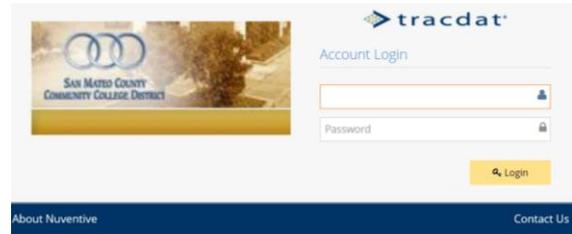


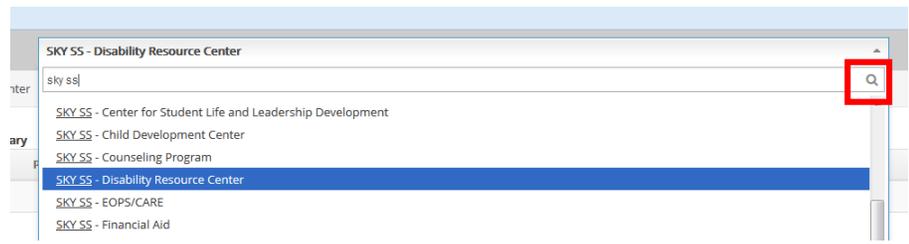
Running Student Services Assessment Four Column Reports in Tracdat

Step 1:
Log in to TracDat (use Mozilla Firefox – do **not** use Internet Explorer)
<https://sanmateo.tracdat.com/tracdat/>

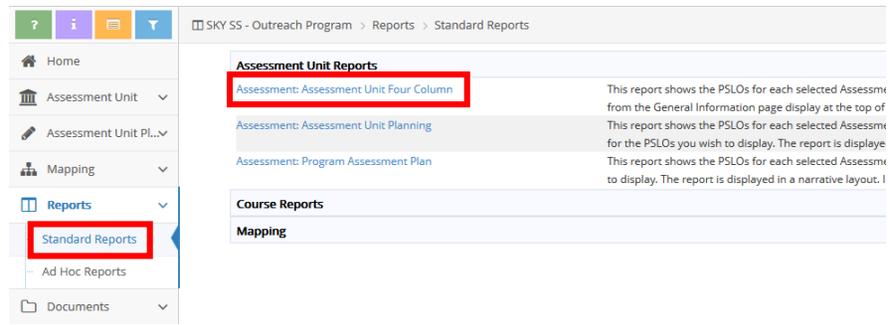
For user name and password, contact Karen Wong or Lorraine DeMello.



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.

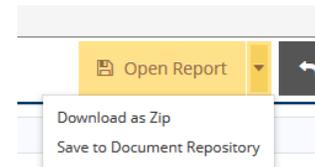
For the **Filter**, choose “Active” **SLO Status**, and this year and last year’s **Reporting Cycle**.

If you’d like to include PSLOs that have yet to be assessed, mark “Include PSLO with no Results” under **Options**.

The screenshot displays a web-based report generation interface. It is divided into three main sections: Layout, Filter, and Options. In the Layout section, the Format is set to PDF, the Report Title is 'Assessment: Assessment Unit Four Column', and the Report Logo is Skyline College. In the Filter section, the SLO Status is set to Active, and the Reporting Cycle is selected. In the Options section, the checkbox for 'Include PSLO with no Results' is checked, while other options are unchecked.

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:

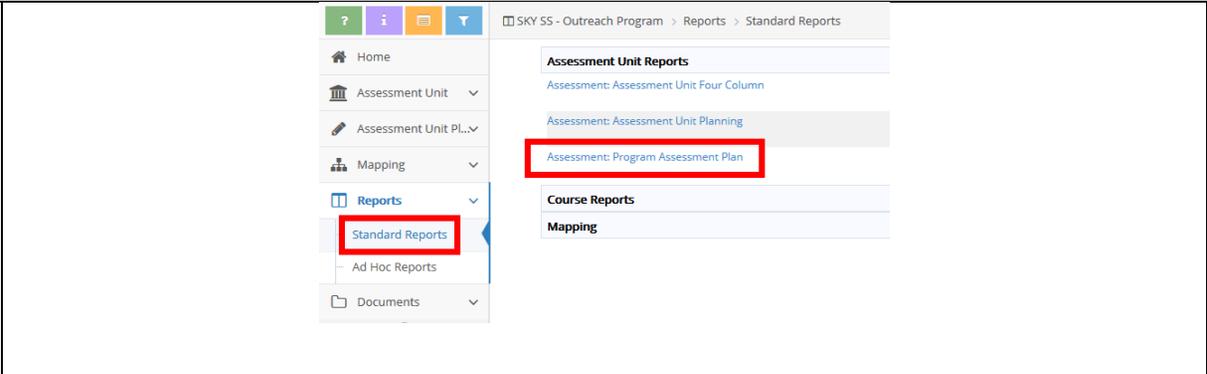
-  View the report in full-screen format.
-  Print the report.
-  Download the document to save.



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**.

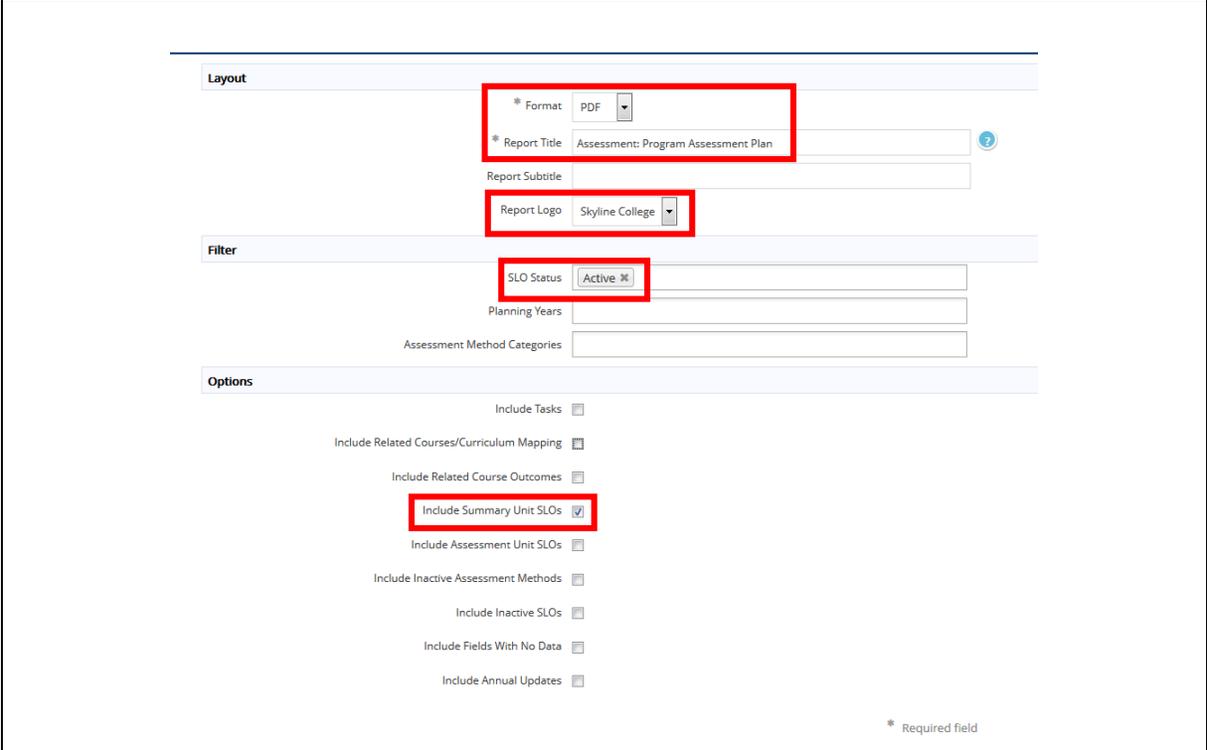


Step 2:

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**.

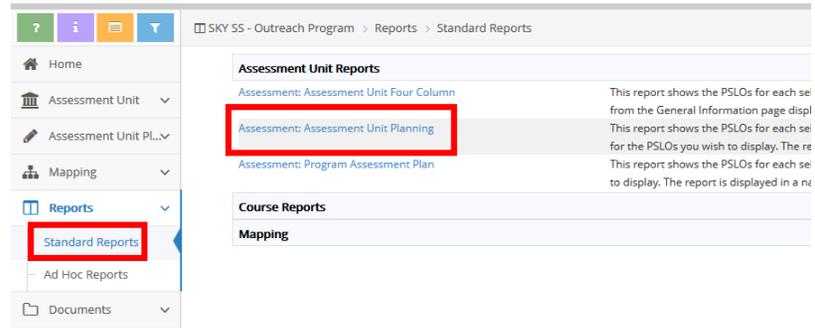
For the **Options**, choose **Include Summary Unit SLOs**.



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**.

