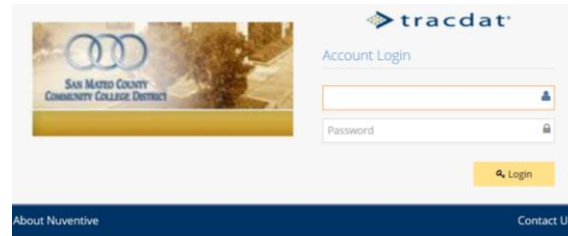


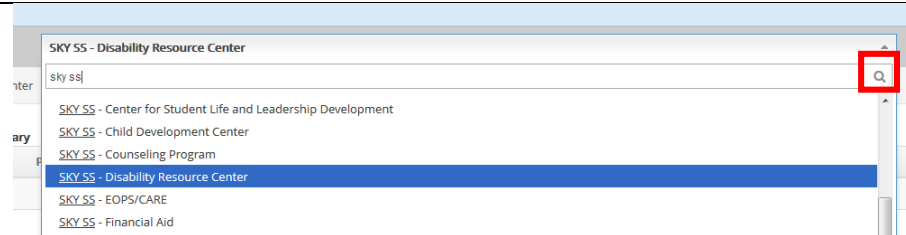
# Entering/Updating Student Services PSLOs, Assessments and Criteria in TracDat

**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:**  
Click on the relevant **PSLO** (Program Student Learning Outcome).

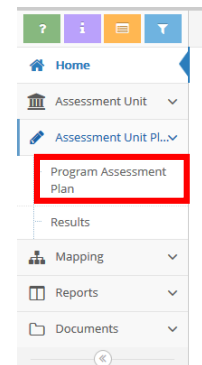
- OR -

**Step 3a:**  
From the options on the left- hand side of the page under Assessment Unit Plan, click on **Program Assessment Plan**.


Assessment Unit Planning Summary

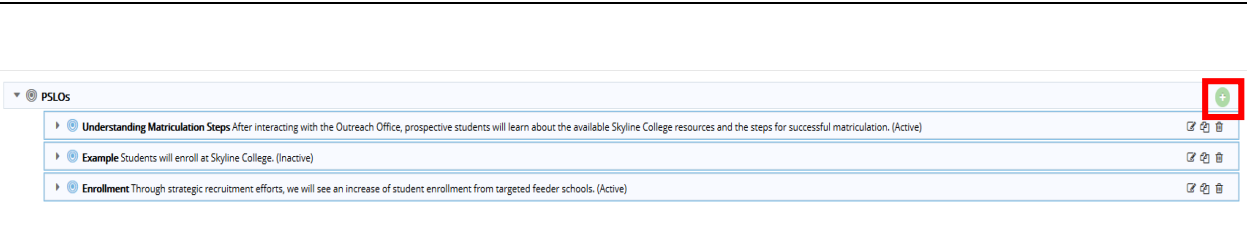
PSLOs	Assessment Methods	Results	Actions	Follow-Up
Understanding Matriculation Steps	1	0	0	0
Enrollment	1	0	0	0

- OR -



**Step 4:**

Click on the  on the right-hand side of the screen to **Add PSLO**.

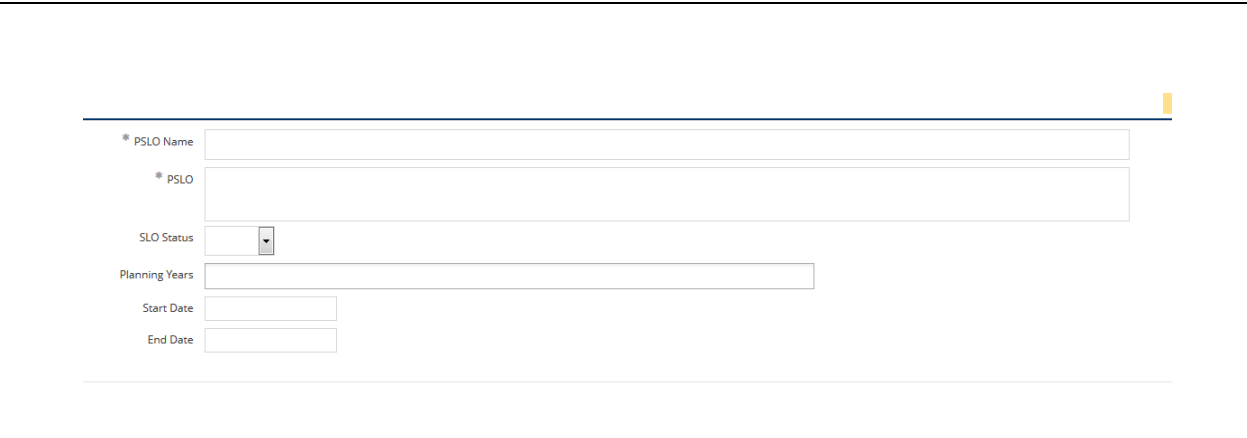


**Step 5:**

Minimally, fill in the **PSLO Name**, **PSLO**, **SLO Status**, and the **Start Date**.


The start date can be the day in which the PSLO is entered.

Planning Year(s) are optional but can help for later filtering purposes.



**Edit Program Outcome Status**

Find the PSLO.

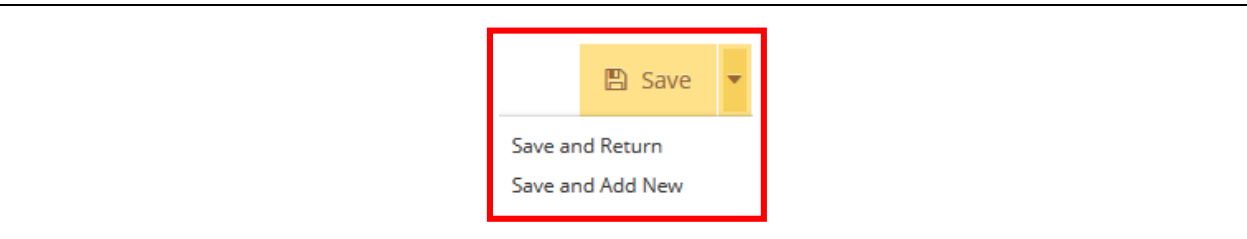
Click the  to the right of the program student learning outcome.

Select **Inactive** from the **PSLO Status** dropdown menu if the outcome was assessed but no longer active. Enter the **End Date** when you inactivate the PSLO.

(Delete SLOs that were never assessed by choosing the trash can to the right of the PSLO.)

**Step 6:**

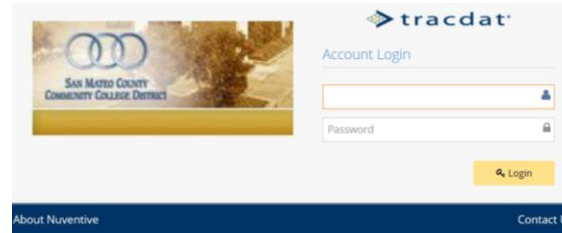
Click **Save**, **Save and Return**, or **Save and Add New** (if entering more than one PSLO) in the upper right-hand corner of the screen.



# Updating/Adding Assessment Methods

**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:**  
 Click on the relevant **PSLO** (Program Student Learning Outcome).

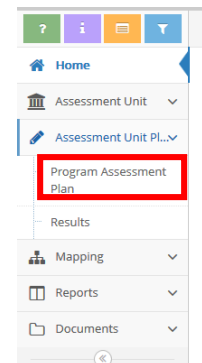
- OR -

Assessment Unit Planning Summary

PSLOs	Assessment Methods	Results	Actions	Follow-Up
Understanding Matriculation Steps	1	0	0	0
Enrollment	1	0	0	0

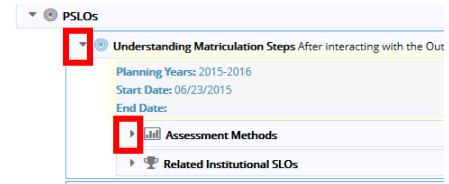
**Step 3a:**  
 From the options on the left- hand side of the page under Assessment Unit Plan, click on **Program Assessment Plan**.

- OR --





**Step 4:**

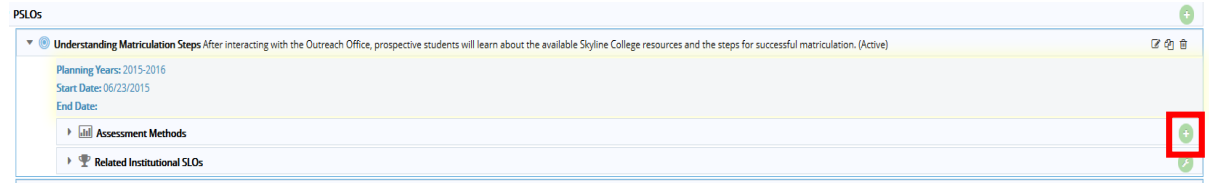
Select the drop down on the PSLO and then the Assessment Methods dropdown.



**Step 5:**

Click on the  on the right-hand side of the screen to **Add Assessment Method**.

Click the **edit** icon  to update the Assessment Method. (Uncheck **Active** if that assessment method is no longer used).




**Step 6:**

Enter the **Assessment Method Category**, **Assessment Method**, and **Success Criterion**.

Provide enough information so that someone who works in your area can conduct the assessment.

A screenshot of a web form for adding an assessment method. The form has a title bar with the text 'ps After interacting with the Outreach Office, prospective students will learn about the available Skyline College resources and the steps for successful matriculation.' Below the title bar, there is a checkbox labeled 'Active' which is checked. Below that, there are four input fields: 'Assessment Method Category' (a dropdown menu), '\* Assessment Method' (a text field), 'Success Criterion' (a text field), and 'Schedule' (a text field). At the bottom right of the form, there is a note '\* Required field'.

### Edit Assessment Method Status

Click the  to the right of the assessment method.

De-select the Active box above the assessment method if it is no longer used.

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

Active

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.

Schedule 2017-2016

\* Required field

### Step 6:

Click **Save**, **Save and Return**, or **Save and Add New** (if entering more than one assessment method) in the upper right-hand corner of the screen.


Save


Save and Return

Save and Add New

### Step 7 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., a survey).

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

SKY SS - Outreach Program

- Annual Assessment Report
- Comprehensive Program Review Report
- General
- Outreach PSLOs

Related Documents

Drag documents here to relate

### Step 8:

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.


The screenshot shows a web interface for document management. At the top right, there is a yellow button labeled "Save and Relate" with a dropdown arrow and a grey "Cancel" button. Below this, a dropdown menu is set to "Annual Assessment Reports". A red box highlights this dropdown. In the center, there is a dashed box labeled "Files" with a red box around the text "Click to browse for files". Below the "Files" box is a table with columns "Name", "Uri", and "Description". The "Name" and "Uri" columns have asterisks and are marked as required fields. A red box highlights the "Save and Relate" button.

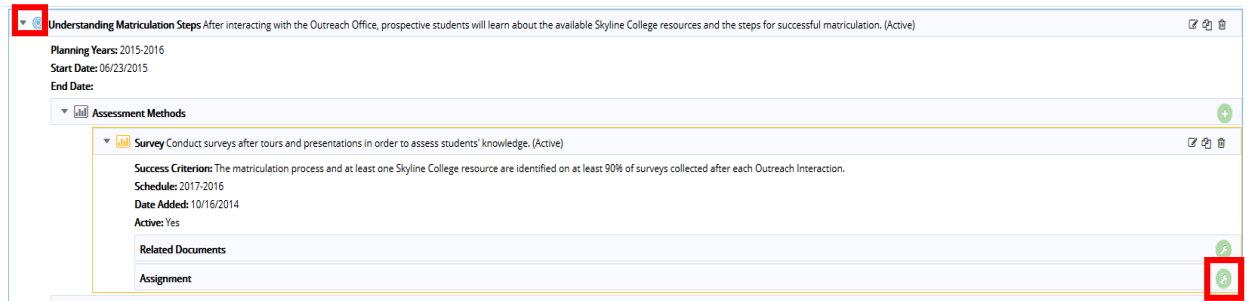
### Step 8 Option (if already uploaded):

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.

The screenshot shows a "Document Repository" on the left and a "Related Documents" area on the right. The "Document Repository" is a tree view showing folders like "Annual Assessment Reports", "Anthropology 110", "Anthropology 125", etc. A file named "TracdatAnthroExamsFall2013.xlsx" is selected and highlighted in blue. The "Related Documents" area on the right has a red box around the text "Drag documents here to relate".

# Sending an E-mail Assignment

**Step 1:**  
Expand the assessment method using the dropdown and click the  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)

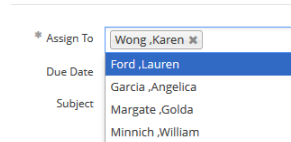
Success Criterion: The matriculation process and at least one Skyline College resource are identified on at least 90% of surveys collected after each Outreach Interaction.  
Schedule: 2017-2016  
Date Added: 10/16/2014  
Active: Yes

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

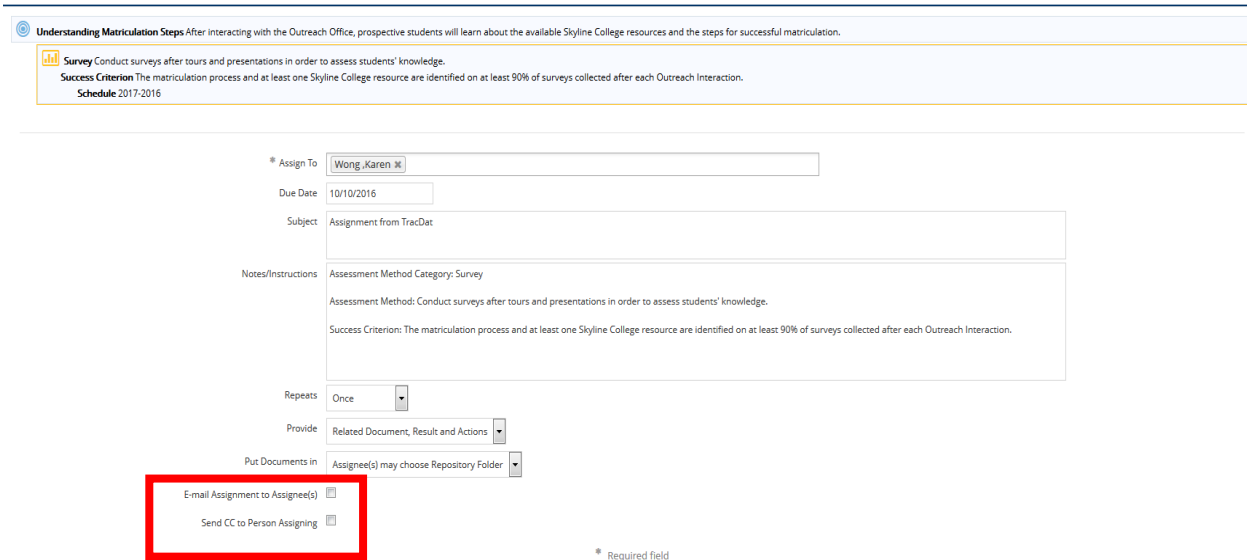
Subject: Garcia, Angelica  
Margate, Golda  
Minnich, William

**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

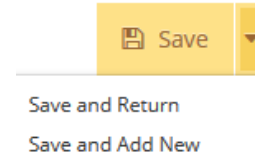
E-mail Assignment to Assignee(s)

Send CC to Person Assigning

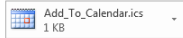
\* Required field

**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.



**Sample email sent to assignee**



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?v=5FqK13o1uQQmAlsmu1TYDBT>  
NOTE: You can open or import the attached file to add this assignment to your personal calendar.

**Sample of CC email to assignor**

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 on October 11, 2016