

SLO PRP Reports – FAQs

1) How do I run the reports?

Annual Report - Discipline

- a) Log onto TracDat. (remember your log on and password for TracDat are the same as your email log on and password)
- b) Select the discipline area
- c) Click on reports, then Ad Hoc reports
- d) Click on the PRP Annual Report Discipline

Comprehensive Report - Discipline

- e) Log onto TracDat. (remember your log on and password for TracDat are the same as your email log on and password)
- f) Select the discipline area
- g) Click on reports, then Ad Hoc reports
- h) Click on the PRP Comprehensive Report Discipline

Annual Report - Program

- a) Log onto TracDat. (remember your log on and password for TracDat are the same as your email log on and password)
- b) Select the discipline area
- c) Click on reports, then Ad Hoc reports
- d) Click on the PRP Annual Report Program

Comprehensive Report - Program

- e) Log onto TracDat. (remember your log on and password for TracDat are the same as your email log on and password)
- f) Select the program area
- g) Click on reports, then Ad Hoc reports
- h) Click on the PRP Comprehensive Report Program

2) Why is my report blank?

Your report is blank because you haven't entered assessment results into TracDat during the reporting time period. For the annual report, you are asked to consider the most recent results – academic years 2015-2016 & 2016-2017. For the comprehensive report, you are asked to consider the last three years 2013-14, 2014-15, 2015-16, 2016-17.

3) I can't see all of the information in the columns and rows – can I fix this?

Your report will open up in Excel so you can change the column and row sizes so that document is easier to read.

4) What can I do if my report is blank?

If you have results that you haven't entered into TracDat – you can enter those results for academic year 2016-17. Once you have entered the results and selected save – you can run the report again.

5) Is there any other way to look at old results data?

If you need to look at results data before the academic year 2013-14 – you can run the SLO Assessment History report. This will report include all of the assessment data entered into TracDat. You will find this report under the Discipline area, Reports, Ad Hoc Reports.

6) Do you need more help?

Contact learningoutcomeshelp@palomar.edu

Or visit our office hours in MD-269
Mondays 11:30 a.m. – 1 p.m.
Wednesdays 11:30 a.m. – 1:30 p.m.