



TracDat – Entering Program Review Narratives

This guide will show you how to enter your Program Review Narrative responses in TracDat

If you have questions about how to access and use TracDat, please contact Allison Hughes:

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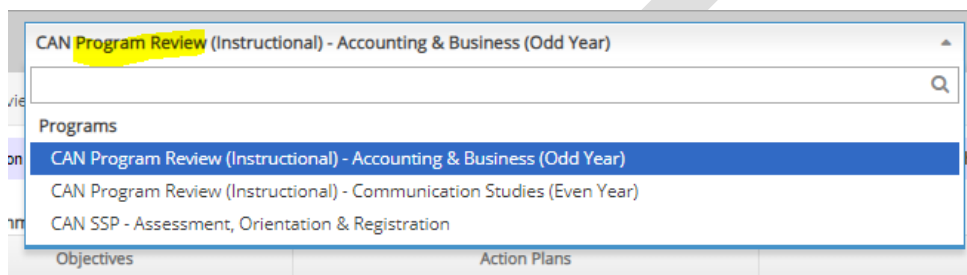
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How to Access Your Previous Program Review

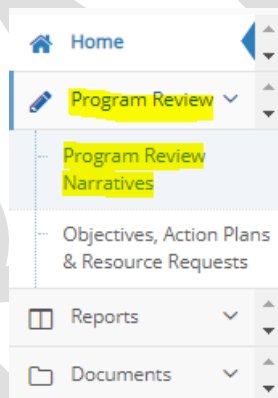
1. The best way to access your (or another program's) previous program review narratives, is to visit the [Cañada Program Review website](#). All program review documents are posted here after each program review cycle.

How to Enter Program Review Narratives

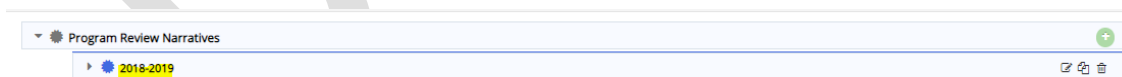
1. Select the program review version of your program from the drop down menu at the top. If you don't see the program review you need access to, please contact Allison Hughes at hughesa@smccd.edu.



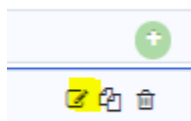
2. Click on Program Review on the left and then Program Review Narratives.



3. On that page, if you entered program review narratives in the past, you should see a set of narratives for the 2018-2019 cycle here. If you did not, skip to step 6.



4. To the right of the 2018-2019 line click on the pencil icon. From here, you can see your previous program review responses. Edit and update them as needed and then click Save at the top right.



- a. To see more information about what to enter for each question, click into the text box where your responses go. A purple pop-up will appear with more clarification for each section.

* Program Review Narrative Cycle: 2018-2019

Instructional Program Review (IPR)

* Lead Contact Person:

* Writing Team:

Executive Summary

* 0. Executive Summary:

Program Context

* 1. Mission:

5. If you did not previously complete a program review, you'll need to click on the green plus sign icon to the right of the 'Program Review Narratives' heading.

Program Review Narratives

6. From here, enter your responses to the program review questions and click Save at the top right when you're finished.
 - b. To see more information about what to enter for each question, click into the text box where your responses go. A purple pop-up will appear with more clarification for each section.

How to Add Documents to Your Program Review

1. Click on the drop down arrow to the left of the program review narratives to which you need to add document(s).

Home

Program Review

Program Review Narratives

Objectives, Action Plans & Resource Requests

Program Review Narratives

2018-2019

2. Scroll down to the bottom and click the green wrench icon to the right of the Related Documents heading at the bottom.

discussion.


[Looking Ahead](#)

11. Program Planning:

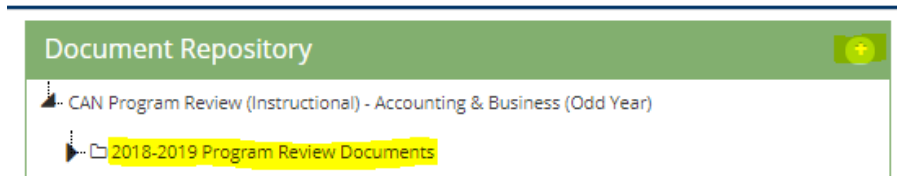
Program Review Narrative Status:

[Dean Feedback](#)

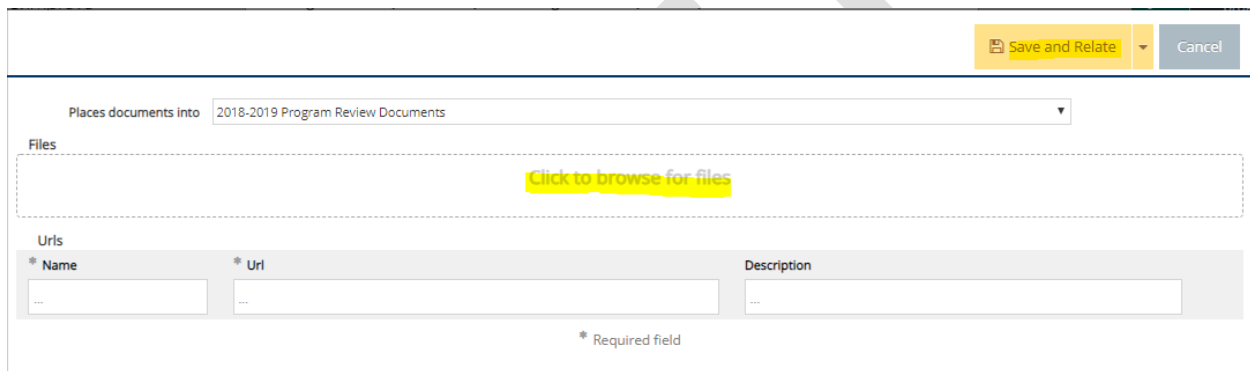
Dean Program Review Narrative Feedback:

Related Documents 

3. First, click on the '2018-2019 Program Review Documents' folder and then click on the green plus sign icon at the top right of the Document Repository box.



4. Next, click the dotted box to browse for your file. Click Save and Relate when you're finished.
 - a. The name of the document will populate automatically from what you originally named the document, so keep that in mind when you're uploading.
 - b. You can also add a description of the document, but it's not required.



Places documents into		
2018-2019 Program Review Documents		
Files		
<div>Click to browse for files</div>		
Urls		
* Name	* Uri	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Required field		