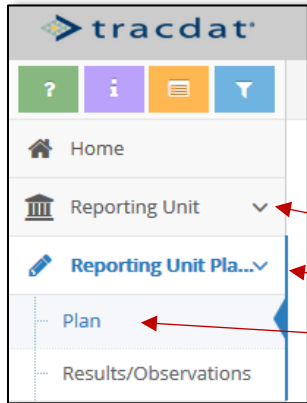
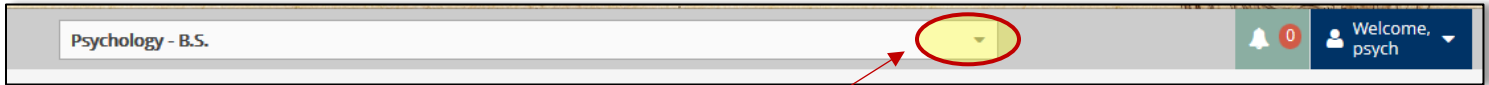


ENTERING A NEW OBJECTIVE INTO TRACDAT



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. Click the **+** button on the right side of the objective to add a new objective.



4. Enter Objective Information in the box that appears.

- a. Objective Name: All should use the same title format for title: **[strategic plan cycle] + [PLLO (program-level learning objective)] + [objective #]: objective main topic**
- b. Objective: This is where the complete **objective** is placed.
- c. Status: New objectives begin with an **ACTIVE** status. If the program determines an objective is no longer relevant and/or should no longer be assessed, the status can be changed to "inactive". Never delete.
- d. Objective Types: select "**tags**" you wish to relate to the objective.
- e. Start date: Date is the discretion of the program. It could be the date the objective is entered into TracDat or the date the objective became active (i.e. beginning of semester or academic year).
- f. End date: leave blank
- g. Objective notes: can be left blank

4a * Objective Name: 16-20 PLLO 3: Information Literacy

4b * Objective: Students will be able recognize when information is needed and have the ability to locate, evaluate, and effectively use the needed information and students will be able to generate new information using scientific inquiry.

4c Objective Status: Active

Objective Types (Control-click to select multiple): 16-20 Plan, B.S. Psychology, Critical Thinking Learning Objective, Program-Level Learning Objectives (PLLO)

4d ?

4e Start Date: []

4f End Date: []

4g Objective Notes: []

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

