

# TracDat V5: Step-By-Step Guide to Access the AUO Report for Administrative Unit Reviews

## TracDat Access

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Link: <https://saddleback.tracdat.com/>

Log in using your standard Saddleback login from any computer (home or office). If you do not have access to TracDat, please contact Shouka Torabi (storabi@saddleback.edu).

## Home Screen

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Once you are logged in you will be routed to your unit's home screen

- Please select your AUO screen from the dropdown menu to access the reports

The screenshot shows the TracDat interface for 'Services AUOs - Matriculation'. The main content area displays a table titled 'Unit AUOs Summary' with the following data:

AUOs	Assessment Methods (Program-Level)	Results
✓ Matriculation Process	1	3
✓ Alternative Evidence	1	3
✓ Student Orientation	1	1
✓ Advisement	2	3
✓ Academic Probation/First Time Probation	1	2

## Step-By-Step Instructions

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1. Select “Reports” from the left navigation pane
2. Select “Standard Reports”
3. Select “AUO Report for Administrative Unit Reviews”
4. Select the filters that apply
5. Select “Open Report”
6. Save report as a PDF and attach as an appendix item in your Administrative Unit Review

## Screenshots of Instructions

tracdat® Services AUOs - Matriculation

Services AUOs - Matriculation > Home

Unit AUOs Summary

AUOs	Assessment Methods (Program-Level)
✓ Matriculation Process	1
✓ Alternative Evidence	1
✓ Student Orientation	1
✓ Advisement	2
	1

1. Select "Reports"

tracdat® Services AUOs - Matriculation

Services AUOs - Matriculation > Reports > Standard Reports

Unit Reports

AUO Report for Administrative Unit Reviews This report shows the AUOs for each selected Unit, along with any Assessment Methods (Program-Level), Results Information page display at the top of the report.

Course Reports

Mapping

Mapping: Curriculum Mapping This report shows the AUOs of the Unit and how each selected Course is related to each AUO using Curriculum I

Standard Reports

Ad Hoc Reports

Legal Notice

2. Select "Standard Reports"

3. Select "AUO Report for Administrative Unit Reviews"

tracdat® Services AUOs - Matriculation

Services AUOs - Matriculation > Reports > Standard Reports > AUO Report for Administrative Unit Reviews

Open Report Return

Layout

Format: PDF

Report Title: AUO Report for Administrative Unit Reviews

Report Subtitle:

Report Logo: [x]

Filter

Outcome Status:

Year(s) to be Assessed:

Assessment Method Types (Program-Level):

Sort Results:  Ascending  Descending

Result Date Between: [ ] and [ ]

Reporting Year:

Status:

Options

Include AUO with no Results

Include Assessment Methods (Program-Level) with no Results

Include Inactive Assessment Methods (Program-Level)

Include Fields With No Data

4. Apply filters to limit information on the report

5. Select "Open Report"