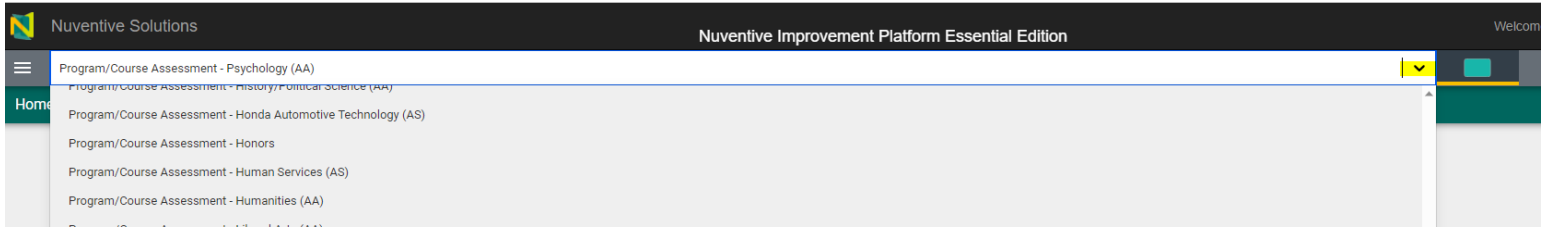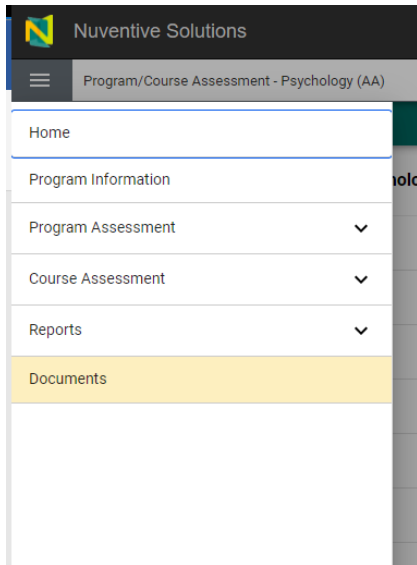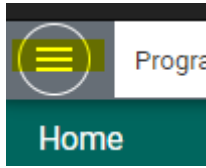# Retrieving Documents in Improve
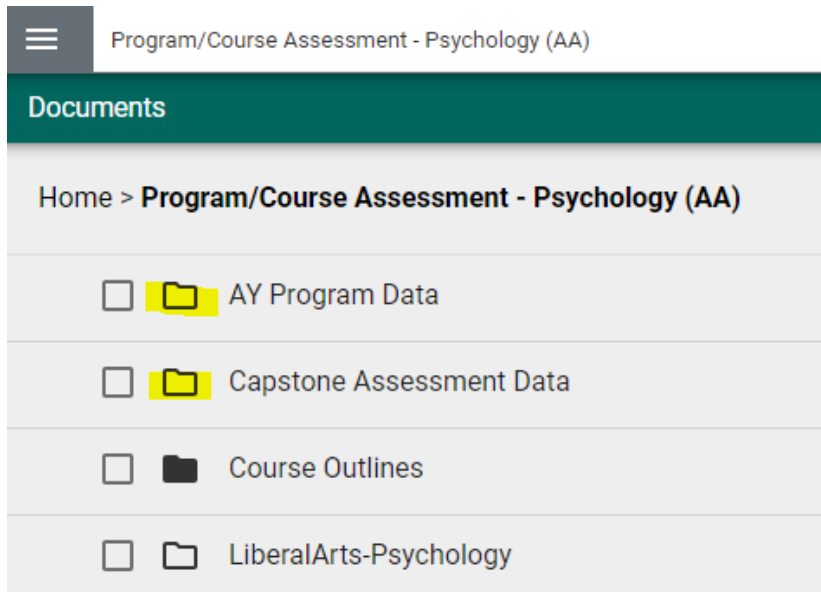
1. After signing in click on ==drop down arrow== to the right of the white box and choose the area you wish to download from.
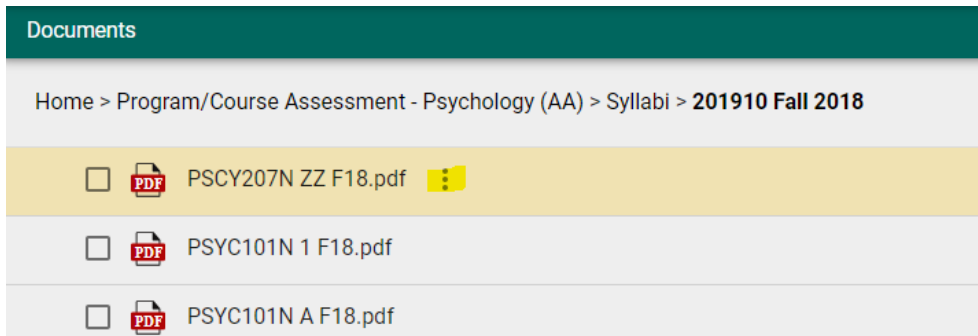
![Nuventive Solutions interface showing the drop down list with program/course assessment options highlighted]

2. Next click on the ![Home menu icon] to the left of the white box choose Documents.

![Navigation menu showing Home, Program Information, Program Assessment, Course Assessment, Reports, and Documents options]

3. Then Choose a folder or subfolder to open by clicking on the folder icon. (all dark folders indicate subfolders)

![Documents folder view for Program/Course Assessment - Psychology (AA) showing folders: AY Program Data, Capstone Assessment Data, Course Outlines, LiberalArts-Psychology]

4. With your mouse move your pointer to the end of the file you wish to retrieve and click on the column of 3 dots.

5. Choose Download from the menu.