General Points about TracDat

1. When editing or adding new information into TracDat, the **Save Changes** button appears gold and is located at the bottom of the page.
2. When adding new information (intended outcomes, assessment methods and results) to TracDat, the **Add** button is gold and is located at the bottom of the page.

To create/edit an assessment plan

1. Login. If you have forgotten your user id and password, email cgmartin@southalabama.edu.
2. Click on the **Assessment Plan tab**
   - **Intended Outcomes**
     - Select **Intended Outcomes** tab
     - Click on **Add New Intended Outcome** to add a new intended outcome and enter the following information:
       - Intended outcome name
       - Intended outcome statement
       - Outcome year
       - Outcome status
     - Click on **edit** by the **Intended Outcome** if you want make changes to an existing outcome.
   - **Means of Assessment**
     - Select **Means of Assessment** tab
     - Click on **Add New Assessment Method** to add a new assessment method and enter the following information:
       - Assessment Method Category
       - Brief description of the assessment method
       - Criterion
       - Schedule
     - Click on **edit** by the assessment method to make changes to an existing method. If the method is no longer active, uncheck the **Active?** box located at the bottom of the page.
     - **Please note:** If you need to change a criterion associated with a method, inactivate the method and create a new method with a new criterion.
   - **Related Goals**
     - Click on the **Related Performance Tasks** tab:
       i. Link any new Intended Outcomes to the Summary group and University’s goals by checking the box next to the goal statement. You may link an Intended Outcome to more than one goal.
3. To print an assessment plan, click on the **Reports tab**.
   - Click on **run** by the **Assessment Plan** option.
   - Highlight outcome status and outcome year.
- Click on the box to hide inactive methods.
- Click on Open Report, located at the bottom of the page.

**To enter results**

1. Login. If you have forgotten your user id and password, email cgmartin@southalabama.edu.
2. Click on the Results tab
   - Click on Add Results tab.
   - Click select by the appropriate outcome.
   - From the popup box, select the method for which you are entering results.
   - Enter results.
   - Select Result Type
     - Criterion met
     - Criterion not met
     - Inconclusive
   - Select Action Status.
     - If result type = criterion met, then action status is no action plan required.
     - If result type = criterion not met/inconclusive, then action status is action plan in progress. For this result type, you must develop an action plan and report follow-up.
   - Enter Action plan.
3. To enter follow-up, click on the Results tab.
   - Click on Show Results for the intended outcome for which you are entering a follow-up. All the results associated with the intended outcome and method will be displayed.
   - Click on edit by the date and method for the appropriate result.
   - Click on add Follow-up for the Action plan.
   - Enter Follow-up and save to return to the result page.
   - Update action status to action plan complete.
4. To print an assessment report, click on the Reports tab.
   a. Click on run by the Assessment Report – Four Column and click on Run.
      - Highlight outcome status and outcome year
      - Click on the box to hide inactive assessment methods.
      - Select Result Date.
      - Click on Open Report.