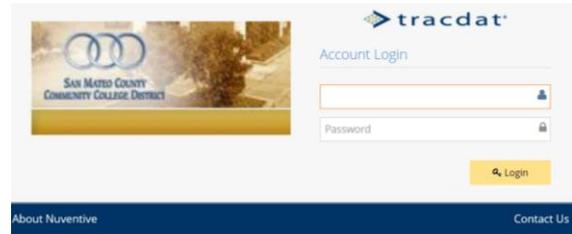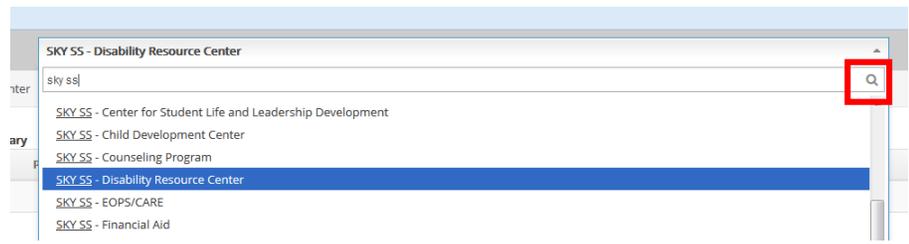# Running Student Services Assessment Four Column Reports in Tracdat

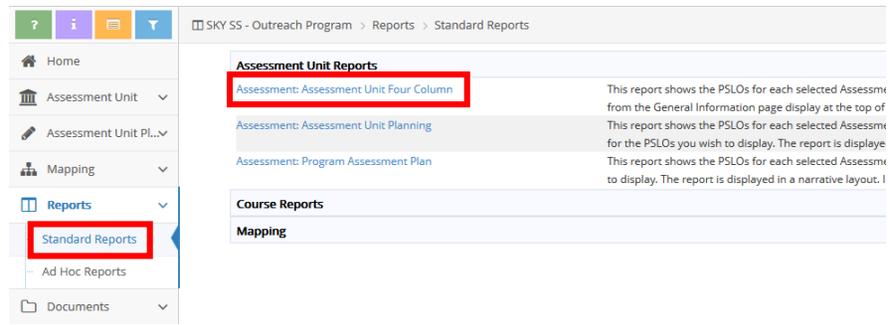|	
Step 1: Log in to TracDat (use Mozilla Firefox – do **not** use Internet Explorer) https://sanmateo.tracdat.com/tracdat/ . For user name and password, contact Karen Wong or Lorraine DeMello.	
Step 2: Access the student service area by selecting the correct one from the dropdown menu at the top of the page.	
Step 3: From the options on the left- hand side of the page, click on **Reports,** then **Standard Reports**, and then **Assessment: Assessment Unit 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.
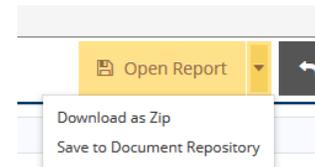
For the **Filter**, choose "Active" **SLO Status**, and this year and last year's **Reporting Cycle**.

If you'd like to include PSLOs that have yet to be assessed, mark "Include PSLO with no Results" under **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:
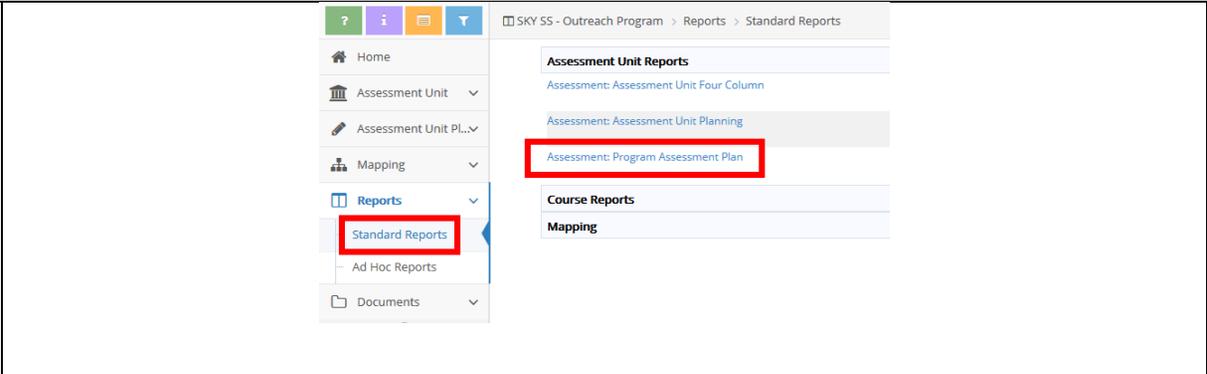
▪ View the report in full-screen format.

▪ Print the report.

▪ Download the document to save.

Running Student Services PSLO to ISLO Mapping Reports with Assessment Methods in Tracdat

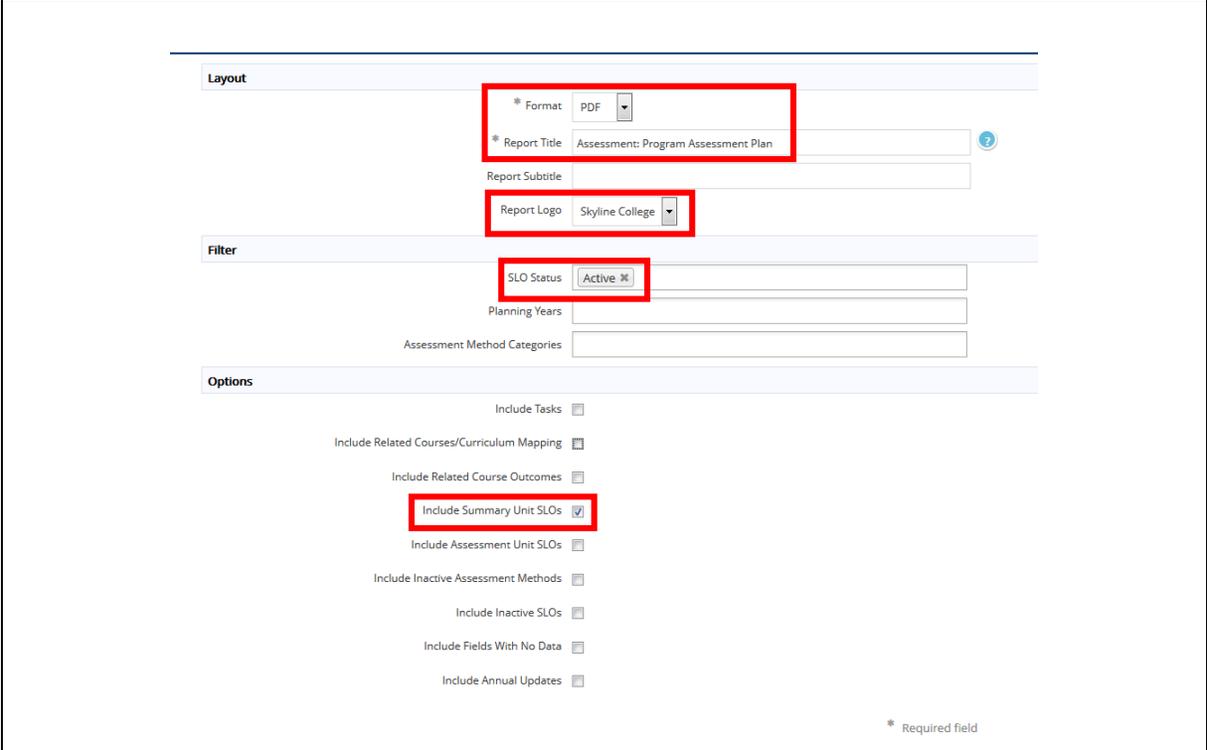|	
Step 1: From the options on the left- hand side of the page, click on **Reports,** then **Standard Reports**, and then **Assessment: Program Assessment Plan.**	
Step 2: For the **Layout**, choose the **Format**, give the report a **Title**, and choose Skyline College from the pull-down **Report Logo** options. For the **Filter**, choose "Active" **SLO Status.** For the **Options**, choose **Include Summary Unit SLOs.**	

Running SS PSLO to ISLO Mapping Reports with Assessment Methods *and Results* in Tracdat

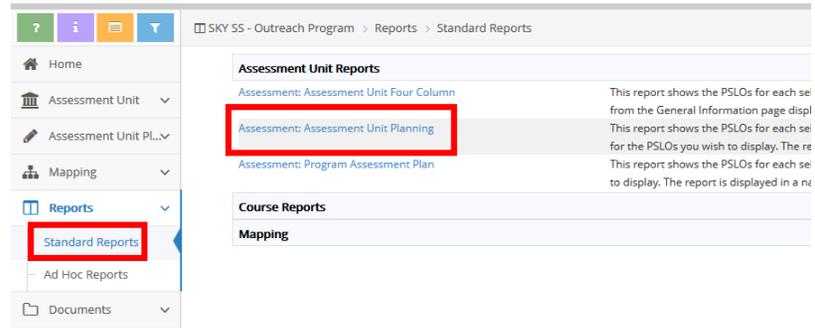|	
Step 1: From the options on the left- hand side of the page, click on **Reports,** then **Standard Reports**, and then **Assessment: Assessment Unit Planning.**	
Step 2: For the **Layout**, choose the **Format**, give the report a **Title**, and choose Skyline College from the pull-down **Report Logo** options. For the **Filter**, choose "Active" **SLO Status.** For the **Options,** choose **Include PSLO Details.**	