Improve KSU: Entering Results and Strategies for Improvement

Logging in
The following explains how to log into Improve KSU.

1. Navigate to http://improve.kennesaw.edu/.
2. If prompted, enter your NetID and password (See Figure 1).
3. Click Login (See Figure 1).

4. You will be logged in to Improve KSU and brought to the landing page.

5. From the Landing Page, click Planning.
6. The Planning Dashboard will open.

![Planning Dashboard](image)

**Figure 4 - Planning Dashboard**

**Adding Results to an Existing Plan**

The following explains how to add results into an existing plan in Improve KSU.

1. From the Planning Dashboard under Plans, click **Improve KSU**.

![Improve KSU Plan](image)

**Figure 5 - Improve KSU Plan**

**Note:** Units belonging to **Student Affairs** will need to select the **Improve KSU RETIRED** plan for AY/FY 2018.
2. The plan(s) associated with your department will display. Navigate to the plan where you wish to update the results (See Figure 6).

**Note:** You will only see the plan(s) that relate to your department. Other departments within KSU will not be able to view your plan(s).

3. The *plan items* will show. Click **Results** from the list to open the results form (See Figure 6).

![Figure 6 - Accessing Results](image-url)
4. Under Results: Summary of analyses for each measure, enter your results (See Figure 7).
5. Under Progress, select Ready for OIE Review from the drop-down (See Figure 7)
6. Click Done (See Figure 7).

7. The entries to the results form will be saved and you will be returned to the plan items for your department.
Adding Interpretations and Trends/Strategies for Improvement to an Existing Plan

The following explains how to add Interpretations and Trends/Strategies for Improvement into an existing plan in Improve KSU.

1. From your list of plan items, click **Interpretations and Trends / Strategy for Improvement** to open the strategy for improvement form.

![Figure 8 - Accessing Strategy for Improvement](image)

**Note:** To navigate to your plan items, please see *Adding Results to an Existing Plan* and follow steps 1 & 2.

2. Under **Interpretations and Trends**, enter your interpretations and trends.

![Figure 9 - Interpretations and Trends](image)

**Improvements Implemented:** Based on those results, we identified the bottleneck courses and added sections of most of those courses for AY 2016-2017.
3. **Under Strategy for Improvement**, enter your **strategy for improvement** (See Figure 10).
4. **Under Progress**, select **Ready for OIE Review** from the drop-down (See Figure 10).
5. Click **Done** (See Figure 10).

6. The entries to the strategy for improvement form will be saved and you will be returned to the plan items for your department.
Sorting by Number Identifier (Outcome Number)
The following shows how to sort plan items by number identifier (outcome number).

1. After accessing your list of plan items, click the drop-down next to Sort (See Figure 11).
2. Select Number Identifier from the drop-down (See Figure 11).
3. Your plan items will now be sorted by *Number Identifier (outcome number)*.
Accessing Previous Plans

In addition to updating the results and/or strategy for improvement for the current AY/FY, you may also want to refer to plans from past AY/FY. The following will explain how to access a retired plan from a previous year:

**Note:** Previous plans are accessible in the system as *Read-Only*. If you need to make a change after the plan has been locked, please contact assessment@kennesaw.edu.

1. From the *Planning Dashboard*, click *Plans* from the side-menu to the left.

![Figure 13 - Click Plans](image)

2. The *Plans* screen will open. Click the *AY/FY Year* drop-down.

![Figure 14 - Click AY/FY Drop-down](image)

3. Select a previous *AY/FY* year from the drop-down (the following example will select *AY/FY 2017*).
4. The new AY/FY will be set. Click the Plan drop-down.

![Figure 16 - Click Plan Drop-down](image)

5. A list of plans from the selected AY/FY will display. Select the plan you wish to access (the following example will select *Improve KSU – RETIRED*).

![Figure 17 - Select a Plan](image)

6. The selected plan for the AY/FY chosen in step 3 will display.

**Note:** Previous plans are accessible in the system as *Read-Only*. If you need to make a change after the plan has been locked, please contact assessment@kennesaw.edu.

**Relating an Outcome to the KSU Strategic Plan**
Each performance outcome will need up to three strategic plan items related to it. The following will show how to relate outcomes to the KSU strategic plan:

1. From the *Planning Dashboard*, click Plans from the side-menu to the left.

![Figure 18 - Click Plan](image)
2. The *Plans* screen will open. Click the **AY/FY Year** drop-down.

![Figure 19 - Click AY/FY Drop-down](image1)

3. Select the **appropriate AY/FY** year from the drop-down (the following example will select **AY/FY 2019**).

![Figure 20 - Select Appropriate AY/FY from the Drop-down](image2)

4. The new AY/FY is set. For each AY/FY year, each outcome should be related to the KSU Strategic Plan.

5. Make sure that **Improve KSU** is selected from the **Plan** drop-down.

![Figure 21 – Select Improve KSU from Drop-Down](image3)
6. Select the **performance outcome** to relate to the strategic plan.

7. The *Edit Plan Item* window for the selected outcome will display. On the *right side of the screen*, click the **Related** tab (See Figure 23).

8. The **Related** tab will open. Click **Supports** (See Figure 23).
9. To access the appropriate KSU strategic plan, ensure that the year you wish to access is still selected (See Figure 24).

10. Click the **plan** drop-down (See Figure 24).

11. Change the plan to **KSU Strategic Plan** (See Figure 24).

![Figure 24 - Change Plan to KSU Strategic Plan](image)

12. Make sure that Kennesaw State University is selected as the organization. This will display the KSU Strategic Plans for your selected year (See Figure 25).

13. A list of strategic plans will appear. You will need to select up to three strategic plan items that the performance outcome relates to the most (See Figure 25).

14. Click a + **item** to relate it to your performance outcome (See Figure 25).

![Figure 25 - Select a Strategic Plan for your Selected Year](image)
15. Continue selecting strategic plan items (up to three) until you are finished selecting items.
16. Click **Filter** to adjust which strategic plans items are displayed (See Figure 26).

17. Click the **back arrow** when you are finished adding strategic plan items to return to the **Edit Plan Item** screen (See Figure 26).

![Figure 26 – Access Filter and/or Return to Edit Plan Item](image-url)