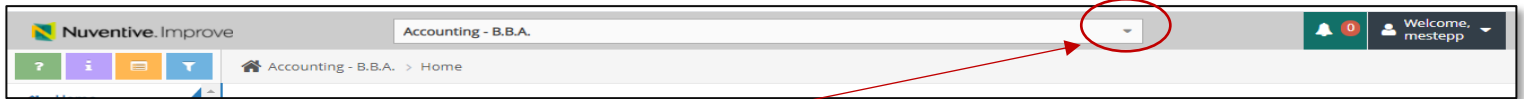
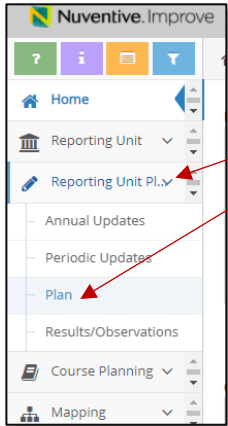


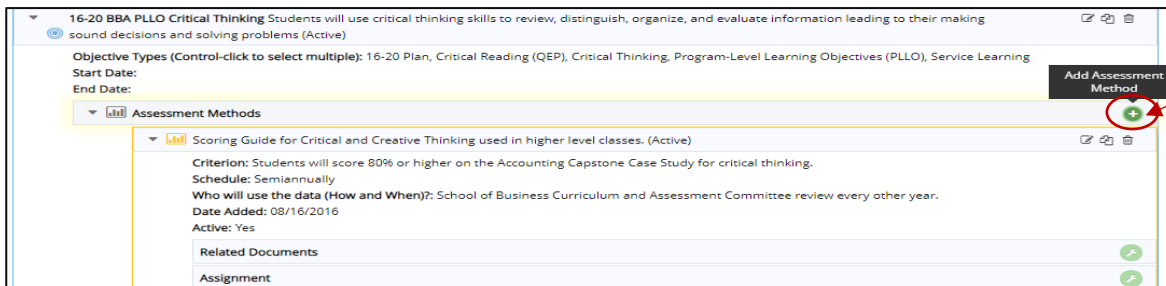
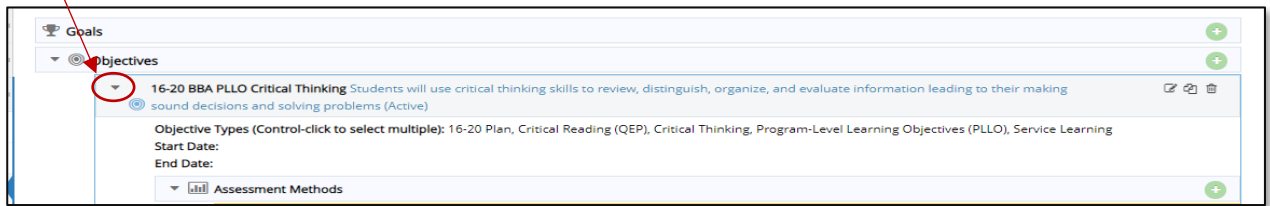
ENTERING A NEW ASSESSMENT METHOD INTO TRACDAT



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 assessment method to, select
 - **Reporting Unit Planning**
 - **Plan** from the menu on the left side of the page



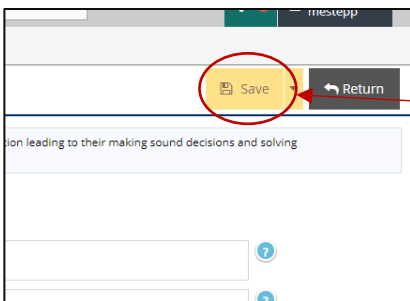
3. Click the drop down arrow to the left of the objective you wish to add an Assessment Method.



4. Find the **Assessment Methods** under the Objective you have expanded. Click the green **+** to add a new Assessment Method.

5. Enter Assessment Method Information into the boxes that appear.

- a. Select **"active"**
- b. Add your new **assessment method**. (ex. "Scoring Guide for Critical Thinking used in higher level classes")
- c. Enter **criterion** for this assessment. (ex. "Students will score 80% or higher on Capstone case study for critical thinking")
- d. Enter your department/unit and when you will use the data.

A screenshot of the "Add Assessment Method" form. The form includes a "Save" button in the top right corner. The form fields are: "Active" (checked), "Assessment Method Category" (dropdown), "* Assessment Method" (required text field), "Criterion" (text field), "Schedule" (text field), and "Who will use the data (How and When)?" (text field). A red asterisk indicates a required field. Red arrows from the instruction boxes point to the "Active" checkbox, the "* Assessment Method" field, the "Criterion" field, and the "Who will use the data" field.

6. When you have finished inputting this information, click the yellow **SAVE** button in the upper right corner.

