

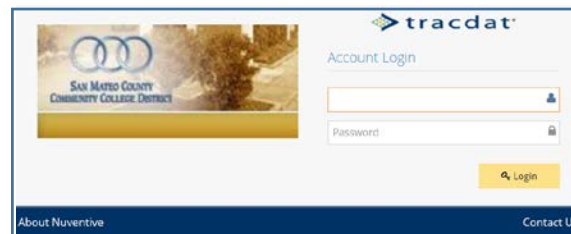
## Entering Assessment Results in TracDat

### Step 1:

Log in to TracDat (use Mozilla Firefox, or Google Chrome – do **not** use Internet Explorer)

<https://sanmateo.tracdat.com/tracdat/>

For username and password, contact the [Director of Professional Development and Innovation](#)



### Step 2:

Access Department by selecting the correct department from the dropdown menu at the top of the page.



### Step 3:

Click on the number under “Results” in the table.

		Courses		Course Outcomes	Assessment Methods	Results	Actions	Follow-Up
▶	✓	A Sample 1 - A Sample Course 1		2	2	4	0	0

- OR -

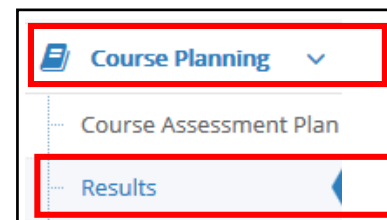
### Step 3a:

Click on Course Planning on the left-hand side of the page.

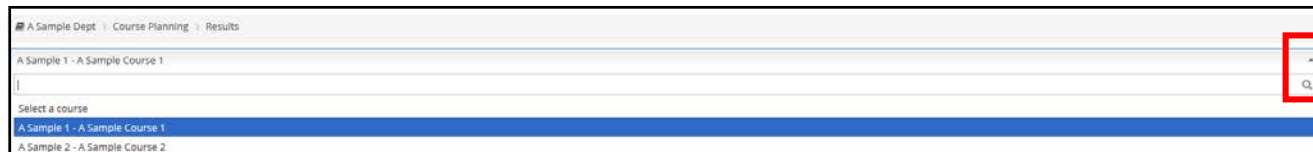
### Step 3b:

Select “Results”.

- OR -



**Step 3c:** Select the course from the dropdown menu at the top of the page or type in the name of a specific course in the search function (🔍).



#### Step 4:

Click the dropdown arrow next to the SLO for which results are being entered (the SLO will expand to show the assessment method(s)).

A Sample 1 - A Sample Course 1

\* Asterisk next to a Course in the dropdown indicates that the Course is not owned by Assessment Unit.

▼ example SLO 1 example of SLO for use in assigning results

○ Directly related to Course Outcome

▶ Pre and post testing pre and post tests

#### Step 5:

Select the + next to the assessment method being assessed.

A Sample 1 - A Sample Course 1

\* Asterisk next to a Course in the dropdown indicates that the Course is not owned by Assessment Unit.

▼ example SLO 1 example of SLO for use in assigning results

○ Directly related to Course Outcome

▶ Pre and post testing pre and post tests

#### Step 6:

Fill in the **Assessment Results** (Result Date automatically fills), **Reporting Cycle** (Academic Year the SLO was assessed), and **Result Type**.

example SLO 1 example of SLO for use in assigning results

Pre and post testing pre and post tests

Success Criterion students will show improvement

\* Result Date 07/28/2016

\* Result

\* Reporting Cycle

\* Result Type

\* Required field

#### Step 7:

Click **Save** or **Save and Return**, or **Save and Add New** (if entering more than one result for the assessment) in the upper right-hand corner of the screen.

Save ▼


Save and Return

Save and Add New

**Step 8a** (if applicable):

Load documents by clicking **Documents** and **Documents Repository** from the menu on the left-hand side of the page

**Step 8b:**

Click the  on the right-hand side of the screen.

**Step 8c:**

Select the appropriate course from the dropdown menu.

**Step 8d:**

Click the files box, select the document from your files, and click **Open**. The file name will automatically fill.

**Step 8e:** Enter the file description (optional).

**Step 8f:** Click **Save** in the upper right-hand corner of the page.

You may enter a URL if for online documents by entering the name, URL, and description (optional), and clicking **Save**.

**Step 9a:**

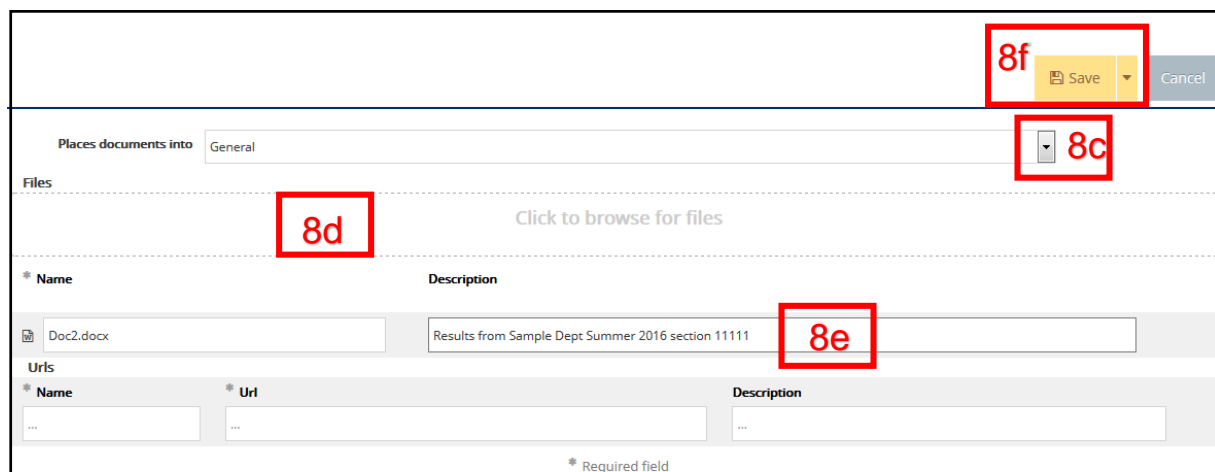
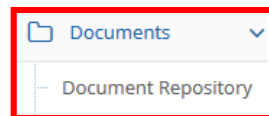
Enter an Action plan by clicking on the  to the right of **Actions**.

**Step 9b:**

Enter the date the action will take place (**Action Date**), the **Action** to be completed and **Action Plan Category** (optional)


**Step 9c:**

Click **Save**



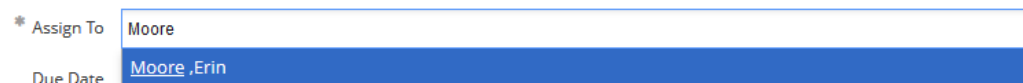
\* Required field

# Sending an email assignment

**Step 1:**  
Expand the assessment method using the dropdown and click the  next to **Assignment** on the right-hand side of the page to **Manage Assignment**

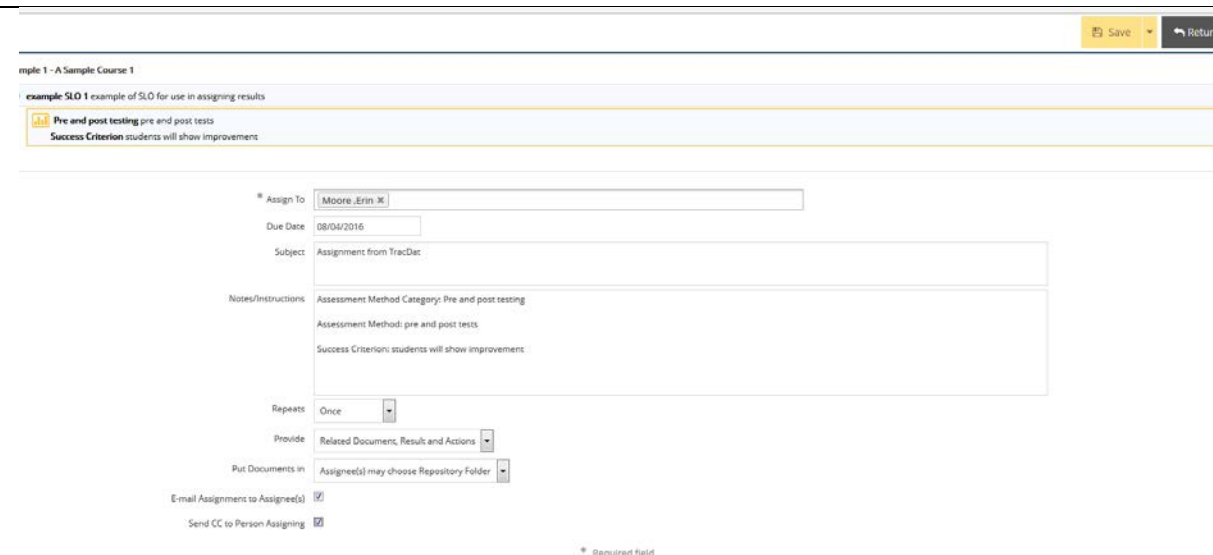



**Step 2:**  
Select individuals from the **Assign to** drop down that will appear when you click in the box (please note, additional assignees can be added and assignment information can be altered; however, new assignments replace previous assignments.)



**Step 3:**  
Enter a due date, and any other instructions.

Set up the request to include repeated requests, documents to submit, and a place for documents. Check **E-mail Assignment to Assignee(s)** to email the request. CC yourself in an email by clicking **Send CC to Person Assigning**





**Step 4:**Click **Save** Save

Save and Return

Save and Add New

## Sample email sent to assignee

 Message  Add\_To\_Calendar.ics (1,010 B)

Unit name: A Sample Dept

SLO name: example SLO 1

Assessment Method Category: Pre and post testing

Assessment Method: pre and post tests

Success Criterion: students will show improvement

Due Date: Thu Aug 04, 2016

Assigned By: Erin Moore

To complete, go to: <https://sanmateo.tracdat.com:443/tracdat/assignment?y=5qu2S1zvUv8RcBRITHOhybdt>

NOTE: You can open or import the attached file to add this assignment to your personal calendar.

## Sample of CC email to assignor

Unit name: A Sample Dept

SLO name: example SLO 1

Assessment Method Category: Pre and post testing

Assessment Method: pre and post tests

Success Criterion: students will show improvement

Copy of Assignment:

Due Date: Thu Aug 04, 2016

Assigned By: Erin Moore

Last Updated August 3, 2016