

RELATING A DOCUMENT TO A DATA/RESULTS ENTRY

1. To relate a document to Assessment Data/Results- click on “Program Planning”, and then on “Data/Results”.
2. Click on the “caret” to the left of the SLO to which you want to relate the document
3. Click on the “caret” beside the Assessment tool to which you want to relate the document.
4. Click on the tool symbol to the far right of the “Related Documents” field. This will open the relate document page. (NOTE- the “Related Documents” field will not appear until you have entered Data/Results for an Assessment Tool.)

The screenshot shows the Tracdat interface for 'Academic (CBCM-Intercultural Studies) - Intercultural Studies'. The left sidebar has 'Program Planning' selected, with 'Data/Results' highlighted. The main content area shows a list of SLOs. The 'Communicate Gospel' SLO is selected, and its 'Data/Results' section is expanded. The 'Related Documents' field is highlighted in green, and a red '4' is placed next to the 'Add' icon in the field. A red '1' is placed next to the 'Program Planning' menu item, a red '2' is placed next to the 'Data/Results' menu item, and a red '3' is placed next to the 'Caret' icon next to the 'Communicate Gospel' SLO.

5. This page is “drag and drop”- you can click on any document in your “Document Repository” field and drag it into the “Related Documents” field. The field will turn green as it copies the document, then the document will remain in the Related Documents field. You can repeat this process for as many documents as you want to add to this Data/Result.

6. When you have finished adding documents, click “Complete” at the top right of the page.

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