

I. Navigate to Documents tab. In List drop-down box please refer to the folder that begins with the words “Archived from ECMS”. These documents are the SLOACs that were completed in the ECMS system before TracDat’s full implementation.

The screenshot shows the TracDat web application interface. At the top, the 'Documents' tab is selected and circled with a red box labeled '1'. Below the navigation bar, the 'Document Repository' link is circled with a red box labeled '2'. The breadcrumb trail shows 'Dept - (B/CS) Computer Information Systems > Documents > Document Repository'. The 'Show Folders For:' dropdown is set to 'Dept - (B/CS) Computer Information Systems', and the 'Archived SLOACs from ECMS' folder is circled with a red box labeled '3'. The main content area displays a table of documents with columns for Type, Document Name, Description, and Last Modified. At the bottom, there are buttons for 'Add New Folder' and 'Add New Document'.

Type	Document Name	Description	Last Modified
PDF	SLOAC for CIS 14A.pdf		3/22/2012
PDF	SLOAC for CIS 15AG.pdf		3/22/2012
PDF	SLOAC for CIS 15C.pdf		3/22/2012
PDF	SLOAC for CIS 15BG-2010.pdf		9/5/2012
PDF	SLOAC for CIS 50-2010.pdf		9/5/2012
PDF	SLOAC for CIS 15AG-2011.pdf		9/5/2012
PDF	SLOAC for CIS 35A-2011.pdf		9/5/2012
PDF	SLOAC for CIS 26A-2010.pdf		9/5/2012
PDF	SLOAC for CIS 18A-2010.pdf		9/5/2012

II. Navigate to the Reports tab and then to the Ad Hoc sub-tab. Run the report entitled SLOAC Work. With TracDat you may run this report whenever you wish for the current SLOAC progress. The report is showing you all the SLO process work that has been completed by your department since using TracDat.

The screenshot shows the TracDat web application interface. At the top left is the TracDat logo. To its right is a dropdown menu for 'Selected Unit' set to 'Dept - (B/CS) Computer Information Systems'. Further right is the user name 'instructortracdat' and a 'log out' link. Below this is a navigation bar with tabs: Home, Department, Program Assessment Plan, Course Assessment Plan, Assessment Data Summaries, Reports, and Documents. The 'Reports' tab is circled in red with a red arrow labeled '1' pointing to it. Below the navigation bar is a sub-tab bar with 'Department', 'Service', and 'Ad Hoc' tabs. The 'Ad Hoc' tab is circled in red with a red arrow labeled '2' pointing to it. Below this is a breadcrumb trail: 'Dept - (B/CS) Computer Information Systems > Reports > Ad Hoc'. A table lists reports with columns: Report Title, Description, Data View, and Created By. The first row is 'CIS SLOAC work' with a description 'For each course, SLOs, Assessment Methods, Assessment Data Summary, Reflection & Analysis, and Enhancements', a data view of 'Department - Course/Service Assessment Data Summaries', and a creator of 'Administrator, TracDat'. The 'run' link in the 'Created By' column is circled in red with a red arrow labeled '3' pointing to it. Below the table is a 'Create New Ad Hoc Report' button. At the bottom of the page is a footer with copyright information, links for 'About Nuventive' and 'Contact Us', and the Nuventive logo.

Selected Unit: Dept - (B/CS) Computer Information Systems

instructortracdat [log out]

Home Department Program Assessment Plan Course Assessment Plan Assessment Data Summaries Reports Documents

Department Service Ad Hoc

Dept - (B/CS) Computer Information Systems > Reports > Ad Hoc

Report Title	Description	Data View	Created By
CIS SLOAC work	For each course, SLOs, Assessment Methods, Assessment Data Summary, Reflection & Analysis, and Enhancements	Department - Course/Service Assessment Data Summaries	Administrator, TracDat <a href="#">run</a> <a href="#">copy</a>

Create New Ad Hoc Report

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