



TracDat – Reporting

This guide will help you pull data reports from TracDat.

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

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If you have questions about assessing SLOs, please contact Jessica Kaven:

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Phone: (650) 306-3347

Office: 13-209A

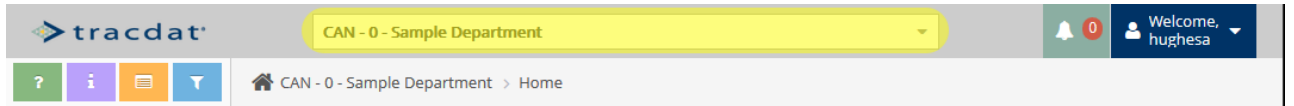
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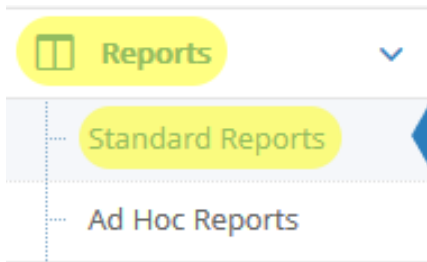
To begin, you'll need to know how your department assesses their PLOs. You may assess PLOs as an individual **department**, or you may assess PLOs collaboratively with a **program** consisting of multiple departments.

Reporting SLO Results for Departments & Programs

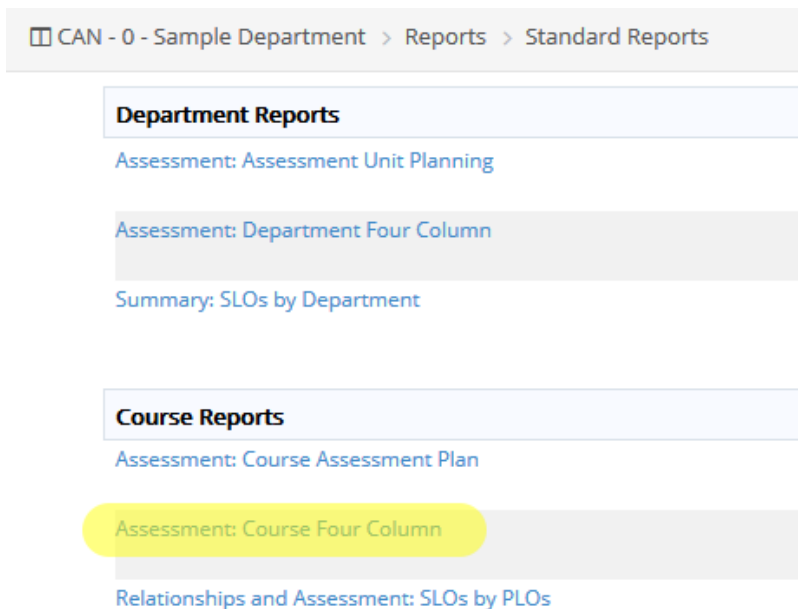
1. Select the department you would like to work in from the drop down menu at the top. If you don't see the department that you need access to, please contact Allison Hughes.



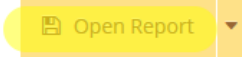
2. On the left side, click on 'Reports' and then click on 'Standard Reports'.



3. Under Course Reports, click on 'Assessment: Course Four Column'. This report will show you the SLOs, Assessment Methods, Results and Action for each SLO in the courses included in the report.



4. Fill out the report settings page to get the report you need. When you're ready, click 'Open Report' at the top left and your report should load in a new tab or window.



Layout

* Format

* Report Title

Report Subtitle

Report Logo

Filter

Courses Selected [All\(2\)](#)

Course Outcome Statuses

Assessment Cycles

Assessment Method Categories

Sort Results Ascending Descending

Result Date Between and

Reporting Cycle

Result Types

Options

Include PLOs With No Results

Include Assessment Methods with no Results

Include Inactive Assessment Methods

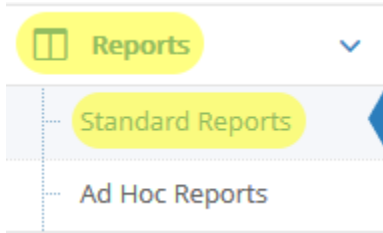
Include Fields With No Data

Reporting PLO Results for Departments

1. Select the department you would like to work in from the drop down menu at the top. If you don't see the department that you need access to, please contact Allison Hughes.



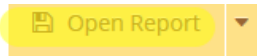
2. On the left side, click on 'Reports' and then click on 'Standard Reports'.




3. Under Department Reports, click on 'Assessment: Department Four Column'. This report will show you the PLOs, Assessment Methods, Results and Action for each PLO in the department included in the report.



4. Fill out the report settings page to get the report you need. When you're ready, click 'Open Report' at the top left and your report should load in a new tab or window.


 Open Report

Layout

* Format 

* Report Title

Report Subtitle

Report Logo 

Filter

PLO Status

Planning Years

Assessment Method Categories

Sort Results Ascending Descending

Result Date Between and

Reporting Cycle

Result Types

Options

Include PLOs With No Results

Include Assessment Methods with no Results

Include Inactive Assessment Methods

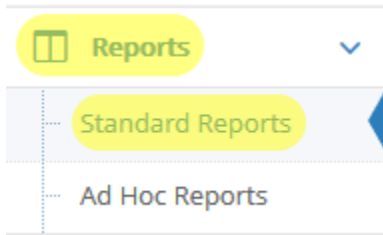
Include Fields With No Data

Reporting PLO Results for Programs

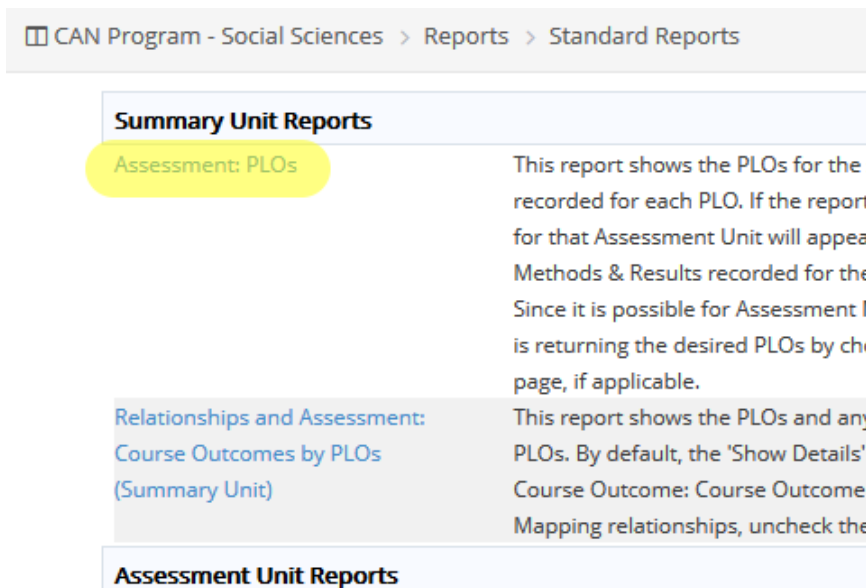
1. Select the program you would like to work in from the drop down menu at the top. If you don't see the program you need access to, please contact Allison Hughes.



2. On the left side, click on 'Reports' and then click on 'Standard Reports'.



3. Under Summary Unit Reports, click on 'Assessment: PLOs'. This report will show you the PLOs, Assessment Methods, Results and Action for each PLO in the program included in the report.



4. Fill out the report settings page to get the report you need. When you're ready, click 'Open Report' at the top left and your report should load in a new tab or window.

Open Report

Layout

* Format PDF

* Report Title Assessment: PLOs

Report Subtitle

Report Logo

Filter

PLO Type

Sort Assessment Methods & Results Ascending Descending

Assessment Method & Result Date and
Between

Reporting Cycle

Result Types

Options

Include Inactive PLOs

Include PLOs with no Assessment
Methods & Results

Include related Assessment Methods &
Results

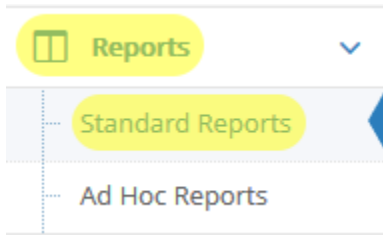
Include Fields With No Data

Reporting SLO to PLO Alignment (Mapping) for Departments & Programs

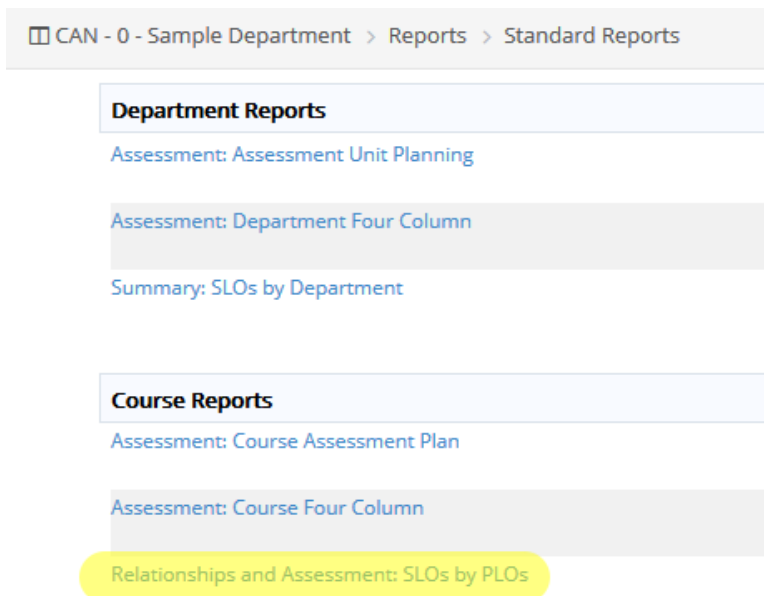
1. Select the department you would like to work in from the drop down menu at the top. If you don't see the department that you need access to, please contact Allison Hughes.



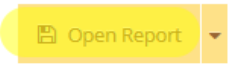
2. On the left side, click on 'Reports' and then click on 'Standard Reports'.




3. Under Course Reports, click on 'Relationships & Assessments: SLOs by PLOs'. This report will show you the SLOs, Assessment Methods, Results and Action for each SLO in the courses included in the report.



4. Fill out the report settings page to get the report you need. When you're ready, click 'Open Report' at the top left and your report should load in a new tab or window.




Layout

* Format 

* Report Title

Report Subtitle

Report Logo 

Filter

Courses Selected All(2)

PLO Status

Planning Years

Course Outcome Statuses

Assessment Cycles

Assessment Method Categories

Sort Results Ascending Descending

Result Date Between and

Reporting Cycle

Result Types

Options

Show Details

Include Fields With No Data

Include PLOs with no Related SLOs

Include SLOs with no Results

Include Assessment Methods with no Results

Include Inactive Assessment Methods