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LOGGING INTO IMPROVE - NUVENTIVE
(FORMERLY TRACDAT)
WHERE DO I GO?

PART ONE
METHOD ONE:
You may click the link on the SLO webpage on VC’s website
https://www.venturacollege.edu/college-information/student-learning-outcomes

METHOD TWO: Direct web address
https://tracdat.venturacollege.edu:8443/tracdat/
FOR ACADEMIC DISCIPLINES & SERVICES ONLY
CREATING A FOLDER FOR NEW & REVISED RUBRICS

PART TWO
STEP ONE: CHOOSE COURSE DISCIPLINE/SERVICE

- Click the "down arrow" to the far right of the dropdown menu to make your selection.
- Look for the division then discipline in the dropdown menu at the top (Listed as "Courses")
STEP TWO: CREATING A FOLDER FOR YOUR RUBRICS

- To the left in the system menu, click “Documents”
- It will take you to the “Document Repository” page
STEP THREE: ADD A FOLDER

ACADEMIC PROGRAMS:
Hover Over the folder titled “Courses” at the top or click it until it turns blue and then click the down arrow to the right

SERVICES:
Hover Over the folder titled “Services” or click it until it turns blue and then click the down arrow to the right

Click the “Add folder” option
STEP FOUR: NAME YOUR FOLDER

Name your folder: “2018-2023” with Discipline or Service and the word “Rubrics”

EXAMPLE: Mine is named “2018-2023 Theatre Rubrics”

OTHER EXAMPLES:
- “2018-2023 EAC Rubrics”
- “2018-2023 Financial Aid Rubrics”

Make sure you press the yellow “Save” button in the top right.
STEP ONE:
CHOOSE COURSE, PROGRAMS, OR SERVICE AREA

- Click the “Home” link in the top left of the screen in the system menu.
- **NOTE:** YOU MUST BE IN THE HOME SCREEN FOR THIS STEP
- Determine which discipline, program, or service area in the drop down menu at the top (course or service unit)
- Click the ”down arrow” to the far right of the dropdown menu to make your selection.
### STEP TWO FOR COURSES: CHOOSE THE COURSE

After you make your “Courses” & discipline selection, you will be taken to a new page that lists all courses in the discipline.

Choose the course you wish to enter findings and data.

**NOTE:** All course titles are direct links to the next step.

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<td>THA005B - Stagecraft II</td>
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<td>THA008 - Script Analysis</td>
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<td>THA111B - Technical Theatre in Production II</td>
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<tr>
<td>THA111C - Technical Theatre in Production III</td>
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</tr>
</tbody>
</table>
STEP THREE FOR COURSES: CHOOSE THE CSLO

- After you have selected a course, a new page will load which lists the CSLOs for that entire course.
- Click the arrow beside the CSLO to enter data and findings.
STEP FOUR FOR COURSES:
Enter your performance target (Part One)

- A new menu will appear under the CSLO.
- Click the edit icon (looks like a pencil) in the “Assessment Tool” menu at the top right.
STEP FIVE FOR COURSES: ENTER TARGET INFORMATION (PART TWO)

- A new menu will appear allowing you to enter your target information where it states “Performance Target”.
- Click the yellow “Save” button. A green box will appear informing you of success.
- If you are satisfied, click the gray “Return” button.
REPEAT
Steps TWO through FIVE
for all CSLOs and ISLOs
STEP TWO FOR PROGRAMS: CHOOSE ANY PSLO

- After you make your selection, you will be taken to a new page that lists all PSLOs in the program.
- Choose the PSLO you wish to enter the target.
- NOTE: Each PSLO is a link
After you have selected the course, a new page will load which lists the PSLOs for the program.

Click the arrow beside any PSLO to open the menu
STEP FOUR FOR PROGRAMS:
ENTER YOUR PERFORMANCE TARGET (PART ONE)

- A new menu will appear under the SUO.
- Click the edit icon (looks like a pencil) in the “Assessment Tool” menu at the top right
A new menu will appear allowing you to enter your target information where it states “Performance Target”.

Click the yellow “Save” button. A green box will appear informing you of success.

If you are satisfied, click the gray “Return” button.
REPEAT
Steps TWO through FIVE
for all PSLOs
STEP TWO FOR SERVICES: CHOOSE ANY SUO

After you make your selection, you will be taken to a new page that lists all PSLOs in the program.

Choose the PSLO you wish to enter the target.

NOTE: Each PSLO is a link.
After you have selected the course, a new page will load which lists the CSLOs for the course.

Click the arrow beside the SUO to open the menu.
STEP FOUR FOR SERVICES:
ENTER YOUR PERFORMANCE TARGET (PART ONE)

- A new menu will appear under the SUO.
- Click the edit icon (looks like a pencil) in the "Assessment Tool" menu at the top right.
STEP FIVE FOR SERVICES: ENTER TARGET INFORMATION (PART TWO)

- A new menu will appear allowing you to enter your target information where it states “Performance Target”.
- Click the yellow “Save” button. A green box will appear informing you of success.
- If you are satisfied, click the gray “Return” button.
REPEAT
Steps TWO through FIVE
for all SUOs
ENTERING DATA & FINDINGS
SAME FOR COURSE, PROGRAMS, & SERVICES

PART FOUR
NOTE
the process of entering data and findings is the SAME for COURSE, PROGRAM, & SERVICES
STEP ONE: GATHER YOUR DATE

- Make sure to gather your data from the various sources and individuals who assessed.
- Data should be available in the Google Doc sent by Phillip Briggs to all department chairs and coordinators for this purpose.
- **IF YOU CANNOT FIND THE LINK** - Please email Phillip Briggs and he will resend.
- You will need the following figures for input:
  - Number of students assessed
  - Number of students meeting the performance target
  - Percentage of students meeting the target (Round up or down. Decimals are not accepted in Improve - Nuventive)
STEP TWO: CONVERSE & COLLABORATE

- Present the data to all stakeholders in the course, program, or service to aid in the narration or interpretation of your findings. This can be done in face-to-face meetings or through email.

- Work together to develop initiatives which include plans for improvements the resources necessary for said improvements. Not all initiatives require funding. These could include various pedagogical or procedural practices.

- NOTE: Please record the date(s), methods, and individuals who participate in the various discussions about findings. This information will be required during the next Program Review cycle.
STEP THREE: PRESS "FINDINGS" AFTER YOU HAVE INPUT YOUR PERFORMANCE TARGET

COURSES: Click "Findings" under "Course Planning" tab

PROGRAMS: Click "Findings under "Course Planning" tab

SERVICES: Click "Findings" under Services Assessment Planning" tab
STEP FOUR: CHOOSE YOUR CSLO, PSLO, OR SUO

- After you have selected “Findings”, a new page will load which lists the outcomes.
- Click the arrow beside the appropriate CSLO, PSLO, or SUO to enter findings and initiatives.
STEP FIVE: CLICK THE GREEN CIRCLE WITH THE “+”

Once you click the arrow beside the appropriate CSLO, PSLO, or SUO, a new yellow box will appear with the assessment tool listed.

Click the green circle with the plus “+” sign.
STEP SIX: ENTER YOUR FINDINGS

A new page will appear and you will enter the following information:

- Findings
- Answer whether the target was met
- Suggestions from faculty or staff for improvements
- Modality (Face-to-face, Hybrid, or Online)
- Total Number of Students Assessed
- Total Number of Students Meeting the Target
- Total Students Meeting the Target
STEP SEVEN: ENTER YOUR INITIATIVE(S)

- In the light blue “Initiatives” menu at the bottom of your screen on the finding input page, click the green circle with the plus “+” sign.

- A new page will appear where you will enter the following information:
  - Initiative
  - Resources Required?
  - Resource Dollar Amount (Type N/A if no funding is needed)
  - Resource Description

- Press the yellow “SAVE” button in the upper right of your screen when finished.

- REPEAT PROCESS IF MORE THAN ONE INITIATIVE
STEP EIGHT: RELATE A RUBRIC TO THE FINDING

- **IF YOU CREATED AN INITIATIVE:** Click the dark gray “Return” button in the top right of your screen.
- Once in the “finding input” screen, scroll to the bottom of the screen and click the green circle with the plus sign in the light blue “Relate Document” menu.
A new page will load.
In the green “Document Repository” box to the right, click the light green circle with the plus sign.
STEP TEN: SELECT & UPLOAD THE NEW/REVISED RUBRIC

- A new pop-up window will appear.
- Make sure to choose the new folder you created in “PART ONE: Creating a Folder New and Revised Rubrics” (Slide 5 though 7).
- You can drop and drag your rubric file or browse for it from your device.
- Describe your document for future reference. Ignore the gray box unless you are using a google doc or other repository.
- Press the yellow “Save and Relate” button in the top right of your screen.
SPECIAL NOTE FOR RELATING RUBRICS FOR ISLOs

- There is already a folder with the institutional rubrics. You may choose this from the document repository.
- Use the black drop down arrow to the left of the “Institutional SLO Rubrics” folder to expand the folder.
- Hover over the document for the correct rubric and method of assessment until it turns blue.
- A new dropdown menu will appear. Click “Relate Document”.
- Click the green complete button in the top right corner of your screen.
- If you were successful, you will be taken back to the Finding Input screen.
- NOTE: Make sure you press the yellow “Save Button” in the top right of your screen when you are finished.
STEP ELEVEN: REPEAT

AFTER COMPLETING THIS PRESENTATION, YOU SHOULD BE ABLE TO:

- Enter the performance target for your outcome
- Input your findings and initiative(s)
- Uploaded and relate your rubric

Repeat the processes in PART THREE and PART FOUR for each SLO & SUO you assessed for the semester.