

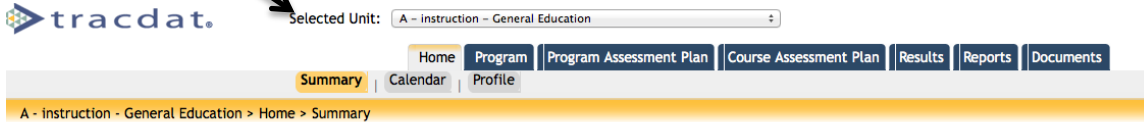
# Steps for Closing the Loop in TracDat

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

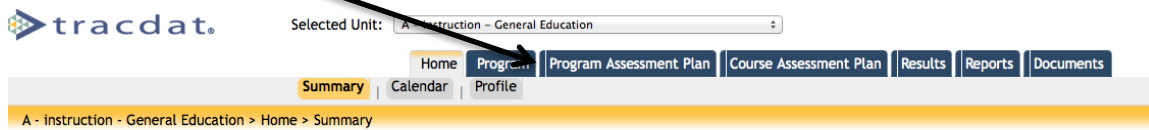


2. **Select Unit** (Program) (Drop down window\*)

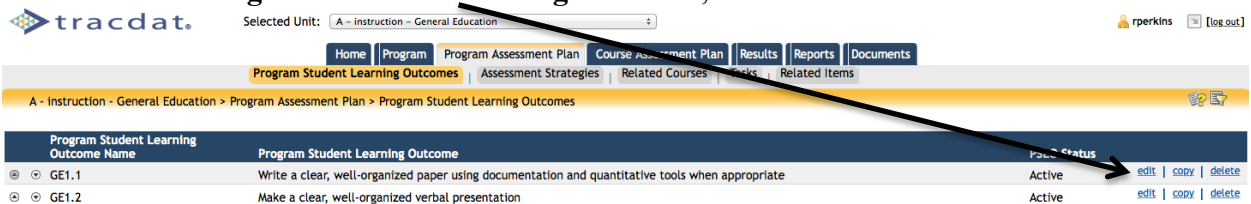
\*There may be slight difference in what see in TracDat based on your access level.



3. **Select Program Assessment Plan** (Tab)



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



# Steps for Closing the Loop in TracDat

5. Make sure the correct **PSLO Assessment Cycles** are selected; 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.

Program Student Learning Outcome Name: \* GE1.1 ?

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

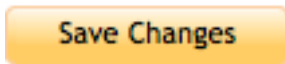
PSLO Assessment Cycle: 2011 - 2012 ?  
2012 - 2013 ?  
2013 - 2014 ?  
2014 - 2015 ?

PSLO Status: Active ?

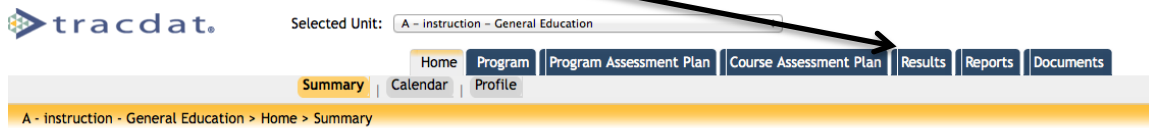
Start Date: 8/20/2012 ?

Inactive Date: ?

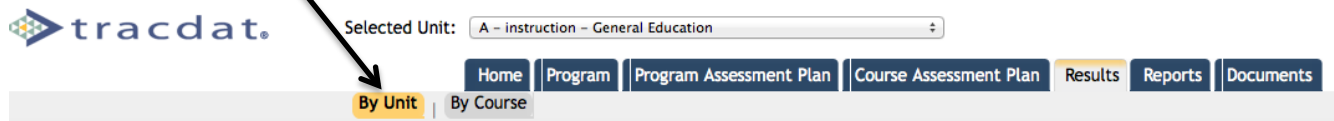
6. Make sure you **Save Change**



7. Select the **Results** tab



8. Select the **By Unit (Program)**

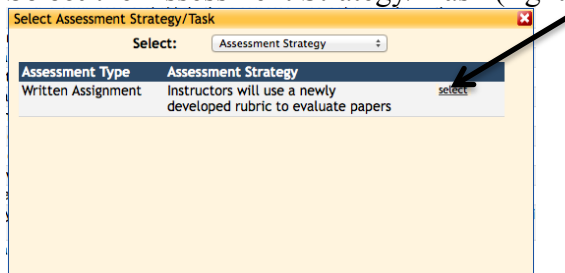


9. Select **Add Result** (bottom of screen)

10. Select the outcome (right hand side)

Program Student Learning Outcome Name	Program Student Learning Outcome	PSLO Status	
GE1.1	Write a clear, well-organized paper using documentation and quantitative tools when appropriate	Active	<a href="#">select</a>
GE1.2	Make a clear, well-organized verbal presentation	Active	<a href="#">select</a>

11. Select the Assessment Strategy/ Task (right hand side)



## Steps for Closing the Loop in TracDat

12. Input **Results** (see graphic below)
13. Select **Reporting Period** (2013-2014)
14. Was the **Target Met?** (drop down option)

Home Program Program Assessment Plan Course Assessment Plan Results Reports Documents

By Unit | By Course

General Education > Results > Edit Result

Program Student Learning Outcome: GE1.1 : Write a clear, well-organized paper using documentation and quantitative tools when appropriate

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

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

Result: \*

Result Date: \* 10/13/2014 Target Met: \* [dropdown]

Reporting Period: \* [dropdown]

Improvement Plan Related Documents Related Course Results

Improvement Date	Improvement	Follow-Up
Improvements defined.		

15. **Save Changes** and select **Return**

Save Changes

16. Add any related documents, such as rubrics, assessment tools, projects, and example of student learning.
17. If a target was not met, an improvement plan needs to be developed and inputted into TracDat.
18. Repeat steps 9-15 for the next outcome/ result.