

ADDING FOLLOW-UP TO IMPROVEMENTS

1. If you are not on the “Data/Results” page- Click on “Unit Planning” and then “Data/Results.”
2. Click the “caret” to the left of the O/O to which you plan to add Follow-up information.
3. Click the “caret” to the left of the Assessment Tool to which you plan to add the Follow-up. (NOTE- the “Follow-up” field only appears after you have entered and Improvement plan for data/results in an assessment tool.)
4. To add Follow-up to an Improvement plan, click the plus sign to the far right on that Follow-up field. This will open the “Follow-up” entry screen.

The screenshot shows the Tracdat interface for 'Non-Academic (Academic Services) - Learning Centers'. The left sidebar contains navigation options: Home, Unit, Unit Planning, Unit Assessment Plan, Data/Results, Mapping, Reports, Documents, and Settings. The main content area shows a list of assessment tools. The 'Report (tasks, participation, appointments, resources)' tool is selected, and its 'Improvements' section is expanded. A red '2' points to the caret icon next to the tool name. A red '3' points to the plus sign icon next to the 'Improvements' section. A red '4' points to the plus sign icon next to the 'Follow-up' field in the 'Improvements' section.

5. Enter the Follow-up information including the date of completion.
6. Click “Save” on the top right of the screen.
7. Click “Return” on the top right of the screen.

The screenshot shows the Tracdat interface for 'Non-Academic (Academic Services) - Learning Centers'. The left sidebar contains navigation options: Home, Unit, Unit Planning, Unit Assessment Plan, Data/Results, Mapping, Reports, Documents, and Settings. The main content area shows the 'Add Follow-up' screen for the 'New student scheduling' tool. The 'Follow-up' field is expanded, and a red '5' points to the 'Follow-up Date' field. A red '6' points to the 'Save' button, and a red '7' points to the 'Return' button.