout bubble points to this button with the text: "Click Green 'COMPLETE' to Save".

The main content area shows a project summary for "Directly related to Objective" with filters for "2017-2018" and "4 - Final", and a date of "10/03/2018". The summary text reads: "A total of 6 workshops were given in Fall 2017 and 3 in Spring 2018. TracDat/IMPROVE restructuring effort and reconciliation took place to increase the end-user's performability and accessibility of CAU's EAS (Improve) which includes the ability to access Improve on/off the campus. The TracDat/IMPROVE Personnel Management tracking sheet was created to maintain accurate information regarding TracDat/IMPROVE Users and is continuously being reviewed and updated with the most current and accurate information. Assessment Months were created to keep the campus informed and on track with the Six-Step Assessment and Improvement Process. Open Assessment Days were added monthly to provide resources and support to the CAU community with all assessment needs. Requested and received licensing rights to the Power BI tool. Datasets were cleaned with 100% duplicates and inconsistencies removed. Completed preparation for Fall 2018 raw datasets with KPI data and data tables for IAUR, Academic Affairs, Student Affairs, Finance, and Research and Sponsored Programs. Completed draft of the 2013-2017 Trend Book. Developed and distributed CAU Assessment newsletters. Attended meetings and prepared draft copy of the 2018-2023 Strategic Plan."

Below the summary, there are two panels:

- Document Repository:** A list of folders including "Title III Reporting - OPAR", "Title III 2013-2014", "Title III 2014-2015", "Title III 2015-2016", "Title III 2016-2017", "Title III 2017-2018", "Title III 22202]", and "AES - Office of Planning, Assessment and Institutional Research".
- Related Documents:** A green header box with the text "Drag documents here to relate".

A red box highlights both the "Document Repository" and "Related Documents" panels. A black arrow points from the "Document Repository" panel to the "Related Documents" panel, with a callout bubble that says: "Drag and Drop Related Documents".

# Pulling Activity Report

**Nuventive. Improve** | Title III Reporting - OPAR | Welcome, ssuddith

Navigation: Title III Reporting - OPAR > Reports > Standard Reports

Category	Report Name	Description
Activities Reports	<a href="#">Assessment: Title III Activity Report</a>	This report shows the summary performance report for each Title III Activity
Assessment Unit Reports	<a href="#">Assessment: Assessment Unit Four</a>	This report shows the Objectives for each selected Assessment Unit, along with any Assessment Methods, Results, and Actions for each Objective. The report is displayed in a four column layout. In addition, any reportable fields from the General Information page display at the top of the report.
		This report shows the Objectives for each selected Assessment Unit, along with any information contained in the Plan area related to each Objective. This may include any Mapping for the Objectives you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page display at the top of the report.
Course Reports		
Mapping		

Click on Reports → Standard Reports

Click Assessment: Title III Activity Report

# Pulling Activity Report

**Nuventive. Improve** Title III Reporting - OPAR

Home Activities Activities Planning Mapping Reports Documents

Title III Reporting > Reports > Assessment: Title III Activity Report

**Can be downloaded in PDF, HTML, or Word**

Open Report

Download as Zip  
Save to Document Repository

**Ability to apply filters**

**Click arrow to download as a Zip file**

**Layout**

- \* Format: PDF
- \* Report Title: Assessment: Title III Activity Report
- Report Subtitle: [Empty]
- Report Logo: CAU \*

**Filter**

- Activity Code: [Empty]
- Objective Status: [Empty]
- Objective Types: [Empty]
- Project Summary Date Between: [Empty] and [Empty]
- Title III Year: [Empty]
- Reporting Period: [Empty]

**Options**

# Pulling Activity Report

It may take a minute to load report

The report is generating now. This process may take a while.

Cancel Report

## Assessment: Title III Activity Report

CLARK ATLANTA UNIVERSITY

*Title III Reporting - OPAR*

Activity Code: 22202J	Director:	Date Submitted: 06/30/2013
Title III Year: 2012-2013	Reporting Period: 3 - Third Quarter	
Activity: Enhancing Institutional Effectiveness (IE) Through Strengthening Operations of the Office of Planning, Assessment and Research		

### Project Summary

Please summarize the progress made during the current period.

1. What were the specified outcomes for the activity and what is the status of accomplishment?
  - Completed assessment of the 2010-2013 University Strategic Plan
  - Drafted and 2016 SACS Reaffirmation Timeline and Progress Report
  - Completed 2013-2018 Strategic Plan Priorities, Goals, Action Objectives, Benchmarks and Measures of Success for review and approval by the Board of Trustees and Administration
  - Prepared and presented Strategic Plan PowerPoint presentations at the Board Meeting
  - Created and distributed for completion by respective units and responsible parties templates of measurable action steps
  - Established SACS Compliance Certification Report and Quality Enhancement Plan Teams
  - Created and shared the 2016 SACS Reaffirmation Timeline and Progress Report with University community
  - Completed Draft copy of 2008-2012 Trend Book
  - Completed all mandatory and voluntary Federal, State and Local data reports
  - Provided training to faculty and staff on annual program assessment, program reviews, student learning outcomes and faculty qualifications.
2. What key processes, procedures, and activities contributed to the specified observable outcomes?
3. Were resources adequate during this period? What resource (or lack thereof), including the quantitative and qualitative characteristics of people, funding, equipment, supplies, training, preliminary plans, strategies, etc., contributed to activity outcomes?
4. What impact did the activity have on the University?
5. How was the prior performance report used to enhance activity outcomes during this period?

### Objective Status

Continued funding requires evidence of substantial progress towards meeting your activity objectives. From your application, please list your objectives for each activity carried out this reporting period.

Once downloaded, access your files to view report

Assessment\_ Title III Activity Report

Name	Type	Compressed size	Password
linked documents	File folder		
viewReport	Adobe Acrobat Document	351 KB	

# CAU Assessment Resources

<http://www.cau.edu/opar/institutional-assessment/.html>

- Research & Sponsored Programs >
- Offices & Resources >
- SACSCOC Reaffirmation 2016 >
- Celebrate 30th Anniversary >
- Publications >
- Athletics
- Spring 2019 Graduation

WE LOVE TO HEAR  
FROM OUR ALUMNI.



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[Home](#) > [Institutional Assessment](#) > [Improve](#)

## 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 (clarkat) > 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

- [Nuventive Help Guides/Videos](#)
- [Guide to Navigating IMPROVE](#) (AES & AP Units)
- [Title III: Guide to IMPROVE](#)

## Assessment Resources

### MENU

[Home](#)

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[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

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