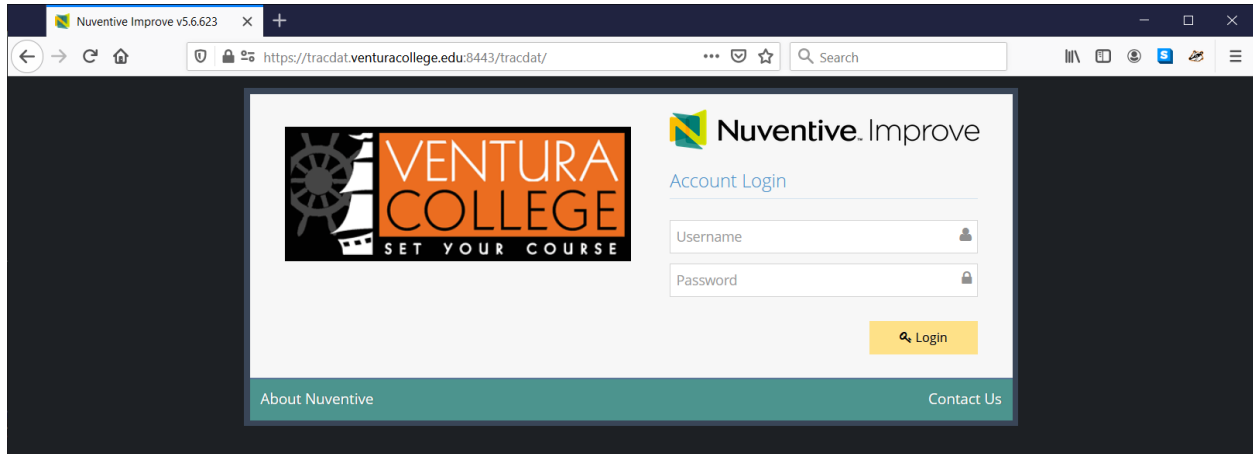
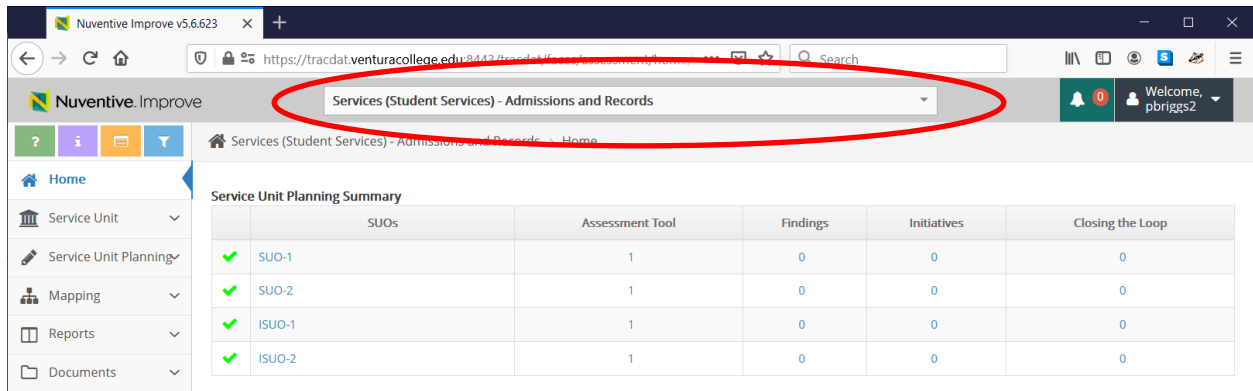


How to Enter SUO Assessment Results

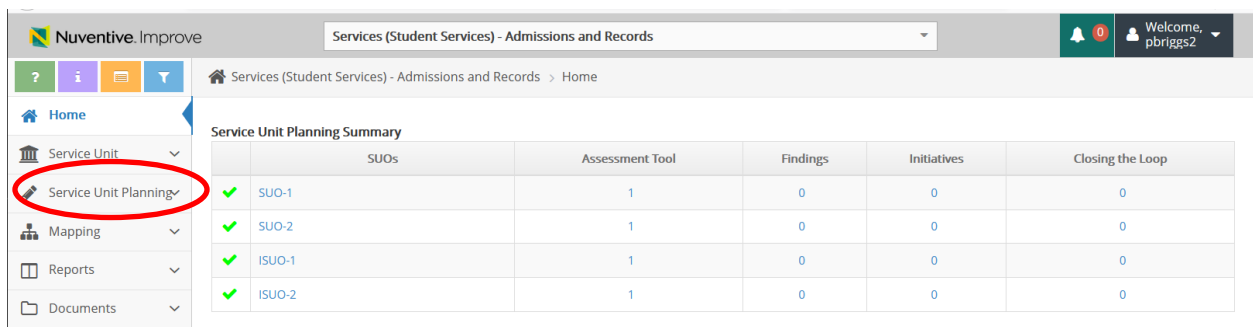
1. [Login to the Tracdat System](#). Your username and password may be different than your usual VCCCD login.



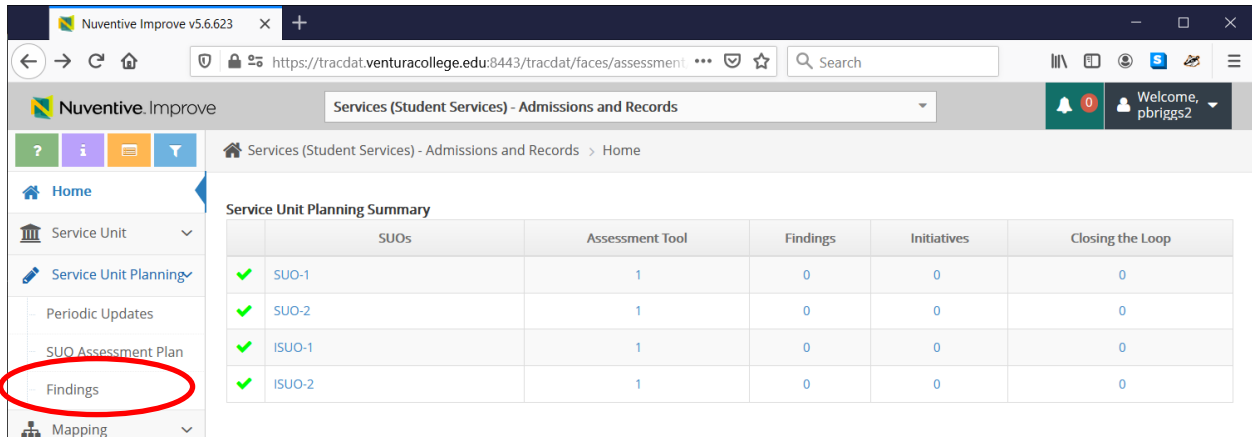
2. Make sure that the dropdown menu at the top of the page says, "Services – [Your Service Name]". We use the same system for program review, so if the dropdown says "Program Review – [Your Service Name]", it won't display your SUO results.



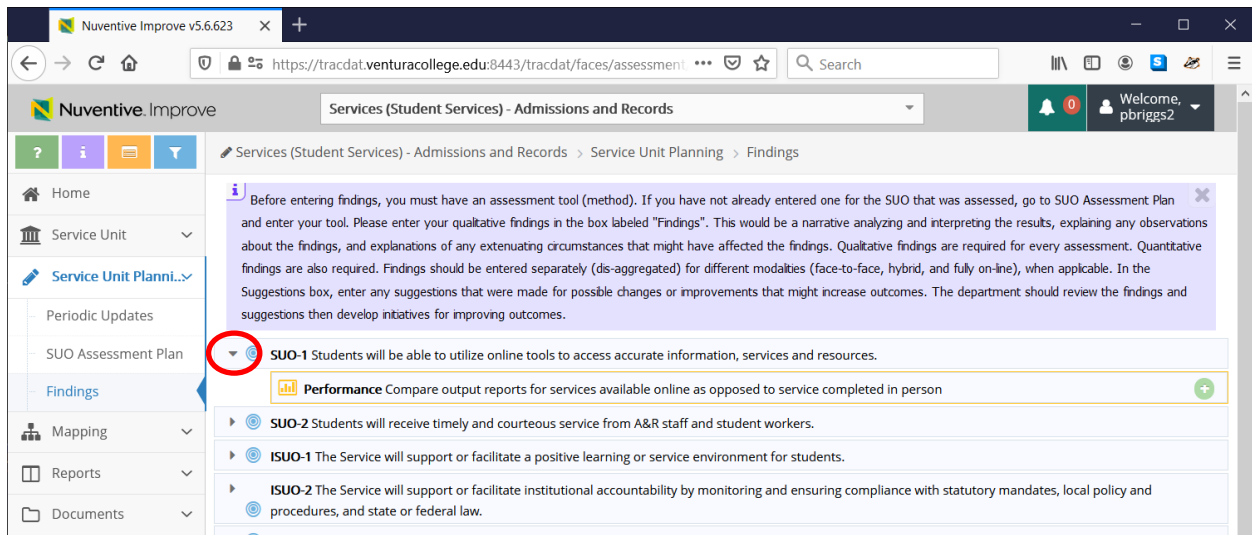
3. Click the Service Unit Planning link on the left side of the screen.



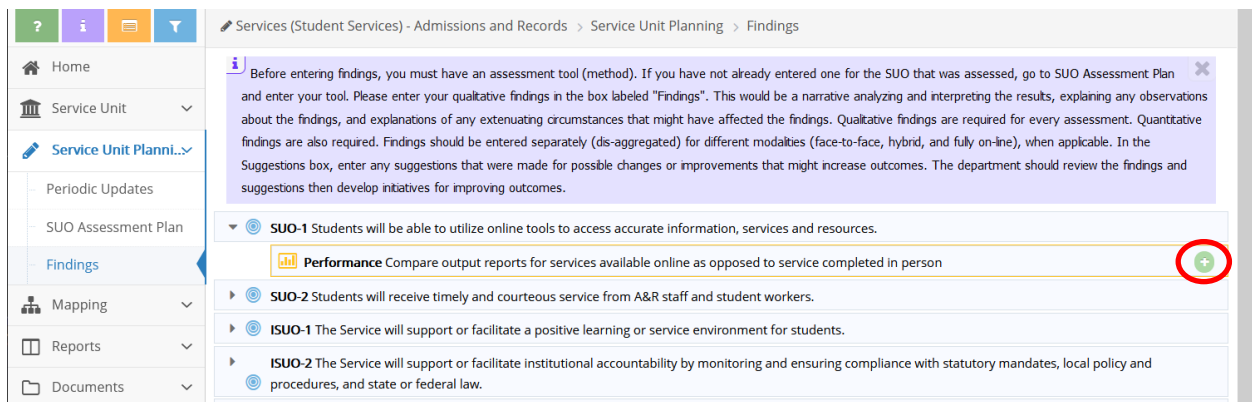
4. Click the Findings link



5. Click the small arrow next to an SUO. Note that SUOs with an "a" or "b" at the end of their title are old, archived SUOs (e.g. SUO-1a). You don't need to enter results for these.



6. Click the green + button on the right side of the screen.



7. Answer each of the questions on the page.

The screenshot shows the 'Add General Observations' form in the Nuventive Improve system. The breadcrumb trail is: Services (Student Services) - Admissions and Records > Service Unit Planning > Findings > Add General Observations. The form contains the following fields:

- Findings Date:** 10/29/2020
- General Observations:** (Empty text area)
- Assessment Semester:** (Dropdown menu)
- Target Met:** (Dropdown menu)
- Number of students assessed:** (Text input)
- Number of students who met target:** (Text input)
- % of Students who met Target:** (Text input)
- Suggestions from Faculty/Staff:** (Text input)

At the top right, there is a yellow 'Save' button with a small downward arrow next to it, and a grey 'Return' button.

8. Click the small arrow next to the Save button at the top of the page, and select Save and Return. This will save your information and take you back to the list of SUOs.

This screenshot is identical to the previous one, but the dropdown menu next to the 'Save' button is open. The options are:

- Save and Return (Circled in red)
- Save and Add New

9. Repeat steps 5-8 for the rest of your SUOs.