The following guide is intended to help you get started as you complete the AY/FY 2019 Improvement Report. For more detailed instruction on using the online system, please consult the *Improve KSU Online System Guide* found on the Improve KSU website: https://oie.kennesaw.edu/assessment/improveksu/resources/index.php

### Logging in to the Improve KSU Online System

To log in to the *Improve KSU Online System*: Navigate to improve.kennesaw.edu. The Improve KSU Online System will require CAS log-in. If prompted, enter your NetID and password, and click Login. You will be logged in to the *Improve KSU Online System* and brought to the *Dashboard*.

### Accessing Planning Items

Once logged in, you can access the plans and begin editing plan items. To access your plan:

From the *Dashboard*, click the Plans icon in the upper-left corner of the screen (below the “house” icon). The portion of the KSU organization chart that you may access will be displayed in the list to the left under the My Units tab.

Click on your unit to begin editing plan items.

Plan items are displayed based on their academic or fiscal year.

- **The current default is AY/FY 2019 and your Improvement Report should be entered in AY/FY 2019.**

- **To access a previous year’s report or the AY/FY 2020 Outcomes and/or Measures, click the drop-down menu in the upper-left corner of the screen to change the academic/fiscal year.**

- **See page 4 for information on how to modify the AY/FY 2020 Outcomes and Measures (assessment plan).**
Sorting by Number Identifier (Outcome Number) will re-order your plan items by Outcome Number.

1. After accessing your plan items, click the drop-down next to Sort.
2. Select Number Identifier from the drop-down. Your plan items will now be sorted by Outcome Number in the following order: Outcomes and Measures, Results, Interpretations and Trends / Strategy for Improvement (every three years based on the Cohort Schedule; or added using + Plan Item).

Inputting AY/FY 2019 Results

By default, plan items will include one Result template per outcome. The following explains how to input results.

1. Click Results from the plan list to open the results template.
2. For each outcome, please enter the results and/or upload tables/graphs for both measures in the same Results template.
   - Summarize results using clear and succinct language.
   - For quantitative measures, use summary statistics (i.e., counts, means, and/or frequency distributions) and attach graphs/tables, if applicable.
   - For qualitative measures, use lists, themes, and/or descriptive narratives, if applicable.
   - Use headings to separate the results for each measure if desired (i.e., Measure 1 Results, Measure 2 Results).
3. Next to Plan Item Files, click + File to upload existing reports, graphs, or supplemental information.
   Note: Data import fields have been added for use by the Bagwell College and Student Affairs Division. Bagwell College can now import Chalk and Wire data and Student Affairs can import Baseline data. All other units can disregard these fields and they will not appear on the downloaded PDF of your Improvement Report.
4. Under Progress, select Ready for Review from the drop-down menu.
5. When finished, click Done or click the back arrow at the top of the form. The entries will be saved and you will be returned to the plan items for your unit.
Entering Interpretations and Trends / Strategies for Improvement

Every three years the Interpretations and Trends/Strategy for Improvement template must be completed for each outcome.

The template has already been added if it is required of your unit for AY/FY 2019. If you do not see it, it is not required, but you may add it using the “+ Plan Item” feature if desired.

1. From your list of plan items, click an Interpretations and Trends / Strategy for Improvement template to open.

2. Under Interpretations and Trends, enter your interpretations and trends.
   - Include a brief summary of previous years’ results and/or comparative graphs to help illustrate trends over time.
   - Summarize the improvement(s) observed and verified with multiple years of data.

3. Under Strategy for Improvement, enter your strategy for improvement.
   - Describe the strategy for improvement that will be implemented during the next 3-year assessment cycle.
   - Be as specific as possible.
   - Use assessment results to inform your strategy; focus on improving performance or student learning.
   - Upload supplemental information as desired (i.e., annual report, strategic plan, department meeting minutes, etc).

4. After you have discussed the assessment results and strategies for improvement with your supervisor, please check the box indicating so.

5. Under Progress, select Ready for OIE Review when completed from the drop-down.

6. Click Done. The entries will be saved and you will be returned to the plan items for your unit.
Reviewing/Modifying the AY/FY 2020 Assessment Plan (Outcomes & Measures)

Each year, Outcomes and Measures should be reviewed to ensure they are still meaningful and informative to your work. Please make any needed modifications to the Outcomes and/or Measures in the assessment plan for the following year. Please see page 1 for information on how to change the date and access AY/FY 2020 plan items.

- The example to the right shows the Student Learning Outcome template. Administrative, operational, and student affairs units have Performance Outcome and Measure templates.
- Assessment instruments (i.e., rubrics, assignment descriptions, surveys, exam items, etc.) must be uploaded in the Measures field using the + File button in the lower-right corner below the text box.

Please also answer the following additional questions that have been added to the Outcomes and Measures template (see below):

- Have the outcomes and/or measures changed from the previous year?
- Is this measure from a face-to-face, online, or hybrid course? (Student Learning Outcomes only)

Accessing Assessment Plan and Improvement Report Feedback

Feedback on the AY/FY 2019 Improvement Report and AY/FY 2020 Assessment Plan are available for review by clicking on the appropriate template (at the top of the list of plan items for your unit).

Assessment contacts will receive an email notification when the feedback is available for viewing. A PDF of the feedback will also be attached and available for downloading and/or printing.

Additional Resources

The Improve KSU website (https://oie.kennesaw.edu/assessment/improveksu/) provides additional resources to support your assessment efforts.

Please contact the Assessment Team at assessment@kennesaw.edu if you have any questions or you would like to schedule an individual or team consultation. Thank you for your commitment to continuous improvement at KSU.