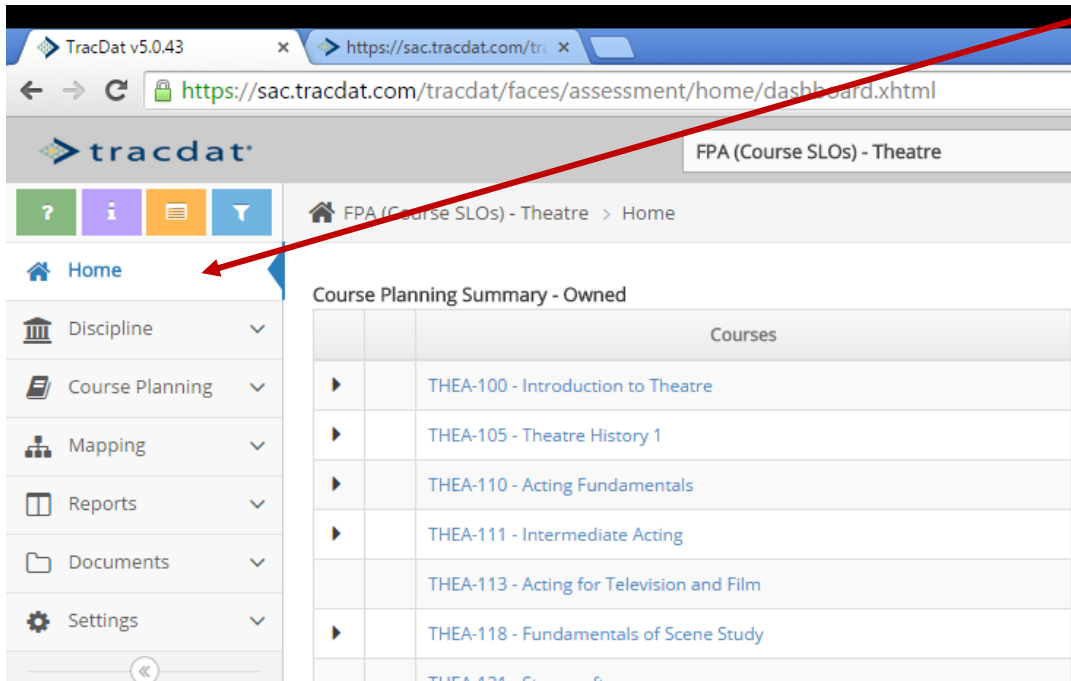
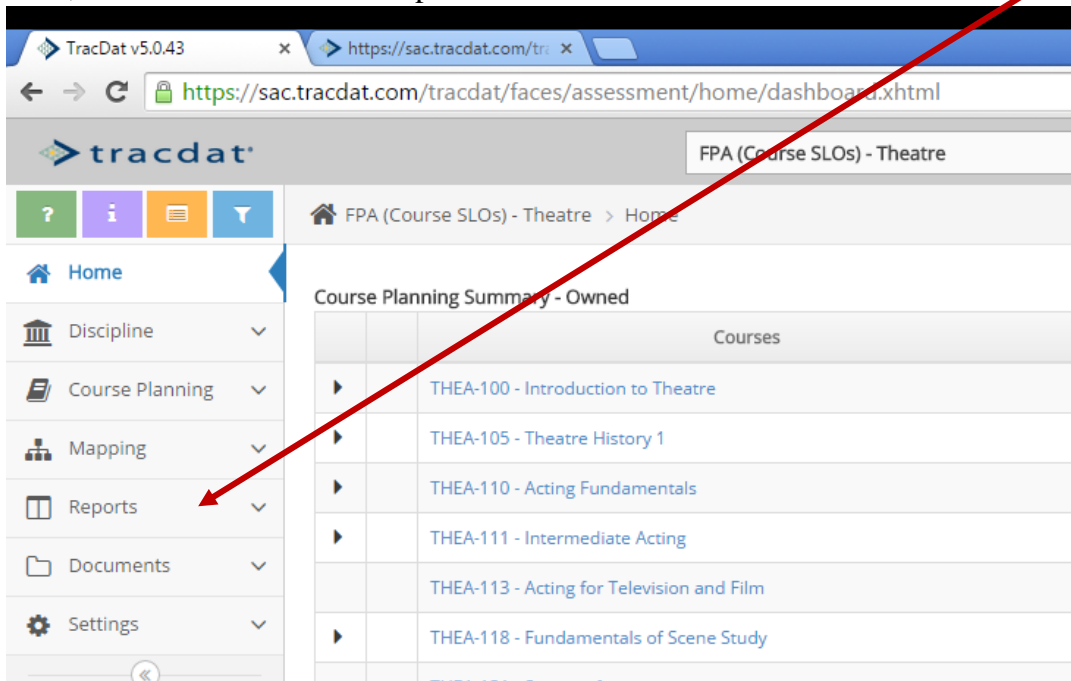


How to generate reports in TracDat?

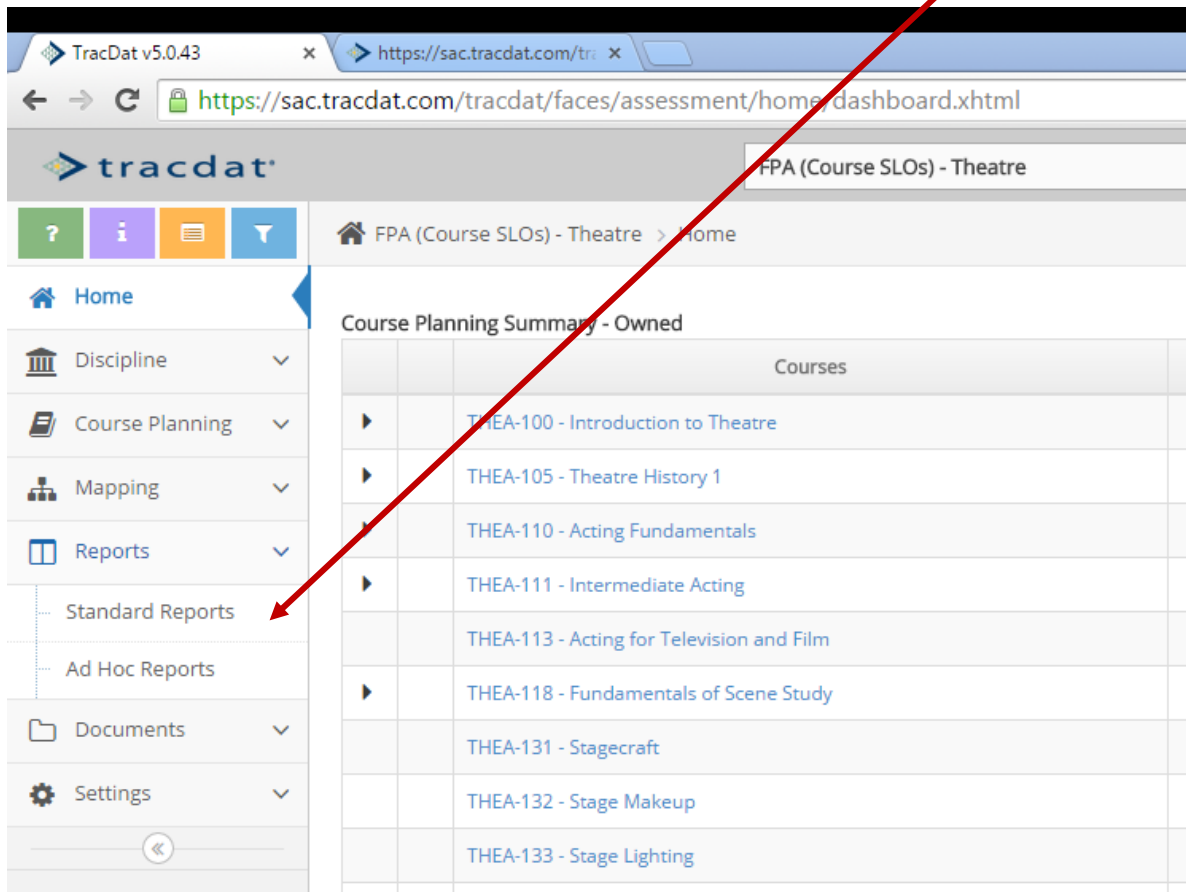
Make sure that you are at the Home screen to display all courses as seen on the example below:



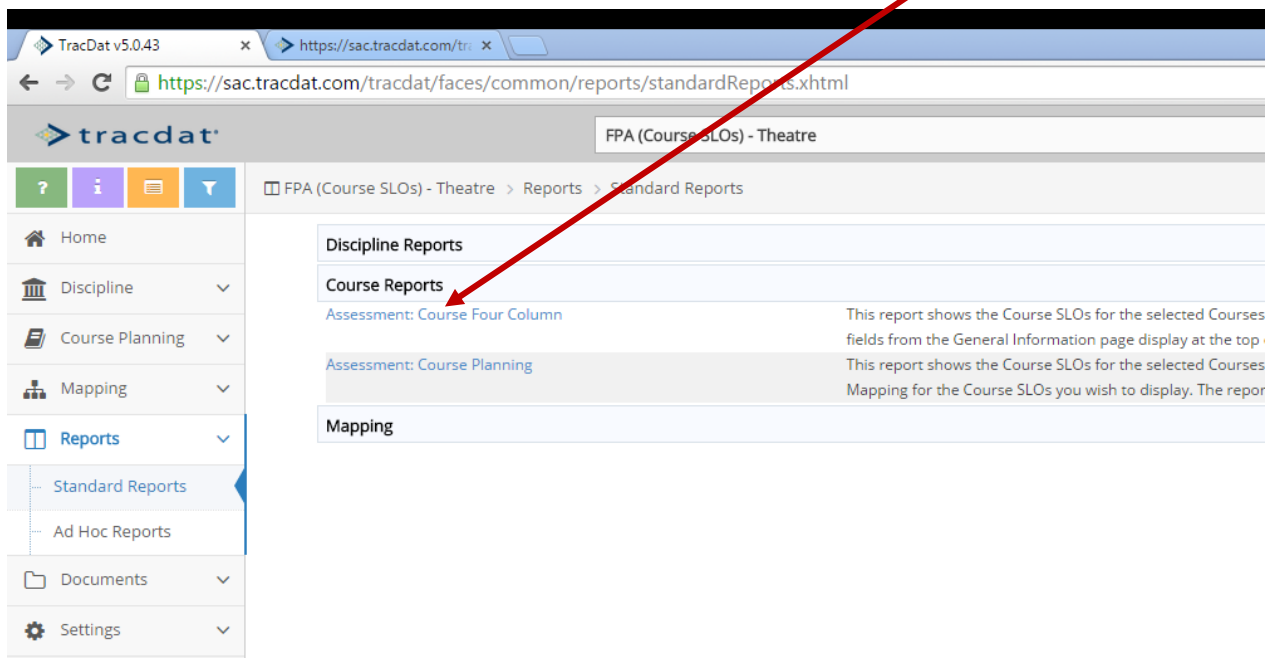
Now, locate and click on the Reports button on the left hand side of the screen:



This will open a sub menu for reports. Please click on Standard Reports:



Now, you should see links to the course reports. Click on the first one:



Here you can enter options for report generation. If not sure, please leave them all in default settings:

TracDat v5.0.43

https://sac.tracdat.com/tracdat/faces/faces/common/reports/CourseFourColumn.xhtml

tracdat

FPA (Course SLOs) - Theatre

FPA (Course SLOs) - Theatre > Reports > Standard Reports > Assessment: Course Four Column

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Mapping

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Settings

Layout

\* Format PDF

\* Report Title Assessment: Course Four Column

Report Subtitle

Report Logo

Filter

Courses Selected All(23)

Course SLO Status

Course Assessment Cycle

Assessment Type

Sort Results Ascending Descending

Results & Analysis Date Between and

Semester of Assessment

Criterion/Target Met

Options

Include Program PLO with no Results

Include Methods of Assessment with no Results

Include Inactive Methods of Assessment

Include Fields With No Data

\* Required field

To generate a report click on: Open Report on the right hand side of the screen:

TracDat v5.0.43

https://sac.tracdat.com/tracdat/faces/faces/common/reports/CourseFourColumn.xhtml

tracdat

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