



TracDat – SLO Result Assignments

This guide is meant for Assessment Coordinators and will walk through the process of using assignments in TracDat to invite faculty to enter their results.

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

Allison Hughes, Instructional Technologist

Email: hughesa@smccd.edu

Phone: 650-306-3213

Office: 13-203

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

Jessica Kaven, Faculty Assessment Coordinator

Email: kavenj@smccd.edu

Phone: (650) 306-3347

Office: 13-209A

Contents

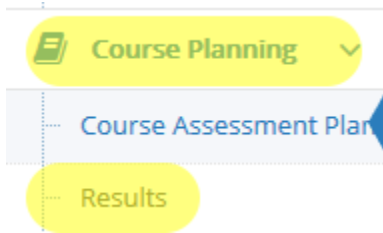
Creating Assignments for SLO Results.....	2
TracDat – SLO Result Assignments	1
Creating Assignments for SLO Results	2
Managing Assignments from the Assignments Page.....	5

Creating Assignments for SLO Results

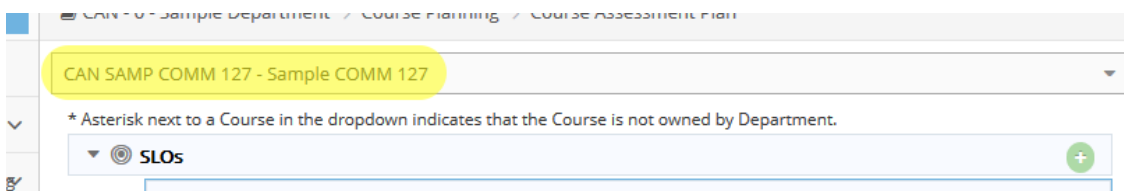
1. Select the department you would like to work in from the drop down menu at the top.



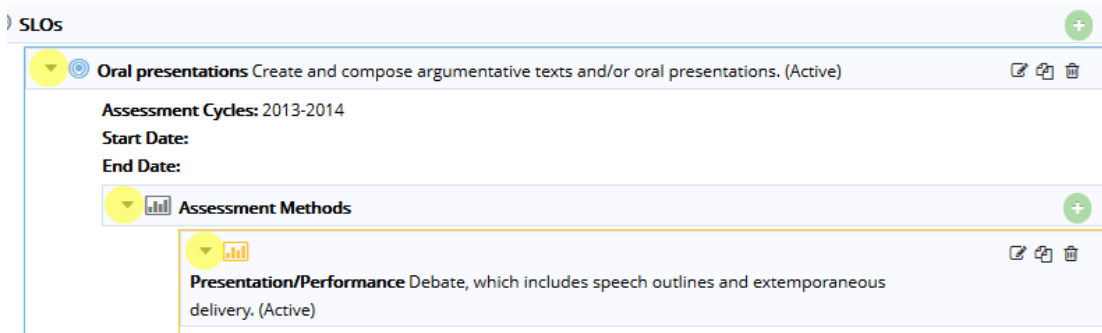
2. On the left navigation bar, click on 'Course Planning' and then click on 'Course Assessment Plan'.



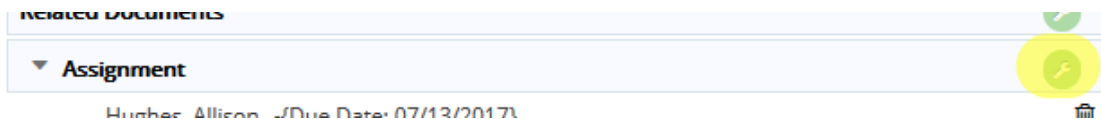
3. Choose the course you need to work in from the drop down menu at the top.



4. Next, Click on the drop down arrow to the left of the SLO and then again click the drop down arrow to the left of the correct assessment method.



5. From there, click on the green wrench icon to the right of the Assignment area.



6. Fill in the assignment fields and click Save at the top right when finished.

Save Return

* Assign To

Due Date

Subject

Notes/Instructions

Repeats

Provide

Put Documents in

E-mail Assignment to Assignee(s)

Send CC to Person Assigning

- a. If you want to send assignment to an individual person or collect individual results from multiple people, select their name(s) in the 'Assign To' field, and check the 'E-mail Assignment to Assignee(s)' box, as well as the 'Send CC to Person Assigning' box.

Save Return

* Assign To

Due Date

Subject

Notes/Instructions

Repeats

Provide

Put Documents in

E-mail Assignment to Assignee(s)

Send CC to Person Assigning

- b. If you want multiple people to enter their data into one result, enter your name in the 'Assign To' field and check only the 'E-mail Assignment to Assignee(s)' box. Then check your email for the assignment and forward it on to whoever needs to put data into that result.

Save Return

* Assign To

Due Date

Subject

Notes/Instructions

Repeats

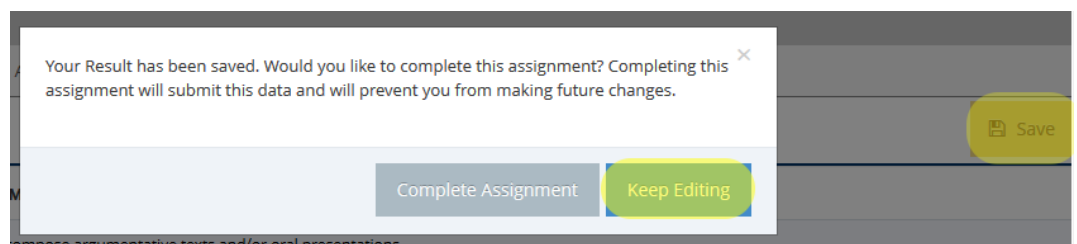
Provide

Put Documents in

E-mail Assignment to Assignee(s)

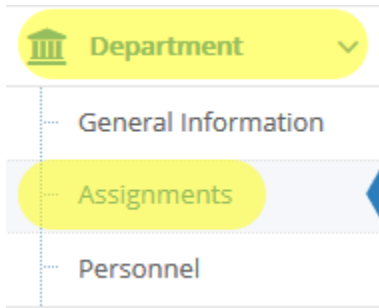
Send CC to Person Assigning

- i. **Note:** When entering data from an assignment link (when you want multiple people entering data in the same result), people will need to click 'Save' when finished, but then need to click 'Keep Editing' to allow other people to add their data later. 'Complete Assignment' should only be clicked once all data has been entered.



Managing Assignments from the Assignments Page

1. Click on 'Department' on the left navigation bar and then click 'Assignments'.



2. From here, you can check the status of your current assignments, re-send them, edit them and/or delete them.

The screenshot shows the main content area of the 'Assignments' page. At the top right, there are two yellow buttons: 'Resend' and 'Delete'. Below them is a search bar with the text 'Search:'. The main part of the page is a table with the following columns: 'Selected', 'Status', 'Due', 'Assignment', 'Assignee', and 'Email Last Sent'. There is one row of data in the table.

Selected	Status	Due	Assignment	Assignee	Email Last Sent
<input type="checkbox"/>	In Progress	07/13/2017	Course: CAN SAMP COMM 127; Sample COMM 127 PLO: Oral presentations Assessment Method: Debate, which includes speech outlines and extemporaneous delivery.	Allison Hughes	07/13/2017