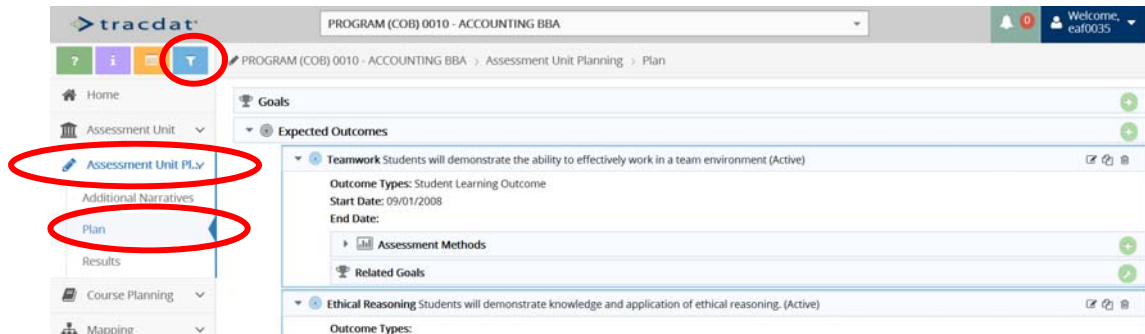
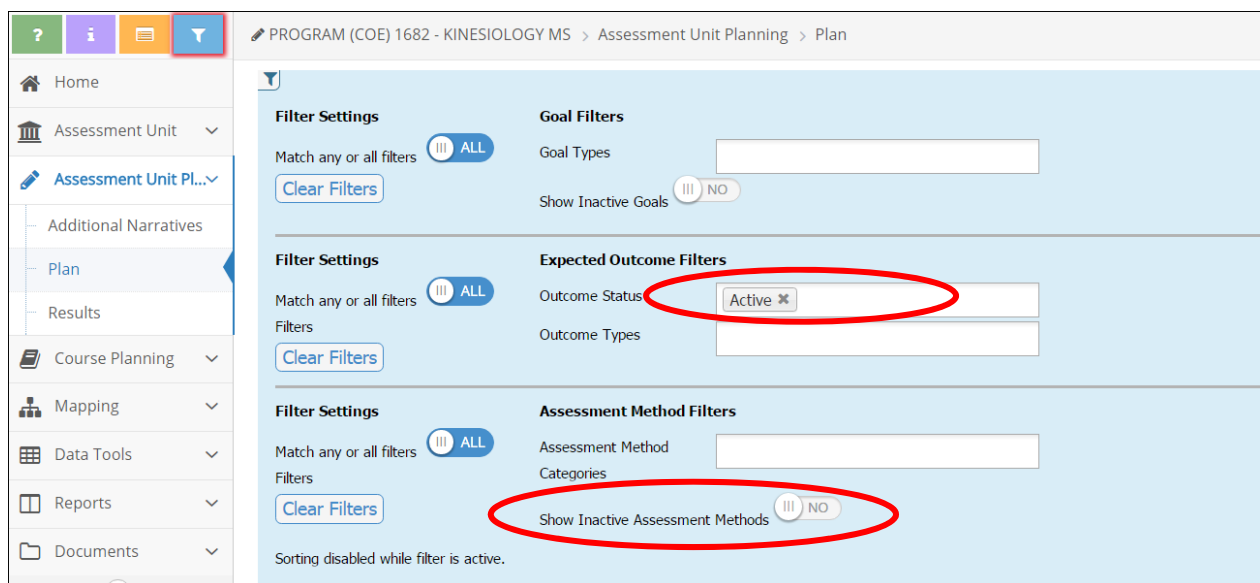


How to display hidden inactive/complete outcomes in Tracdat

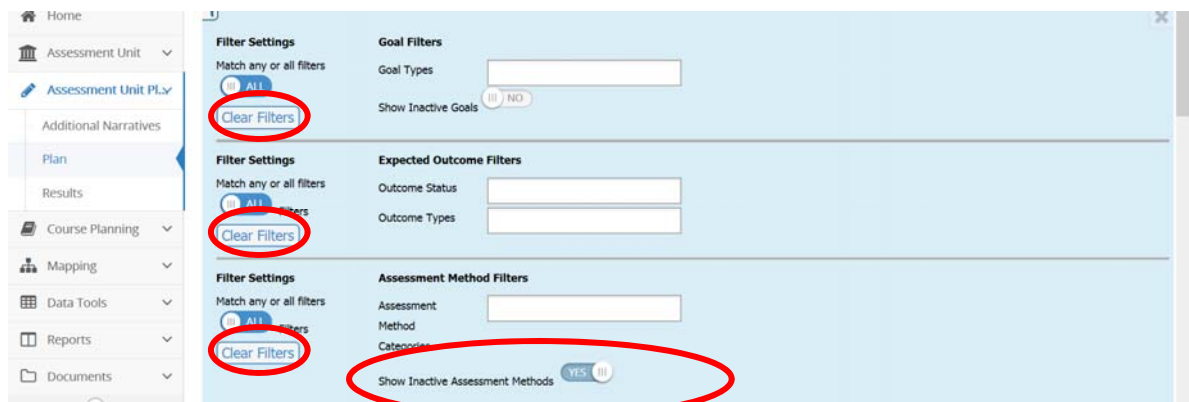
1. Click on Assessment Unit Planning
2. Select Plan
3. Click on the blue filter button



4. Clear any filter set within "Outcomes Status".
5. Toggle the "No" in inactive methods to "yes".



6. You can also "Clear Filters" to remove any filters blocking inactive outcomes/methods.



7. Click on the filter button again to return to your list of outcomes. All outcomes and methods should now be visible.

The screenshot shows a software interface for managing learning outcomes. At the top, there is a header 'Related Goals' with a filter icon and a green checkmark. Below this, a dropdown menu is open, showing a selected item: 'Problem Solving Students will demonstrate the ability to apply knowledge to address complex business situations (Active)'. To the right of this item are icons for edit, share, and delete. Below the dropdown, the following information is displayed: 'Outcome Types: Student Learning Outcome', 'Start Date: 09/01/2008', and 'End Date:'. Underneath, another dropdown menu is open, showing 'Assessment Methods' with a plus icon. This dropdown contains three items, each with a plus icon on the left and edit, share, and delete icons on the right:

- Course Exam** A sample of essay question answers will be pulled from students in BUSI 4940 (Inactive)
- Standardized Test** Seven embedded questions to test problem-solving skills included in an internally created test of business foundation knowledge administered in 4940. (Inactive)
- Course Exam** Using a comprehensive exam that asks students to apply their knowledge to a business problem, student problem solving skills are examined using the attached rubric (Active)

Still have problems? Contact us at 940.565.4584 or tracdat@unt.edu.

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