



TracDat – Reporting SLO Results

This guide will help you to enter your SLO assessment results into TracDat.

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 assessing SLOs, please contact Jessica Kaven:

Jessica Kaven, Faculty Assessment Coordinator

Email: kavenj@smccd.edu

Phone: (650) 306-3347

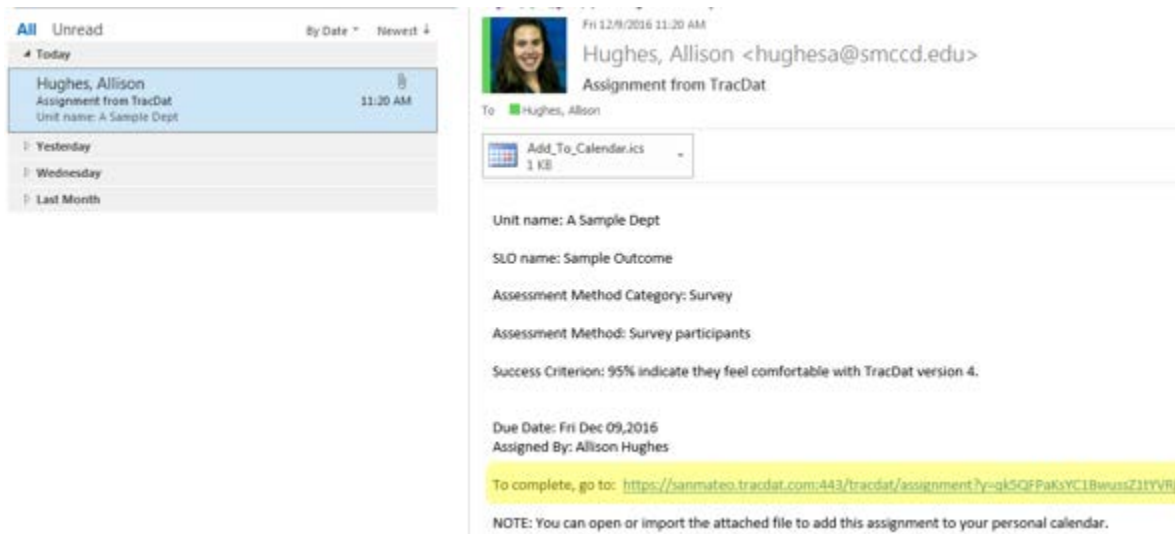
Office: 13-209A

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Reporting SLO Results from an Assignment Email

1. Open the assignment email in your email inbox and click the link at the bottom of the email.



2. Enter your result information (Result Date, Result, Reporting Cycle, and Result Type) on the page you arrive at from the link.

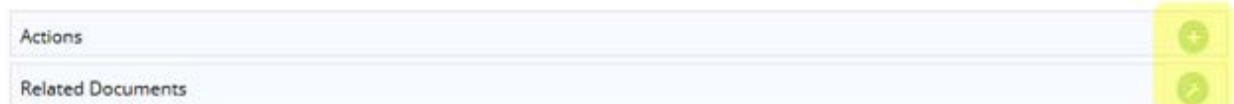
* Result Date

* Result

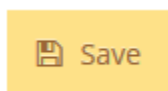
* Reporting Cycle

* Result Type

3. Click on the green plus sign icon to add Actions and the green wrench icon on the right to add Related Documents if needed. Talk to your department's assessment coordinator if you have any questions about these fields.

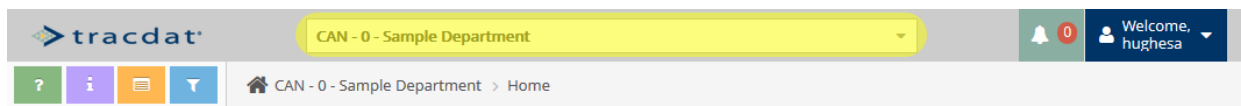


4. Click 'Save' in the upper right corner when you're finished.



Reporting SLO Results in TracDat

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



2. Locate your course on the department home page and click on the number in the 'Results' column to navigate to the results page. You can also get to this page by clicking 'Course Planning' in the left navigation menu and then clicking 'Results'.

Course Planning Summary - Owned		Courses	SLOs	Assessment Methods	Results	Actions	Follow-Up
▶	CAN SAMP COMM 127 - Sample COMM 127		4	8	3	1	0

3. Select the course that would like to work in from the drop down menu at the top of the Results page.

4. Click on the expand arrow to the left of the SLO that your result applies to. Then, click on the green plus icon to the right of the assessment method to enter your result information.

5. Enter your result information (Result Date, Result, Reporting Cycle, and Result Type).

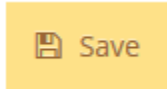
* Result Date

* Result

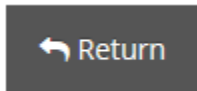
* Reporting Cycle

* Result Type

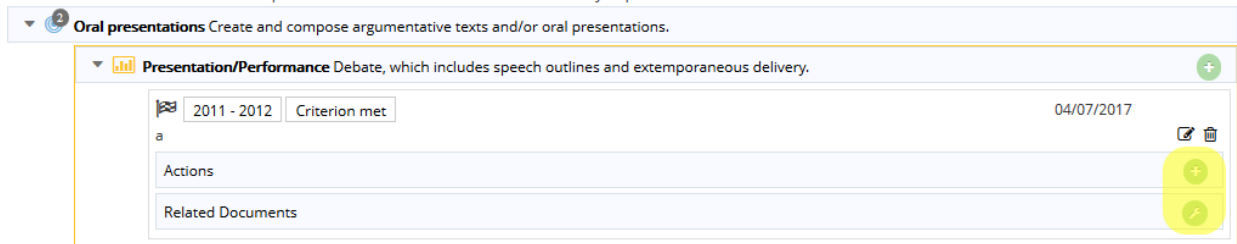
6. Click 'Save' in the upper right corner when you're finished.



7. Click 'Return' in the upper right corner if you need to add Actions or Related Documents.



8. Click the green plus to the right of the Actions section to add action, or click the green wrench icon to the right of Related Documents to add documents.



a. For more information on uploading Related Documents, refer to the Uploading Documents in TracDat User Guide.