



TracDat – Reporting PLO Results

This guide shows you how to enter your PLO assessment results for a department and a program.

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

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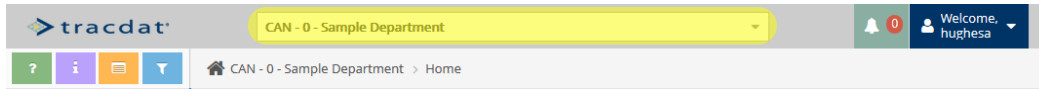
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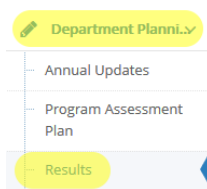
To begin, you will need to know how your department assesses their PLOs. You may assess PLOs as an individual **department**, or you may assess PLOs collaboratively with a **program** consisting of multiple departments.

Reporting PLO Results for a Department

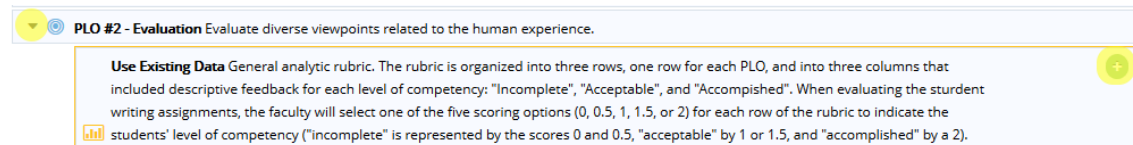
1. Select the department you would like to work in from the drop down menu at the top. If you do not see the department you need access to, please contact Allison Hughes.



2. Click on 'Department Planning' on the left navigation menu and then click on 'Results'.

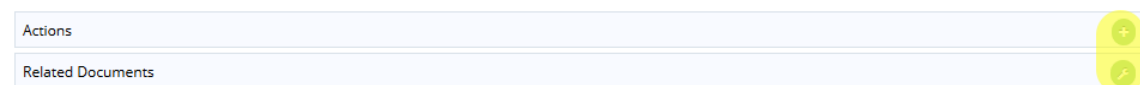


3. Click on the drop down arrow to the left of the PLO you're entering results for and then click on the green plus sign icon to the right of the appropriate assessment method.



4. Fill out all of the fields and then click 'Save' at the top right.
 - a. Reporting Cycles include Summer, Fall, and Spring semesters. For example, the 2017-2018 reporting cycle includes Summer 2017, Fall 2017, and Spring 2018.

5. (Optional) If you want to add Actions or Related Documents, refer to their respective guides.



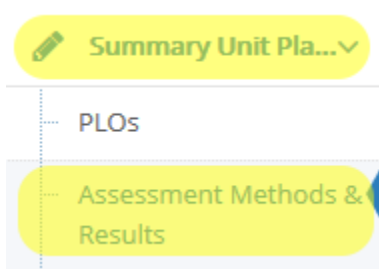
6. When you are finished, click Save.

Reporting PLO Results for a Program

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



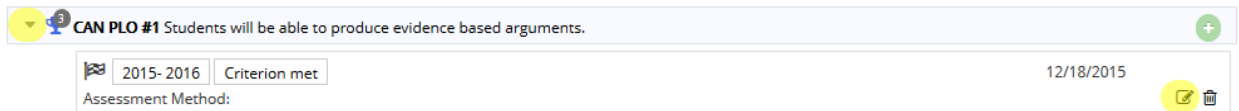
2. Click on 'Summary Unit Planning' on the left navigation bar and then click on 'Assessment Methods & Results'.



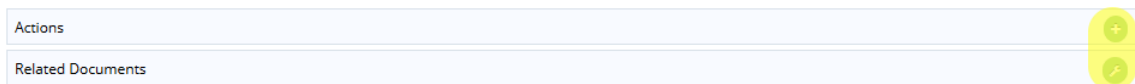
3. If you have not already entered an assessment method for your results, click on the green plus sign icon to the right of the PLO to enter your assessment method and result.



- a. If you previously entered an assessment method with placeholder information for your results, click on the drop down arrow to the left of the PLO and then click the pencil icon to the right of your assessment method to add in your result information.



4. (Optional) If you want to add Actions or Related Documents, refer to their respective guides.



5. When you are finished, click Save.