## Running Student Services Assessment Four Column Reports in Tracdat

Step 1: Log in to TracDat (use Mozilla Firefox – do not use Internet Explorer) <u>https://sanmateo.tracdat.com/tracdat/</u> For user name and password, contact Karen Wong or Lorraine DeMello.	About Nuventive Contact Us
Step 2: Access the student service area by selecting the correct one from the dropdown menu at the top of the page.	SKY SS - Disability Resource Center         sky ssl         SKY SS - Center for Student Life and Leadership Development         SKY SS - Child Development Center         SKY SS - Courseling Program         SKY SS - Courseling Program         SKY SS - Disability Resource Center         SKY SS - Disability Resource Center         SKY SS - Financial Aid
Step 3: From the options on the left- hand side of the page, click on <b>Reports</b> , then <b>Standard Reports</b> , and then <b>Assessment: Assessment Unit</b> Four Column.	2       i       I       ISKY SS - Outreach Program > Reports > Standard Reports         Image: Home       Assessment Unit Reports       Assessment Unit Four Column         Image: Assessment Unit Plv       Assessment Unit Plv       Assessment Unit Plv         Image: Assessment Unit Plv       Assessment Unit Plv       This report shows the PSLOs for each selected Assessment for the PSLOs you wish to display. The report is displayee         Image: Assessment Unit Plv       Assessment Unit Plv       This report shows the PSLOs for each selected Assessment to display. The report is displayee         Image: Assessment Vinit Plv       Course Reports       This report shows the PSLOs for each selected Assessment to display. The report is displayed in a narrative layout. I         Image: Add Hoc Reports       V       Assessment Plan       This report is displayed in a narrative layout. I         Image: Add Hoc Reports       V       Mapping       V       V         Image: Add Hoc Reports       V       V       V       V       V

<ul> <li>Step 4:</li> <li>To run a report for the Annual Program Plan:</li> <li>For the Layout, choose the Format, give the report a Title, and choose Skyline College from the pull-down Report Logo options.</li> <li>For the Filter, choose "Active" SLO Status, and this year and last year's Reporting Cycle.</li> <li>If you'd like to include PSLOs that have yet to be assessed, mark "Include PSLO with no Results" under Options.</li> </ul>	Layout         * Format:       DF *         * Report Table       Report Substrate         Report Substrate       Report Substrate         State Server       Retrie R         State Server       Server Results         Assessment Method Categories       Server Results         Server Results       Assessment Method swith no Results         Include Assessment Methods with no Results       Include Assessment Methods with no Results         Include Fields With No Date       Include Annual Updates
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.	Download as Zip Save to Document Repository

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:	?     i     i     SKY SS - Outreach Program > Reports > Standard Reports
	Assessment Unit Reports
From the options on the left- hand	▲ Assessment Unit → Assessment: Assessment Unit Four Column
side of the page, click on <b>Reports</b> ,	Assessment Unit Plv Assessment Unit Planning
then Standard Reports, and then	Assessment: Program Assessment Plan
Assessment: Program Assessment	
Plan.	Standard Reports
	Ad Hor Reports
Step 2:	
	Layout
For the <b>Lavout</b> , choose the <b>Format</b>	* Format PDF 💌
give the report a <b>Title</b> and choose	* Report Title Assessment: Program Assessment Plan
Skyline College from the pull-down	Report Subtitle
Report Logo options	Report Logo Skyline College 🔽
Report Logo options.	Filter
For the <b>Filter</b> , chaose "Active" SLO	SLO Status Active #
Status	Planning Years
Status.	Assessment Method Categories
For the Options, choose Include	Ontions
Summony Unit SLOO	Include Tasks
Summary Unit SLOS.	Include Related Courses/Curriculum Mapping
	Include Related Course Outcomes
	Include Summary Unit SLOs 🕡
	Include Assessment Unit SLOs
	Include Inactive Assessment Methods
	Include Inactive SLOs
	Include Fields With No Data
	Include Annual Updates 📃
	* Descrited field
	, kednica jela

## 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 <b>Reports,</b> then <b>Standard Reports</b> , and then	
	I I KY SS - Outreach Program > Reports > Standard Reports
	Assessment Unit Reports  Assessment Unit Four Column This report shows the PSLOs for each sel
Assessment: Assessment Unit	Assessment Unit PL. >> Assessment Unit Planning This report shows the PSLOS for each set
Planning.	Assessment: Program Assessment Plan This report shows the PSLOS you wisn to alsplay, the re Assessment: Program Assessment Plan This report shows the PSLOS for each sell to disclay. The report of disclay-up and the repo
	Course Reports
	Standard Reports Mapping
	- Ad Hoc Reports
Step 2:	
	Layout
For the Layout, choose the Format,	* Format PDF -
give the report a <b>Title</b> , and choose Skyline College from the pull-down <b>Report Logo</b> options	* Report Title Assessment: Assessment Unit Planning
	Report Subtitle
	Filter
For the <b>Filter</b> , choose "Active" <b>SLO</b>	SLO Status Active X
Status.	Planning Years
For the <b>Options</b> , choose <b>Include</b>	Assessment Method Categories Sort Results @Ascending @Descending
PSLO Details.	Result Date Between and
	Reporting Cycle
	Result Types
	Options Include PSLO Details 📝
	Include Inactive Assessment Methods 🛛
	Include Fields With No Data 🔟
	Include Annual Updates 📃

Last Updated on October 11, 2016