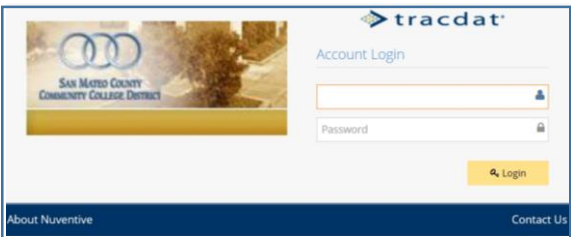
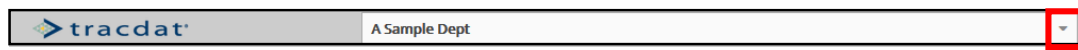

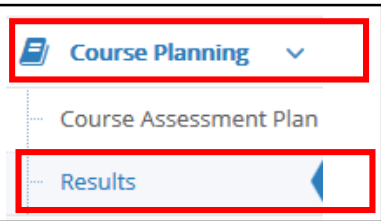
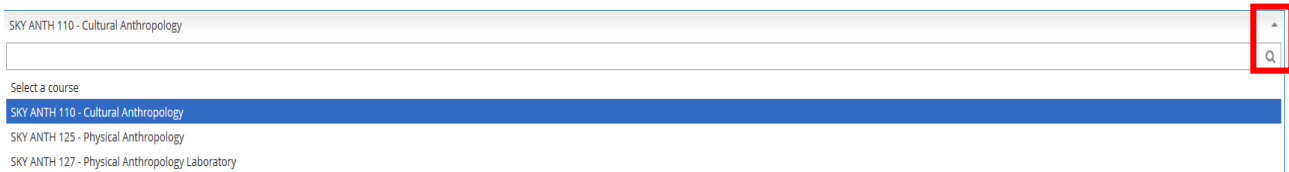


Entering Assessment Results in TracDat¹

<p>Step 1: Log in to TracDat (use Mozilla Firefox – do not use Internet Explorer) https://sanmateo.tracdat.com/tracdat/</p> <p>For user name and password, contact Karen Wong or Lorraine DeMello.</p>	
<p>Step 2: Access Department by selecting the correct department from the dropdown menu at the top of the page.</p>	
<p>Step 3: Click on the Course Name for the appropriate course.</p> <p>- OR -</p> <p>Step 3a: Click on Course Planning on the left-hand side of the page.</p> <p>Step 3b: Select “Results”.</p> <p>Step 3c: Select the course from the dropdown menu at the top of the page or type in the name of a specific course in the search function (🔍): SKY Prefix # (e.g., SKY ANTH 110).</p>	 <p>- OR -</p>  

¹ Thanks to Canada College’s Erin Moore for creating this template.

Step 4:

Click the dropdown arrow next to the SLO for which results are being entered. (The SLO will expand to show the assessment method(s).)

SKY ANTH 110 - Cultural Anthropology


* Asterisk next to a Course in the dropdown indicates that the Course is not owned by Department.

Basic Knowledge Identify, and define, analyze and interpret nomenclature, concepts and cultural processes in cross cultural contexts.

Directly related to Course Outcome

Pre and post testing Students will be assessed by a combination of a pre-test and post-test.

Step 5:

Select the  next to the assessment method being assessed to add the result.

SKY ANTH 110 - Cultural Anthropology

* Asterisk next to a Course in the dropdown indicates that the Course is not owned by Department.

Basic Knowledge Identify, and define, analyze and interpret nomenclature, concepts and cultural processes in cross cultural contexts.

Directly related to Course Outcome

Pre and post testing Students will be assessed by a combination of a pre-test and post-test.

Step 6:

Fill in the **Assessment Results**, **Reporting Cycle** (academic year the SLO was assessed), **Result Type**, and **Who Discussed the Results** et. al.

SKY ANTH 110 - Cultural Anthropology

Basic Knowledge Identify, and define, analyze and interpret nomenclature, concepts and cultural processes in cross cultural contexts.

Pre and post testing Students will be assessed by a combination of a pre-test and post-test.

Success Criterion 10% improvement from pre to post test.

Schedule

* Result Date 09/01/2016

* Result

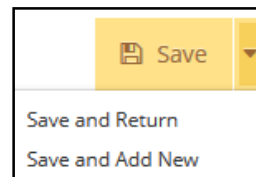
* Reporting Cycle

* Result Type

* Who discussed the assessment, results and/or action plans?


* Required field


Step 7:
Click **Save**, **Save and Return**, or **Save and Add New** (if entering more than one result for the assessment) in the upper right-hand corner of the screen.

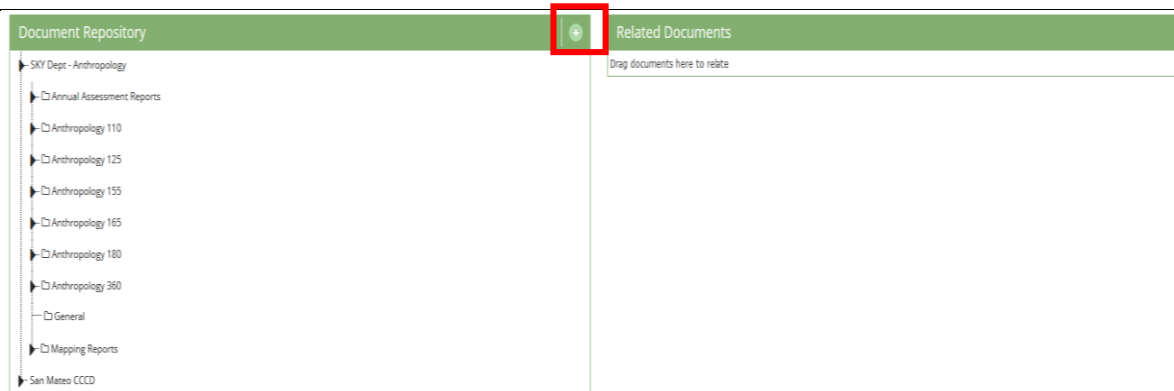


Step 8 to Upload Related Documents:

Once you Save and Return, you can upload the assignment so it will embed as a

hyperlink in reports. Click the  to the right of "Related Documents."

Upload a new document by clicking on the  on the right-hand side of Document Repository.

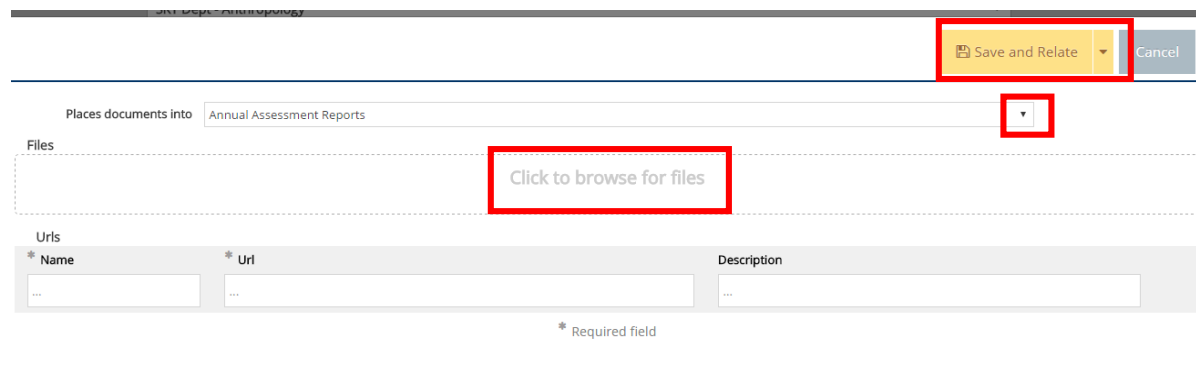


Step 8:

Select the file folder from the dropdown menu at the top of the page.

Click the files box, and then select and click on the document that directly relates to the assessment method from your files. The file name will automatically fill. The file description is optional.

Click **Save and Relate** in the upper right-hand corner of the page so that it embeds as a hyperlink in reports.



Step 8 Option (if already uploaded):

If a document that you want to relate to the assessment method was previously uploaded, you can simply left- click and drag it from a file to the right column.


Document Repository

- SKY Dept - Anthropology
 - Annual Assessment Reports
 - Anthropology 110
 - TracdattestresultsAnth110Fall2012.xlsx
 - TracdattestresultsAnth110Spring2013.xlsx
 - Anthropology 125
 - Anthropology 155
 - Anthropology 165
 - Anthropology 180
 - Anthropology 360
 - General
 - Mapping Reports
- San Mateo CCCD

Related Documents

Drag documents here to relate

Step 9a:

Enter an Action plan by clicking on the  to the right of **Actions**.

Step 9b:

Enter the date the action will take place by **(Action Date)**, the **Action** to be completed and **Action Plan Category** (optional).

Step 9c:

Click **Save**

Actions


* Action Date 08/01/2016

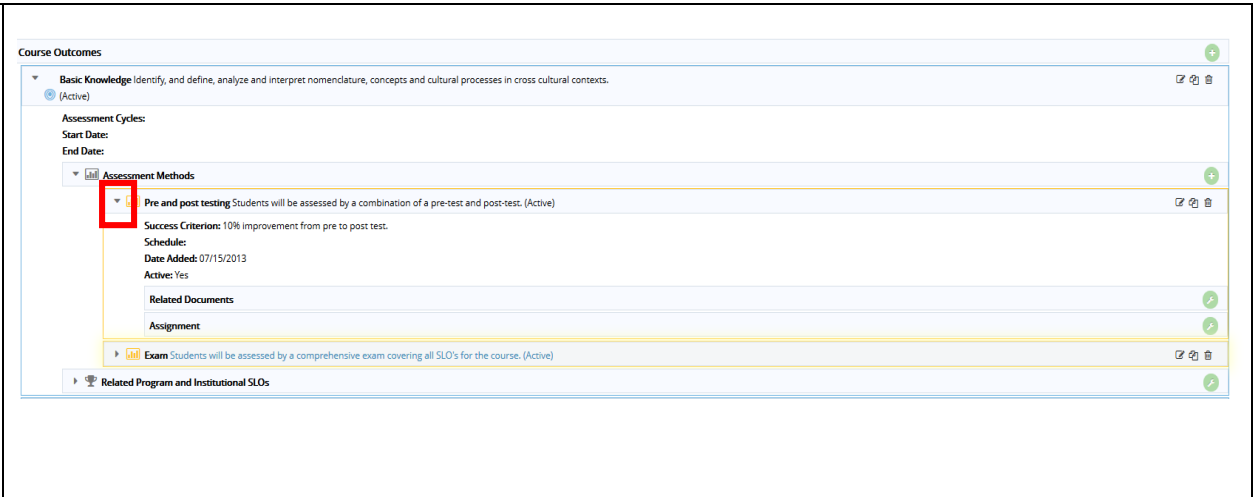
* Action

Action Plan Category

* Required field

Sending an E- mail Assignment

Step 1:
Expand the assessment method using the dropdown and click the  next to **Assignment** on the right-hand side of the page to **Manage Assignment**.



The screenshot shows a 'Course Outcomes' interface. Under the 'Assessment Methods' section, the 'Pre and post testing' method is expanded. A red box highlights a dropdown arrow next to the method name. Below the method name, there are fields for 'Success Criteria', 'Schedule', 'Date Added', and 'Active'. At the bottom of this section, there is an 'Assignment' link with a green checkmark icon.

Step 2:
Select individuals from the **Assign to** drop down that appears when you click in the box.

Additional assignees can be added and assignment information can be altered; however, new assignments replace previous assignments.



The screenshot shows a dropdown menu for the 'Assign to' field. The menu is open, showing a list of names: 'Wong ,Karen', 'Slicton ,Lori', 'Bestock ,Donna', 'Chan ,Belinda', and 'Hansell ,Christine'. The 'Bestock ,Donna' option is currently selected and highlighted in blue.

Step 3:

Enter a due date, and any other instructions.

Set up the request to include repeated requests, documents to submit, and a place for documents (ideally a file that is set up for each course).

Check **E-mail Assignment to Assignee(s)** to email the request. Include yourself so that you can forward the request to assignee(s) who don't have Tracdat access.

CC yourself in an email by clicking **Send CC to Person Assigning**.

SKY ANTH 110 - Cultural Anthropology

Basic Knowledge Identify, and define, analyze and interpret nomenclature, concepts and cultural processes in cross cultural contexts.

Pre and post testing Students will be assessed by a combination of a pre-test and post-test.
Success Criterion 10% improvement from pre to post test.
Schedule

* Assign To: Wong, Karen

Due Date: 09/01/2016

Subject: Assignment from TracDat

Notes/Instructions: Assessment Method Category: Pre and post testing
Assessment Method: Students will be assessed by a combination of a pre-test and post-test.
Success Criterion: 10% improvement from pre to post test.

Repeats: Once

Provide: Related Document, Result and Actions

Put Documents in: Anthropology 110

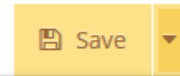
E-mail Assignment to Assignee(s)

Send CC to Person Assigning

* Required field

Step 4:

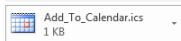
Click **Save**, **Save and Return**, or **Save and Add New** (if entering more than one assignment) in the upper right-hand corner of the screen.



Save and Return

Save and Add New

Sample email sent to assignee



Unit name: SKY Dept - Anthropology

PSLO name: Basic Knowledge

Assessment Method Category: Pre and post testing

Assessment Method: Students will be assessed by a combination of a pre-test and post-test.

Success Criterion: 10% improvement from pre to post test.

Due Date: Fri Sep 02,2016

Assigned By: Karen Wong

To complete, go to: <https://sanmateo.tracdat.com:443/tracdat/assignment?v=11arxsudk7QaPRg7ZOEAIaQ>

NOTE: You can open or import the attached file to add this assignment to your personal calendar.

Sample of CC email to assignor

Unit name: SKY Dept - Anthropology
PSLO name: Basic Knowledge

Assessment Method Category: Pre and post testing

Assessment Method: Students will be assessed by a combination of a pre-test and post-test.

Success Criterion: 10% improvement from pre to post test.

Copy of Assignment:

Due Date: Fri Sep 02,2016

Assigned By: Karen Wong

Last Updated September 1, 2016