Below are instructions to assist you in navigating Improve KSU as you enter your outcomes and measures.

**LOGGING IN AND GETTING STARTED**

- Go to http://improve.kennesaw.edu
- If you are not automatically signed in, do so using the same login and password as your KSU email.
- You will be brought to your “Dashboard,” which is the screenshot below labeled Figure 1.
- On the navigation bar to the left, click the middle button (1) to be brought to your main Improve KSU page.

![Figure 1](image1)

- Ensure that you are looking at the correct academic year. In the drop down menu to the left, click to change the academic year as needed (Figure 2).

![Figure 2](image2)
After selecting the correct academic year, you will see a list of links under “Plan Items,” such as “Feedback,” “Performance Outcome,” and “Measure.” To ensure that these items appear in the correct/logical order to begin your data entry, change the “Sort” from “Default” to “Number Identifier” (Figure 3). This will correct the order of “Performance Outcome,” “Measure 1,” “Measure 2.”

Figure 3

ENTERING PERFORMANCE OUTCOMES

Outcomes will be entered in the following order: (1) Student Learning Outcome; (2) Program Outcome; and (3) RPG related Outcome.

To enter outcome 1, your Student Learning Outcome, click on the first “Performance Outcome” (Figure 4). Note that the number “1” appears below the title, so you know you are working on outcome 1.

Figure 4

Note that you have been brought to the “Edit Plan Item” screen. Click within the text box under “Performance Outcome: An area of focus for improvement efforts” (Figure 5). Enter your performance outcome in this space.

Figure 5
♦ Your only requirement on this page is to enter your performance outcome. You will see other available options on this page that you do not need to use, such as an option to enter progress and to select users. Simply leave those unchanged.

♦ Once you have finished entering your performance outcome, click “Done” (Figure 6). This will save your performance outcome and return you to the main page.

**Figure 6**

**ENTERING MEASURES**

Once you have clicked “Done” from the Performance Outcome screen, you will be back on the main page for your department, and it is time to enter the 1st Measure for your Student Learning Outcome. Please note that the “Sort” has returned to “Default.” To ensure that these items appear in the correct/logical order to match your measure to your outcome, change the “Sort” from “Default” to “Number Identifier” (Figure 3). After correcting the “Sort” option to “Number Identifier, you will see the correct order of “Performance Outcome,” “Measure 1,” “Measure 2.”

♦ To enter Measure 1 for your Student Learning Outcome, click on “Measure 1” (Figure 7).

**Figure 7**
You will be brought to the Edit Plan Item screen (see Figure 8).

Figure 8

In the figure below:

- Use the dropdown, section “How the data will be obtained” to indicate data source (i.e. focus group, survey, quiz, etc.).
- Use the dropdown, section “Is this measure direct or indirect” to indicate type of measure.
  DIRECT MEASURE = Assesses performance/standards (pre/post test, participation #s, etc.).
  INDIRECT MEASURE = Assesses perceptions, opinions, feelings (satisfaction surveys, evaluations, etc.).
- Click within the text box “Measure: Specific method used to collect evidence of the outcome” to enter your Measure.

You are not required to use other options on this page, such as entering progress and selecting users. Simply leave those unchanged.

Once you have finished entering your Measure, click “Done” as indicated in below figure. This will save your Measure and return you to the main page.
To enter additional Performance Outcomes and respective Measures, follow the same instructions as described in pages 2-4 of this document. Remember, the required performance outcomes for our student affairs units are: Program Outcome and RPG Outcome.

If in addition to the required performance outcomes you would like to measure other aspects of your unit or program, you can do so by using the dropdown for “+ Plan Item” in the below figure and then following the same instructions from pages 2-4 in this document.

For additional questions or concerns, please contact Matt Khoury at (470) 578-2712, mkhoury1@kennesaw.edu, or stop by Carmichael Student Center 172E.