

TITLE III ASSESSMENT REPORT – PHASE I

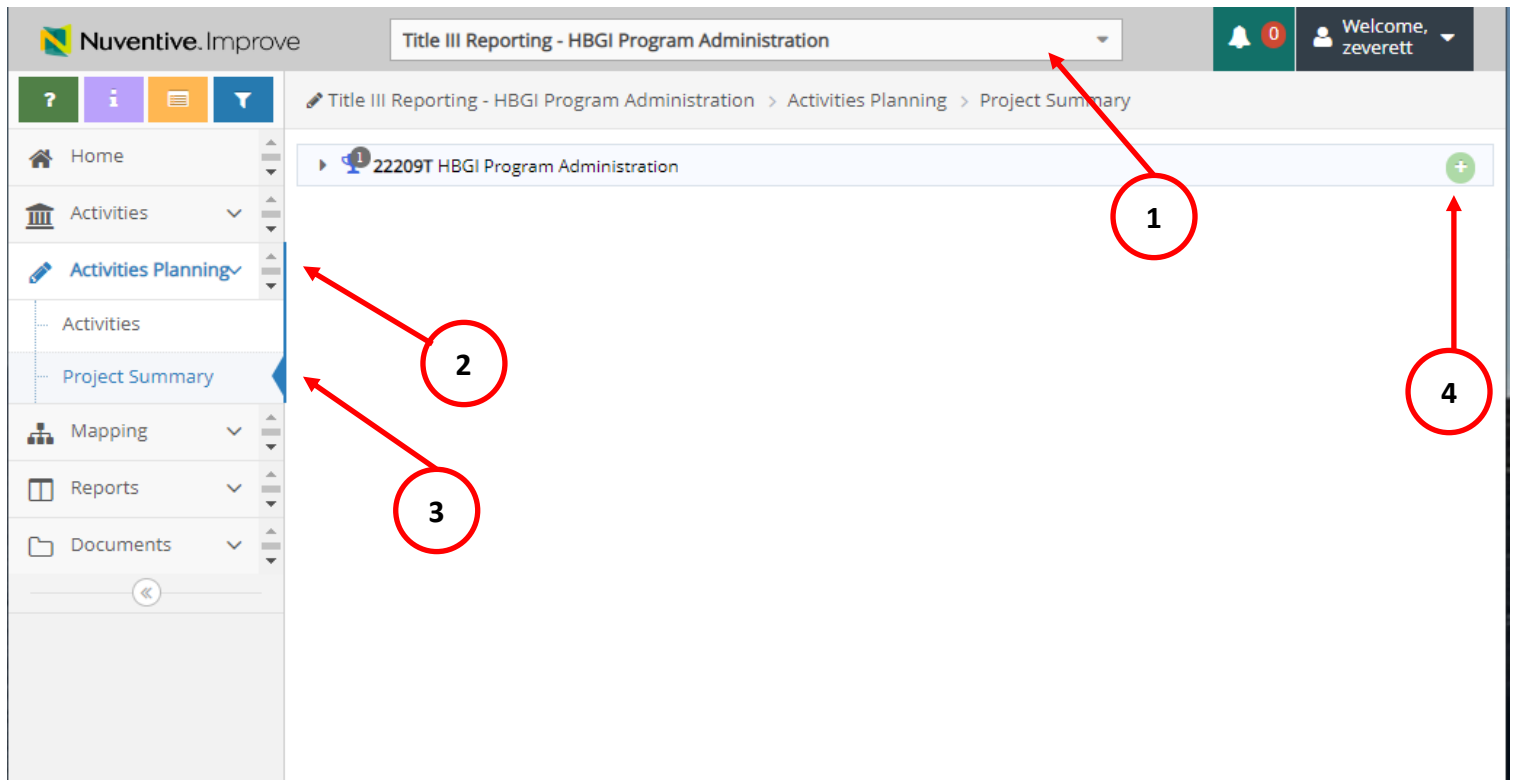
QUICK REFERENCE GUIDE - TITLE III REPORTING

to

Submitting Assessment Plans & Results

In order to complete your Annual Assessment and Improvement Plan, your Title III Project activity 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.

NOTE: Completing SCREEN ONE through SCREEN FIVE (pages 1-7) produce performance reports for the Title III Office.



1. If assigned more than one project, select the **Title III Reporting** Project name for which you wish to enter data from the drop-down menu at the top of the screen. If only one project is assigned, it will appear when you login.
2. Click the Activities Planning tab in the left navigation pane.
3. Click the Project Summary tab in the left navigation pane.
4. Click the Add Project Summary on the right of the screen.

Nuventive.Improve Title III Reporting - HBGI Program Administration

Welcome, zeverett

Title III Reporting - HBGI Program Administration > Activities Planning > Project Summary > Add Project Summary

Home Save Return

22209T HBGI Program Administration

* Project Summary Date 01/06/2023

* Project Summary

* Title III Year

* Reporting Period

* What is the project's current status?

* What are the key accomplishments or milestones met to date?

Describe any challenges encountered with achieving the goals and objectives of this project.

* Describe collaborative efforts (internal/external) required to achieve project goals/objectives

* Do you have any vacant Title III funded positions?

If yes, how long has the position been vacant?

Provide plans for filling vacant positions

Under the Add Project Summary, enter the following information:

(Use drop down when available)

Project Summary

Title III Year

Reporting Period

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Home Save Return

Activities

Activities Planning

Activities

Project Summary

Mapping

Reports

Documents

* What is the award amount for the grant year?

* What is the total amount of expenses?

* What is the available balance?

Upload monthly Banner Grant Inception to Date reports

Upload travel justification forms for travel taken during the reporting period

* Have all Time and Effort reports been completed and submitted to the Title III office?

If no, provide a brief explanation

* Has all equipment for your activity been tagged, logged and filed in the Title III office?

If no, provide a brief explanation

* Upload supporting docs that substantiates accomplishments achieved during this reporting period

Continued: Under the Add Project Summary, enter the following information:

(Use drop down when available)

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Title III Reporting - HBGI Program Administration > Activities Planning > Project Summary > Add Project Summary

Home Activities Activities Planning Activities Project Summary Mapping Reports Documents

Save Return

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OUTCOMES & IMPACT Provide a summary of the outcomes achieved for your project

OUTCOMES & IMPACT Select the federal focus area(s) that align to your project

Option 1 ?

* **OUTCOMES & IMPACT** Describe how your project has enhanced the federal focus area(s) selected above

OUTCOMES & IMPACT Describe any impact the project has made on the University and/or students.

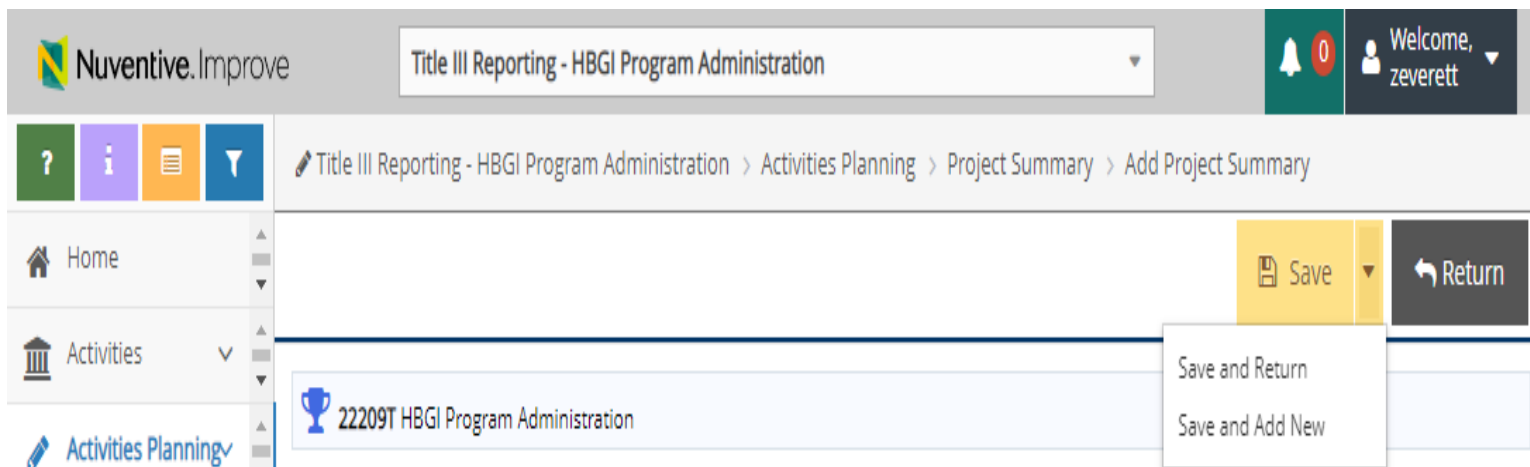
OUTCOMES & IMPACT—this section to be completed at end of year (highlighted section)

Provide a summary of the outcomes achieved for your project

Select the federal focus area(s) that align to your project

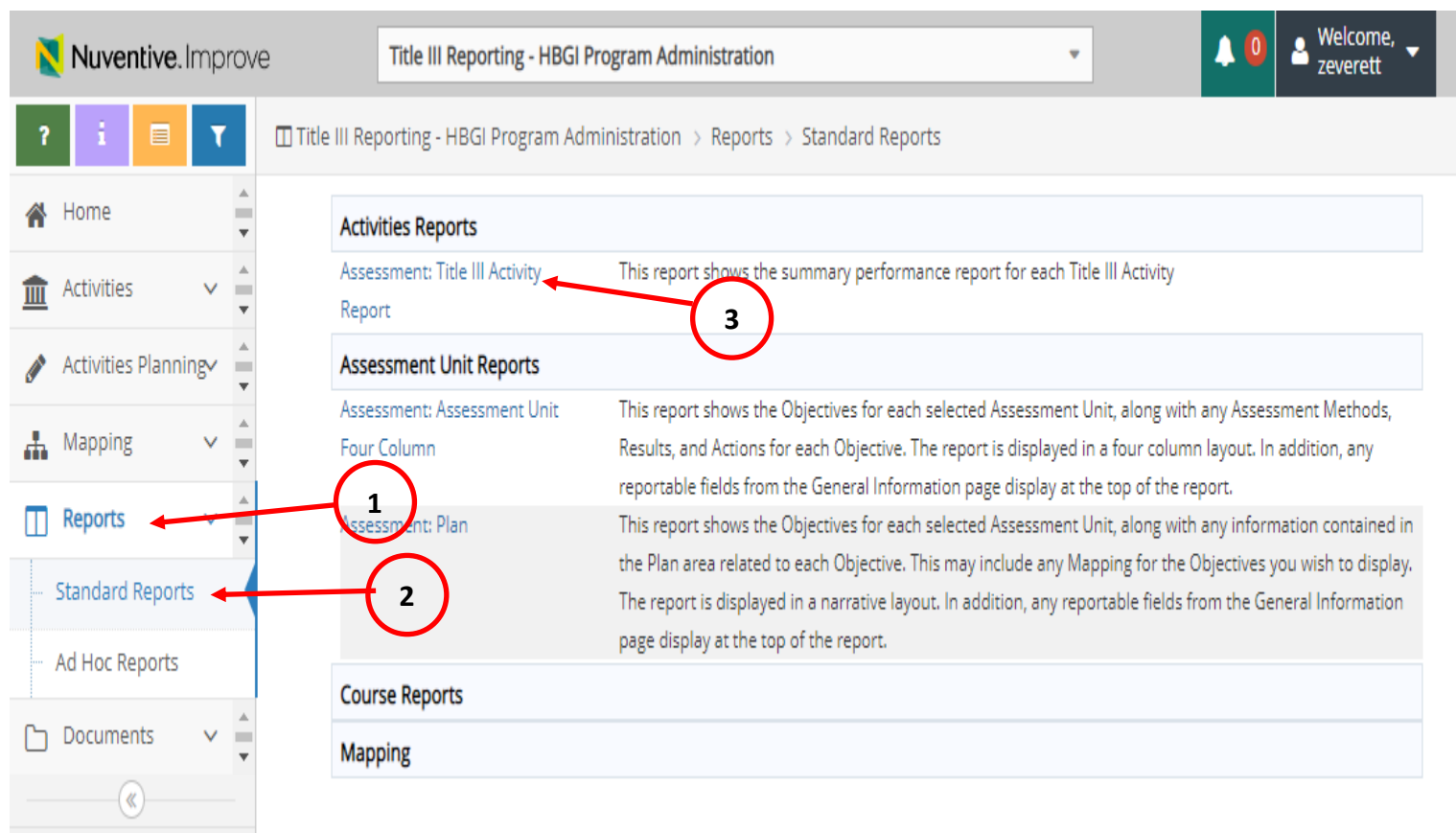
Describe how your project has enhanced the federal focus area(s) selected above

Describe any impact the project has made on the University and/or students.



Click the drop-down triangle of the Save button and select Save and Return.

REPORTING



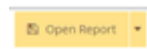
1. Click the Reports tab in the left navigation pane.
2. Click the Standard Reports tab below the Reports tab
3. Click the Assessment Title III Activity Report. This reveals the next set of data fields.

Click within the text field of the Report Title and enter a custom report title such as “Performance Report” if desired.

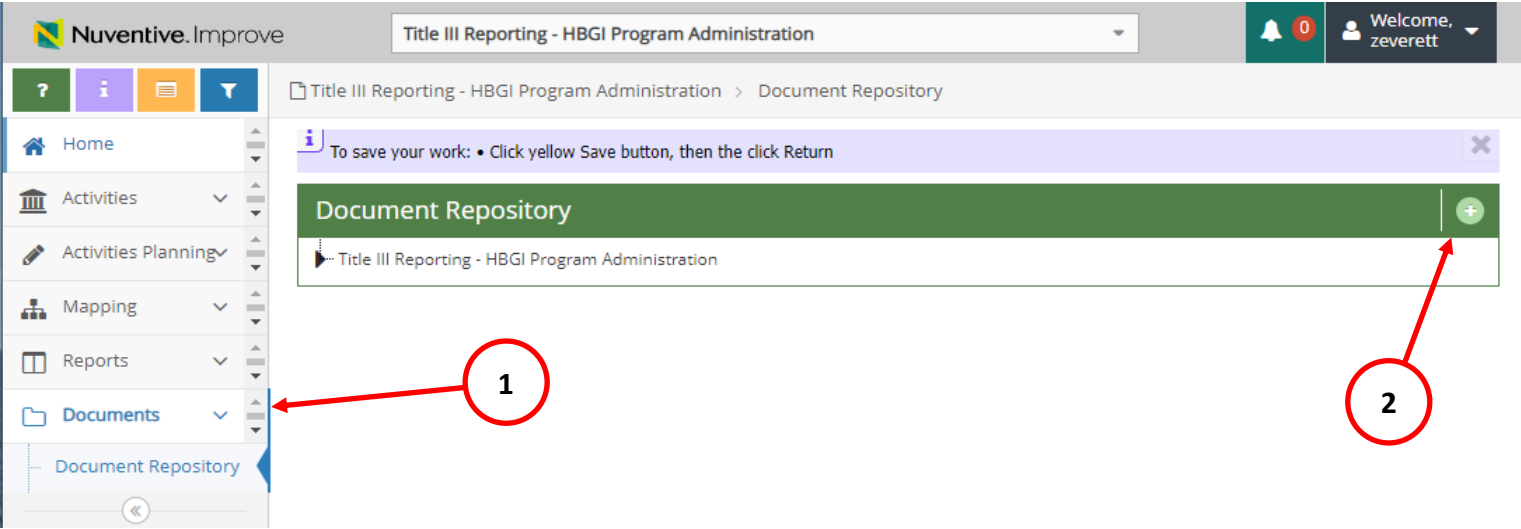
If you only wish to include only Active or Inactive objectives instead of all, click within the Objective Status text field and select either Active or Inactive.

Click within the Reporting Period text field and select the reporting period for which you are reporting.

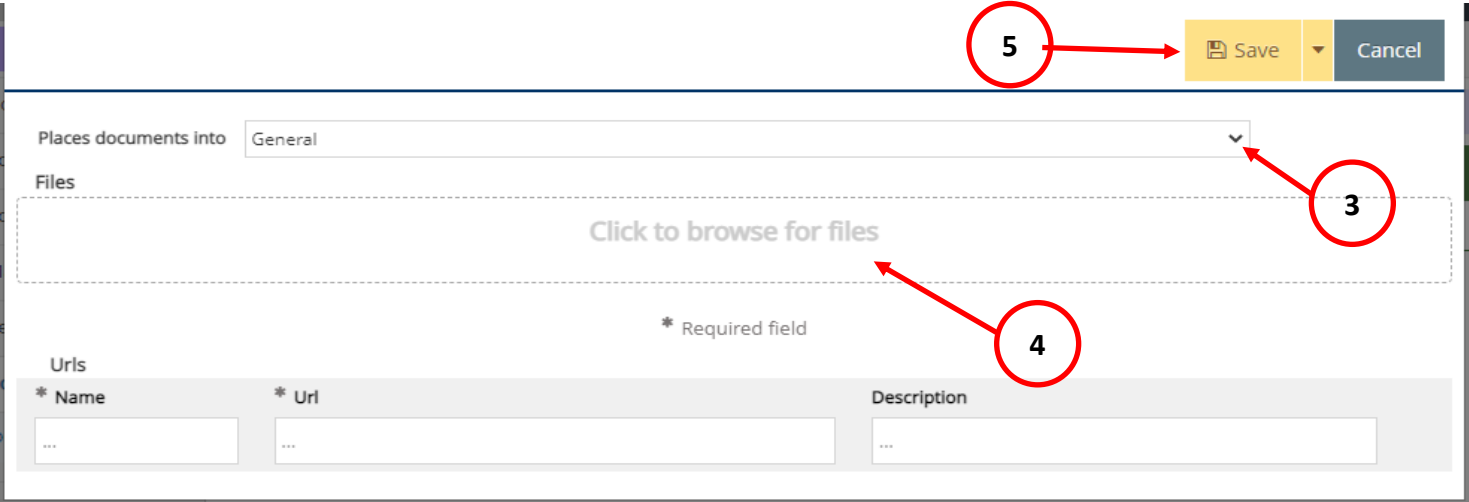
Click Open Report.



DOCUMENT UPLOAD



1. Click the Documents tab in the left navigation pane.
2. Click the Upload New Documents in the right hand corner.



3. Select from drop down where the document should be saved.
4. Click to browse for files and select the file from the file folder.
5. Click the Save button.

