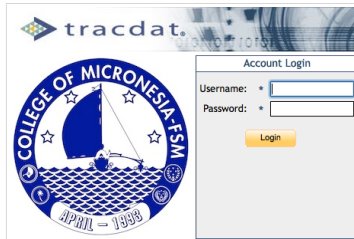


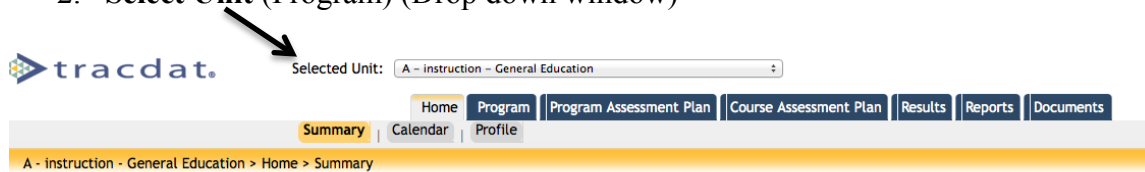
Steps for Inputting Results into TracDat

1. Log in to TracDat (comfsm.tracdat.com/tracdat)*

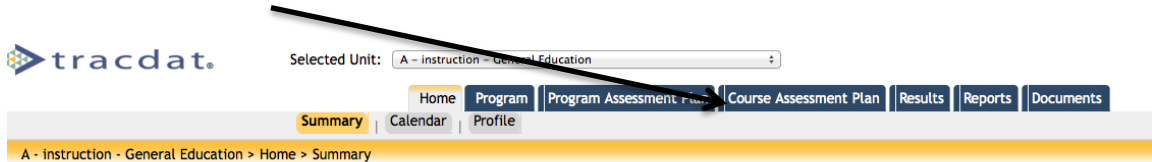
* There may be slight difference in what see in TracDat based on your access level.



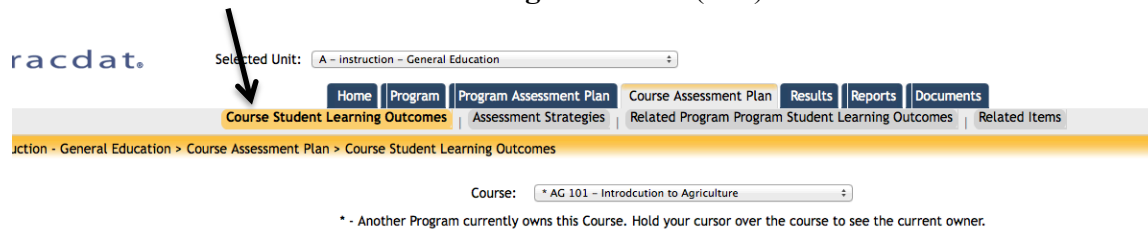
2. Select Unit (Program) (Drop down window)



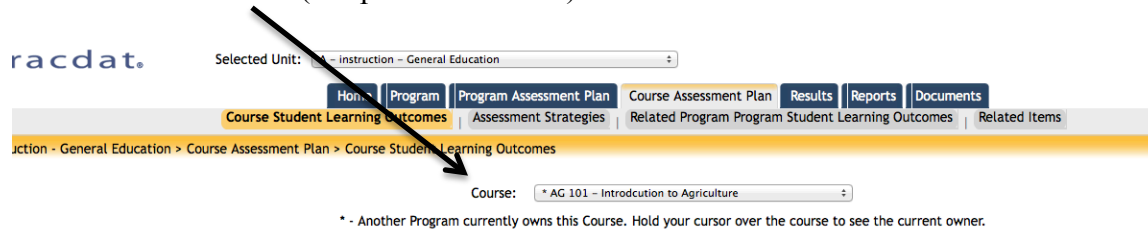
3. Select Course Assessment Plan (Tab)



4. Select Course Student Learning Outcomes (Tab)

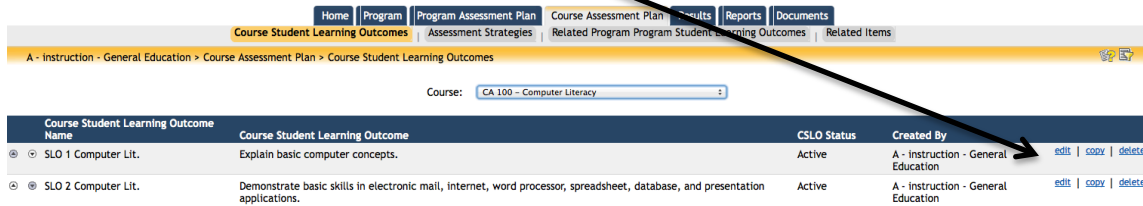


5. Select Course (Drop down window)



Steps for Inputting Results into TracDat

6. Select **edit** for the first CSLO



- Make sure the correct **CSLO Assessment Cycle** is selected (2013-2014). You will need to make multiple selections (use shift key)
- Make sure the CSLO is **Active**.
- Insert **Start Date** and **Inactive Date** (start at beginning of fall 2013 and ending date end of this semester).
- Save Changes** and **Return**
- Repeat for all CSLOs

Course:

Course Student Learning Outcome Name: *

Course Student Learning Outcome:

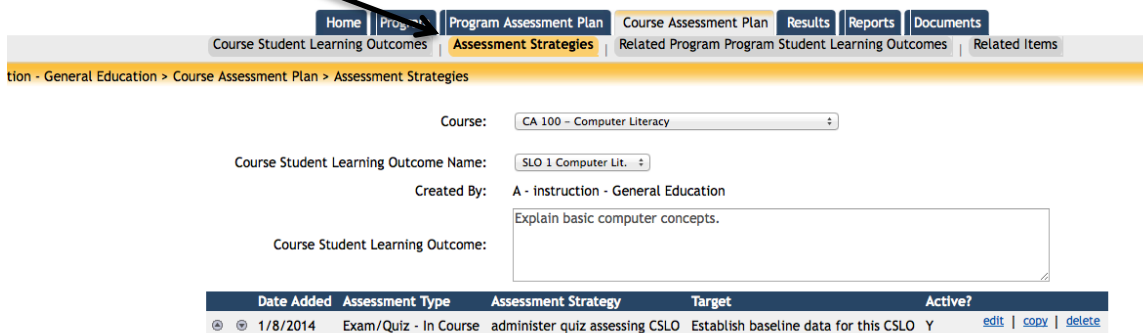
CSLO Assessment Cycle:

CSLO Status:

Start Date:

Inactive Date:

7. Select **Assessment Strategy** (Tab)



Steps for Inputting Results into TracDat

8. Make sure Assessment Strategies are inputted for each CSLO (assessment strategies will come from course outline)
9. If Assessment Strategies are not inputted go to #10, if Assessment Strategies are inputted go to #11
10. Select **Add New Assessment Strategy** (Bottom of Screen)

Add New Assessment Strategy

Return To Course Student Learning Outcome

- a. Select **Assessment Type** (Drop down window)
- b. Input **Assessment Strategy** (copy and paste from course outline)
- c. **Target:** Input *Establish baseline data for this CSLO* if no target is established
- d. **Save Change** and **Return**, repeat for each CLSO

Course:

Course Student Learning Outcome Name:

Course Student Learning Outcome:

Assessment Type:

Assessment Strategy:

Target:

Notes:

Active:

11. If assessment strategies are already inputted select **Results** (Tab)

tracdat. Selected Unit:

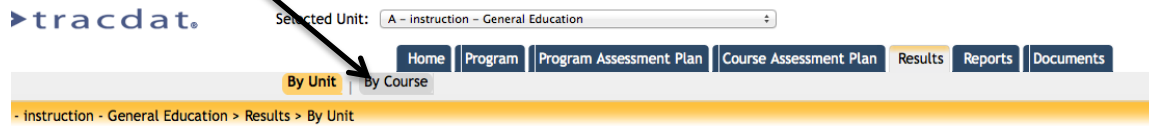
Home Program Program Assessment Plan Course Assessment Plan **Results** Reports Documents

By Unit | By Course

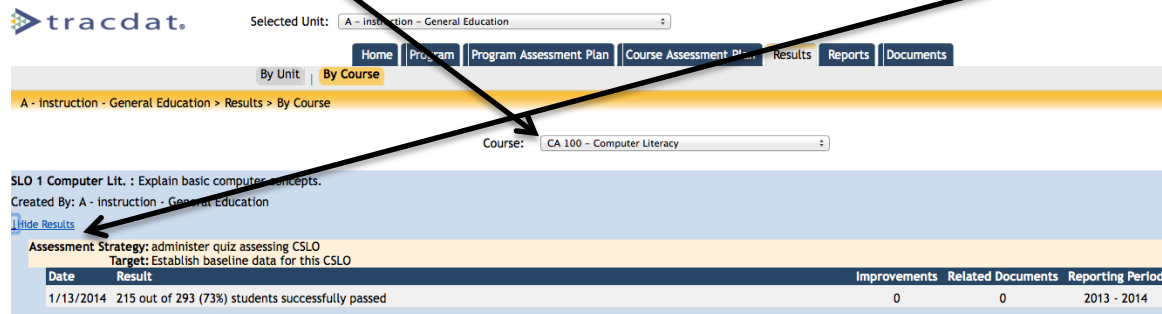
- Instruction - General Education > Results > By Unit

Steps for Inputting Results into TracDat

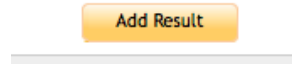
12. Select **Course** (Tab) if needed (depending on access level).



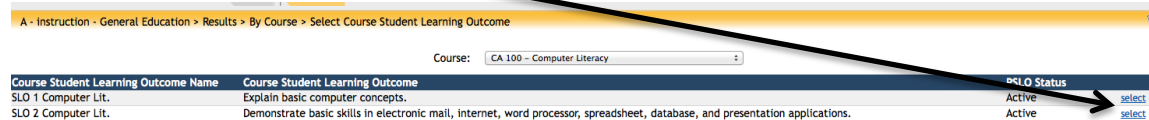
13. Select **Course** (Drop down window), if not already selected and select **Show Results** to check results, if no results go to #14. *If Results are already inputted go to #21*



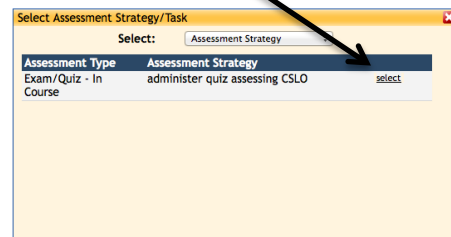
14. Select **Add Result** (Bottom of Screen)



15. Select **select** for the CSLO



16. Select **select** for the Assessment Strategy



Steps for Inputting Results into TracDat

17. Input **Results**: Example: 215 out of 293 (73%) students successfully passed the quiz with a 70% or better
18. Select **Reporting Period** (2013-2014) **All fields with * must be filled in.**
19. **Target Met**: No/Yes (depending if target was established)
20. **Save Changes** (**You are done inputting results for this CSLO, go to next CSLO, #15**)

Course Student Learning Outcome: SLO 1 Computer Lit. : Explain basic computer concepts.

Assessment Strategy: Exam/Quiz - In Course - administer quiz assessing CSLO

Target: Establish baseline data for this CSLO

Result: *

Result Date: * 3/3/2014 Target Met: *

Reporting Period: *

Improvement Plan Related Documents

STOP; do not continue unless skipping to #21 from #13

21. Select **edit** on the posted result

Course: CA 100 - Computer Literacy

SLO 1 Computer Lit. : Explain basic computer concepts.
Created By: A - Instruction - General Education
[Hide Results](#)

Assessment Strategy: administer quiz assessing CSLO
Target: Establish baseline data for this CSLO

Date	Result	Improvements	Related Documents	Reporting Period	Actions
1/13/2014	215 out of 293 (73%) students successfully passed	0	0	2013 - 2014	edit add improvement

SLO 2 Computer Lit. : Demonstrate basic skills in electronic mail, internet, word processor, spreadsheet, database, and presentation applications.
Created By: A - Instruction - General Education

22. *Do Not Delete Posted Result.* Add your result next to the posted result.

Course Student Learning Outcome: SLO 1 Computer Lit. : Explain basic computer concepts.

Assessment Strategy: Exam/Quiz - In Course - administer quiz assessing CSLO

Target: Establish baseline data for this CSLO

Result: * 215 out of 293 (73%) students successfully passed

Result Date: * 1/13/2014 Target Met: * No

Reporting Period: * 2013 - 2014

Improvement Plan Related Documents

23. **Save Changes**
24. Repeat for each Course and each CSLO.

Item data: Course Level Assessment results from fall 2013
Program Level Assessment results from fall 2013