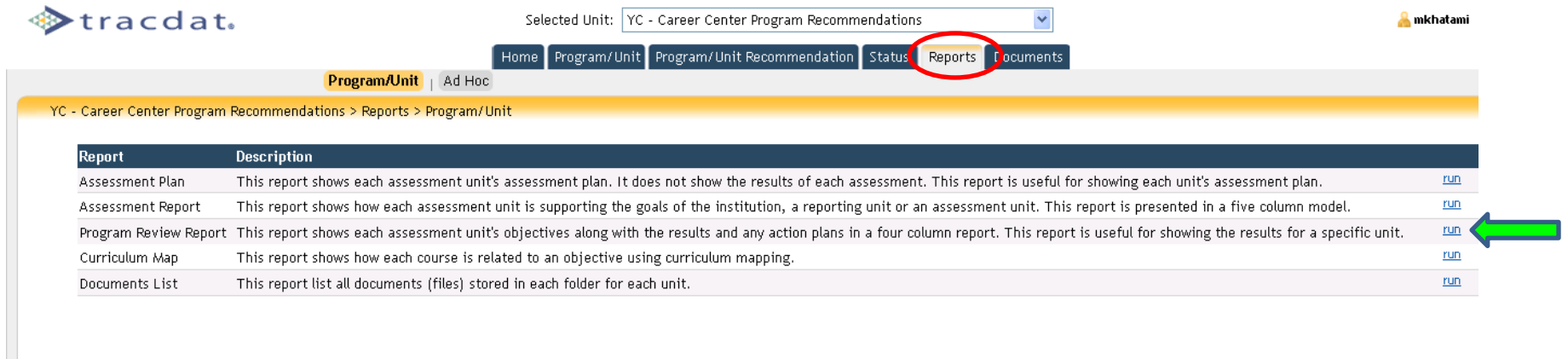


TracDat 101

How to save your completed report as a PDF

1. Access the **Reports tab**, and run **Program Review Report**.



The screenshot shows the TracDat application interface. At the top left is the TracDat logo. To the right, there is a dropdown menu for "Selected Unit" set to "YC - Career Center Program Recommendations" and a user profile icon for "mkhatami". Below this is a navigation bar with tabs: "Home", "Program/Unit", "Program/Unit Recommendation", "Status", "Reports", and "Documents". The "Reports" tab is circled in red. Below the navigation bar, there is a breadcrumb trail: "YC - Career Center Program Recommendations > Reports > Program/Unit". A table lists various reports with columns for "Report" and "Description". The "Program Review Report" row is highlighted in light blue, and a green arrow points to its "run" link.

Report	Description	
Assessment Plan	This report shows each assessment unit's assessment plan. It does not show the results of each assessment. This report is useful for showing each unit's assessment plan.	run
Assessment Report	This report shows how each assessment unit is supporting the goals of the institution, a reporting unit or an assessment unit. This report is presented in a five column model.	run
Program Review Report	This report shows each assessment unit's objectives along with the results and any action plans in a four column report. This report is useful for showing the results for a specific unit.	run
Curriculum Map	This report shows how each course is related to an objective using curriculum mapping.	run
Documents List	This report list all documents (files) stored in each folder for each unit.	run

2. At the "Set Parameters" tab – leave everything as it is, and scroll to the bottom and click **Open Report**.



The screenshot shows the "Set Parameters" section of the TracDat interface. It includes a "Reporting Year:" label next to a dropdown menu with options: "2010-2011", "2011-2012", "2012-2013", "2013-2014", "2014-2015", and "2015-2016". Below this is a checkbox labeled "Hide Recommendations with no Status:". At the bottom of the section, there are three buttons: "Open Report", "Download as Zip", and "Save to Document Repository". The "Open Report" and "Save to Document Repository" buttons are circled in red. A large red "OR" is centered above these buttons.

3. Download and save as needed. Alternatively, you can click on **Save to Document Repository** to save directly within TracDat.