Entering Student Services Assessment Results 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 under Assessment Unit Plan, click on **Results**, which is under Assessment Unit Plan.	
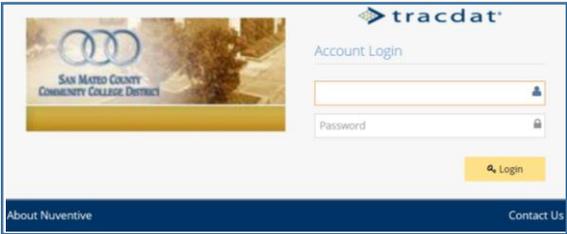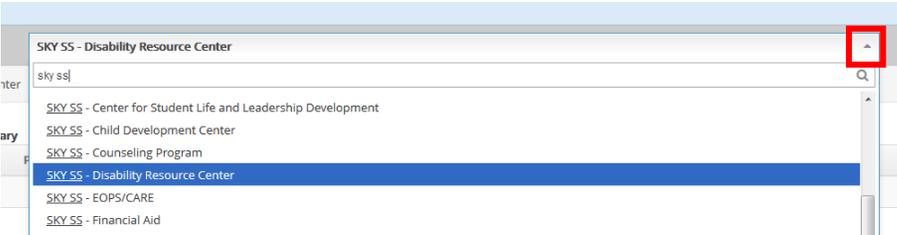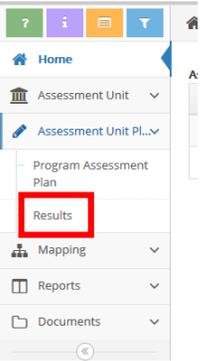
Step 4:

Click the dropdown arrow next to the PSLO for which results are being entered. (The PSLO will expand to show the assessment method(s).)
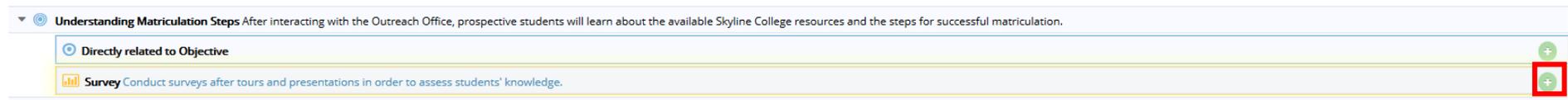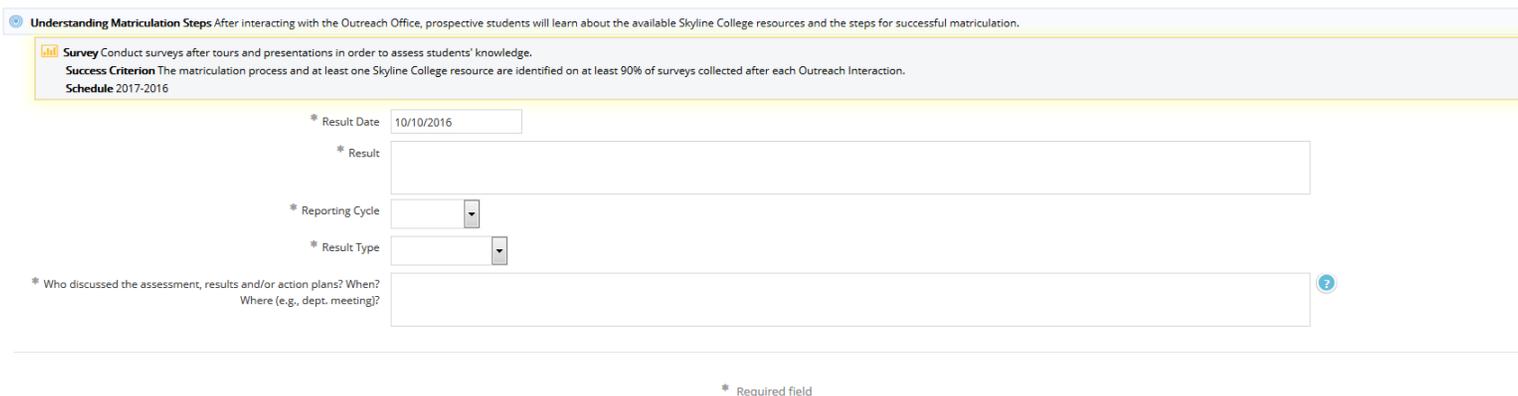
Understanding Matriculation Steps After interacting with the Outreach Office, prospective students will learn about the available Skyline College resources and the steps for successful matriculation.

◎ **Directly related to Objective**

📊 **Survey** Conduct surveys after tours and presentations in order to assess students' knowledge.
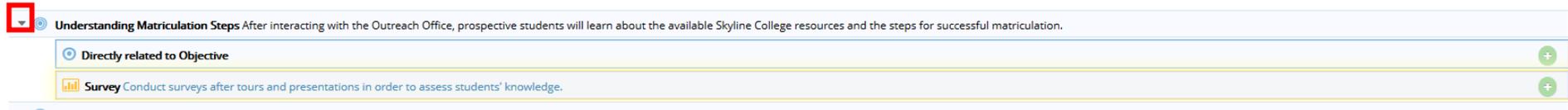
Step 5:

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

Understanding Matriculation Steps After interacting with the Outreach Office, prospective students will learn about the available Skyline College resources and the steps for successful matriculation.

◎ **Directly related to Objective**

📊 **Survey** Conduct surveys after tours and presentations in order to assess students' knowledge.

Step 6:

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

Understanding Matriculation Steps After interacting with the Outreach Office, prospective students will learn about the available Skyline College resources and the steps for successful matriculation.

📊 **Survey** Conduct surveys after tours and presentations in order to assess students' knowledge.
Success Criterion The matriculation process and at least one Skyline College resource are identified on at least 90% of surveys collected after each Outreach Interaction.
Schedule 2017-2016

* Result Date   10/10/2016

* Result

* Reporting Cycle   [▾]

* Result Type   [▾]

* Who discussed the assessment, results and/or action plans? When?
Where (e.g., dept. meeting)?

* Required field

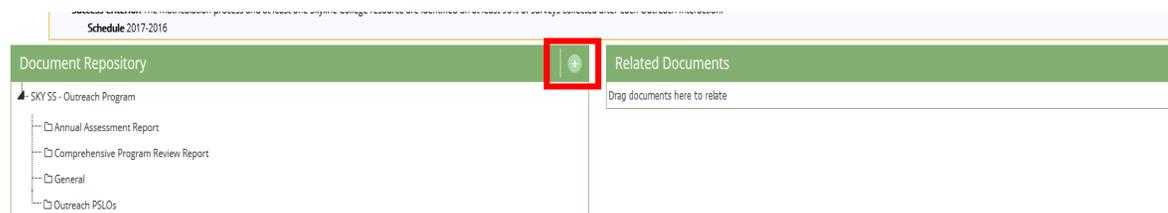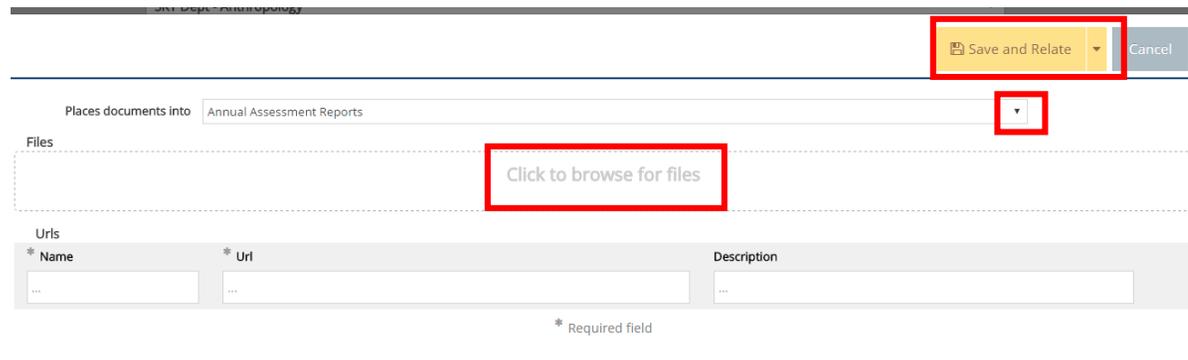|	
Step 7: Click **Save**, **Save and Return**, or **Save and Add New** (if entering more than one result for the assessment) in the upper right-hand corner of the screen.	💾 Save ▼ Save and Return Save and Add New
Step 8 to Upload Related Documents: Once you Save and Return, you can upload any document relevant to the assessment so it will embed as a hyperlink in reports (e.g., survey results). Click the 🔧 to the right of "Related Documents." Upload a new document by clicking on the ➕ on the right- hand side of Document Repository.	Schedule 2017-2016 **Document Repository** ➕ **Related Documents** ▲ SKY SS - Outreach Program	Drag documents here to relate ⌐ 🗁 Annual Assessment Report ⌐ 🗁 Comprehensive Program Review Report ⌐ 🗁 General ⌐ 🗁 Outreach PSLOs
Step 9: Select the file folder from the dropdown menu at the top of the page. You may want to create a folder for each PSLO. 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.	SKY Dept - Anthropology 💾 Save and Relate ▼ Cancel Places documents into Annual Assessment Reports ▼ Files Click to browse for files Urls * Name * Url Description ... . * Required field
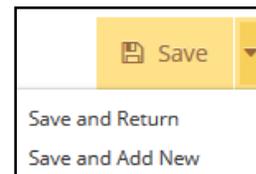
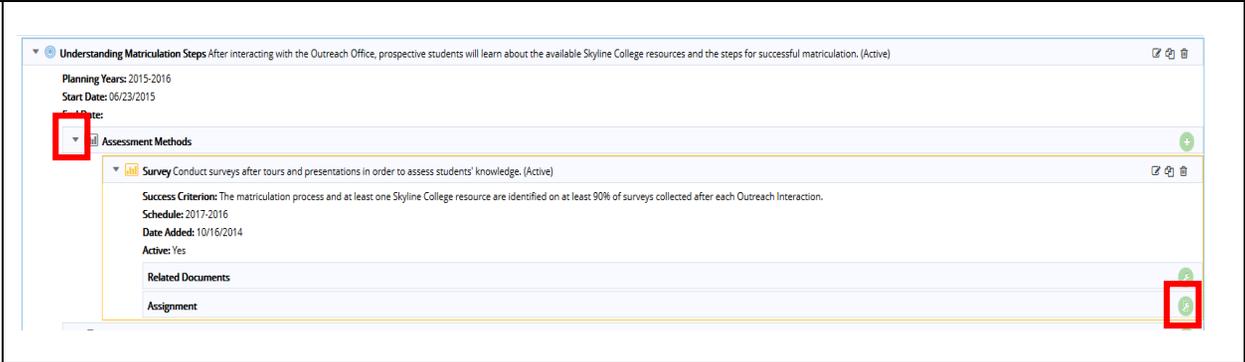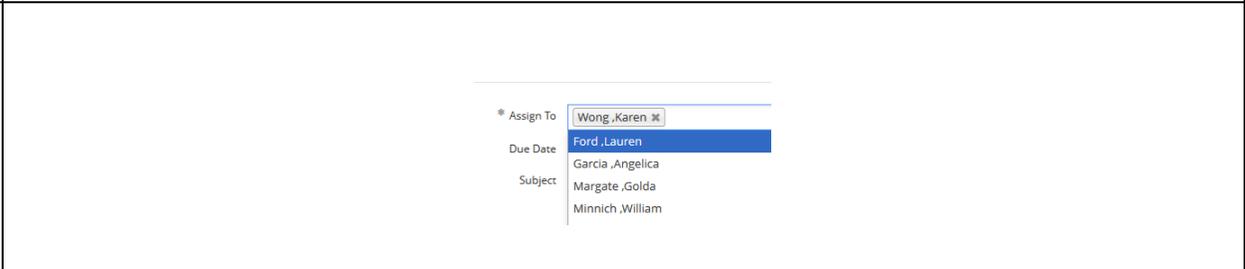|	
Step 9 Option (if already uploaded): If a document that you want to relate to the assessment method was previously uploaded, you can simply left- click and drag it from a file to the right column.	
Step 10: Enter an Action plan by clicking on the ⊕ to the right of **Actions.** Enter the date the action will take place by (**Action Date)**, the **Action** to be completed and **Action Plan Category** (optional). Click **Save.**	
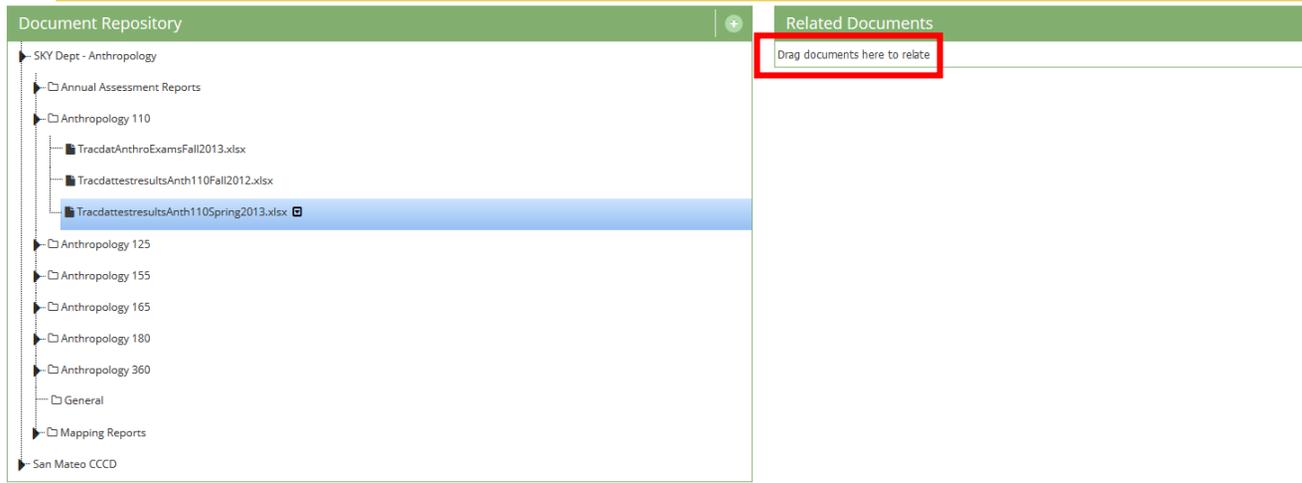
Sending an E- mail Assignment

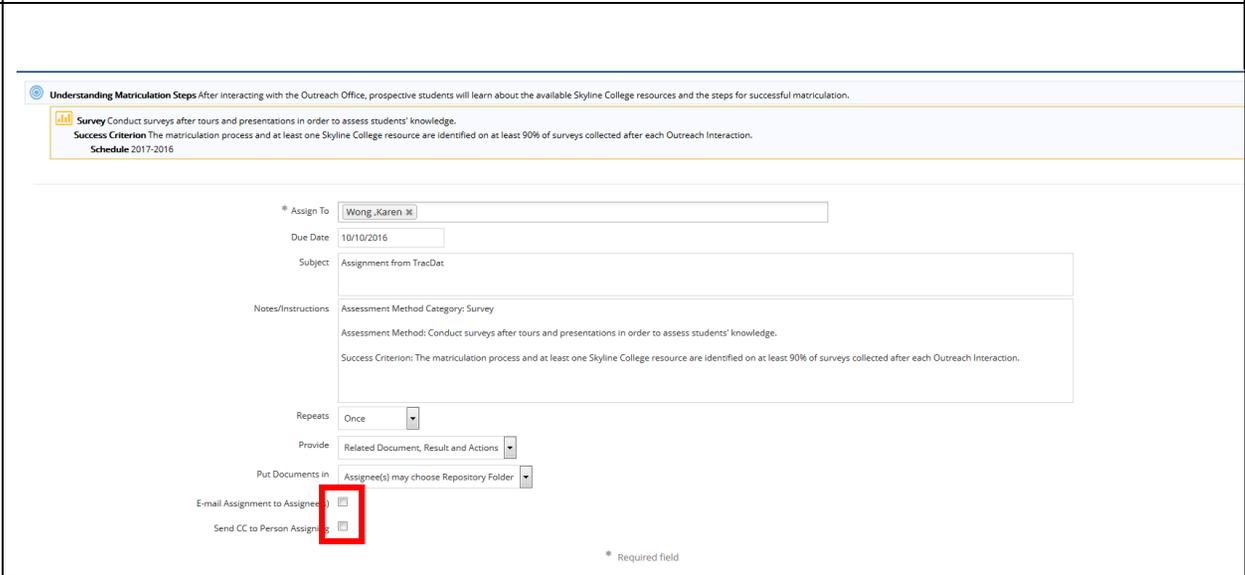|	
Step 1: Expand the assessment method using the dropdown and click the [icon] next to **Assignment** on the right-hand side of the page to **Manage Assignment.**	Understanding Matriculation Steps After interacting with the Outreach Office, prospective students will learn about the available Skyline College resources and the steps for successful matriculation. (Active) **Planning Years:** 2015-2016 **Start Date:** 06/23/2015 End Date: **Assessment Methods** Survey Conduct surveys after tours and presentations in order to assess students' knowledge. (Active) **Success Criterion:** The matriculation process and at least one Skyline College resource are identified on at least 90% of surveys collected after each Outreach Interaction. **Schedule:** 2017-2016 **Date Added:** 10/16/2014 **Active:** Yes Related Documents Assignment

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.
	* Assign To Wong ,Karen ✕
	Due Date Ford ,Lauren
	Subject Garcia ,Angelica
	            Margate ,Golda
	            Minnich ,William

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 PSLO).
 	
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.**
	Understanding Matriculation Steps After interacting with the Outreach Office, prospective students will learn about the available Skyline College resources and the steps for successful matriculation.
	
	Survey Conduct surveys after tours and presentations in order to assess students' knowledge.
	Success Criterion The matriculation process and at least one Skyline College resource are identified on at least 90% of surveys collected after each Outreach Interaction.
	Schedule 2017-2016
	
	* Assign To Wong ,Karen ✕
	Due Date 10/10/2016
	Subject Assignment from TracDat
	Notes/Instructions Assessment Method Category: Survey
	            Assessment Method: Conduct surveys after tours and presentations in order to assess students' knowledge.
	            Success Criterion: The matriculation process and at least one Skyline College resource are identified on at least 90% of surveys collected after each Outreach Interaction.
	Repeats Once
	Provide Related Document, Result and Actions
	Put Documents in Assignee(s) may choose Repository Folder
	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 ▾ Save and Return Save and Add New

Sample email sent to assignee	Sample of CC email to assignor
 📅 Add_To_Calendar.ics 1 KB Unit name: SKY SS - Outreach Program PSLO name: Understanding Matriculation Steps Assessment Method Category: Survey Assessment Method: Conduct surveys after tours and presentations in order to assess students' knowledge. Success Criterion: The matriculation process and at least one Skyline College resource are identified on at least 90% of surveys collected after each Outreach Interaction. Due Date: Mon Oct 10,2016 Assigned By: Karen Wong To complete, go to: https://sanmateo.tracdat.com:443/tracdat/assignment?y=5FqK13o1uQQmAlsmu1TYYDBT NOTE: You can open or import the attached file to add this assignment to your personal calendar.	Unit name: SKY SS - Outreach Program PSLO name: Understanding Matriculation Steps Assessment Method Category: Survey Assessment Method: Conduct surveys after tours and presentations in order to assess students' knowledge. Success Criterion: The matriculation process and at least one Skyline College resource are identified on at least 90% of surveys collected after each Outreach Interaction. Copy of Assignment: Due Date: Mon Oct 10,2016 Assigned By: Karen Wong

Last Updated October 10, 2016