

SEATTLE CENTRAL COMMUNITY COLLEGE

Assessment Database

Entering a Report

1. Start Internet Explorer and go to <http://seattlecentral.edu/assessment/database/>
2. You will see:

3. Select the appropriate group
4. Enter username and password
 - **Instructional** and **Non-instructional** Program Assessments must use the **Program level logins** – this information is available from Geof Mathay, Ian Chan, or Wai-Fong Lee.
 - **Individual Faculty logins** use first initial and last name as the username [i.e. Geof Mathay = gmathay] and the last five numbers of the Seattle Community Colleges ID# as the password. This number is different from your Instructor’s Briefcase password.
5. After a successful login, you will see:

6. To enter a new report, click on the Open Editor button in the Report Editor box.

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7. The first page of the Report Editor will look like this:

Report Editor [Please complete and save Basic Info fields]

Basic Info | Report Template | Print View | Exit Editor

Assessment Name

Select Program

Select Academic Division

Assessment Template

Course Number [if applicable] [ie ENG102 -- please use uppercase with no spaces]

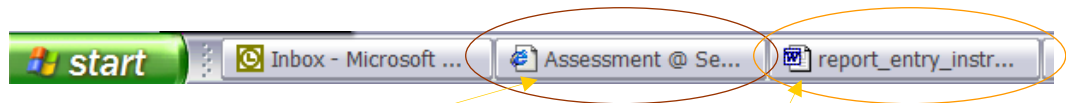
Report Coordinator

Publish? [Your work will still be saved if you uncheck this box]

8. Complete all fields [except course number which is optional] and press the Save button

- If your report is also in a Microsoft Word file, you may want to have it open at the same time.
- Please note that you may switch between your Word document and the Internet Explorer window displaying the database page by using the buttons on your Windows XP taskbar [located at the bottom of your screen].

Here is an example:



Assessment database window

Word Document

9. After saving your work, click on the Report Template tab



10. If you have saved your work, click OK on this dialog box:





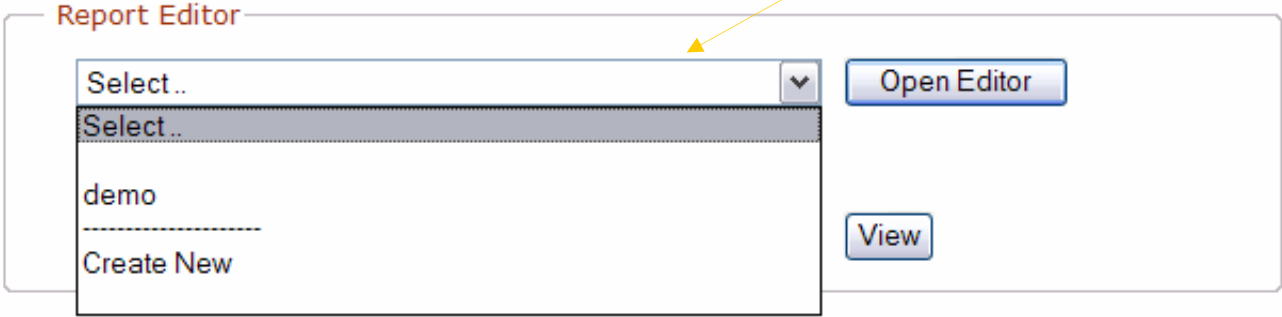
11. The Report Template page looks like this:

- 12. If you have completed, the Assessment Report in Word, note that each of the headings in Report Template corresponds with the headings in the Word document.
- 13. Use the Windows XP taskbar to switch to the Word document. Highlight the text for the first heading, and press CTRL-C on your keyboard.
- 14. Use the Windows XP taskbar to switch back to the Internet Explorer window displaying the database's Report Template. Click on the box where you wish to enter the copied text and press CTRL-V on your keyboard.
- 15. Report the above process for each heading.
- 16. **If you have not** completed the Assessment Report in Word, simply type the text directly into each field.
- 17. **Be sure to SAVE periodically.**
- 18. When you have finished entering your report, click on the Exit Editor tab:



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19. To edit the report at a later date, go to the database page and click on the dropdown box in the Report Editor section:



20. Select your report and press the Open Editor button

If you have questions or to setup a training session, please contact Ian Chan at iachan@sccd.ctc.edu or x6336