



TracDat – Uploading & Relating Documents

This guide will help you to upload your supporting documentation for SLO and PLO results, if required, and create folders in the Document Repository to keep things organized.

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

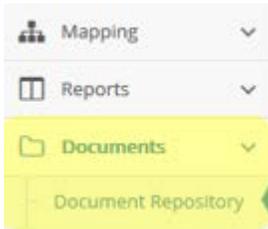
Creating Folders for Your Related Documents.....	2
Uploading Documents to a Folder in the Document Repository.....	3
Linking Uploaded Documents to Results.....	4
A. If you already uploaded your document.....	5
B. If you need to upload your document to an existing folder.....	5

Creating Folders for Your Related Documents

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



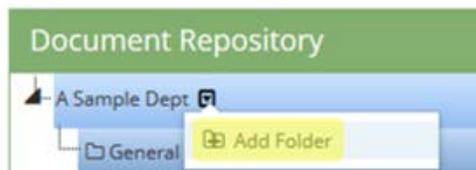
2. Click on 'Documents' on the left navigation menu, then select 'Document Repository'.



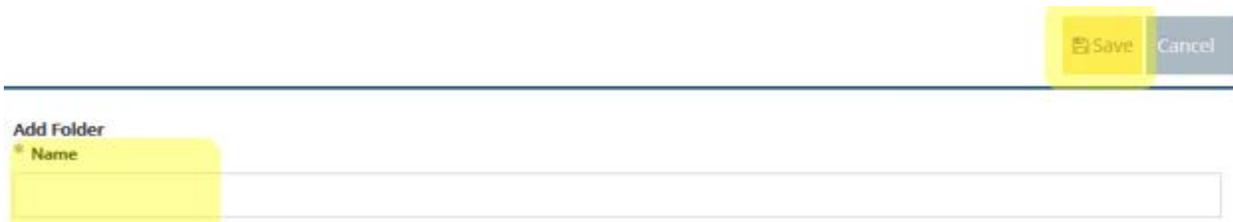
3. Hover over the Department Name at the top of the file hierarchy and select the black arrow that appears to the right.



4. Select 'Add Folder'.



5. Enter the name of your folder and click 'Save'.

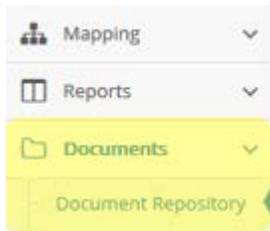


Uploading Documents to a Folder in the Document Repository

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



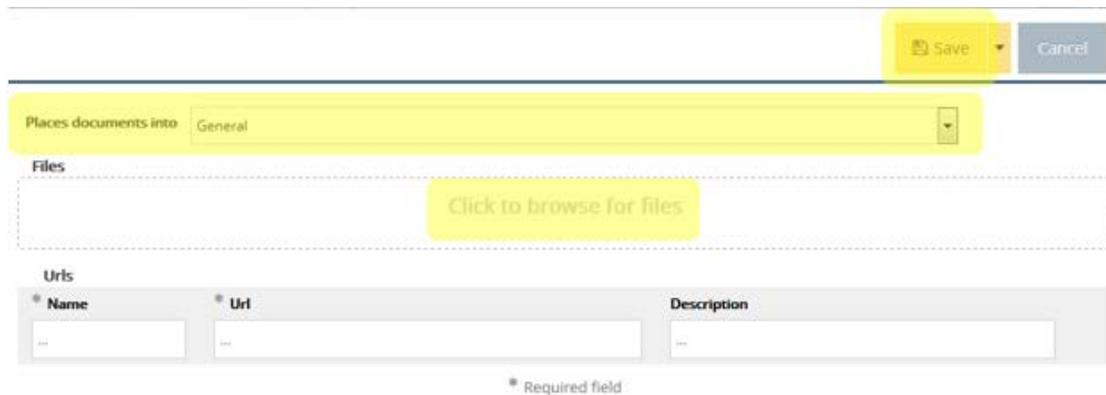
2. Click on 'Documents' on the left navigation menu, then select 'Document Repository'.



3. Click on the green plus icon on the right side of the Document Repository.



4. Select the folder you would like your documents to be placed in from the drop down at the top of the dialog box. Then, browse and find your files. Last, click 'Save'.

A dialog box for uploading documents. At the top right, there are 'Save' and 'Cancel' buttons. Below them is a dropdown menu labeled 'Places documents into' with 'General' selected. Underneath is a 'Files' section with a dashed border and a yellow button that says 'Click to browse for files'. At the bottom, there is a table with three columns: 'Name', 'Uri', and 'Description'. The 'Name' and 'Uri' columns have asterisks next to their headers, indicating they are required fields. Below the table, there is a small asterisk followed by the text '* Required field'.

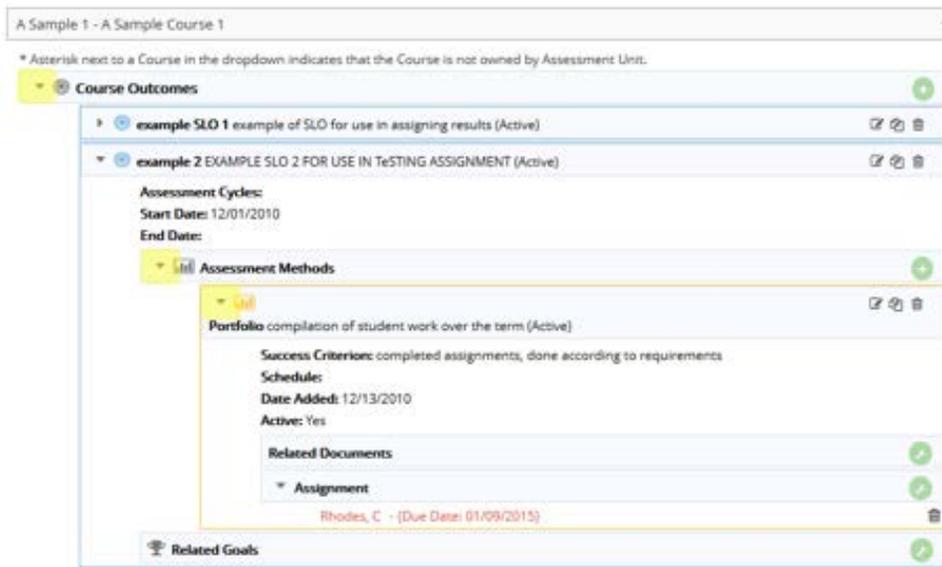
- A. The name of the document will populate automatically from what you originally named the document, so keep that in mind when you're uploading.
- B. You can also add a description of the document, but it's not required.

Relating Uploaded Documents to Results

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



2. Click on the drop down arrows to the left of the SLO or PLO, then click the drop down arrow to the left of the assessment method and the result.

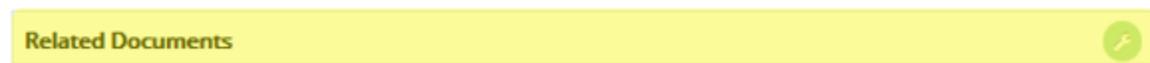


3. Then, click the green wrench icon to the right of the Related Documents section of the Assessment Method.

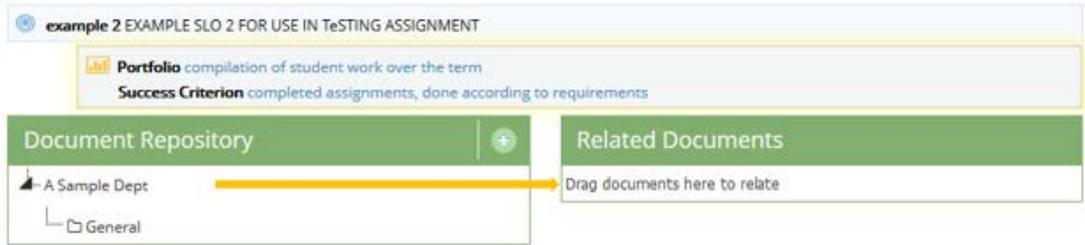
Schedule:

Date Added: 12/13/2010

Active: Yes



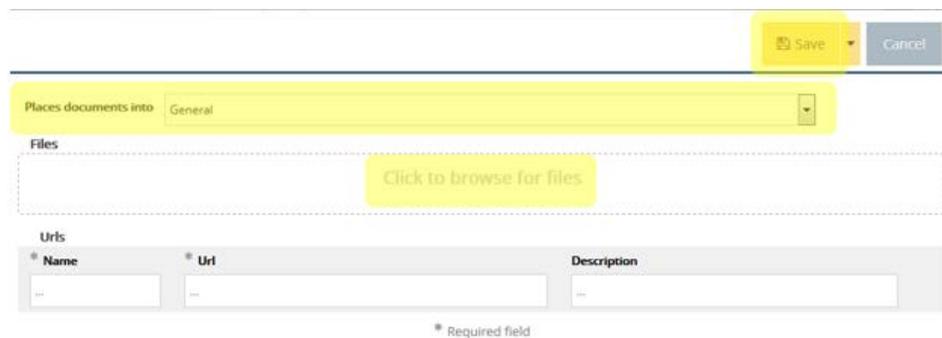
4. Attach your Related Documents in one of the following ways:
 - A. If you already uploaded your document:
 - i. Find your document in the Document Repository box on the left, click and drag it over the Related Documents box on the right.



- B. If you need to upload your document into an existing folder:
- i. Click on the green plus icon on the right side of the Document Repository.



- ii. Select the folder you would like your documents to be placed in from the drop down at the top of the dialog box. Then, browse and find your files. Last, click 'Save'.



- C. If you need to upload a document, but a folder doesn't exist for your course:
- i. Refer to the first chapter in this guide: [Creating Folders for Your Related Documents.](#)