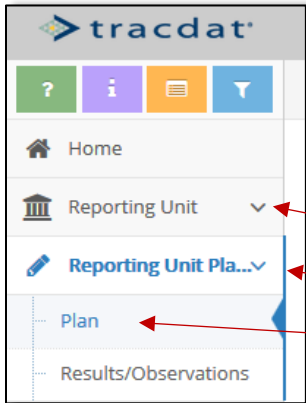
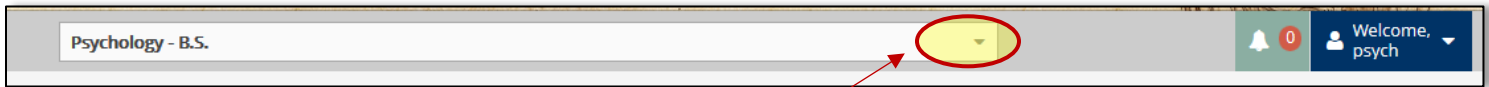

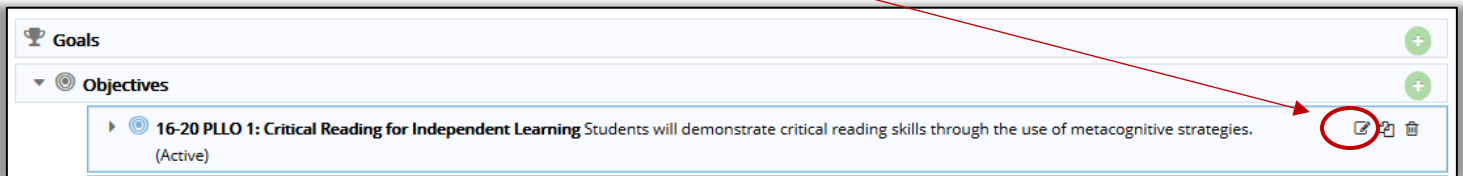


EDITING AN OBJECTIVE IN TRACDAT



1. Select the **reporting unit/program** for which you would like to enter a new objective from the drop down menu.
2. After you have selected the reporting unit/program that you would like to add an objective to, select
 - **Reporting Unit**
 - **Reporting Unit Plan**
 - **Plan** from the menu on the left side of the page.

3. After determining which objective you would like to edit, select the  (edit) icon to the right of the objective.



4. Edit objective as needed.
Editing an objective should never be done to replace objectives with a new ones.
 - a. If the program determines an objective is no longer relevant and/or should no longer be assessed, the status can be changed to "inactive" and a new objective should be created.

A screenshot of the objective editing form. It contains the following fields:

- Objective Name: 16-20 PLLO 1: Critical Reading for Independent Learning
- Objective: Students will demonstrate critical reading skills through the use of metacognitive strategies.
- Objective Status: Active (with a dropdown arrow and a help icon)
- Objective Types (Control-click to select multiple): 16-20 Plan, B.S. Psychology, Critical Reading Learning Objective (QEP), Program-Level Learning Objectives (PLLO)
- Start Date: (empty text box)
- End Date: (empty text box)
- Objective Notes: (empty text box)

5. Click the yellow **SAVE** button in the upper right corner of the box

