



TRACDAT USER GUIDE FOR OUTCOMES

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Help Line: IT Help Desk Ext. 4357; Outcomes Coordinator Ext. 4264

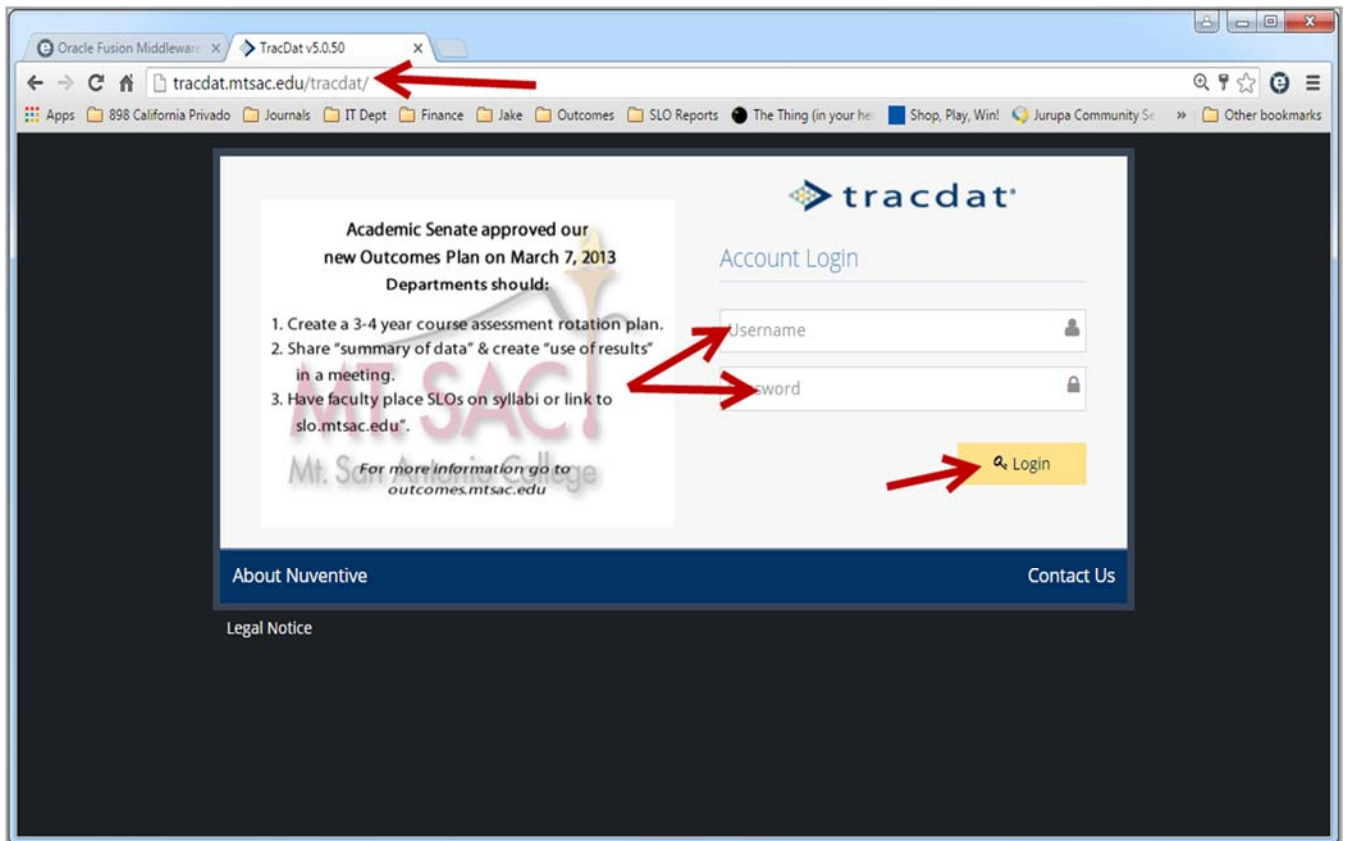
April 2016

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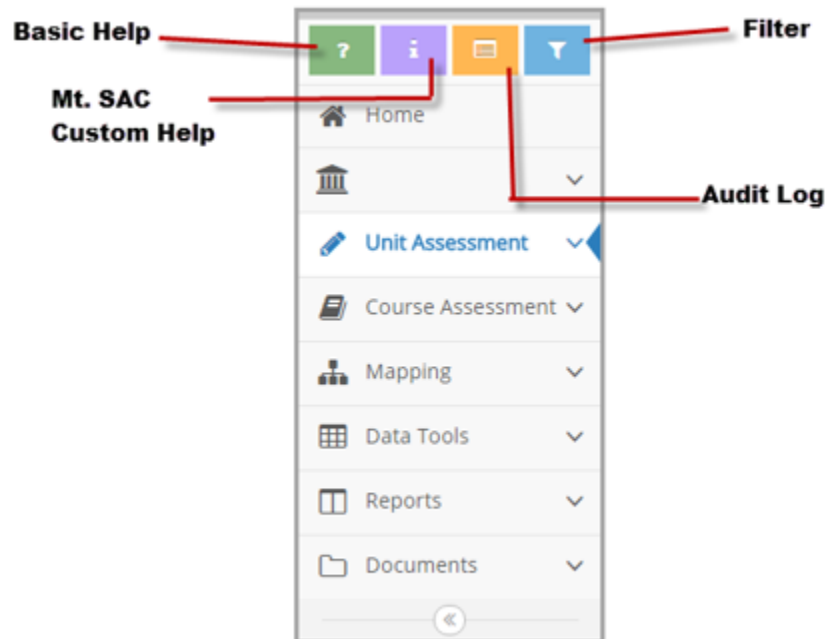
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PART 1: Logging in to TracDat

1. Open any web browser and navigate to <http://tracdat.mtsac.edu/tracdat>
2. Enter the username and password
3. Click Login



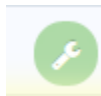
A: Tracdat Tool Bar Icons



Triangle: Click the Triangle to expand an item



Plus Sign: Click the Plus Sign to add a new entry



Wrench: Click the Wrench to add a feature

Basic Help – Navigation and tool assistance provided by vendor.

Mt. SAC Custom Help – Assistance and suggestions customized to Mt. SAC.

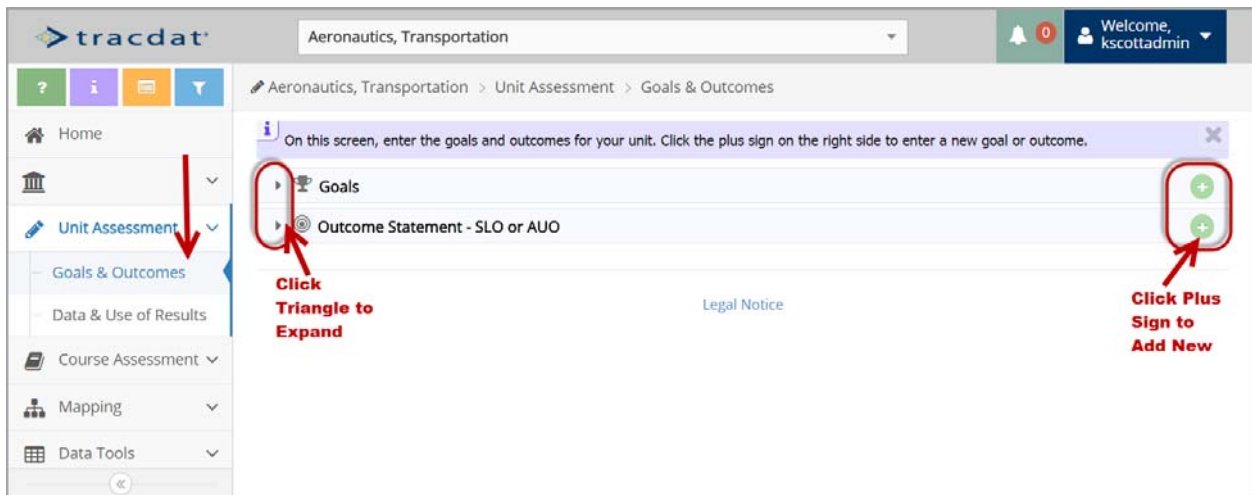
Audit Log – Details who made changes to a page, when the changes were made, and what text was changed.

Filter – Allows data to be filtered and hidden on a page. The icon is highlighted red when filters are active.

PART 2: Entering a Unit Outcome

Unit Outcomes include administrative unit objectives, student learning outcomes, and student services outcomes. They describe what a client, customer or student will be able to do, know, or think upon receiving a service from your department. Begin each outcome with 'Students will be able to . . . ' OR 'Customers will be able to . . . '

A. Goals & Outcomes Screen



Click on Unit Assessment, then Goals & Outcomes



Triangle:

Click the Triangle to expand an area



Plus Sign:

Click the Plus Sign to add a new outcome

B. Unit Outcome

The screenshot shows the Tracdat web application interface. The top navigation bar includes the Tracdat logo, a dropdown menu for 'Aeronautics, Transportation', and a user profile section for 'Welcome, kscottadmin'. The breadcrumb trail indicates the current page is 'Aeronautics, Transportation > Unit Assessment > Goals & Outcomes > Add Outcome Statement - SLO or AUO'. The left sidebar contains a menu with items: Home, Unit Assessment (highlighted with a red arrow), Goals & Outcomes, Data & Use of Results, Course Assessment, Mapping, Data Tools, Reports, and Documents. The main content area is a form for adding an outcome statement. It features several required fields: Outcome Name, Outcome Statement - SLO or AUO, Outcome Status (a dropdown menu), Assessment Rotation Cycles, Start Date (Optional), and End Date (Optional). Each field has a help icon (a question mark in a circle). A yellow 'Save' button with a dropdown arrow is highlighted with a red circle, and a 'Return' button is located to its right. A legend at the bottom of the form indicates that an asterisk (*) denotes a required field.

Outcome Name: Provide a 1 to 3 word description of the outcome

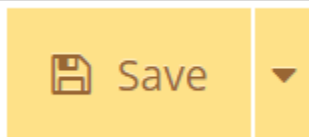
Outcome Statement: Enter the entire outcome statement

Outcome Status: Select the status of this outcome

Assessment Rotation Cycles: Select the years this outcome will be assessed
Hold down the ctrl key to select multiple years

State Date (Optional): Enter the date this outcome was created

End Date (Optional): Enter the date this outcome was no longer active



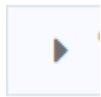
Click the yellow Save button

C. Unit Outcome: Assessment Method

The screenshot shows the Tracdat interface with the following elements:

- Header: "tracdat" logo, "Library" dropdown, and user profile "Welcome, kscottadmin".
- Left Navigation Panel: "Home", "Unit Assessment" (selected), "Goals & Outcomes", "Data & Use of Results", "Course Assessment", "Mapping", "Data Tools", "Reports", "Documents".
- Main Content Area: "Library > Unit Assessment > Goals & Outcomes".
 - Outcome 1: "Library Campaign" with description: "Educate College administrators and faculty about the role of the Library in curriculum, instruction, and student success."
 - Outcome 2: "Basic Skills - Extended Support" with description: "After participating in a reference interaction with a Library professor, students will use Mt. SAC Library resources to locate books that are relevant to their research topics."
 - Outcome 3: "2013-2014 Basic Skills Library Project" with description: "1. Students enrolled in Basic Skills courses will utilize Library collections, instruction, and services. 2. Students enrolled in Basic Skills courses will be able to report increased ability to utilize Library collections, instruction, and services." Below this is "Assessment Rotation Cycles" with "Start Date (Optional): 09/01/2013" and "End Date (Optional): 09/01/2014".
- Bottom Section: "Assessment Methods", "Tasks", and "Related Goals" buttons, each with a green plus sign icon.

Click on Unit Assessment, then Goals & Outcomes



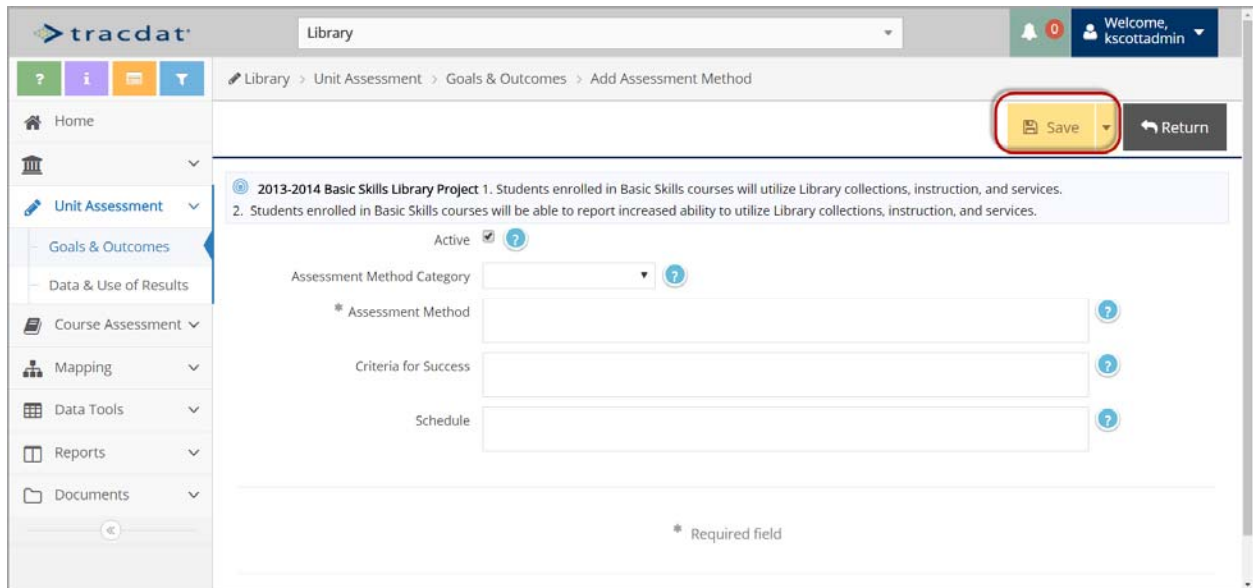
Triangle:

Click the Triangle to expand an outcome



Plus Sign:

Click the Plus Sign to add a new assessment method

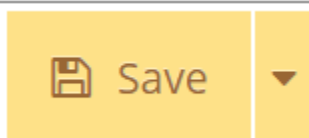


Active: Check the box if this assessment is currently used to determine the results of an outcome

Assessment Method Category: Select the type of assessment tool

Criteria for Success: Enter the criteria for success

Schedule: Enter when the actual assessment occurs



Click the yellow Save button

D. Unit Outcome: Assessment Method, Related Document

The screenshot shows the TracDat interface with the following elements:

- Header: Library
- Navigation: Home, Unit Assessment (highlighted), Goals & Outcomes, Data & Use of Results, Course Assessment, Mapping, Data Tools, Reports, Documents.
- Main Content: Assessment Rotation Cycles (Start Date: 09/01/2013, End Date: 09/01/2014), Assessment Methods (expanded), Tasks, Related Goals.
- Assessment Method Details: Other Students enrolled in Basic Skills courses will complete a quiz... Criteria for Success: Participant responses will be measured against an answer key... Schedule: Date Added: 09/26/2014, Active: Yes.
- Related Documents: A section with a wrench icon circled in red and a red arrow pointing to it.

Click on Unit Assessment, then Goals & Outcomes



Triangle:

Click the Triangle to expand an outcome



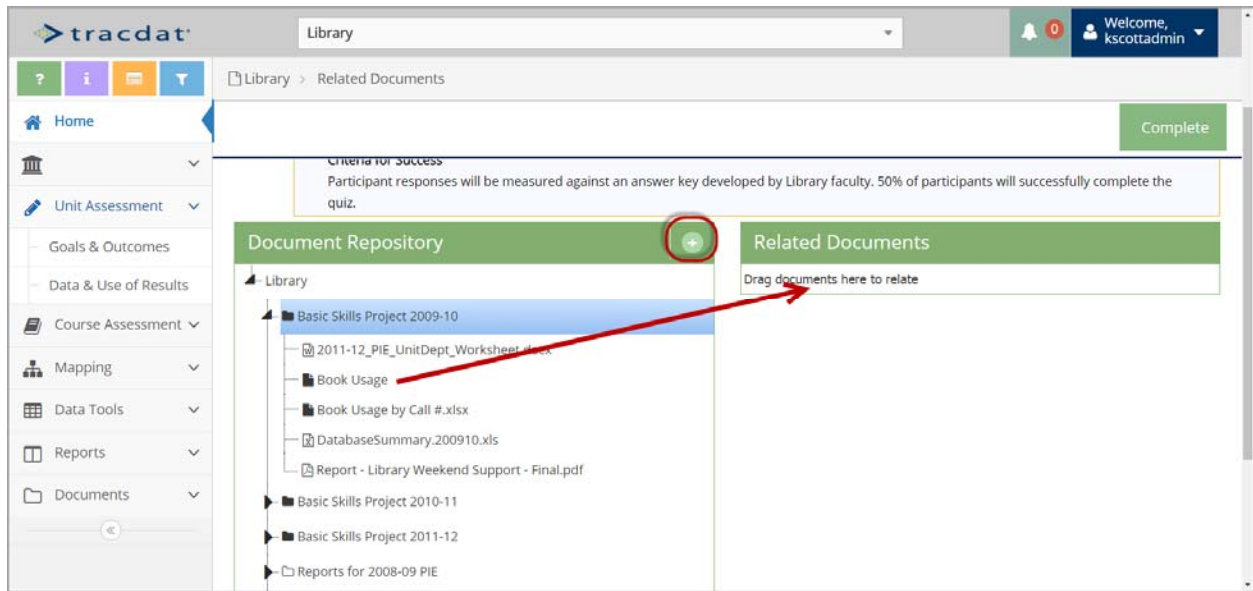
Triangle:

Click the Triangle to expand an assessment method



Wrench:

Click the wrench to add Related Documents



Plus Sign:

Click the Plus Sign to add a new document or link

Drag Documents:

Click and drag an existing document to the Related Documents box to link the document to an assessment method

E. Unit Outcome: Assessment Method, Assignment

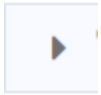
The screenshot displays the Tracdat application interface. On the left, a navigation menu includes 'Home', 'Unit Assessment', 'Goals & Outcomes', 'Data & Use of Results', 'Course Assessment', 'Mapping', 'Data Tools', 'Reports', and 'Documents'. The 'Unit Assessment' and 'Goals & Outcomes' items are highlighted. The main content area shows 'Assessment Rotation Cycles' with 'Start Date (Optional): 09/01/2013' and 'End Date (Optional): 09/01/2014'. Below this is the 'Assessment Methods' section, which includes a description of a quiz, 'Criteria for Success', 'Schedule', and 'Date Added: 09/26/2014'. A 'Related Documents' section contains an 'Assignment' link, which is circled in red and has a red arrow pointing to it. A red arrow also points to the 'Unit Assessment' menu item.

Click on Unit Assessment, then Goals & Outcomes



Triangle:

Click the Triangle to expand an outcome



Triangle:

Click the Triangle to expand an assessment method



Wrench:

Click the wrench to access the Assignment feature

Assign To: Select the name of the person to assign the assessment method*

Due Date: Enter the date this assessment is due

Subject: Enter the subject for an email notification

Notes: Edit or enter the text for the body of the email notification

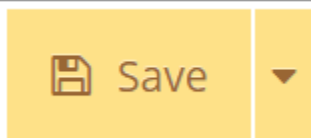
Repeats: Select how often the assessment data is due

Provide: Select the items the assignee must complete

Put Documents In: Select the folder the assignee will put the related documents in

Email Assignment to Assignee(s): Click this box to send the email notification

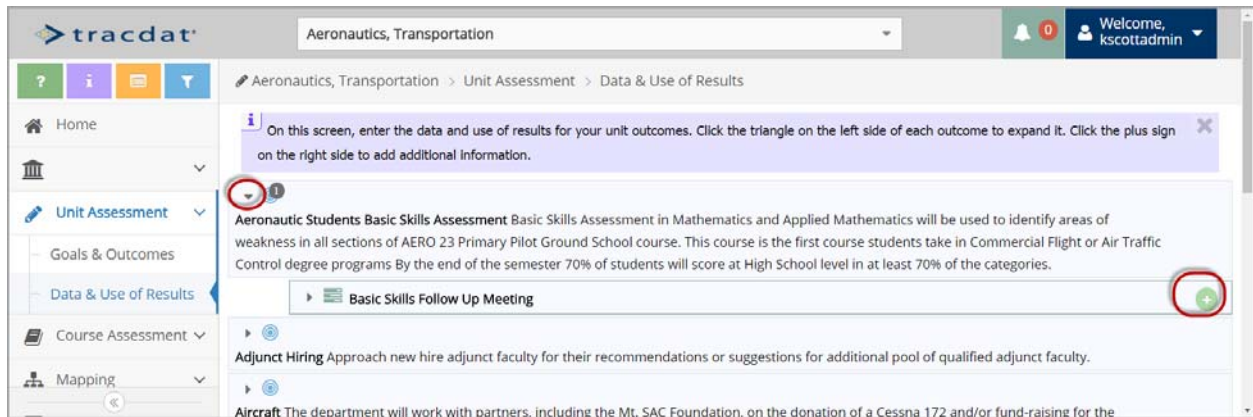
Send CC to Person Assigning: Click this box to send a copy of the email notification to yourself



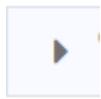
Click the yellow Save button

* If the person's name doesn't appear in the list, contact Kate Morales at ext. 5562 to have it added.

PART 3: Entering Unit Outcome Data & Use of Results



Click on Unit Assessment, then Data & Use of Results



Triangle:

Click the Triangle to expand an outcome*



Plus Sign:

Click the Plus Sign to add a new summary of data

* If the Triangle does not expand an outcome, then no assessment method was entered. See page 8 and 9.

A. Unit Outcome: Summary of Data

The screenshot shows the Tracdat software interface. The breadcrumb trail is: Aeronautics, Transportation > Unit Assessment > Data & Use of Results > Add Summary of Data. The main content area displays the following information:

- Aeronautic Students Basic Skills Assessment:** Basic Skills Assessment in Mathematics and Applied Mathematics will be used to identify areas of weakness in all sections of AERO 23 Primary Pilot Ground School course. This course is the first course students take in Commercial Flight or Air Traffic Control degree programs. By the end of the semester 70% of students will score at High School level in at least 70% of the categories.
- Basic Skills Follow Up Meeting**
- Task Description:** Meet with TERC for end of semester briefing and planning session for Fall 2008
- * Data Collection Date:** 04/05/2016
- * Summary of Data:** (Empty text field)
- * Summary of Data Period:** (Dropdown menu)
- * Summary of Data Type:** (Dropdown menu)

A yellow 'Save' button with a dropdown arrow is highlighted with a red box in the top right corner of the form area.

Data Collection Date:

Enter the current date

Summary of Data:

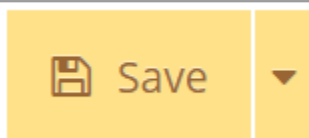
Enter the summary of data

Summary of Data Period:

Select the academic year the assessment data was collected in

Summary of Data Type:

Select if the Criterion was met or not



Click the yellow Save button

B. Unit Outcome: Use of Results

The screenshot shows the Tracdat software interface. The top navigation bar includes the Tracdat logo, a 'Library' dropdown, and a user profile for 'Welcome, kscolltadmin'. The left sidebar contains a navigation menu with 'Unit Assessment' and 'Data & Use of Results' highlighted. The main content area displays a list of outcomes, including 'Collection - Review of Learning Modalities', 'Basic Skills - Books 2010-11', and 'Other'. The 'Other' outcome is expanded, showing a table with columns for 'Year', 'Criterion Met', and 'Date'. Below the table, there are sections for 'Use of Results', 'Related Documents', and 'Related Data & Use of Results', each with a plus sign icon. Red circles and arrows highlight these icons and the navigation menu items.

Click on Unit Assessment, then Data & Use of Results



Triangle:

Click the Triangle to expand an outcome



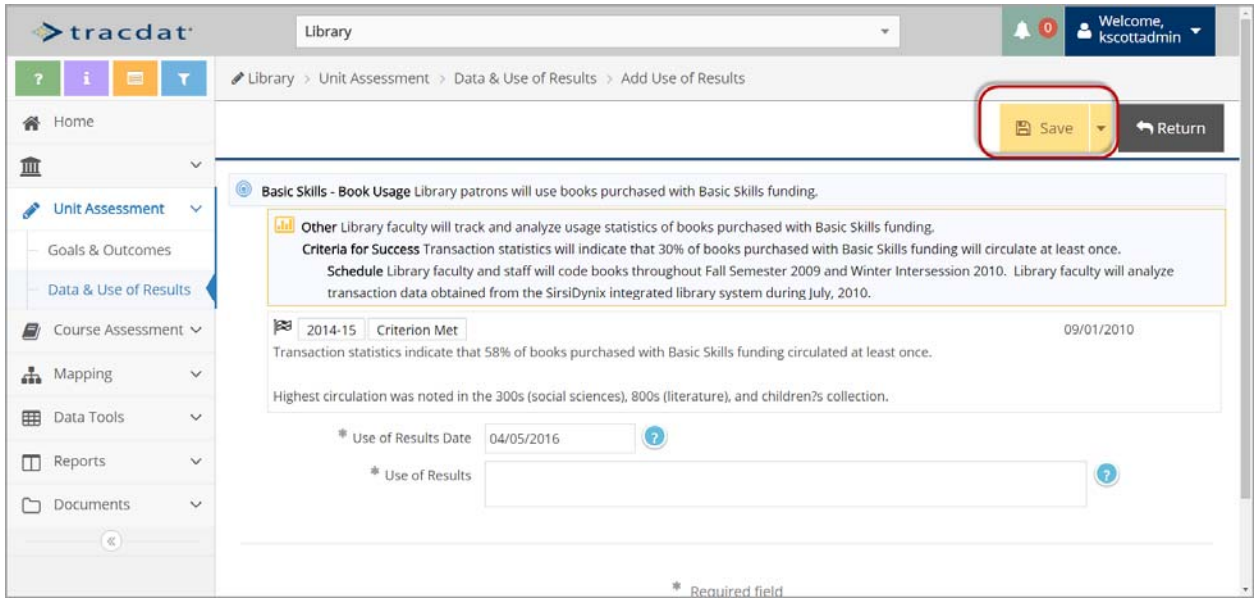
Triangle:

Click the Triangle to expand an assessment method



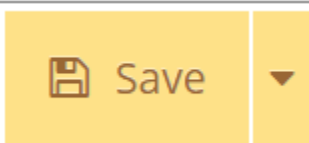
Plus Sign:

Click the Plus Sign to add a new use of results



Use of Results Date: Enter the current date

Use of Results: Enter the use of results



Click the yellow Save button

C: Unit Outcome: Use of Results, Related Documents

Click on Unit Assessment, then Data & Use of Results



Triangle:

Click the Triangle to expand an outcome



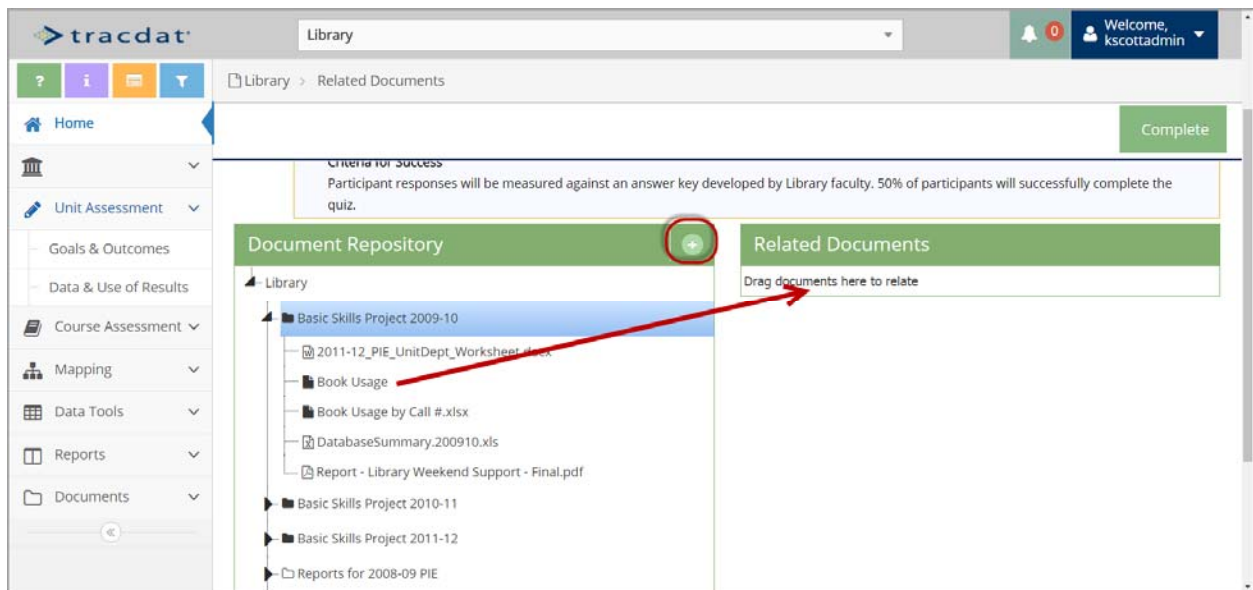
Triangle:

Click the Triangle to expand an assessment method



Wrench:

Click the wrench to add Related Documents



Plus Sign:

Click the Plus Sign to add a new document or link

Drag Documents:

Click and drag an existing document to the Related Documents box to link the document to an assessment method

D. Unit Outcome: Related Data & Use of Results

The screenshot shows the Tracdat software interface. The top navigation bar includes the Tracdat logo, a 'Library' dropdown menu, and a user profile for 'Welcome, kscottadmin'. The left sidebar contains a navigation menu with 'Unit Assessment' selected, and 'Data & Use of Results' highlighted with a red arrow. The main content area displays a list of outcomes. The selected outcome, 'Other', is expanded to show a table with columns for 'Year', 'Criterion Met', and 'Date'. Below the table, there are three expandable sections: 'Use of Results', 'Related Documents', and 'Related Data & Use of Results'. Red circles highlight the expandable icons (triangles and plus signs) for these sections.

Click on Unit Assessment, then Data & Use of Results



Triangle:

Click the Triangle to expand an outcome



Triangle:

Click the Triangle to expand an assessment method



Plus Sign:

Click the Plus Sign to add related data and use of results



Triangle: Click the Triangle to expand a unit to show courses



Triangle: Click the Triangle to expand a course to show outcomes

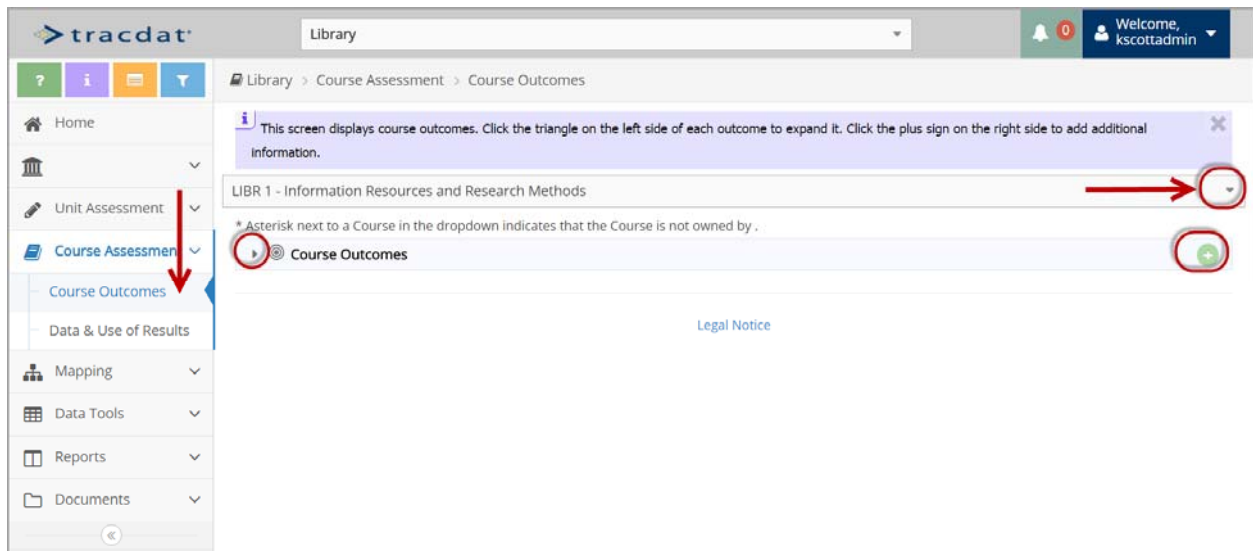


: Check the box to link course level data and use of results to a unit level outcome assessment.

PART 4: Entering a Course Outcome

Course Outcomes describe what a student will be able to do, know, or think upon receiving instruction during a class. Begin each outcome with 'Students will be able to . . . ' Departments may use course measurable objectives as SLOs.

A. Course Outcome



Click on Course Assessment, then Course Outcomes

Course Selection: On the right side of the screen, use the drop down box to select the course



Triangle: Click the Triangle to expand existing Course Outcomes



Plus Sign: Click the Plus Sign to add a new course outcome

The screenshot shows the Tracdat interface for adding a course outcome. The breadcrumb trail is Library > Course Assessment > Course Outcomes > Add Course Outcome. The form is for 'LIBR 1A - Introduction to Library Research'. The fields are:

- * Course Outcome Name (Required field)
- * Course Outcome (Required field)
- Course Outcome Status (Dropdown menu)
- Assessment Cycles (Text input)
- Start Date (Optional) (Text input)
- End Date (Optional) (Text input)

A yellow 'Save' button with a dropdown arrow is highlighted with a red circle. A 'Return' button is also visible. A legend at the bottom indicates that an asterisk (*) denotes a required field.

Course Outcome Name: Provide a 1 to 3 word description of the outcome

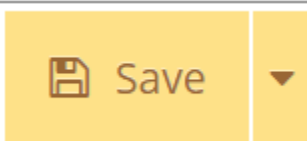
Course Outcome: Enter the entire outcome statement

Course Outcome Status: Select the status of this outcome

Assessment Cycles: Select the years this outcome will be assessed
Hold down the ctrl key to select multiple years

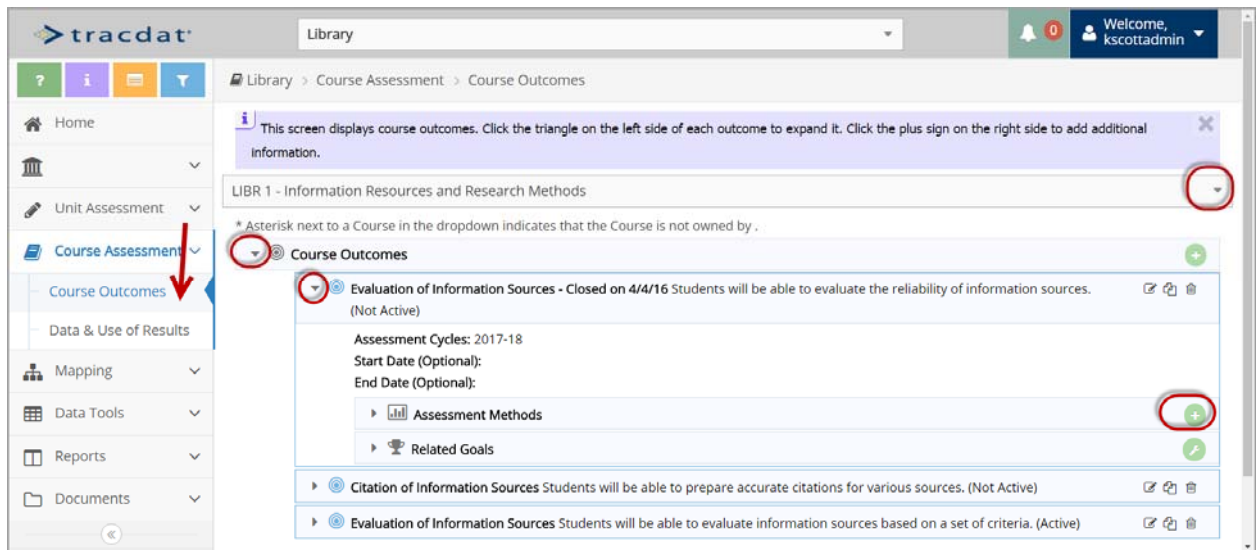
State Date (Optional): Enter the date this outcome was created

End Date (Optional): Enter the date this outcome was no longer active



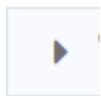
Click the yellow Save button

B: Course Outcome: Assessment Method



Click on Course Assessment, then Course Outcomes

Course Selection: On the right side of the screen, use the drop down box to select the course



Triangle:

Click the Triangle to expand the list of outcomes



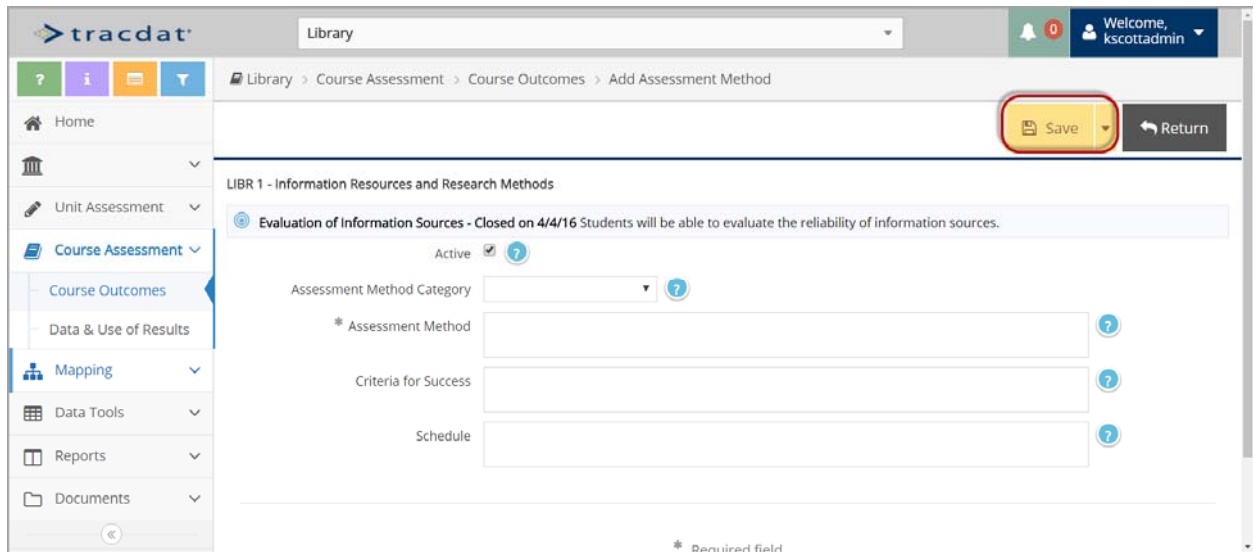
Triangle:

Click the Triangle to expand the course outcome



Plus Sign:

Click the Plus Sign to add a new assessment method

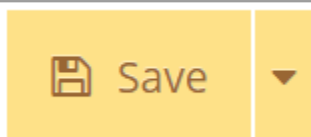


Active: Check the box if this assessment is currently used to determine the results of an outcome

Assessment Method Category: Select the type of assessment tool

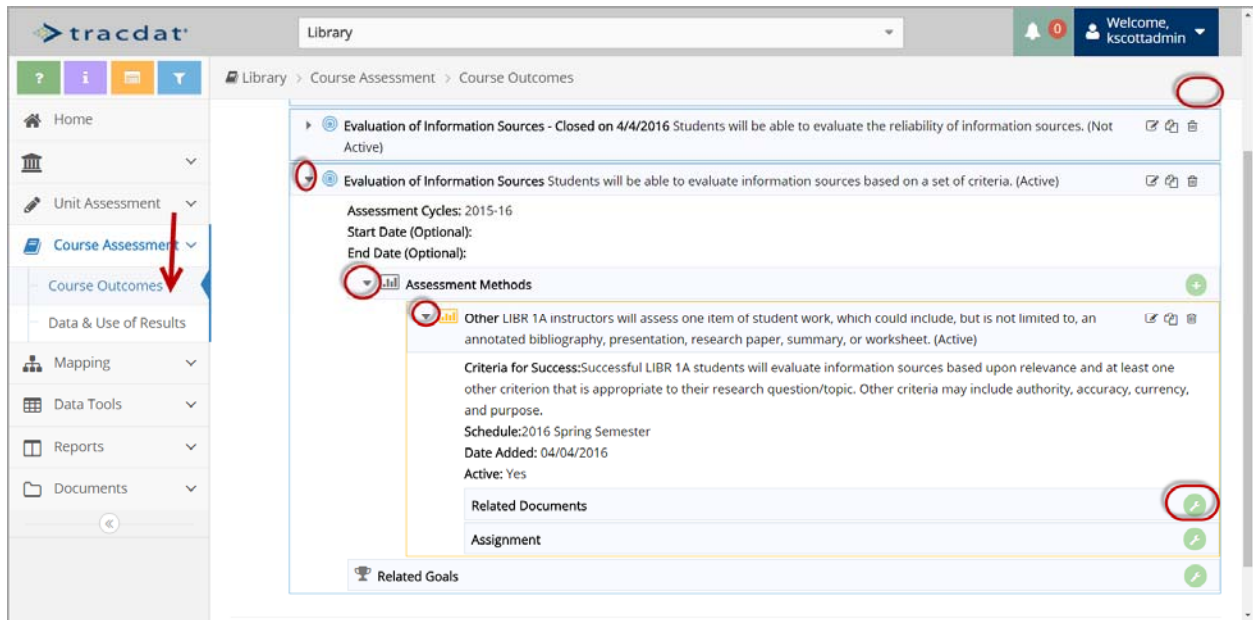
Criteria for Success: Enter the criteria for success

Schedule: Enter when the actual assessment occurs



Click the yellow Save button

C. Course Outcome: Assessment Method, Related Documents



Click on Course Assessment, then Course Outcomes

Course Selection: On the right side of the screen, use the drop down box to select the course



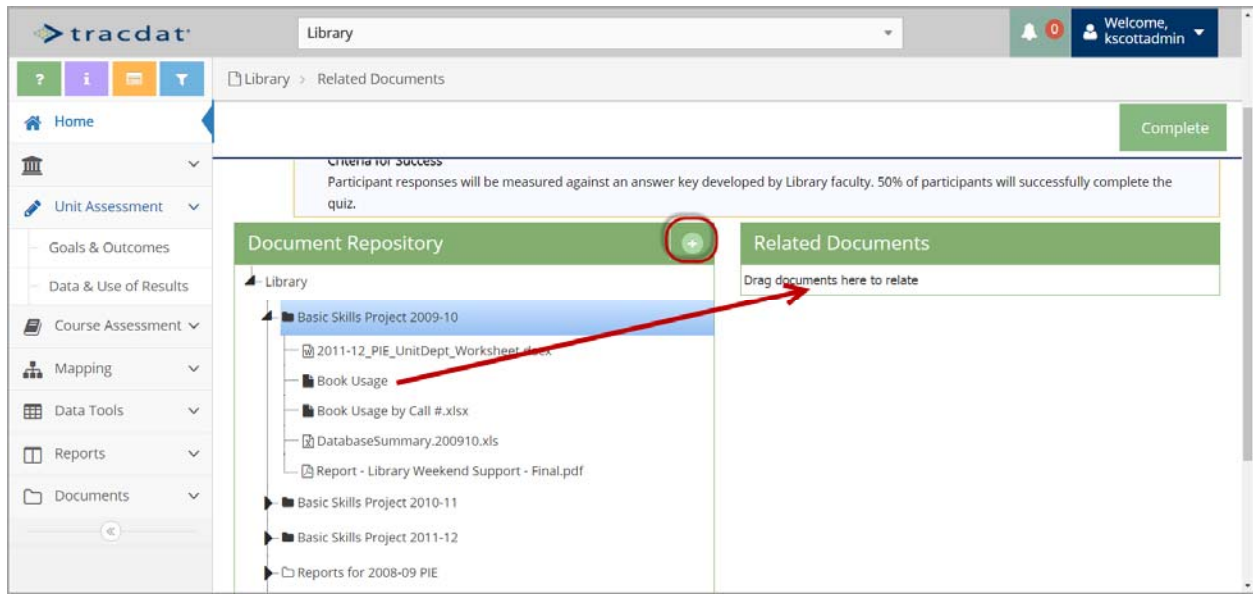
Triangle: Click the Triangle to expand an outcome



Triangle: Click the Triangle to expand an assessment method



Wrench: Click the wrench to add Related Documents



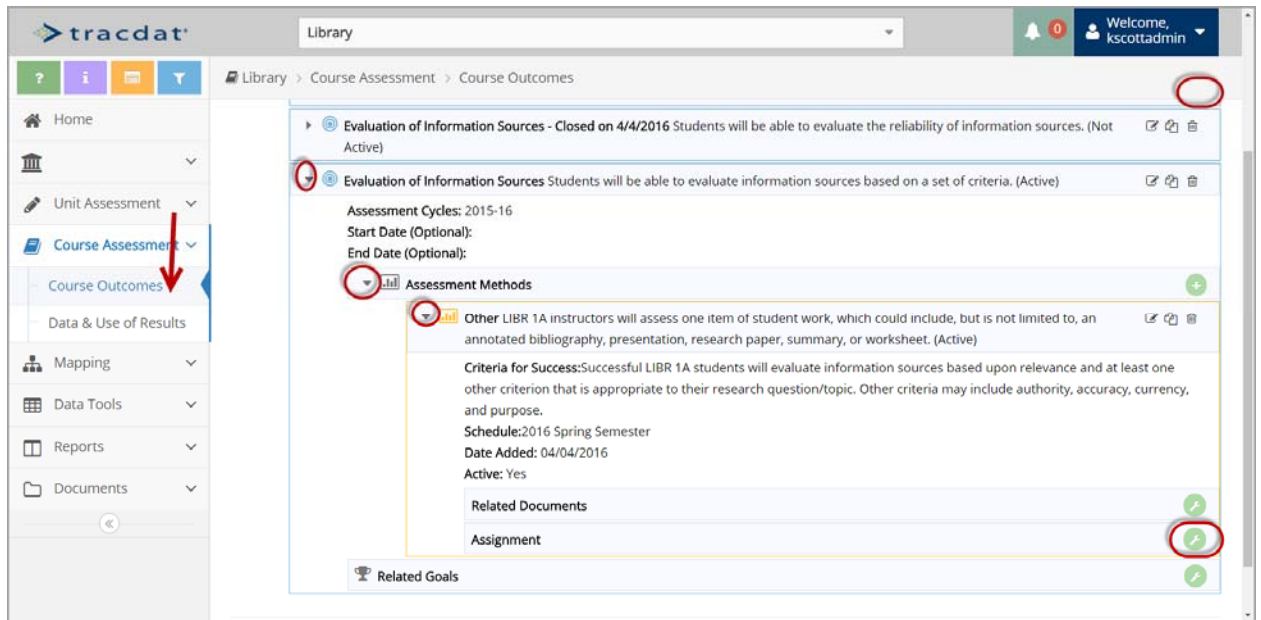
Plus Sign:

Click the Plus Sign to add a new document or link

Drag Documents:

Click and drag an existing document to the Related Documents box to link the document to an assessment method

D: Course Outcome: Assessment Method, Assignment



Click on Course Assessment, then Course Outcomes

Course Selection: On the right side of the screen, use the drop down box to select the course



Triangle: Click the Triangle to expand an outcome



Triangle: Click the Triangle to expand an assessment method



Wrench: Click the wrench to access the Assignment feature

Library > Unit Assessment > Goals & Outcomes > Assign Assessment Method

Home

Unit Assessment

Goals & Outcomes

Data & Use of Results

Course Assessment

Mapping

Data Tools

Reports

Documents

* Assign To

Due Date 04/05/2016

Subject Assignment from TracDat

Notes/Instructions

Assessment Method Category: Other

Assessment Method: Students enrolled in Basic Skills courses will complete a quiz in which they are asked to use the Mt. SAC Library Catalog (WorldCat Local) in order to locate books in the Library collection. Library faculty will issue the quiz to students at the conclusion of the reference interaction.

Criterion:
Participant responses will be measured against an answer key developed by Library faculty. 50% of participants will successfully complete the quiz.

Repeats Once

Provide Related Document, Summary of Data and Use of Results

Put Documents in Assignee(s) may choose Repository Folder

Save Return

Assign To: Select the name of the person to assign the assessment method

Due Date: Enter the date this assessment is due

Subject: Enter the subject for an email notification

Notes: Edit or enter the text for the body of the email notification

Repeats: Select how often the assessment data is due

Provide: Select the items the assignee must complete

Put Documents In: Select the folder the assignee will put the related documents in

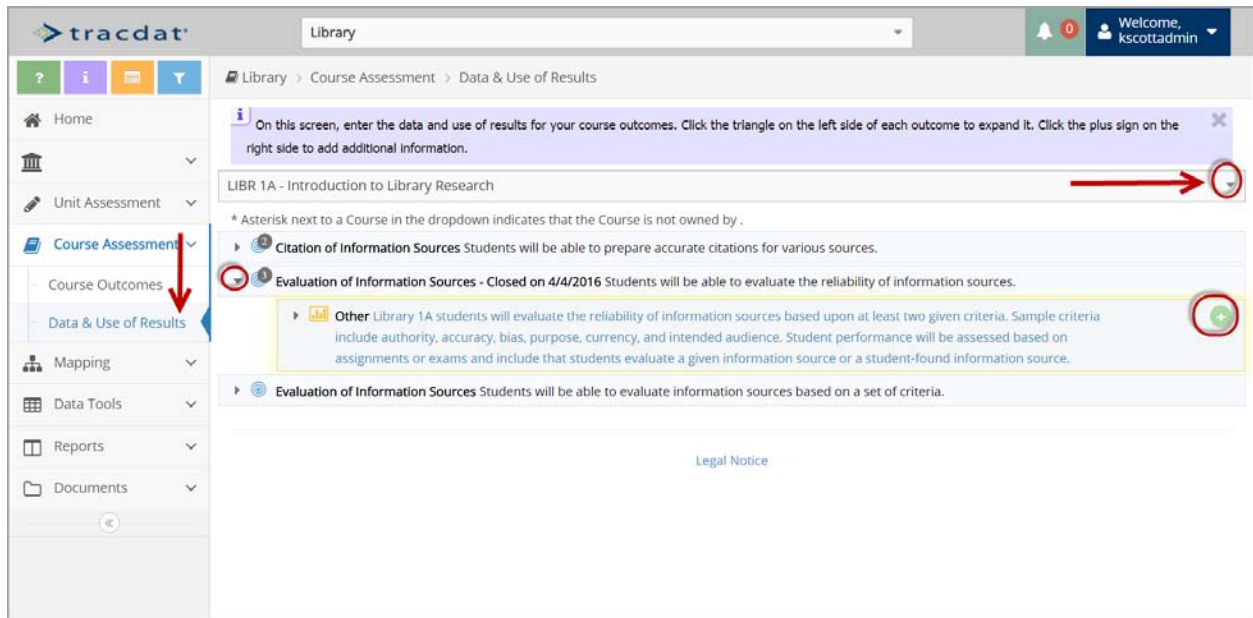
Email Assignment to Assignee(s): Click this box to send the email notification

Send CC to Person Assigning: Click this box to send a copy of the email notification to yourself



Click the yellow Save button

PART 5: Entering Course Outcome Data & Use of Results



Click on Course Assessment, then Data & Use of Results

Course Selection: On the right side of the screen, use the drop down box to select the course



Triangle: Click the Triangle to expand an outcome*



Plus Sign: Click the Plus Sign to add a new summary of data

* If the Triangle does not expand an outcome, then no assessment method was entered. See pages 24 and 25.

A. Course Outcome: Summary of Data

The screenshot shows the 'tracdat' web application interface. The breadcrumb trail is 'Library > Course Assessment > Data & Use of Results > Add Summary of Data'. A yellow 'Save' button is highlighted with a red circle. The form contains the following fields:

- * Data Collection Date: 04/05/2016
- * Summary of Data: [Text area]
- * Summary of Data Period: [Dropdown menu]
- * Summary of Data Type: [Dropdown menu]

Text on the page includes: 'Criteria for Success Upon completion of Library 1A, at least 75% of students will evaluate the reliability of information sources based upon at least two given criteria. Schedule Student performance will be evaluated by the instructor of record based on a rubric developed by department faculty. For courses taught within a Learning Community, the instructor of record may collaborate with partnering faculty within the Learning Community when assessing student performance. The first round of applying this means of assessment will take place during the Spring 2009 semester. The data gathered from the Spring 2009 assessment will be used to refine this SLO during Summer 2009. The revised SLO will be implemented in Fall 2009.'

Data Collection Date:

Enter the current date

Summary of Data:

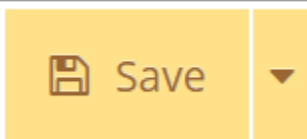
Enter the summary of data

Summary of Data Period:

Select the academic year the assessment data was collected in

Summary of Data Type:

Select if the Criterion was met or not



Click the yellow Save button

B. Course Outcome: Use of Results

The screenshot shows the Tracdat interface for a course assessment. The navigation menu on the left includes 'Home', 'Unit Assessment', 'Course Assessment', 'Course Outcomes', 'Data & Use of Results', 'Mapping', 'Data Tools', and 'Reports'. The 'Course Assessment' section is expanded, showing 'Data & Use of Results'. The main content area displays the course 'LIBR 1A - Introduction to Library Research' and a list of outcomes. The outcome 'Evaluation of Information Sources - Closed on 4/4/2016' is expanded, showing 'Use of Results' and 'Related Documents' sections. Red circles and arrows highlight the course selection dropdown, the 'Data & Use of Results' menu item, and the 'Use of Results' section.

Click on Course Assessment, then Data & Use of Results

Course Selection: On the right side of the screen, use the drop down box to select the course



Triangle:

Click the Triangle to expand an outcome



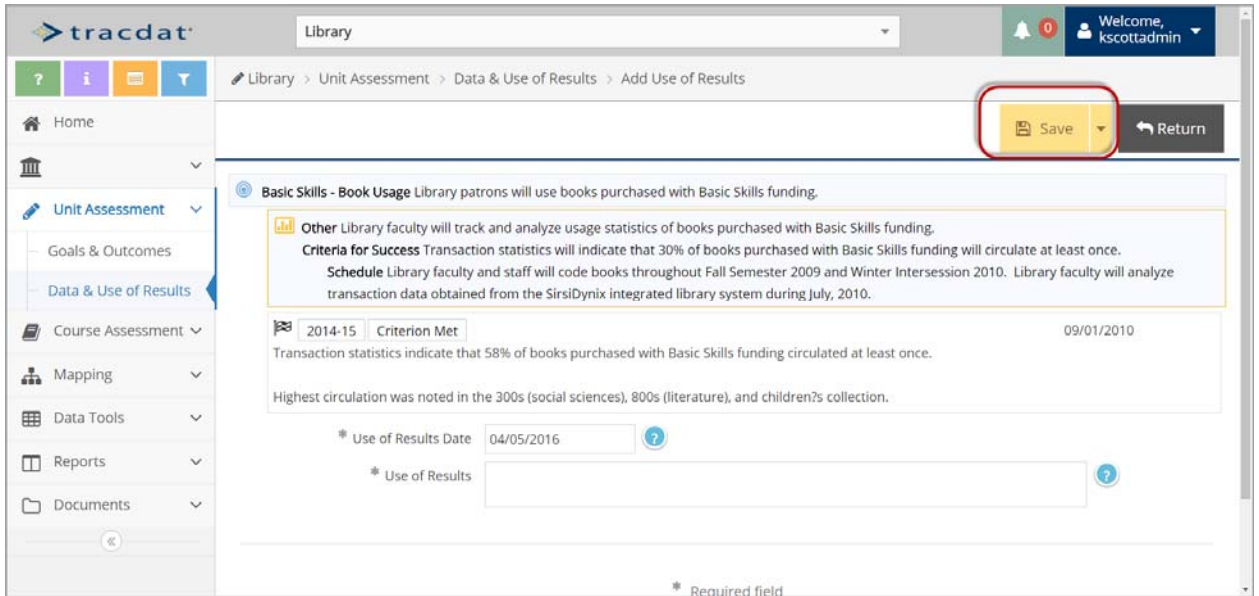
Triangle:

Click the Triangle to expand an assessment method



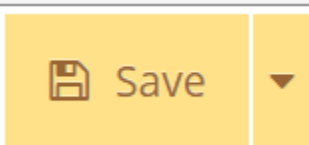
Plus Sign:

Click the Plus Sign to add a new use of results



Use of Results Date: Enter the current date

Use of Results: Enter the use of results



Click the yellow Save button

C. Course Outcome: Use of Results, Related Documents

The screenshot shows the Tracdat interface. The top navigation bar includes the Tracdat logo, a search bar with 'Library' entered, and a user profile for 'Welcome, kscottadmin'. The left sidebar contains a menu with 'Home', 'Unit Assessment', 'Course Assessment', 'Mapping', 'Data Tools', and 'Reports'. The 'Course Assessment' menu is expanded, showing 'Course Outcomes' and 'Data & Use of Results'. The main content area displays 'LIBR 1A - Introduction to Library Research' and lists course outcomes: 'Citation of Information Sources', 'Evaluation of Information Sources - Closed on 4/4/2016', and 'Other Library 1A students will evaluate the reliability of information sources based upon at least two given criteria...'. Below the outcomes, there are sections for '2014-15 Criterion Met' with 'Use of Results' and 'Related Documents' sub-sections. Red arrows and circles highlight the 'Data & Use of Results' menu item, the course selection dropdown, and the wrench icon for adding related documents.

Click on Course Assessment, then Data & Use of Results

Course Selection: On the right side of the screen, use the drop down box to select the course



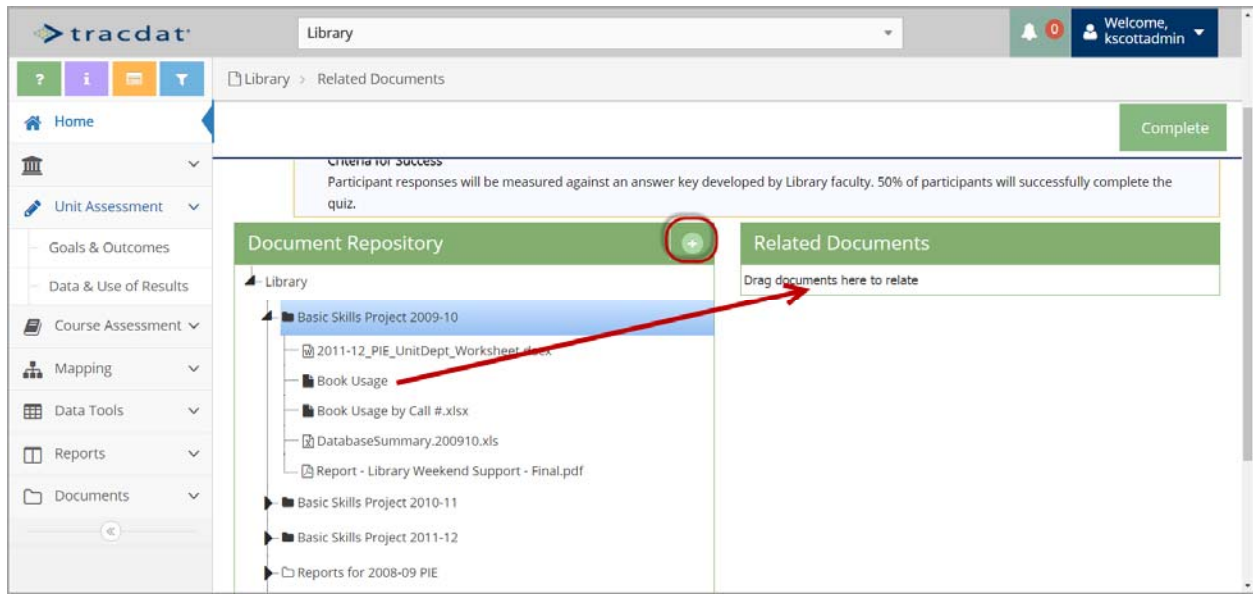
Triangle: Click the Triangle to expand an outcome



Triangle: Click the Triangle to expand an assessment method



Wrench: Click the wrench to add Related Documents



Plus Sign:

Click the Plus Sign to add a new document or link

Drag Documents:

Click and drag an existing document to the Related Documents box to link the document to an assessment method

Part 6: Mapping

The College's Institutional Level Outcomes (ILOs) are:

- Communication
 - Students effectively communicate with and respond to various audiences in written, spoken or signed, and artistic forms.
- Critical Thinking
 - Students apply creative, computational, and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas, and transform existing ideas into new forms.
- Information & Technology Literacy
 - Students use resources and technologies to locate, evaluate, synthesize, and communicate information in various formats.
- Personal, Social, Civic, and Environmental Responsibility
 - Students demonstrate awareness and respect for personal, social, and civic responsibilities.

A. Unit Outcome to ILO

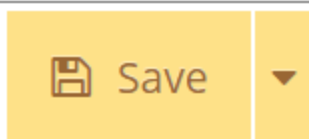
The screenshot shows the Tracdat application interface. The breadcrumb trail is Library > Mapping > AUO/SLO to ILO Mapping. The left sidebar has 'Mapping' selected, with 'AUO/SLO to ILO Mapping' highlighted. The main content area features a table with the following structure:

ILO: Institutional Level Outcomes	Outcome Statement - SLO or AUO
Goals	Collection Development Policy Develop collection development policy and procedures.
ILO Student effectively communicate with and respond to various audiences in written, spoken or signed, and artistic forms.	Collection Development MDID Collaborate with Humanities & Social Sciences Division to ...
ILO Students apply creative, computational, and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas ...	Collection Development Conference Pilot planning conference with selection campu ...
ILO Students will use resources and technologies to locate, evaluate, synthesize, and communicate information in various formats.	
ILO Students demonstrate awareness and respect for personal, social, and civic responsibilities.	

Click on Mapping, then AUO/SLO to ILO Mapping

ILO Selection: At the top of the grid, use the drop down box to select ILO: Institutional Level Outcomes

Mapping: Click in the box to make a checkmark for those unit outcomes that link to the ILO.



Click the yellow Save button

B. Course Outcome to ILO

The screenshot shows the Tracdat system interface. The breadcrumb navigation is 'Library > Mapping > CMO/Course SLO to ILO Mapping'. The left sidebar has 'Mapping' selected, with a red arrow pointing to 'CMO/Course SLO to ILO Mapping'. The main area is a table with columns for ILO and course outcomes. Red circles and arrows highlight the dropdown menus for 'ILO: Institutional Level Outcomes' and 'LIBR 1 - Information Resources and Research...'. A yellow 'Save' button is in the top right corner.

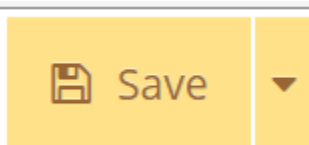
ILO: Institutional Level Outcomes	LIBR 1 - Information Resources and Research...
Goals	Evaluation of Information Sources - Closed on 4/4/16 Students will be able to evaluate the reliability of ***
ILO Student effectively communicate with and respond to various audiences in written, spoken or signed, and artistic forms.	Citation of Information Sources Students will be able to prepare accurate citations for various ***
ILO Students apply creative, computational, and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas ...	Evaluation of Information Sources Students will be able to evaluate information sources based on a :***
ILO Students will use resources and technologies to locate, evaluate, synthesize, and communicate information in various formats.	
ILO Students demonstrate awareness and respect for personal, social, and civic responsibilities.	

Click on Mapping, then CMO/Course SLO to ILO Mapping

ILO Selection: At the top of the grid, use the drop down box to select ILO: Institutional Level Outcomes

Course Selection: At the top of the grid, use the drop down box to select the courses so the outcomes display.

Mapping: Click in the box to make a checkmark for those course outcomes that link to the ILO.



Click the yellow Save button

Part 7: Standard Reports

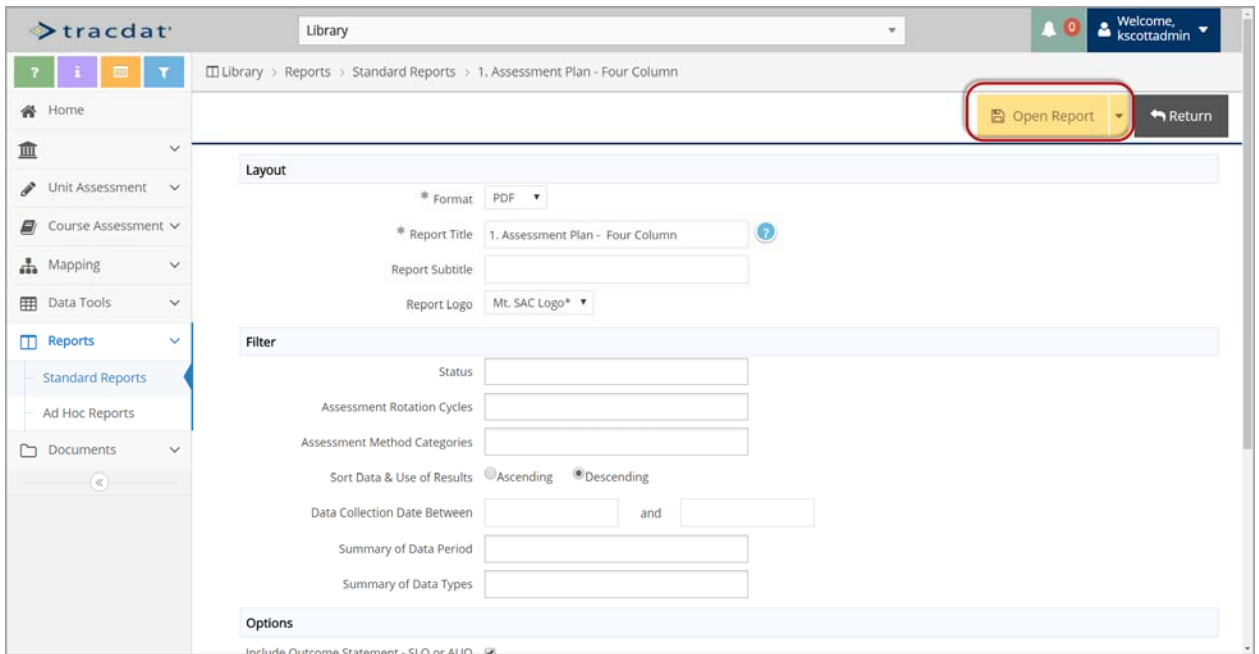
The screenshot shows the Tracdat web application interface. The top navigation bar includes the Tracdat logo, a search bar with the word 'Library', and a user profile dropdown for 'Welcome, kscottadmin'. The left sidebar contains a navigation menu with items like Home, Unit Assessment, Course Assessment, Mapping, Data Tools, Reports, Ad Hoc Reports, and Documents. The 'Reports' menu is expanded, and a red arrow points to the 'Standard Reports' option. The main content area displays a list of reports under the heading 'Unit Reports'. The first two reports are highlighted with a red box:

- 1. Assessment Plan - Four Column**: This report shows the Outcome Statement - SLO or AUO for each selected, along with any Assessment Methods, Data & Use of Results, and Use of Results for each Outcome Statement - SLO or AUO. The report is displayed in a four column layout. In addition, any reportable fields from the General Information page display at the top of the report.
- 2. Assessment Plan - Narrative**: This report shows the Outcome Statement - SLO or AUO for each selected, along with any information contained in the Goals & Outcomes area related to each Outcome Statement - SLO or AUO and any recorded Data & Use of Results. This may include any Mapping for the Outcome Statement - SLO or AUO you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page display at the top of the report.

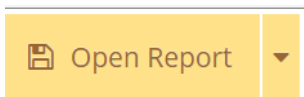
Below these are other reports like 'Assessment: Goals & Outcomes', 'Documents List', 'Relationships and Assessment: Outcome Statement - SLO or AUO by Goals ()', and 'Summary: Course Outcomes by'. Under the 'Course Reports' section, there are '3. Course Assessment Plan - Four Column' and 'Assessment: Course Assessment'.

Click on Reports, then Standard Reports

Click the blue link for the name of the requested report to display options for running the standard reports



Select the desired report layout and filters



Click the yellow open report button to generate the requested report.