DEPARTMENT OF ASSESSMENT AND INSTITUTIONAL EFFECTIVENESS
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314
Kresge Hall, Room 304
E-mail: zeverett@cau.edu
Phone: (404) 880-8081

ACADEMIC PROGRAM ASSESSMENT PLAN – PHASE II

QUICK REFERENCE GUIDE

to
Submitting Assessment Results

In order to complete your Annual Assessment and Improvement Plan, your report needs to be recorded in IMPROVE, Clark Atlanta University's assessment management system. Login to IMPROVE at https://cau.tracdat.com using your Username and Password. (e.g. U: zeverett; P: cau12345) Once you have logged in, follow the directions below.
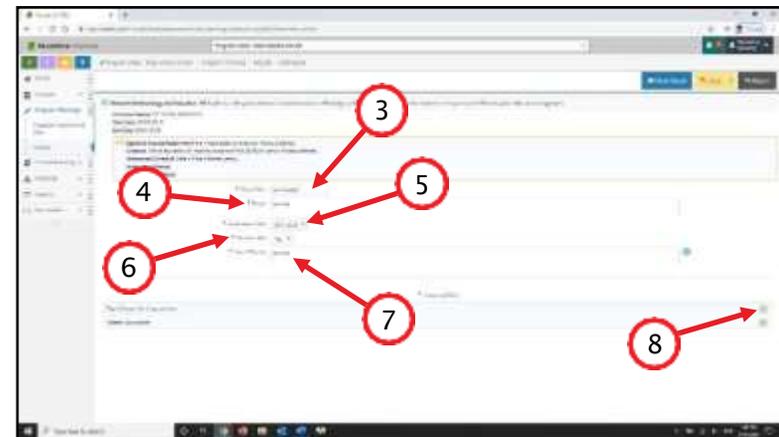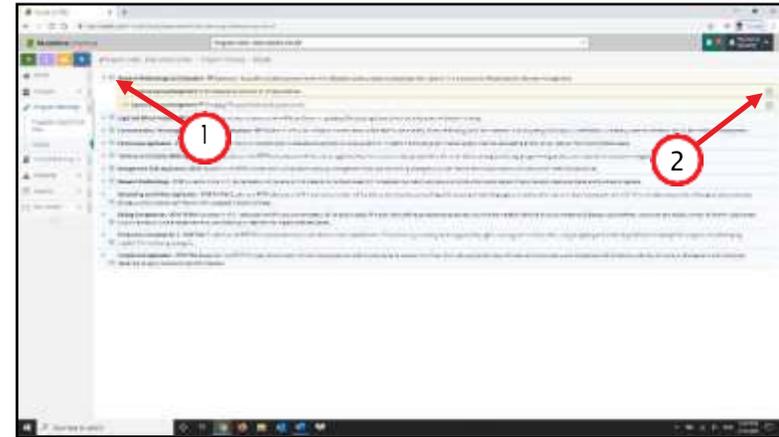
SCREEN ONE:

1. Select the Program name from the drop-down menu at the top of the screen if assigned more than one program. If only one program is assigned it will be the only option to choose.
2. Click the Program Planning tab in the left navigation pane.
3. Click the Results tab below the Program Planning tab.
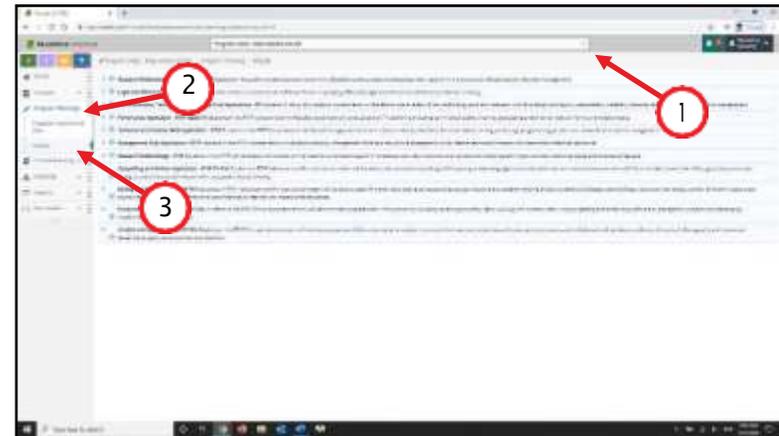
SCREEN TWO:

1. Click the drop-down triangle of the learning outcome to which you wish to add results. This reveals the Assessment Methods assigned to the outcome.
2. Click the green Add Result button at the right end of the Assessment Method for which you are adding results. This reveals the first set of data fields.

3. Click within the text field of the Result Date and select the day the results were actually collected.
4. Type a summary of the assessment results in the Result text field.
5. Click the drop-down triangle of the Assessment Year and select this academic year.
6. Click the drop-down triangle of the Criterion Met and select Yes, No or N/A.
7. In the Use of Results text field, type a summary of how you plan to use your results to improve student performance for this learning outcome or assessment method during the next academic year.
8. Click the green Add Plan of Action for Improvement button at the right end of that bar. This reveals the next set of data fields.

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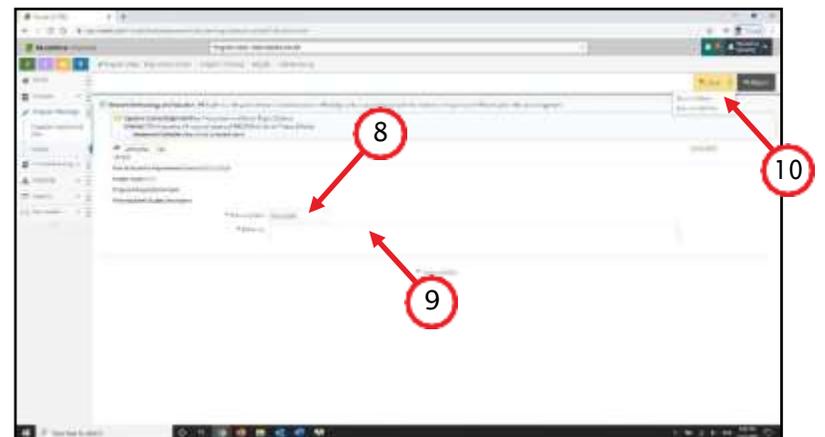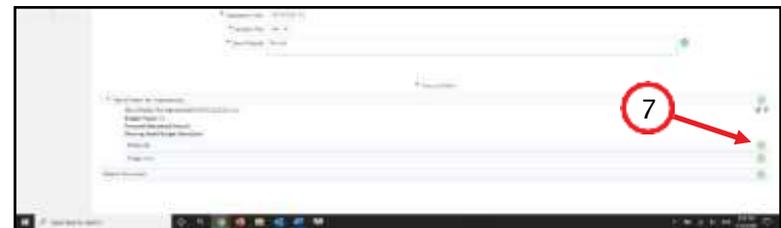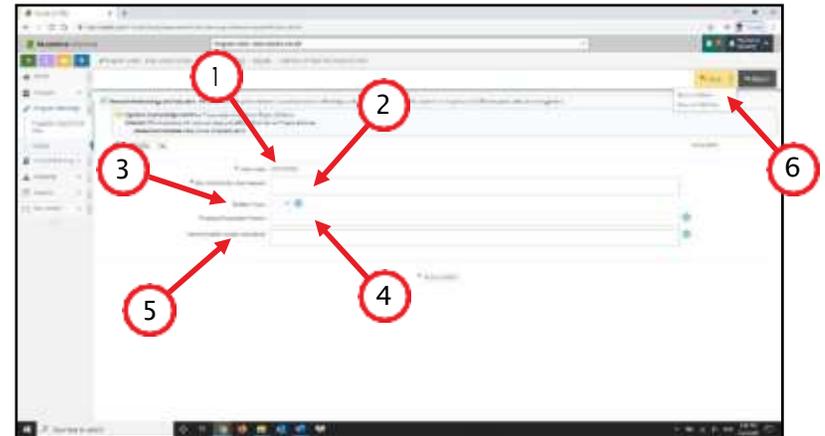E-mail: zeverett@cau.edu
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SCREEN THREE:

1. Click within the text field of the Action Date and select the day you anticipate implementing your Action Plan.
2. Type a summary of your plan for improvement in the Plan of Action for Improvement text field.
3. Click the drop-down triangle of the Budget Impact and select Yes or No.
4. If your plan has budget impact, enter the dollar amount being requested in the Proposed Requested Amount field.
5. In the Planning Based Budget Description field, provide justification for your budget request.
6. Click the drop-down triangle of the Save button and select Save and Return.
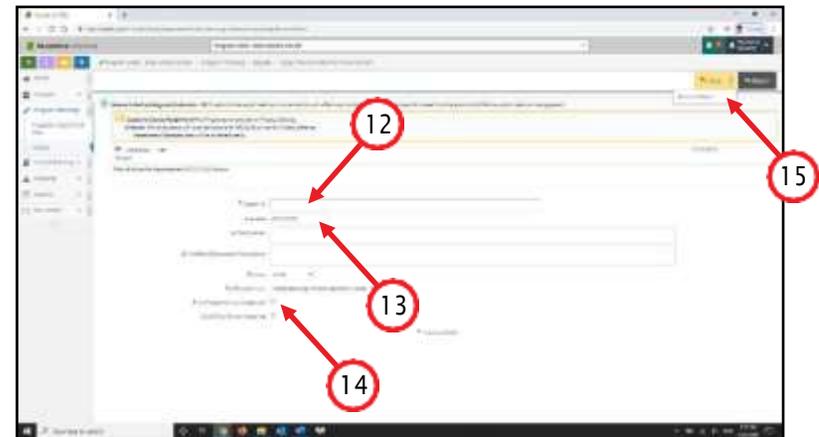
If follow-up is needed by an academic Dean or Department Chair, complete tasks #7-15. If no follow-up is needed, go to the directions for SCREEN FOUR.

7. Click the green Add Follow-Up button at the right end of that bar. This reveals the next set of data fields.

8. Click within the text field of the Follow-Up Date and select the day follow-up needs to be completed.
9. Type a summary of the needed follow-up action(s) by the appropriate Dean or Department Chair in the Follow-Up text field.
10. Click the drop-down triangle of the Save button and select Save and Return.

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SCREEN THREE: (continued)

11. Click the green Manage Assignment button at the right end of that bar. This reveals the next set of data fields.

12. Click within the text field of Assign To and select the academic Dean or Department Chair by whom the follow-up action will be needed.
13. Click within the text field of the Due Date and select the day follow-up action(s) needs to be completed.
14. Click the box next to E-mail Assignment to Assignee(s) to inform the Dean or Department Chair of their needed follow-up action(s).
15. Click the drop-down triangle of the Save button and select Save and Return.

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SCREEN FOUR:

1. Click the Reports tab in the left navigation pane.
2. Click the Standard Reports tab below the Reports tab.
3. Click the Assessment: Program Four Column link. This reveals the next set of data fields.

4. Under the Filter bar, click within the text field of Outcome Status, and select Active.
5. Under the Filter bar, click within the text field of Assessment Year, and select 2021-2022.
6. Click the Open Report button and wait for your report to be generated.
7. If you have a popup blocker active, click on a secondary Open Report button that appears.
8. Save/download the report as a PDF file.