

# STEPS TO ENTER SAO RESULTS IN TRACDAT

## 1. Logging into TracDat.

Website Address: <https://goldenwestcollege.tracdat.com>

Use your standard GWC computer login username and password.

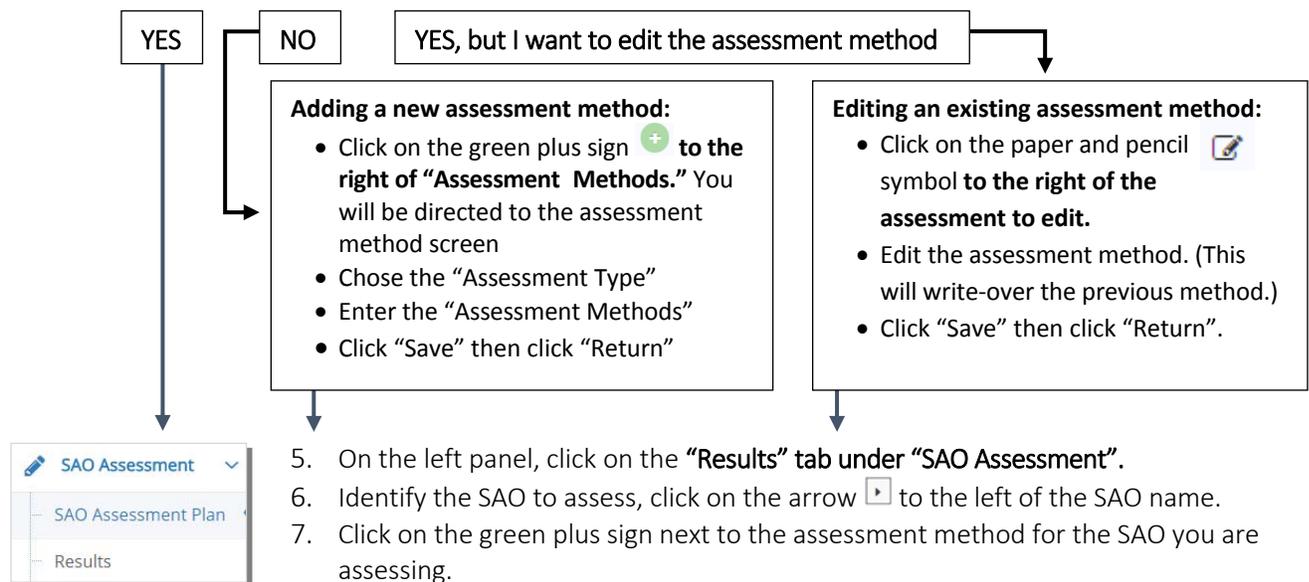
2. From the dropdown menu at the top, select the student service area to assess.
3. Click on left panel, click on "SAO Assessment" then "SAO Assessment Plan"

## Step 1: Choose the Student Area Outcomes (SAO) to assess

4. Click on the arrow  to the left of the SAO name you want to enter the results.

## Step 2: Assessment Method

*Is the assessment method for your assessment already entered in TracDat?*



## Step 3: Fill in the assessment information

8. Fill in all the results date, results, reporting year, conclusion and name or person completing the form.

## Step 4: Describe and analyze the data from Step 3\*

9. Scroll down to "Step 4 – Data Evaluation".
10. Click on the green plus sign and fill in the data evaluation information.
11. Click "Save" then click "Return".

## Step 5: What planning and changes will or have occurred, as a result of assessment and analysis of data, to improve student learning?

12. Click on the green plus sign to the right of "Step 5- Planning".
13. Fill in the planning information.
14. Click "Save" then click "Return."

## To complete:

15. Scroll to the **top of the page**. Click "Save" then click "Return."

DONE 😊



**For assistance, contact:**

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