

# 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/>

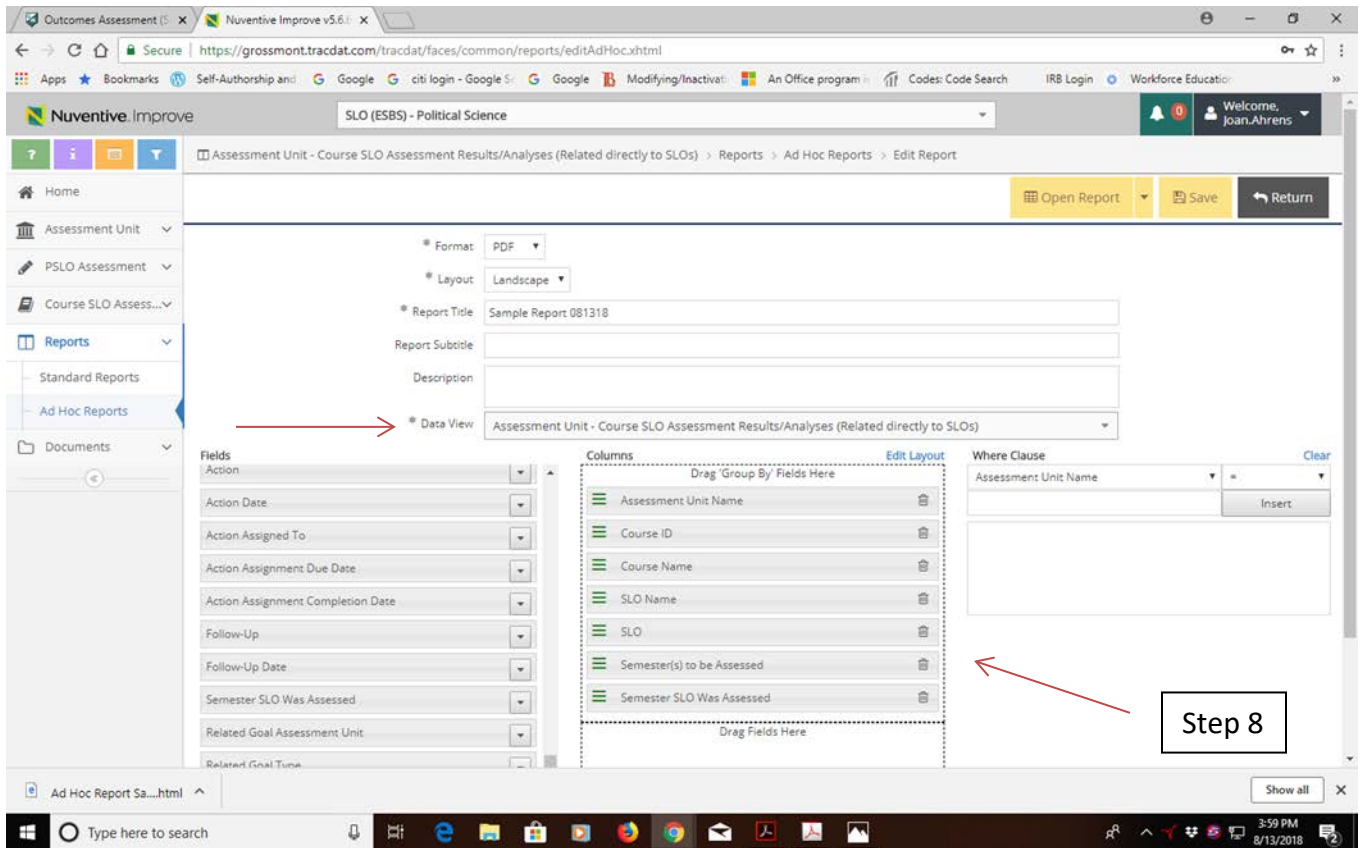
2. Using the drop down arrow in the menu bar, select the SLO site for your division and department: SLO (ESBS) Political Science.

Step 2

The screenshot displays the Nuventive Improve web application interface for editing an Ad Hoc Report. The browser address bar shows the URL: <https://grossmont.tracdat.com/tracdat/faces/common/reports/editAdHoc.xhtml>. The page title is "SLO (ESBS) - Political Science". The breadcrumb trail is "Assessment Unit - Course SLO Assessment Results/Analyses (Related directly to SLOs) > Reports > Ad Hoc Reports > Edit Report". The left sidebar has a "Reports" menu item highlighted with a red arrow. The main content area includes fields for Format (PDF), Layout (Landscape), Report Title (Sample Report 081318), Report Subtitle, Description, and Data View (Assessment Unit - Course SLO Assessment Results/Analyses (Related directly to SLOs)). Below these are sections for Fields, Columns, and Where Clause. The Windows taskbar at the bottom shows the time as 3:59 PM on 8/13/2018.

Step 3

3. Go to Reports
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"



## 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