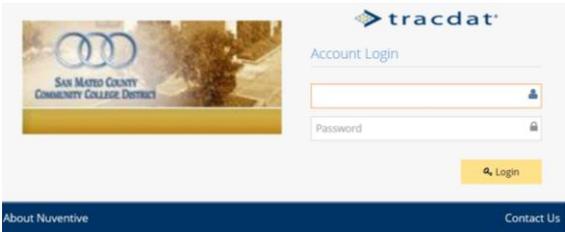
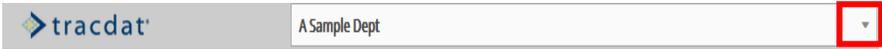


Running Tracdat Reports (v2)

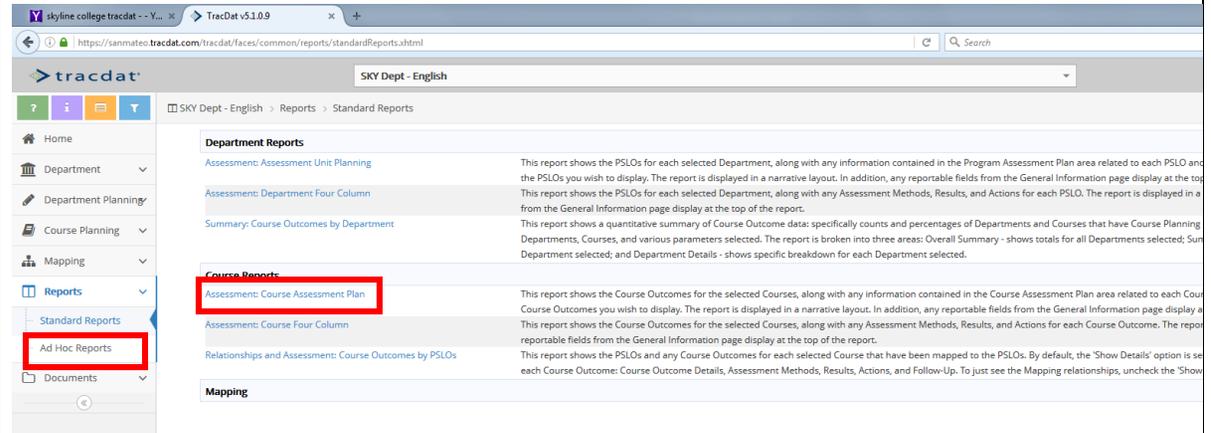
This user guide highlights four of the reports you're most likely to run: the course level assessment four column report, the PSLO mapping report, the PSLO/ ISLO mapping report in which they are listed under each course's SLOs, and the quantitative report that sums up how much assessment was completed.

Running Course Level Assessment Four Column Reports in Tracdat

<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>	

Step 3:

From the options on the left-hand side of the page, click on **Reports**, then **Standard Reports**, and then **Assessment: Course Four Column**.



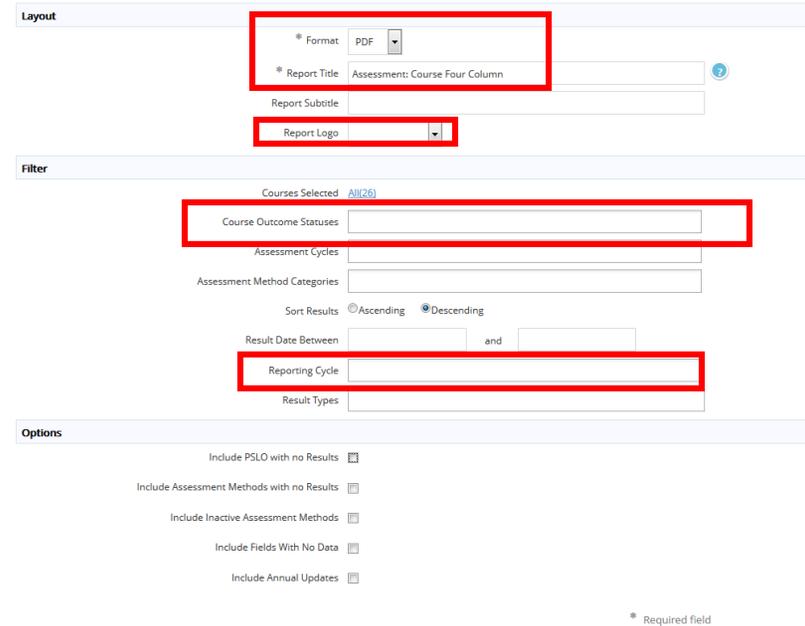
Step 4:

To run a report for the Annual Program Plan:

For the **Layout**, choose the **Format**, give the report a **Title**, and choose Skyline College from the pull-down **Report Logo** options.

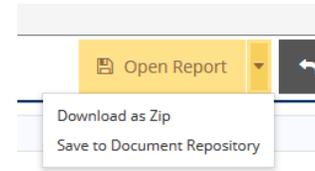
For the **Filter**, choose "Active" **Course Outcomes Statuses**, and this year and last year's **Reporting Cycle**.

Also unmark all of the **Options**.



Step 5:

Click **Open Report**, **Download as Zip**, or **Save in Document Repository** (if you'd like to directly save in Tracdat files, which you're encouraged to do each year) in the upper right hand corner.



Step 6:

If you open the report, in the upper right- hand corner, you have options you can exercise:

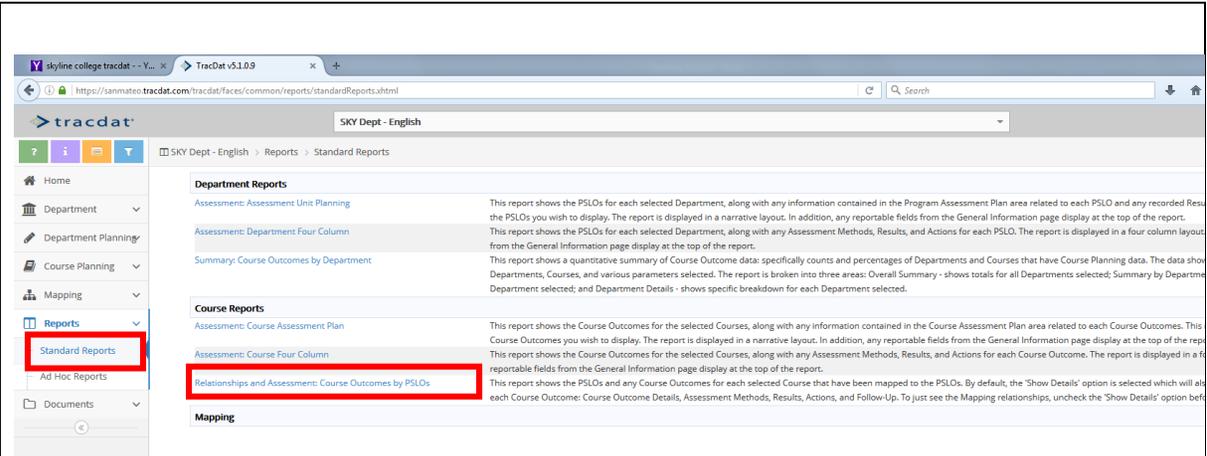
-  View the report in full-screen format.
-  Print the report.
-  Download the document to save.



Running PSLO Mapping Reports in Tracdat, with Course SLOs listed under PSLOs

Step 1:

From the options on the left-hand side of the page, click on **Reports**, then **Standard Reports**, and then **Relationships and Assessment: Course Outcomes by PSLOs**.

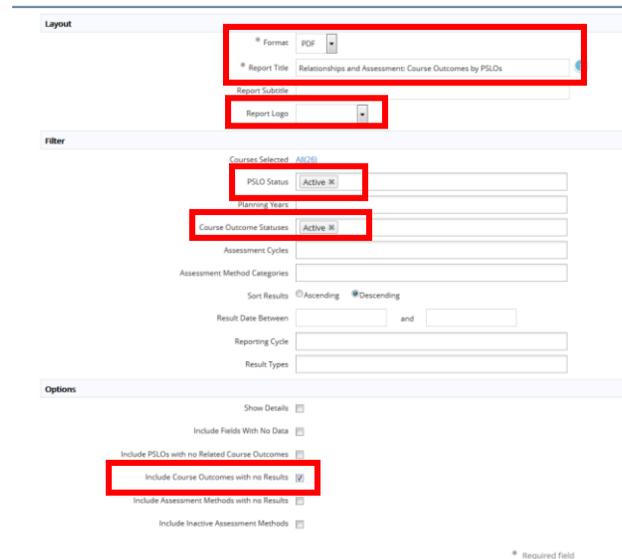


Step 2:

For the **Layout**, choose the **Format**, give the report a **Title**, and choose Skyline College from the pull-down **Report Logo** options.

For the **Filter**, choose “Active” **PSLO** and **Course Outcome Statuses**.

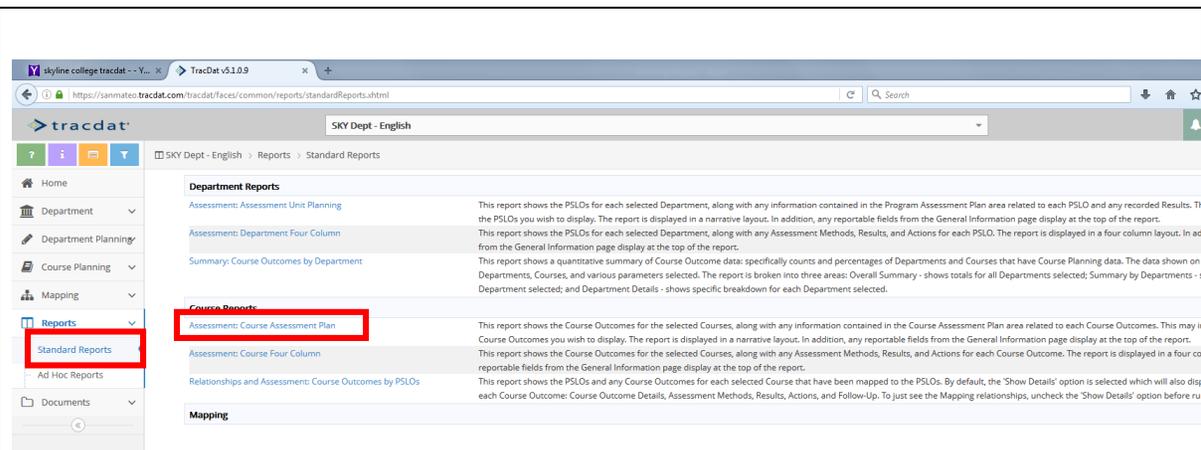
For the **Options**, choose **Include Course Outcomes with no Results**.



Running PSLO/ISLO Mapping Reports in Tracdat, with PSLOs and ISLOs listed under Course SLOs

Step 1:

From the options on the left-hand side of the page, click on **Reports**, then **Standard Reports**, and then **Assessment: Course Assessment Plan**.

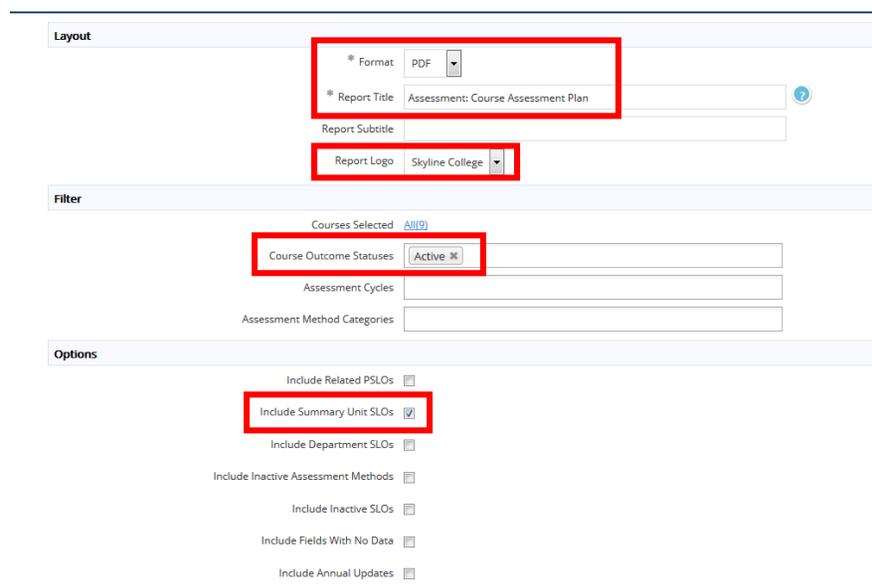


Step 2:

For the **Layout**, choose the **Format**, give the report a **Title**, and choose Skyline College from the pull-down **Report Logo** options.

For the **Filter**, choose “Active” **Course Outcome Statuses**.

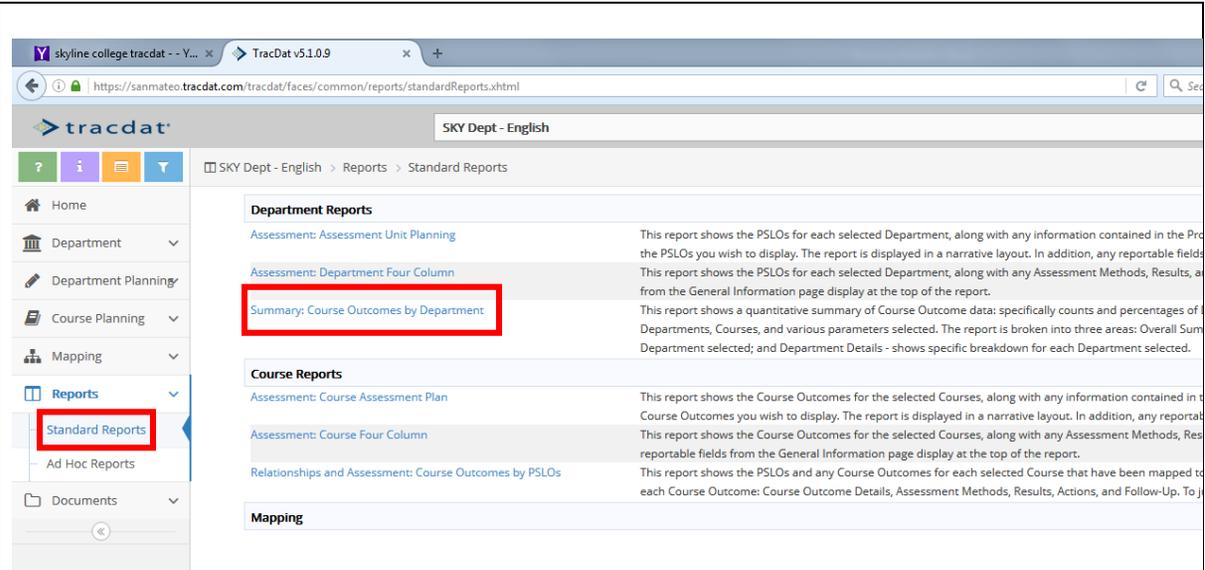
For the **Options**, choose **Include Summary Unit SLOs**.



Running Quantitative Summary Reports in Tracdat

Step 1:

From the options on the left-hand side of the page, click on **Reports**, then **Standard Reports**, and then **Summary: Course Outcomes by Department**.

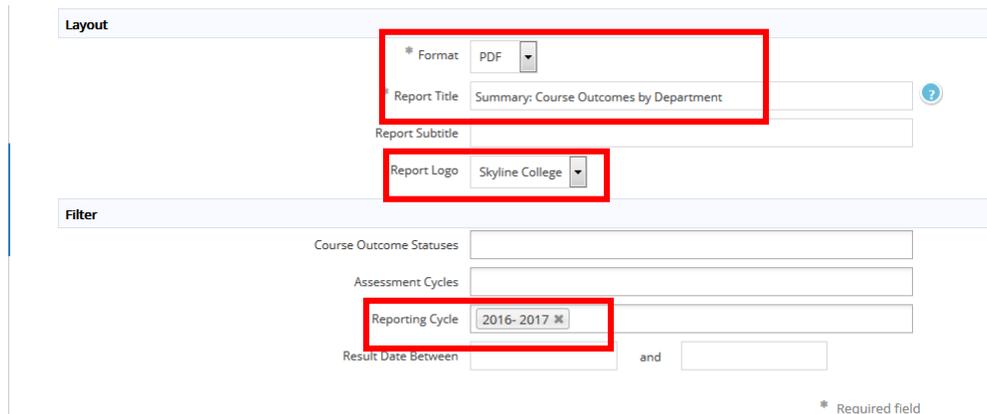


Step 2:

To track how many courses have been assessed in the new three-year assessment cycle from 2016- 2019:

For the **Layout**, choose the **Format**, give the report a **Title**, and choose Skyline College from the pull-down **Report Logo** options.

For the **Filter**, choose “2016- 2017” (and eventually 2017- 2018, 2018- 2019) for the **Reporting Cycle**.



Step 3 for Reading the Report, p. 1:

The report indicates the total number of courses and how many lack SLOs (wrongfully labelled as PSLOs presently).

Summary: Course Outcomes by Department



Overall Summary

Overall Summary

of Departments Reported : **1**
of Departments with PSLOs Assessed in any Reporting Cycle selected : **0**
Departments without Results in any Reporting Cycle : **None**
Departments Engaged in Ongoing Assessment of PSLOs : **0%**

Courses in Selected Departments : **26**
Courses without PSLOs : **4**
of Courses Assessed in any Reporting Cycle selected : **0**
Courses Assessed in any Reporting Cycle selected : **0%**

Summary by Departments

Unit	# Courses	# Courses without PSLOs	# Courses with Results	% of Courses Assessed
SKY Dept - English	26	4	0	0%

TOTALS

Units	# Courses	# Courses without PSLOs	# Courses with Results	% of Courses Assessed
1	26	4	0	0%

Step 4 for Reading the Report, p. 2:

The report flags which courses need SLOs (wrongfully labelled as PSLOs presently).

Department Details

SKY Dept - English

Courses in Department : **26**
Courses without PSLOs : **4**
Courses without PSLOs : **SKY LIT. 201, SKY LIT. 202, SKY LIT. 231, SKY LIT. 232**

of Courses Assessed in any Reporting Cycle selected : **0**
Courses Assessed in any Reporting Cycle selected : **0%**