Running SLO Assessment Status Reports on Trac Dat

1. Log in to Trac Dat using your user name and password for Grossmont College email. You will find a link to Trac Dat on the Outcomes Assessment Page in the Faculty/Staff section of the college website.

https://grossmont.tracdat.com/tracdat/

2. Using the drop down arrow in the menu bar, select the SLO site for your division and department: SLO (ESBS) Political Science.

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3. Go to Reports

Step 3

- 4. Go to Ad Hoc Reports
- 5. Click on the Green Plus Sign Upper Right Corner
- 6. Run New Ad Hoc Report

7. Change the "Data View" to "Course Assessment Results/Analysis related directly to SLOs

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- 8. Drag Over the Following Fields to the "Columns" Box:
 - Assessment Unit Name
 - > Course ID
 - Course Name
 - > SLO
 - SLO Name (number)
 - > SLO
 - Semester to be Assessed
 - Semester SLO was Assessed
- 9. Open Report
- 10. Save as a PDF to your computer