

INSTRUCTIONS FOR TracDat Data Entry
(per TRAINING – 6/12/14 – 1:00 – 2:17pm –Bob Klier/Robin Dreizler)

Click on **Google Chrome**. (Best with Google Chrome or Firefox; IE not recommended.)

Go to **ECC Home Page**. (Type www.elcamino.edu into Google browser.)

Click on **Learning Outcomes** under Information.

Click on **TracDat** in left column.

Log in using regular ECC **User ID** and **Password**.

For **Assessment & Testing**: At top of screen: Selected Unit: El Camino: SAO's (SCA) – Assessment & Testing (Otherwise, select your **Unit** from drop-down menu. SAO Units are at bottom of listing.)

Click on **Unit Plan** tab (top row).

Click on **Add New SAO** (at bottom of page).

Enter SAO Name and SAO.

Click on Academic Year.

Click on SAO status (Active vs Inactive).

Enter Input Date.

Leave Inactive Date blank for now.

Click on **Save Changes** (at bottom of page).

[Be sure and save everything, as the program does not automatically save entries like Plan-Builder does. At top of screen, it will say, "SAO saved".]

Click on **Related ILO's and Strategic Initiatives** (second row).

Check appropriate items.

Click on **Save Changes**.

Click on **Assessment Methods** (second row).

Click on **Add New Method(s) Used To Measure SAO** (at bottom of page).

Click on drop-down menu and choose Assessment Type.

Describe Method(s) Used To Measure SAO.

Indicate Target/Standard For SAO.

List Participants in SAO Assessment.

[There should be a check mark in Active box.]

Click on **Save Changes**.

[At top of screen, it will say "Methods(s) Used to Measure SAO" saved.]

To change info – go back to SAO's, edit.

Click on **Assessment Results & Analysis** tab (top row).

Click on **Add Assessment Results & Analysis** (bottom of page).

Click on select to the right of appropriate SAO (if more than one is listed).

Click on select option again.

In box for **Assessment Results & Analysis**, enter short "executive summary" of SAO results.

Click on **Date**.

Indicate if **Target/Standard Met** (Yes or No)

Choose Year of Current Assessment

Click on **Save Changes**.

[Does not say "saved", but **Save Changes** is greyed out.]

Click on **add Planned Action**

(half-way down on the right)

Add one action at a time. (Don't add too many.)

(Separate, brief, concrete.)

Click on **Save changes**.

[There is a **add Follow-Up** option to the far right.]

Click on **Reports**.

Unit Assessment Report – Four Columns

Click on run. Do not fill in any of the fields, just click on **Open Report**.

To add documents:

Click on **Documents**.

Select **Related Documents**.

Click on File, browse, choose and open document, save.

To go BACK a screen– use top left tab at screen where it says TracDat Enterprise v4 8.8.
