



# TracDat – Actions & Follow-Ups

*If you want or need to add actions and/or follow-ups to your results, this guide will walk you through the process. Actions and Follow-Ups are not required though.*

*If you have questions about how to access and use TracDat, please contact Allison Hughes:*

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*If you have questions about assessment, please contact Jessica Kaven:*

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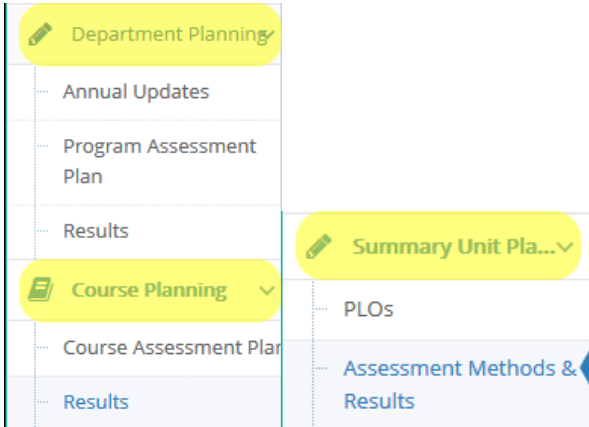
<b>Adding Actions &amp; Follow-Ups for SLO and/or PLO Results .....</b>	<b>2</b>
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## Adding Actions & Follow-Ups to SLO and/sor PLO Results

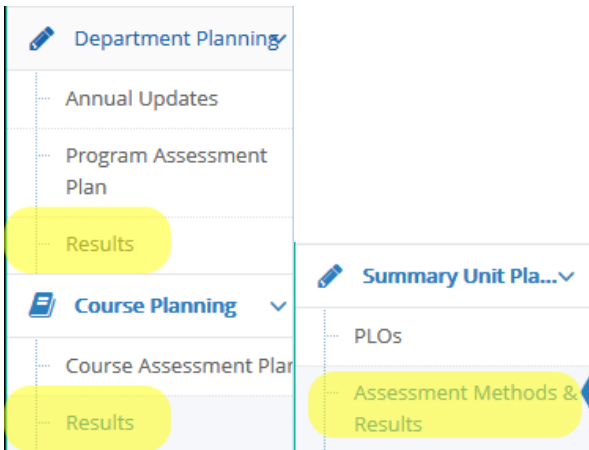
1. Select the department you would like to work in from the drop down menu at the top.



2. On the left navigation bar, click on 'Course Planning' or 'Department Planning' for Department SLOs and PLOs, or 'Summary Unit Planning' for Program PLOs.



3. Next, either choose 'Results' for Departments or 'Assessment Methods & Results' for Programs.



- Click on the drop down arrow to the left of the Result to which you want to add actions and follow-ups. Then click on the green plus sign to the right of Actions.

Oral presentations Create and compose argumentative texts and/or oral presentations.

**Presentation/Performance Debate, which includes speech outlines and extemporaneous delivery.**

2011 - 2012 Criterion met 04/07/2017

a

Actions

Related Documents

- Fill out the Actions fields and click Save at the top right.

Save Return

CAN SAMP COMM 127 - Sample COMM 127

Oral presentations Create and compose argumentative texts and/or oral presentations.

**Presentation/Performance Debate, which includes speech outlines and extemporaneous delivery.**  
**Success Criterion** 70% of students will complete the assignment with a grade of C or better.

2013 - 2014 Criterion met 12/18/2013  
 Parliamentary Debate

\* Action Date 07/12/2017

\* Action

Action Plan Category

- Then, click on the green plus sign icon to the right of the Follow-up Section. This section only appears after an Action has been entered.

Actions

Action More time for arguments and rebuttals. (12/18/2013)

Action Plan Category Conduct further assessment

Follow-Up

- Fill in a follow-up to the action and click Save in the top right corner.

Save Return

CAN SAMP COMM 127 - Sample COMM 127

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2013 - 2014 Criterion met 12/18/2013  
 Parliamentary Debate

Action More time for arguments and rebuttals. (12/18/2013)

Action Plan Category: Conduct further assessment

\* Follow-Up Date 07/12/2017

\* Follow-Up