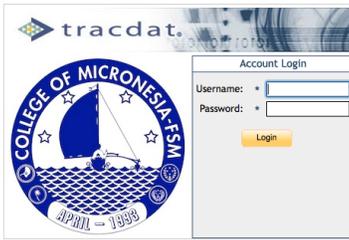


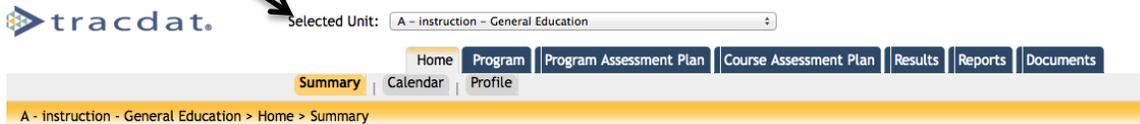
Steps for Developing Assessment Plan in TracDat

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

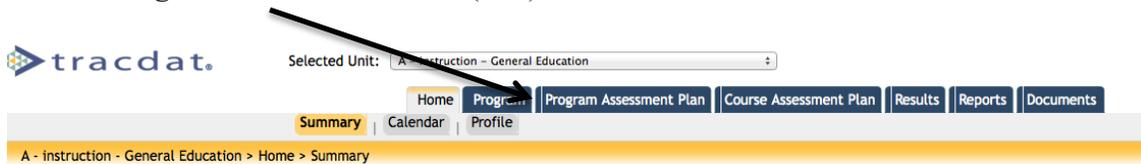


2. Select Unit (Program) (Drop down window*)

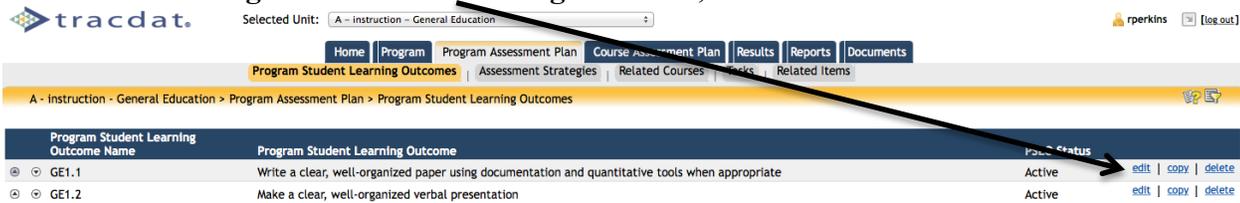
*There may be slight difference in what see in TracDat based on your access level.



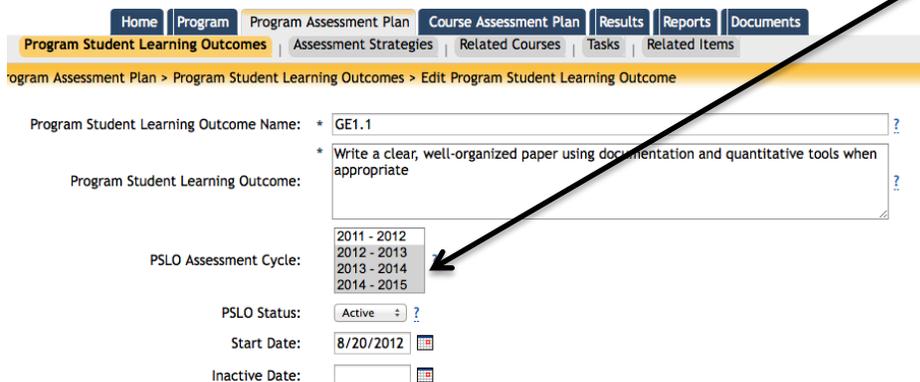
3. Select Program Assessment Plan (Tab)



4. Select Program Student Learning Outcome, then select edit for an outcome



5. Select PSLO Assessment Cycles; hold the shift or command key to make selections. To close the loop, 2013-2014 needs to be selected. Only the years that the PSLO is assessed should be selected. Past assessment cycles must remain selected in order to generate reports.



7. Make sure you Save Change

Steps for Developing Assessment Plan in TracDat

Save Changes

8. Select **edit** to review **Assessment Strategies** and **Targets**.

A - Instruction - General Education > Program Assessment Plan > Assessment Strategies

Program Student Learning Outcome Name: GE1.1

Program Student Learning Outcome: Write a clear, well-organized paper using documentation and quantitative tools when appropriate

Date Added	Assessment Type	Assessment Strategy	Target	Active?
9/23/2013	Written Assignment	Instructors will use a newly developed rubric to evaluate papers	70% of the student will receive a satisfactory on their paper	Y edit copy delete

9. If the assessment strategy is not going to be used mark as **inactive**

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

Program Student Learning Outcomes | **Assessment Strategies** | Related Courses | Tasks | Related Items

Program Assessment Plan > Assessment Strategies > Edit Assessment Strategy

Program Student Learning Outcome Name: GE1.1

Program Student Learning Outcome: Write a clear, well-organized paper using documentation and quantitative tools when appropriate

Assessment Type: Written Assignment

Assessment Strategy: Instructors will use a newly developed rubric to evaluate papers

Target: 70% of the student will receive a satisfactory on their paper

Notes:

Active:

10. Add New Assessment Strategy (bottom of screen)

Add New Assessment Strategy

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

Program Student Learning Outcomes | **Assessment Strategies** | Related Courses | Tasks | Related Items

Program Assessment Plan > Assessment Strategies > Add Assessment Strategy

Program Student Learning Outcome Name: GE1.1

Program Student Learning Outcome: Write a clear, well-organized paper using documentation and quantitative tools when appropriate

Assessment Type:

Assessment Strategy:

Target:

Notes:

Active:

11. To same process can be used to develop **Course Assessment Plans**.