

Making Assignments from IMPROVE (formerly TracDat)

1. Log in to Improve. You can access from MyFSU by clicking on the icon at the top of the page on the Faculty tab. You will also find a login link through the Academic Affairs website under Initiatives/Assessment/Improve (link on left).
2. Select the Program or Course Assessment Unit where you want to request that results be entered. For example, select the ZZ-SNDB assessment unit if you want to assign the recording of results for an outcome in one of the SNDB courses or Program AAA-Sandbox for the program results. Everyone has access to ZZ-SNDB so you can practice. There is a “course assessment unit” with a Z-prefix for every set of courses at Ferris.
3. From the Home Dashboard, Click on the name of the Course or the name of the Program Outcome. (For the rest of these instructions, the guidance will concern assigning for course results, but the practice is similar for programs.) For example, you may wish to start with the course SNDB 205 – Pails.
4. You can expand the information in the course plan by clicking the arrows to the left of the Course Outcomes and other menu items.
5. Expand the Assessment Methods menu to expose the list of Methods.
6. Expand the Assessment Method details to show the Assignment menu below the Method.

When you get to this stage, your screen will look something like this:

This example shows the outcome of sand literature course in the course called Sand; the assessment method to be used is a focus group. To ask instructors of the Sand course to submit their results for this outcome, you will select the bottom Assignment link. (Note that the one listed under Related Documents will tell you whether any assignments have already been made for this outcome with this assessment method.) Note also that this faculty member plans to evaluate this outcome every-other fall.

Creation of Sand Literature Students will develop a piece of sand literature according to standards of the genre. (Active)

Course Assessment Cycle: 2015 - 2016 (Fall 2015), 2017 - 2018 (Fall 2017), 2019 - 2020 (Fall 2019)
 Start Date: 08/01/2015
 End Date:

Assessment Methods

Focus group Learners will share their comparative analyses of the sand literature in a focus-group conversation where the observers will evaluate the arguments. (Active)

Criterion for Success: Learners will earn at least a 3 on a 4-point scale for each factor in the rubric.
 Assessment Schedule: Annually in the spring semester.
 Date Added: 11/29/2016
 Active: Yes

Related Documents

Assignment

Related Goals

Assignment

7. Click on the green wrench icon on the far right of the Assignment bar at the bottom.

8. When the screen comes up, you will be able to choose one or many individuals to assign to. Just click in the box, select a name, and then repeat for all individuals. You can hold down the control key while you select the names to complete this step quickly. Also note that a person MUST be in the system as a user in order to be sent a request for results.

9. Complete the rest of the items by selecting a due date; entering a message; creating a meaningful subject line, and planning to send as an e-mail (recommended). Failure to select "e-mail assignee" will only show the assignment in TracDat and because most are not accessing this tool regularly, they may never know of your request. Also select whether you want Related Document; Related Document and Result; or Related Document, Result, and Actions. Typically, you will want all three items entered. This is what that screen will look like for making the request.

11. Follow up to be sure the results have been entered by the date requested. Selecting to be copied on the assignment is one good way of keeping track of assignments to monitor.