

I. Directions for running a report showing all current SLO assessments completed throughout your division. This tends to be a long report and may take more than a few seconds to download and open. (Suggest **not** using “edit”, “copy”, “delete”).

The screenshot shows the TracDat web application interface. At the top, the 'Selected Unit' is set to 'APRU - Business/Computer Science Division'. The navigation menu includes 'Home', 'Division', 'Assessment Data Summaries', 'Reports', and 'Documents'. The breadcrumb trail shows 'APRU - Business/Computer Science Division > Reports > Ad Hoc'. A table of reports is displayed with columns for 'Report Title', 'Description', 'Data View', and 'Created By'. The first report, 'Overview of SLO Process Work for the Division', has a 'run' link highlighted in red. A 'Create New Ad Hoc Report' button is visible at the bottom of the table.

Report Title	Description	Data View	Created By
Overview of SLO Process Work for the Division	Run this report to see current progress across the division. Report includes department name, course id, each SLO statement with method to assess, assessment data summary, reflection & analysis, and enhancement/action.	Assessment Unit - Course/Service Assessment Data Summaries (All Assessment Data Summaries)	Administrator, TracDat
2011-12 APRU BUS/CS Part I	This report pulls information from the responses to Part I of the APRU as entered on each department's General tab.	Assessment Unit - General	Administrator, TracDat
2011-12 APRU BUS/CS Part IIA	Run this report to pull responses to Part II concerning equity gap from APRU.	Assessment Unit - General	Administrator, TracDat
2011-12 APRU BUS/CS Part IIB-E	Run this report to pull responses for Part II B - E from APRU.	Assessment Unit - General	Administrator, TracDat
2011-12 APRU BUS/CS Part IV	Run this report to pull responses for Part IV (Budget & Enrollment Trends) for APRU	Assessment Unit - General	Administrator, TracDat
2011-12 APRU BUS/CS Part V-A	Run this report to pull responses for V Part A (Resource Requests) for APRU	Assessment Unit - General	Administrator, TracDat
2011-12 APRU BUS/CS Part V-B	Run this report for Division summary of Section V Part B	Assessment Unit - General	Administrator, TracDat
Business/Computer Science	Run this report with APRU - ... highlighted. Then save the report to Document -> De	Division - General	Administrator.

II. Directions for finding the SLO assessments completed by each department on ECMS before the implementation of TracDat.

The screenshot shows the TracDat web application interface. At the top, the 'Selected Unit' is set to 'APRU - Business/Computer Science Division'. The navigation menu includes 'Home', 'Division', 'Assessment Data Summaries', 'Reports', and 'Documents'. The 'Documents' menu item is circled in red. Below the navigation, the 'Document Repository' tab is selected and also circled in red. The breadcrumb trail reads 'APRU - Business/Computer Science Division > Documents > Document Repository'. A dropdown menu for 'Show Folders For:' is set to 'Dept - (B/CS) Accounting'. Below this, two folder options are listed: '2011-12 APRU ACCT (2)' and 'Archived from ECMS (2)'. The 'Archived from ECMS' folder is circled in red. A table displays the contents of this folder, with columns for 'Type', 'Document Name', 'Description', and 'Last Modified'. Two documents are listed: 'SLOAC for ACCT 1A (1)' by Osborne and 'SLOAC for ACCT 1A (2)' by Gough, both dated 4/14/2012. A red arrow points from the text 'Choose a department' to the 'Dept - (B/CS) Accounting' dropdown. Another red arrow points from the text 'Choose "Archived from ECMS"' to the 'Archived from ECMS (2)' folder link.

Type	Document Name	Description	Last Modified
	SLOAC for ACCT 1A (1)	Osborne	4/14/2012
	SLOAC for ACCT 1A (2)	Gough	4/14/2012

Choose a department

Choose "Archived from ECMS"