## Using the Nashville State Online Institutional Effectiveness Tracking System

You can access the Institutional Effectiveness Tracking System (IETS) in several ways:

- directly from the NSCC website (<u>http://www.nscc.edu/sacs</u>);
- from the CD menu on the left;
- from the documentation linked to Core Requirement 2.5 (Footnote #12); or
- from the documentation linked to Comprehensive Standard 3.1.1 (Footnote #6).
- 1. To view a unit's information and objectives (it is not necessary to log in to the IETS):
  - a. Click the link "Display Unit Info and Objectives" on the left side of the page.
  - b. Click on the desired year and administrative unit from the drop down menu that will appear in the center of the screen.
  - c. Click the "Submit" button. The unit's information page and objectives will appear in the center of the screen.
- 2. To view objective details, simply click the hyperlink for each objective.
- 3. Use the web browser's "back" button to navigate within the IETS.