**How to Create a Student Learning Outcome in TracDat**

In this example, I am using the Engineering unit in TracDat.

1. Login to TracDat and select the unit you wish to work in from the top menu
(COESM: Engineering). Item A in picture below.



**D**

**C**

**B**

**A**

1. Click on the left-side menu item: **Assessment Unit Planning** – Item B in picture above.
2. Then click on the left-side menu item: **Plan** – Item C in picture above.
3. To create a new Outcome, click the **green plus sign** on the Outcomes line item – Item D in picture above. This will open the Add Outcome screen as shown in the picture below.



Fill in the following fields at a minimum. Fields with an \* are required:

**Outcome Name**

**Outcome (description)**

**Outcome Status:**  Options are: Active, Complete, Discontinued, Inactive

**Outcome Types:**  Options are: Administrative, Learning, Standards and Strategic

**Start Date:**  Once you click in this field, a calendar pops up to select a date. The current date is fine, or you can enter whatever date you feel appropriate.

1. After entering the Outcome information, click the yellow **Save** button; then click the **Return** button. (Or you can click the **yellow down arrow** next to the Save button, to select the
**Save and Return** option.)

Example of Outcome…

1. An Outcome call “Problem Solving” from the Mathematical Physics unit is shown:



After clicking Save and Return, you go back to the Assessment Unit Planning > Plan
screen as shown below.

Here is the “Problem Solving” Outcome as shown in the **Assessment Unit Planning > Plan** screen:



1. This Outcome doesn’t have any **Assessment Methods** assigned yet.
2. To add an Assessment Method, do so from this screen, by clicking the **green plus sign** on the Assessment Methods line item (circled above). The following screen will appear:



Fill in the necessary information and click the Save and Return buttons.

For more information on creating the Assessment Method, see document named
**How to Add Assessment Method in TracDat.**

If questions, feel free to contact the following Assessment & Institutional Research team members:
Carol Geszvain, Ext 3485; Derek Klein, Ext 3486; or Naomi Stennes-Spidahl, Ext 3481.