

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)
6. Select **edit** for the first CSLO
 - a. Make sure the correct **CSLO Assessment Cycle** is selected (2013-2014). You will need to make multiple selections (use shift key)
 - b. Make sure the CSLO is **Active**.
 - c. Insert **Start Date** and **Inactive Date** (start at beginning of fall 2013 and ending date end of this semester).
 - d. **Save Changes** and **Return**
 - e. Repeat for all CSLOs
7. Select **Assessment Strategy** (Tab)
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)
 - 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
11. If assessment strategies are already inputted select **Results** (Tab)
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
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**)

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

21. Select **edit** on the posted result
22. *Do Not Delete Posted Result.* Add your result next to the posted result.
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