



# TracDat – Entering Annual Updates

*This guide will show you how to enter any annual updates that have come up since your last program review.*

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

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*If you have questions about program review, please contact Karen Engel:*

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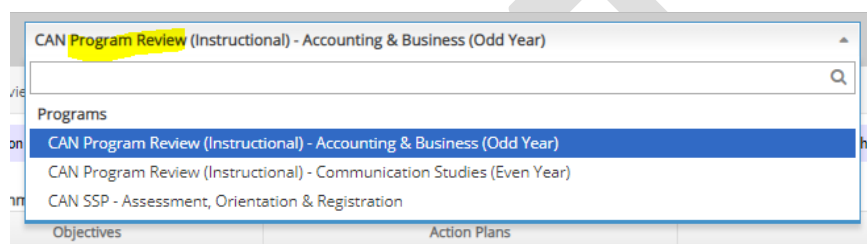
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## When Should You Enter Annual Updates?

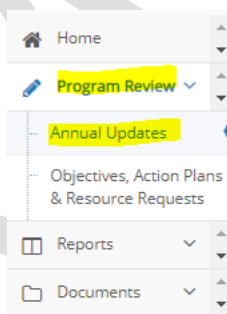
Annual updates should be entered during program review cycles when your program is not going through program review, so you are not entering program review narratives. The annual updates fields should be used to enter clarifying, background information on any new goals, objectives, or resource requests that are being entered and to provide any updates or changes that have come up since your last program review.

## How to Enter Annual Updates

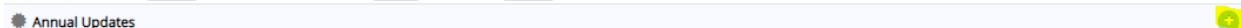
1. Select the program review version of your program from the drop down menu at the top. If you don't see the program review you need access to, please contact Allison Hughes at [hughesa@smccd.edu](mailto:hughesa@smccd.edu).



2. Click on Program Review on the left and then Annual Updates.



3. Next, click on the green plus sign icon to the right of the Annual Updates heading.



4. Finally, fill out the fields to provide any necessary information for your non-program review year.
5. When you're finished entering your annual updates, click the little arrow to the right of the Save button and click Save and Return.

A screenshot of a web application's form titled "Annual Updates". The form contains several sections: "Annual Update Cycle" with a dropdown set to "2018-2019"; "1. Changes & Updates" with a text area; "2. Progress Reports" with a text area; "3. Rationale for New Objectives" with a text area; "Annual Update Status" with a dropdown set to "Complete"; "President/VP/ Dean Feedback" with a text area; and "President/VP/ Dean Annual Update Feedback" with a text area. At the top right, there is a yellow "Save" button. A dropdown arrow next to the "Save" button is highlighted, showing a menu with "Save and Return" (highlighted in green) and "Save and Add New".

## How to Enter New Objectives, Action Plans & Resource Requests

1. Refer to the [Entering Objectives, Action Plans & Resource Requests Guide](#).

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