TracDat Manual for Department Chairs/Coordinators

START HERE:

URL: https://deanza.tracdat.com/
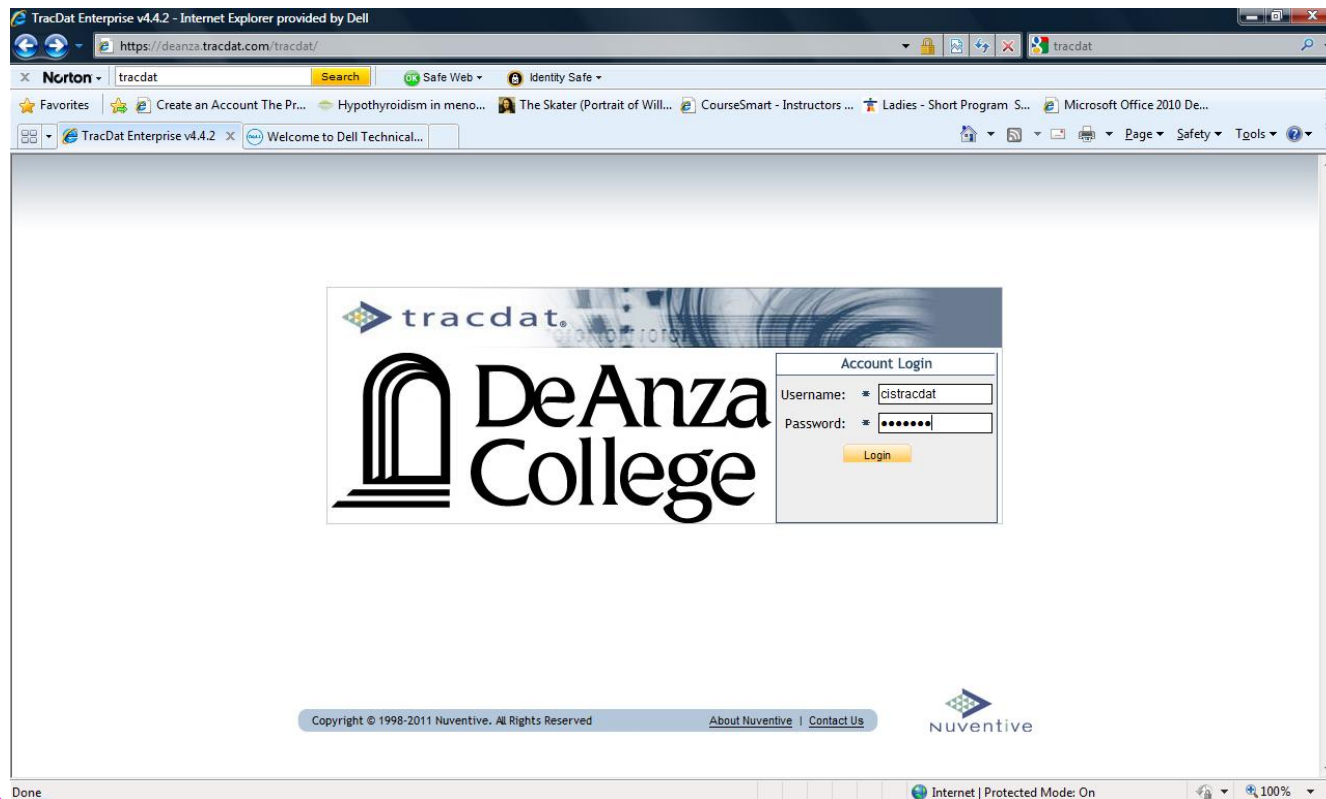
QUESTIONS:

Need a Username/Password?

Forgot Password?

       Contact: papemary@deanza.edu

STEP ONE: INPUT YOUR INFORMATION FROM YOUR WORD FILE BY:

Navigate to Department->General THEN FILL IN YOUR INFORMATION

SAVE OFTEN

STEP TWO: YOU HAVE COMPLETED YOUR INPUT TO TRAC DAT, NOW

Navigate to Documents -> Document Repository
Click on 2011-12 APRU XXX (Really make sure you choose the correct folder. Your Dean can only see the one.)

STEP THREE:

CHOOSE
ADD A NEW FOLDER
THEN UPLOAD AND LOG OUT

IV. Reports

Navigate to   Reports->Department   Or   Reports->Course/Service

Click on **run** and you will see something like the screen below. Make any choices and click on one of the options circled in red at the bottom of the screen.