Creating Folders 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 Department by selecting the correct department from the dropdown menu at the top of the page.	
Step 3: Click on **Documents** and **Document Repository** in the menu on the left-hand side of the page. To see all folders, click on the arrow to the left of the name of the department.	
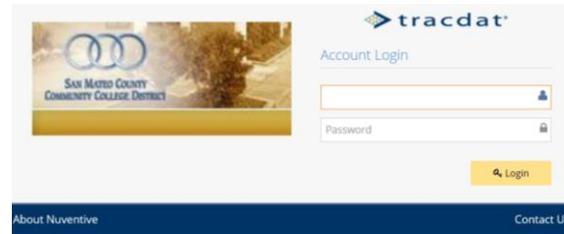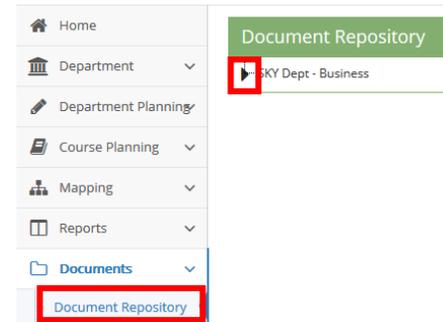
Step 4:
 	
Click on the arrow to the right of SKY- Dept - _____ to add a folder.
 	
     You may want to create a folder for each course and an annual assessment folder. The latter will enable you to easily track what was assessed year to year if you run and save a report each year.
 	
You also now have the option to add folders within folders by clicking on the arrow to the right of the course folder.
	Document Repository
	SKY Dept - Business ⊡
	   ☐ 11-12 CAOT 225
	   ☐ 2012_Reports_Course1
	   ■ Annual Assessment Reports
	   ☐ BUS 100
	   ☐ BUS 101
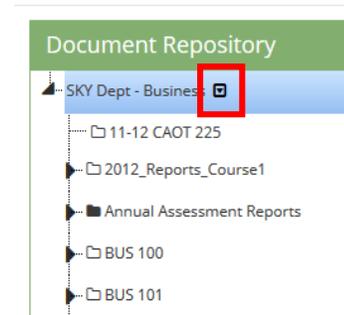
Step 5: Give the folder a **Name** (e.g, ENGL 100: Composition), and then **Save**.	💾 Save Cancel **Add Folder** * **Name**

Option One to Upload Documents from Document Repository (Extra Step for the Hyperlink)

Step 1: You may upload documents by clicking on the ⊕ on the right-hand side of the screen. *If you upload documents here, you will need an additional step to "relate" the document to the assessment method or result so that it is available as a hyperlink within reports.*	Document Repository SKY Dept - Business 　11-12 CAOT 225 　2012_Reports_Course1
Step 2: Select the file folder from the dropdown menu at the top of the page. Click the files box, select and then click on the document. The file name will automatically fill. The file description is optional. Click **Save** or **Save and Add New** if you have more documents to upload.	💾 Save ▼ Cancel Save and Add New Places documents into 11-12 CAOT 225 ▼ Files Click to browse for files Urls * Name　* Url　Description ...　...　... * Required field
Step 3 (for Assessment Plans): Navigate to the assessment plan you'd like to relate a document to (e.g., the assignment, the common test questions, the rubric or checklist used to evaluate student work, etc.).	Department ▼　　▼ ⊙ Course Outcomes ✎ Department Planning　　▼ Major functions Distinguish and explain the major business func 📖 Course Planning ▼　　Assessment Cycles: 2014-2015 Course Assessment Plan　Start Date: 08/24/2014 Results　End Date: 12/18/2014 📊 Mapping ▼　▼ Assessment Methods 📖 Reports ▼　　▶ Capstone Assignment/Project Final Project w 　　▶ Related Program and Institutional SLOs
Step 3a (for Assessment Plans): Click the 🔧 to the right of **Related Documents**.	▼ 📊 Assessment Methods 　▼ 📊 Exam Multiple Choice questions (Active) 　　Success Criterion: Average score on SLOAC testing 70% or higher 　　Schedule: 　　Date Added: 02/03/2015 　　Active: Yes 　　Related Documents 🔧 　　Assignment 🔧
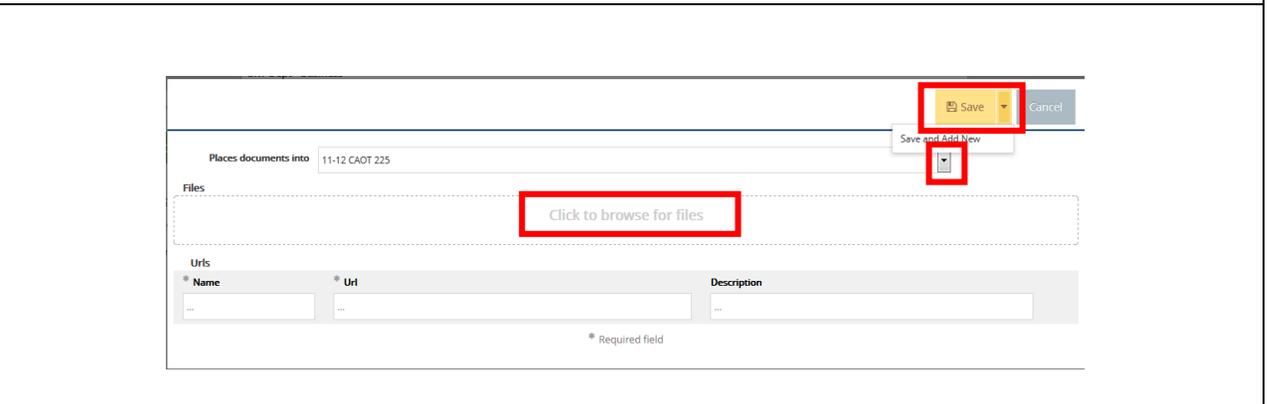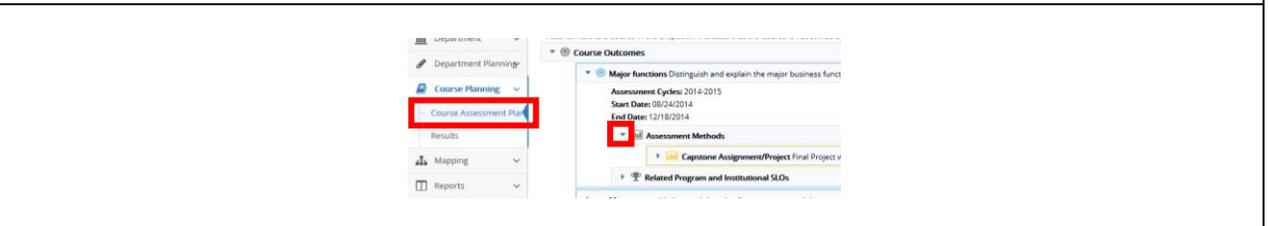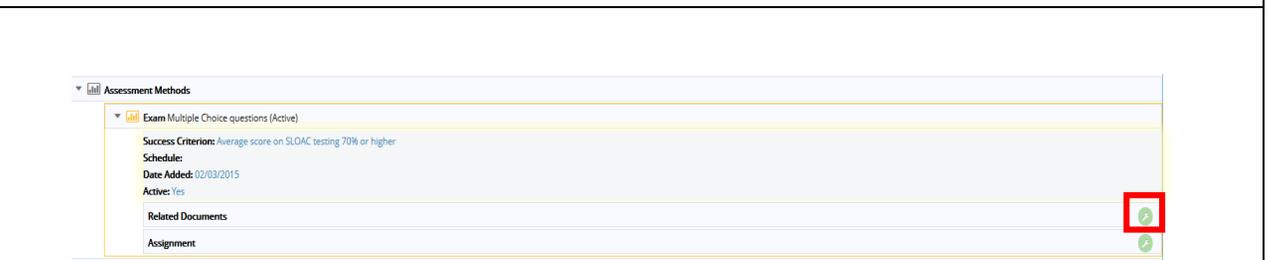
Step 3 (for Results): Navigate to the result you'd like to relate a document to (e.g., the raw data).	
Step 3a (for Results): Click the ⬤ to the right of **Related Documents**.	
Step 4: Then simply left- click and drag previously uploaded documents from a file to the right column.	
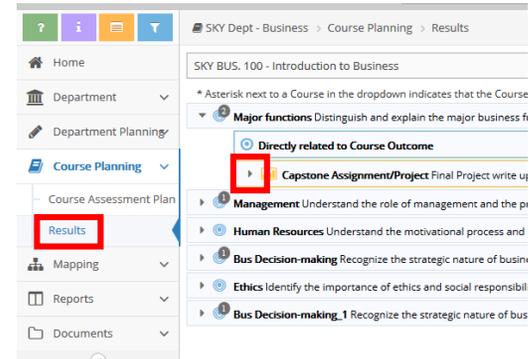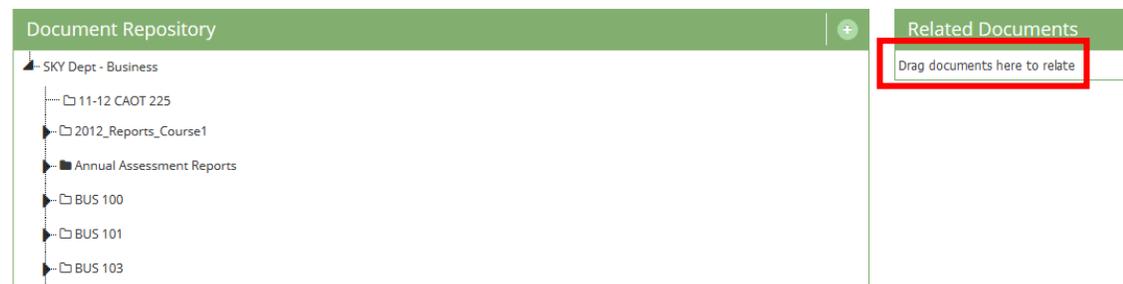
Option Two to Upload Documents (Embeds the Hyperlink)
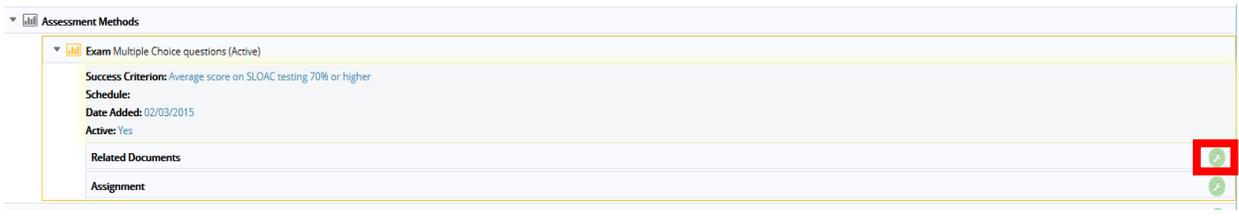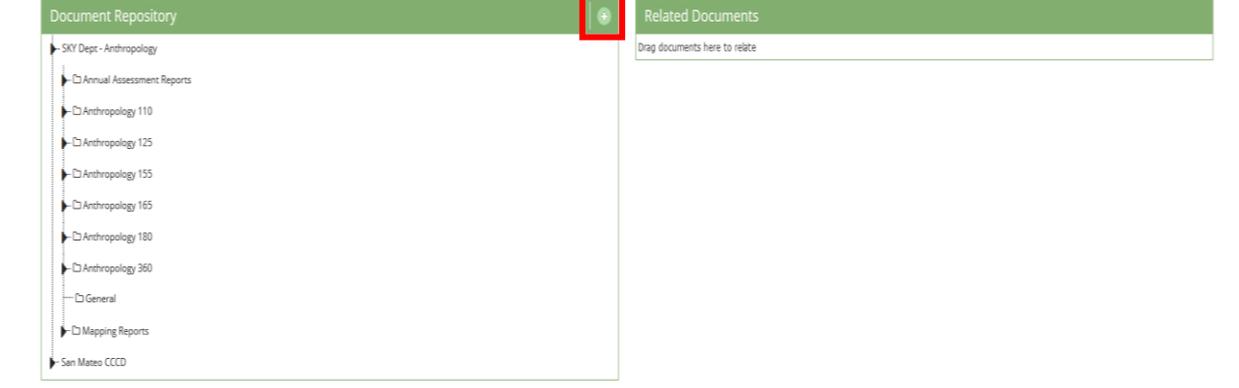
Step 1: Once you've entered the assessment plan, you can upload the assignment so it will embed as a hyperlink in reports. Click the to the right of **Related Documents**.	Assessment Methods Exam Multiple Choice questions (Active) **Success Criterion:** Average score on SLOAC testing 70% or higher **Schedule:** **Date Added:** 02/03/2015 **Active:** Yes **Related Documents** **Assignment**
Step 2: Upload a new document by clicking on the on the right- hand side of Document Repository.	**Document Repository** **Related Documents** SKY Dept - Anthropology Drag documents here to relate 　Annual Assessment Reports 　Anthropology 110 　Anthropology 125 　Anthropology 155 　Anthropology 165 　Anthropology 180 　Anthropology 360 　General 　Mapping Reports San Mateo CCCD
Step 3: Select the file folder from the dropdown menu at the top of the page. Click the files box, select and then click on the document that directly relates to the assessment method from your files, and click Open. 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