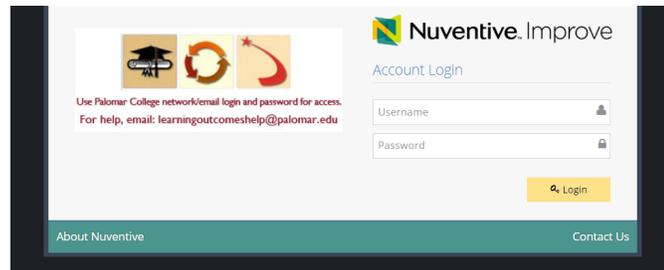


Nuventive Improve Quick Guide

The following Quick Guide provides faculty members step-by-step process for accessing program/discipline specific alignments to verify the data.

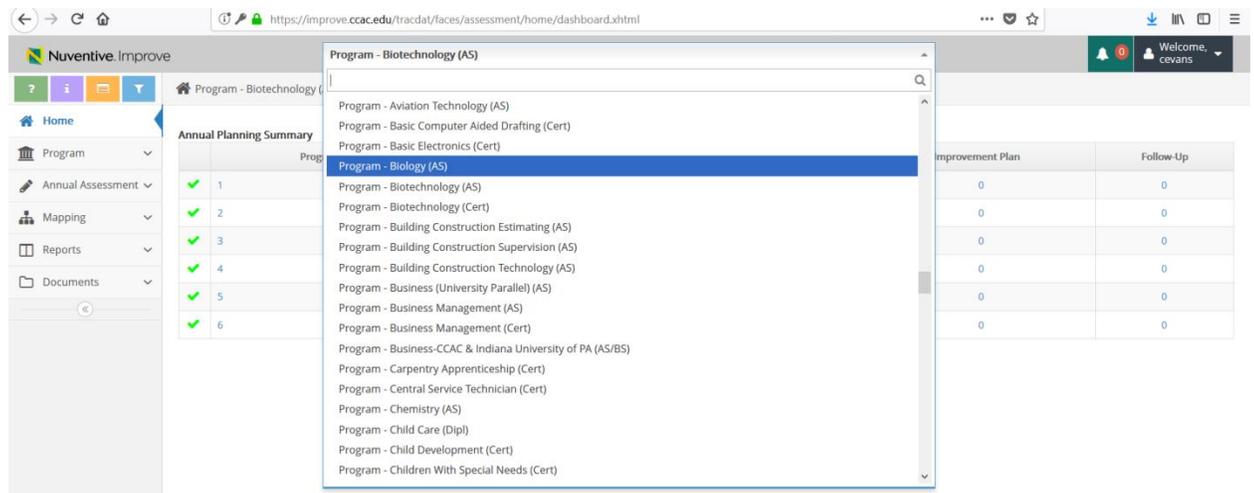
<https://outcomes.palomar.edu:8443/tracdat/>

use your credentials to log into
TracDat/Nuventive Improve system

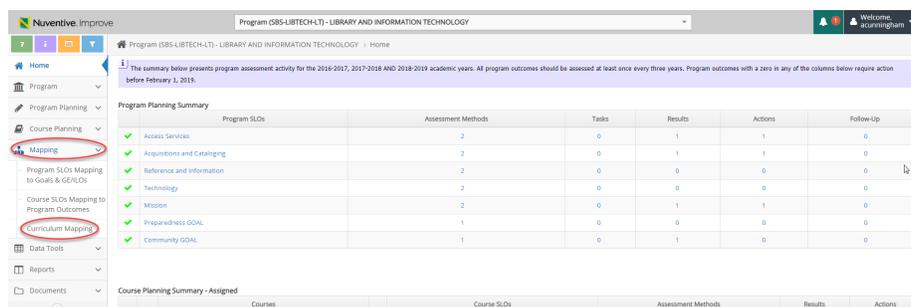


VIEWING THE PROGRAM OUTCOMES MAPS (aka Curriculum Maps)

Using the drop-down menu, scroll to the section starting with PROGRAM and select the proper area.



After the Program is loaded, use the menu to the left to select MAPPING. Then select Curriculum Mapping.



For Programs:

For each course in the program, click on the number 1, 2, or 3 to indicate if a Program SLO is introduced, developed or mastered in that course. If one or more of the Program SLOs are not addressed in a course, leave those cells blank.

Program SLO	Courses 1 - Introduced, 2 - Developed, 3 - Mastered						
	LT 100 - INTRO LIBRARIES/INFO SERVICES*	LT 110 - OPERATIONAL SKILLS/TECH SRVCS*	LT 115 - OPERATIONAL SKILLS/PUBLIC SRVC*	LT 120 - INFO SOURCES & SRVCS/REFERENCE*	LT 125 - DEVELOPING INFORMATION LITERACY SKILLS*	LT 130 - LIBRARY MEDIA AND TECHNOLOGY*	LT 140 - LIB SRVCS CHLDREN/YOUNG ADULTS*
Access Services Students will be able to function effectively in the areas of circulation, interlibrary loan and collection maintenance.	1 2 3	1 2 3	1 2 3	1 2 3			
Acquisitions and Cataloging Students will be able to accurately use acquisitions techniques as well as current cataloging and classification systems to org...	1 2 3	1 2 3	1 2 3	1 2 3			
Reference and Information Students will be able to apply the basic principles of reference, information literacy, information services, and collection ...	1 2 3		1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
Technology Students will be able to identify, evaluate and effectively use library technologies, including emerging and assistive technologies, to inform, ...	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3
Mission Students will understand and be able to describe the mission and roles of a library in its community, and the mission of libraries in general.	1 2 3	1 2 3	1 2 3	1 2 3		1 2 3	1 2 3
Preparedness GOAL Students will be more prepared to function in an online learning environment.							1 2 3
Community GOAL Create an online community for our LIT students.							1 2 3

Select the Reports icon from the menu to the left - then select Standard Reports. Clicking on Mapping: Curriculum Mapping will generate a pdf. Clicking on Mapping: Curriculum Mapping Excel will generate an Excel file.

GENERATION OF STANDARD REPORT – Programs Only

Reports can be generated to share Program Outcomes Maps (aka Curriculum Maps)

When running the Assessment Plan report, be sure to turn off the option "Include Related Courses/Curriculum Mapping:"

Program Reports

- Annual Assessment: Four Column** This report shows the Program Objectives for each selected Program, along with any Assessment Methods, Results, and Improvement Plan for each Program 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.
- Annual Assessment: Plans and Results** This report shows the Program Objectives for each selected Program, along with any information contained in the Plan area related to each Program Objective and any recorded Results. This may include any Mapping for the Program 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.
- Program Reports** This report shows the Program Objectives for each selected Program, along with any information contained in the Plan area related to each Program Objective. This may include any Mapping for the Program 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.
- Assessment Plan** This report shows the Program Objectives for each selected Program, along with any information contained in the Plan area related to each Program Objective. This may include any Mapping for the Program 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: Curriculum Mapping Excel** This report shows the Program Objectives of the Program and how each selected Course is related to each Program Objective using Curriculum Mapping.

Then click OPEN REPORT.

Fall 2018 Note: Program Outcomes Maps Reports were generated by Marti Snyder to get you started. These reports are current as of September 25, 2018, when they were created. You can access them in a folder titled Mapping-Curriculum Mapping. <https://drive.google.com/open?id=110ce5SOobbnnRtZSGtNC-TVBXvbwAkis>