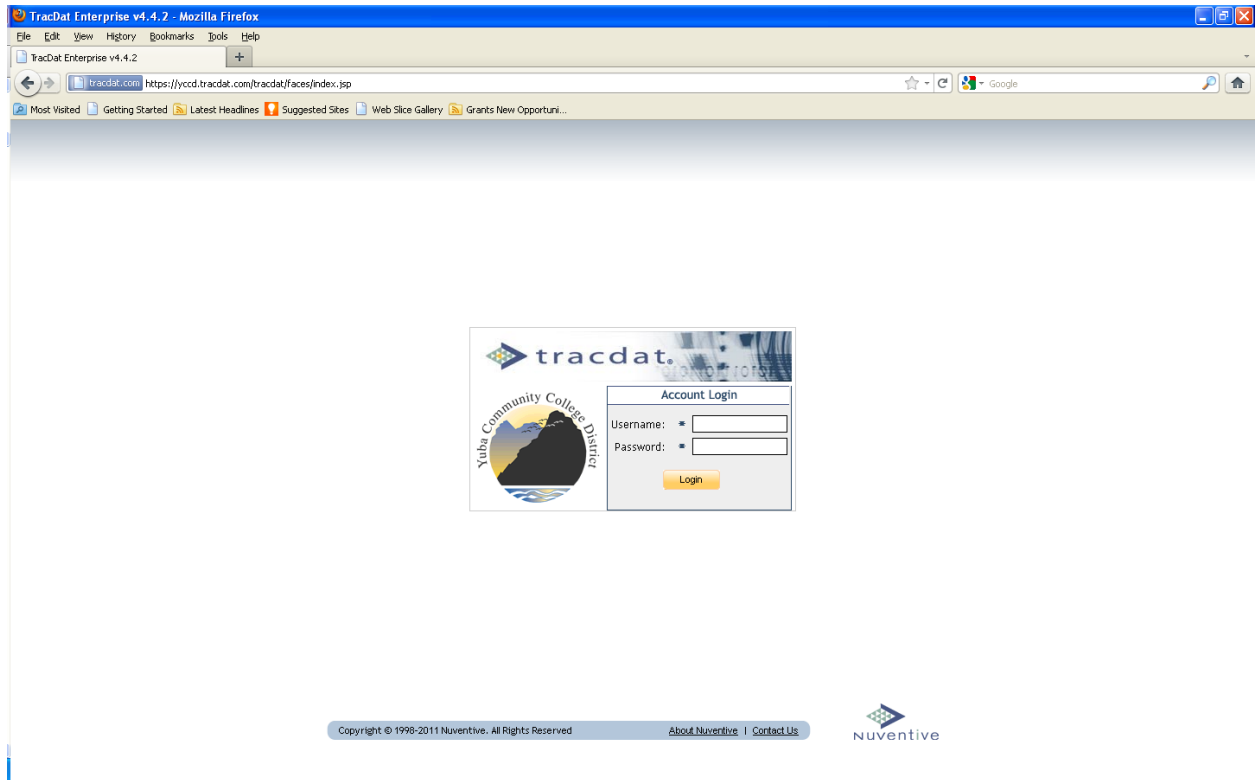


Entering in SLOs in TracDat (Student Services and Administrative Units)

1. Login to <https://yccd.tracdat.com/tracdat/> with your username and password.

Your username is your first initial and last name with no spaces (i.e. John Smith would be jsmith).

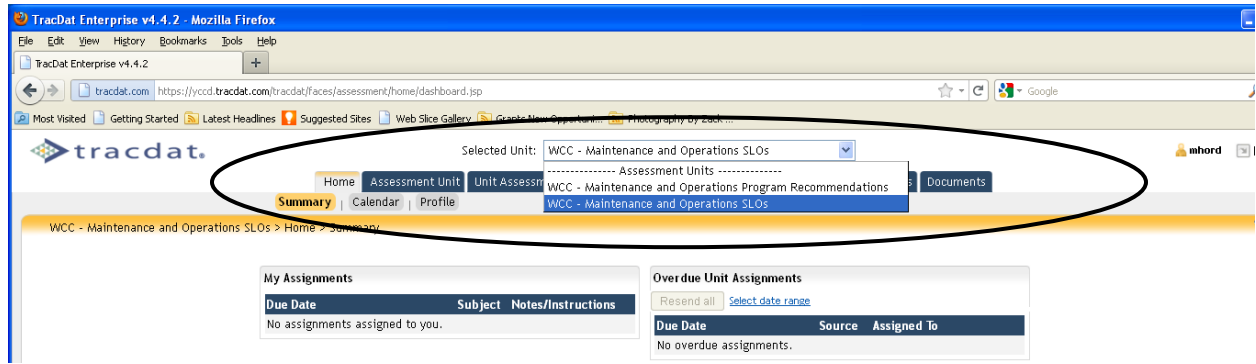
If you forgot your password, or have not yet received it – contact Molly Senecal at msenecal@yccd.edu



Entering in SLOs in TracDat (Student Services and Administrative Units)

2. Go to “Select Unit” (circled) and select the program you want to add SLO information.

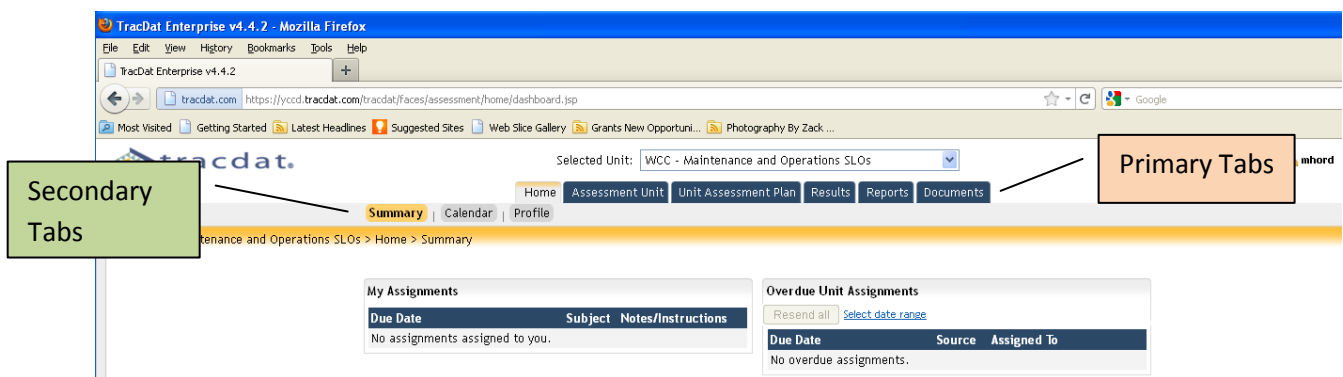
Since both SLOs and Program Review options are shown, make sure you select the “SLO” option.
We will cover entering your program review in another chapter.



3. The first page you see is your home page. This is like your dashboard – you can see an overview of what is happening with your program and course SLOs.

There are two layers in TracDat – primary tabs and secondary tabs. Primary tabs are like folders that keep the subcategories (secondary tabs) organized so you can find things quickly.

We will walk through all of the primary and secondary tabs in sequence.

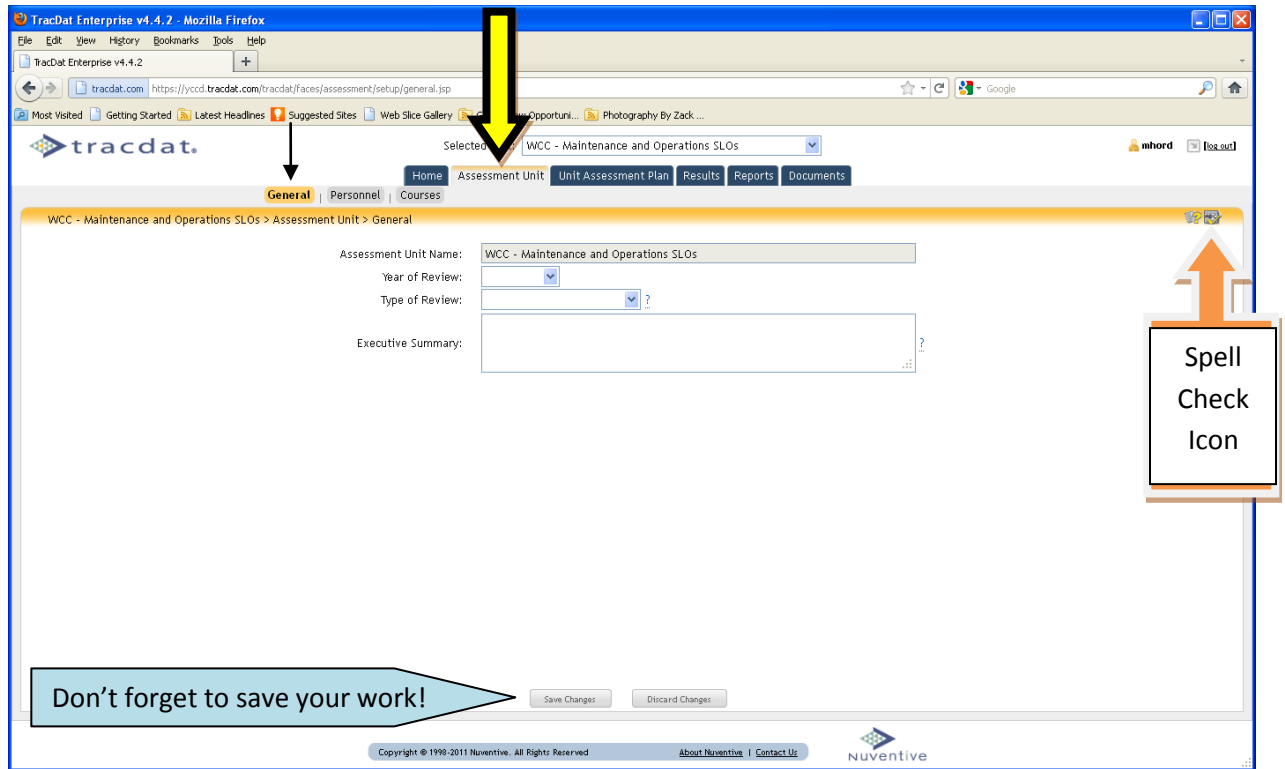


In the following pages, each section will start by listing the primary-secondary tabs which the section covers. For example, “Assessment Unit – General” means the primary tab is “Assessment Unit” and the secondary tab is “General.”

Entering in SLOs in TracDat (Student Services and Administrative Units)

4. Assessment Unit – General:

Click on the first primary tab next to “Home” – this will be “Assessment Unit” (yellow arrow).
The program tab is a general overview of your program.



The first secondary tab is “General” (highlighted gold). This is where you will summarize your SLO assessment and results for your annual program review.

Anytime you start typing, the “save changes” button (blue arrow) will change from grey to yellow. This means you have unsaved work. When the button is grey, that means your work has been saved. Remember to save your work!

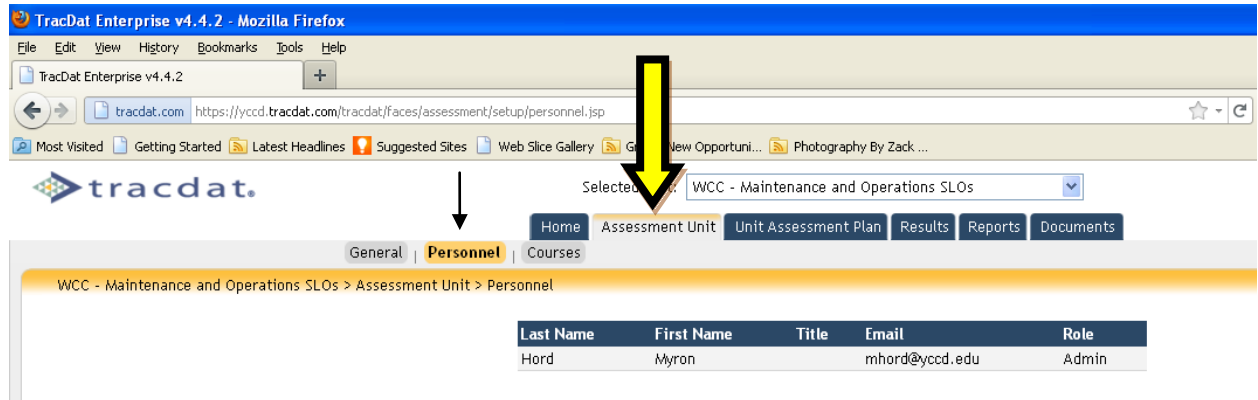
Please note that all fields with an asterisk are required fields. You will not be able to save your information until all required fields are filled.

Helpful Tip #1: If you start filling out a required area and need to finish it later, you can type “TBC” or another prompt in the required field so you can save your work and come back later to finish the other fields.

Helpful Tip #2: If you use Firefox as your internet browser, all of your text will automatically be spell-checked by the browser – neat! However, if you prefer IE (Internet Explorer) you can spell check by clicking on the spell check icon in the upper right-hand corner (orange arrow).

Entering in SLOs in TracDat (Student Services and Administrative Units)

5. Assessment Unit – Personnel:



You can see a list of personnel that have been assigned to this unit. E-mail and roles for each person who has any level of access will be listed.

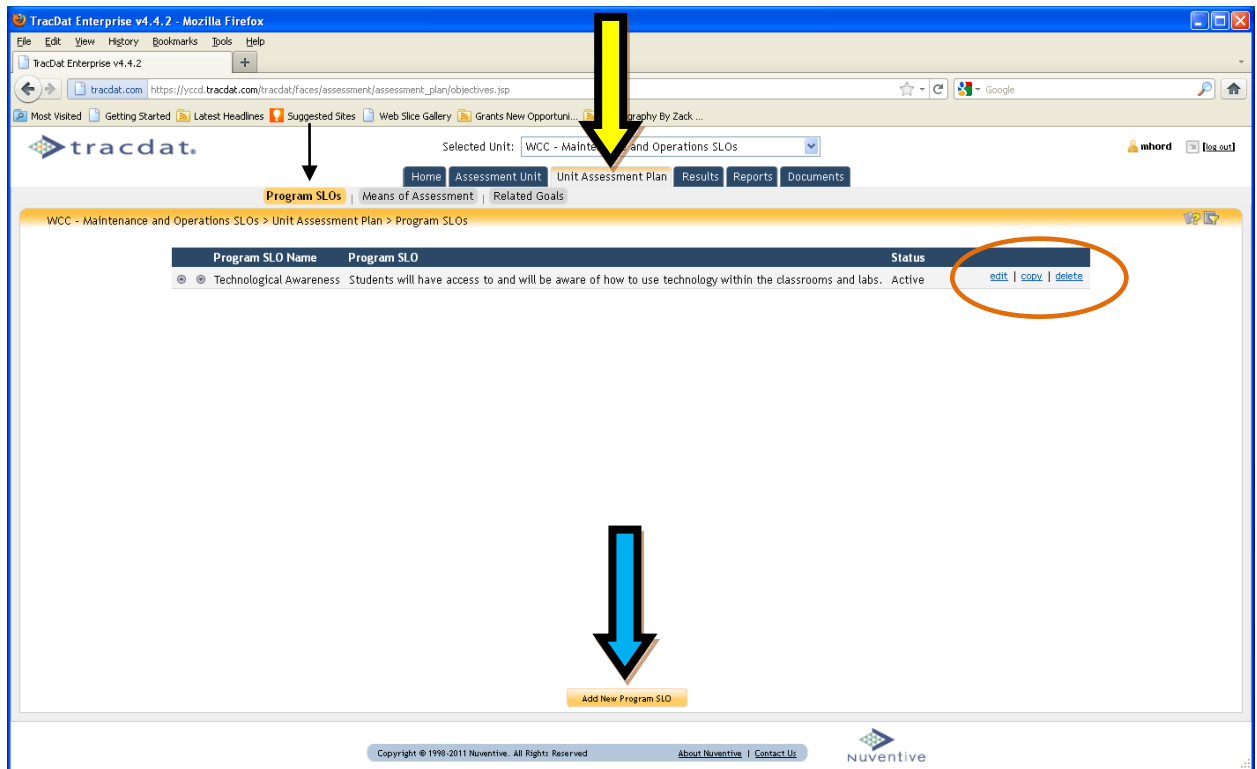
Definitions of Roles (a.k.a. levels of access)

- **Admin** – This level of user will have complete access to the unit which he/she has been given permission. This includes: entering high level goals for the unit, assigning personnel to the unit, entering plans, recording results, and running reports for the unit. This user will have a login to TracDat.
- **User** – This level of user can do everything the 'Admin' level can do except enter high level goals, assign personnel to the unit, and share folders. This user will have a login to TracDat.
- **Reports Only** – This level of user can run reports for the unit but cannot access any of the data entry screens for the unit. This user will have a login to TracDat.
- **Email Only** - This level of user can be assigned tasks from within TracDat. The user will receive an email with a link into TracDat where he can enter data and submit the data into the TracDat database. Any user with 'Admin' or 'User' permission will automatically be an 'Email' user. This user will not have to log into TracDat.

Note: Ignore the "course" tab on this page. It is an artifact from the academic program SLO system and we will not use it for student services or administrative units.

Entering in SLOs in TracDat (Student Services and Administrative Units)

6. Unit Assessment Plan – Program SLOs



The program-specific SLOs are listed under “Unit Assessment Plan – Program SLOs.”

You have the ability to:

- Edit (orange circle)
- Copy (helpful if you want to create a new SLO that is similar to your existing SLO)
- Delete
- Add new Program SLO (blue arrow)

Helpful Tip #4: While you have the ability to delete SLOs, we recommend keeping them and, instead, changing the status to “inactive.” Why? This way you have a record of how your SLOs evolved.

Helpful Tip #5: When adding or editing SLOs, you can select more than one academic year by holding down the CTRL button while using the mouse to click on the academic years. This is helpful if you want to continue the same SLO from a previous year.

Entering in SLOs in TracDat (Student Services and Administrative Units)

7. Unit Assessment Plan – Means of Assessment

The screenshot shows the TracDat Enterprise v4.4.2 web application in a Mozilla Firefox browser. The URL is https://yccd.tracdat.com/tracdat/faces/assessment/assessment_plan/assessmentMethods.jsp. The page title is "WCC - Maintenance and Operations SLOs > Unit Assessment Plan > Means of Assessment". The "Selected Unit" is "WCC - Maintenance and Operations SLOs". The "Program SLO Name" is "Technological Awareness". The "Program SLO" description is "Students will have access to and will be aware of how to use technology within the classrooms and labs." Below this is a table with columns: "Date Added", "Type", "Assessment Method", "Criterion for Success", and "Active?". The table contains one row with the text "No Assessment Methods defined." At the bottom of the page, there are two buttons: "Add New Assessment Method" (highlighted with an orange circle) and "Return To Program SLO". The footer includes "Copyright © 1998-2011 Nuventive. All Rights Reserved", "About Nuventive | Contact Us", and the Nuventive logo.

In “Means of Assessment” you will describe how you will assess your course-level SLO, including your criteria for defining success.

Click on “add new assessment method” (orange circle) to begin your course assessment plan.

The print-screen on the following page shows an example of a completed means of assessment screen.

Entering in SLOs in TracDat (Student Services and Administrative Units)

The screenshot shows the TracDat Enterprise v4.4.2 web application running in Mozilla Firefox. The browser address bar shows the URL: https://yccd.tracdat.com/tracdat/faces/assessment/assessment_plan/editAssessmentMethod.jsp. The application interface includes a top navigation bar with tabs: Home, Assessment Unit, Unit Assessment Plan, Results, Reports, and Documents. The 'Unit Assessment Plan' tab is active, and the 'Means of Assessment' sub-tab is selected. The main content area displays the 'WCC - Maintenance and Operations SLOs > Unit Assessment Plan > Means of Assessment > Add Assessment Method' form. The form fields are as follows:

- Program SLO Name:** Technological Awareness
- Program SLO:** Students will have access to and will be aware of how to use technology within the classrooms and labs.
- Type:** Survey (selected from a dropdown menu)
- Assessment Method:** As a part of the ACCJC follow up survey, students will be asked to rate their 1) awareness, 2) use and 3) accessibility of different types of technology across campus locations.
- Criterion for Success:** At least 80% of students report they are aware and use at least 3 types of technology. More than 60% of students report that all types of technology are accessible and available most of the time.
- Schedule:** Once.
- Active:** ☒

At the bottom of the form, there are buttons: Save Changes, Discard Changes, Relate Document, Return, and Assign. The footer of the application shows the copyright notice: Copyright © 1999-2011 Nuventive. All Rights Reserved, and the Nuventive logo.

Type (drop down box): Select the type of assessment method.

Assessment Method: Describe how you will assess the course SLO statement. The use of specific, quantitative and measurable indicators is encouraged.

Criterion for Success: Describe how you will define success. In the example above, a percentile was used (i.e. 100% of all students). Other examples of criterion for success are:

- All students report awareness of 2 out of 3 services offered
- 2/3 of students agree that services are accessible
- Student interviews will show increase use of facilities/equipment/services after signage/workshops/outreach

Schedule: How often will the SLO be assessed?

Entering in SLOs in TracDat (Student Services and Administrative Units)

8. Unit Assessment Plan – Related Goals

TracDat Enterprise v4.4.2 - Mozilla Firefox

Selected Unit: WCC - Maintenance and Operations SLOs

Home | Assessment Unit | Unit Assessment Plan | Results | Reports | Documents

Program SLOs | Means of Assessment | **Related Goals**

WCC - Maintenance and Operations SLOs > Unit Assessment Plan > Related Goals

Program SLO Name: Technological Awareness

Program SLO: Students will have access to and will be aware of how to use technology within the classrooms and labs.

Board Strategic Directions	
Goal Type	Goal
<input type="checkbox"/> SD 1	Student Retention and Success, Student Learning Outcomes and Institutional Accountability
<input type="checkbox"/> SD 2	The Basic Skills Initiative
<input type="checkbox"/> SD 3	Transformative Change and Innovation
<input type="checkbox"/> SD 4	Resource Development and Alignment
<input type="checkbox"/> SD 5	Student Access and Response to Changing Needs
<input type="checkbox"/> SD 6	Community Engagement and Institutional Heritage
<input type="checkbox"/> SD 7	Integration of Accreditation Standards and Cycle of College Requirements
<input type="checkbox"/> SD 8	Safety and Security

College - WCC ACCJC	
Goal Type	Goal
<input type="checkbox"/> Standard I A	Standard I A: Mission
<input type="checkbox"/> Standard I B	Standard I B: Improving Institutional Effectiveness
<input type="checkbox"/> Standard II A	Standard II A: Instructional Programs

Save Changes | Discard Changes | Return To Program SLO

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“Related Goals” lets you associate your program SLOs with other institutional goals such as:

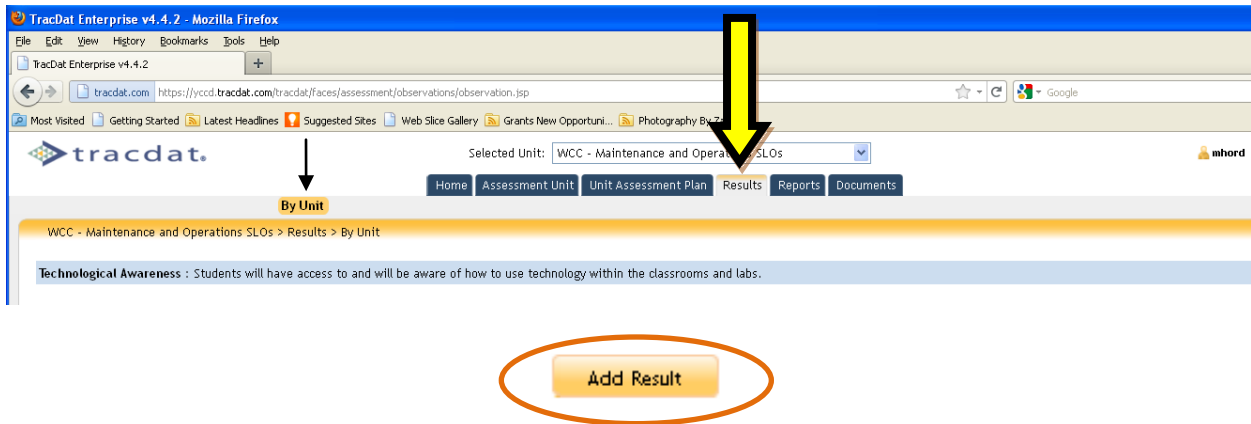
- Board Strategic Directions
- ACCJC Standards
- Institutional SLOs

This is a powerful tool for providing evidence to outside oversight bodies (such as ACCJC in terms of college accreditation).

You have the ability to check the “related goals” that the program level SLO supports and provides evidence toward meeting that goal.

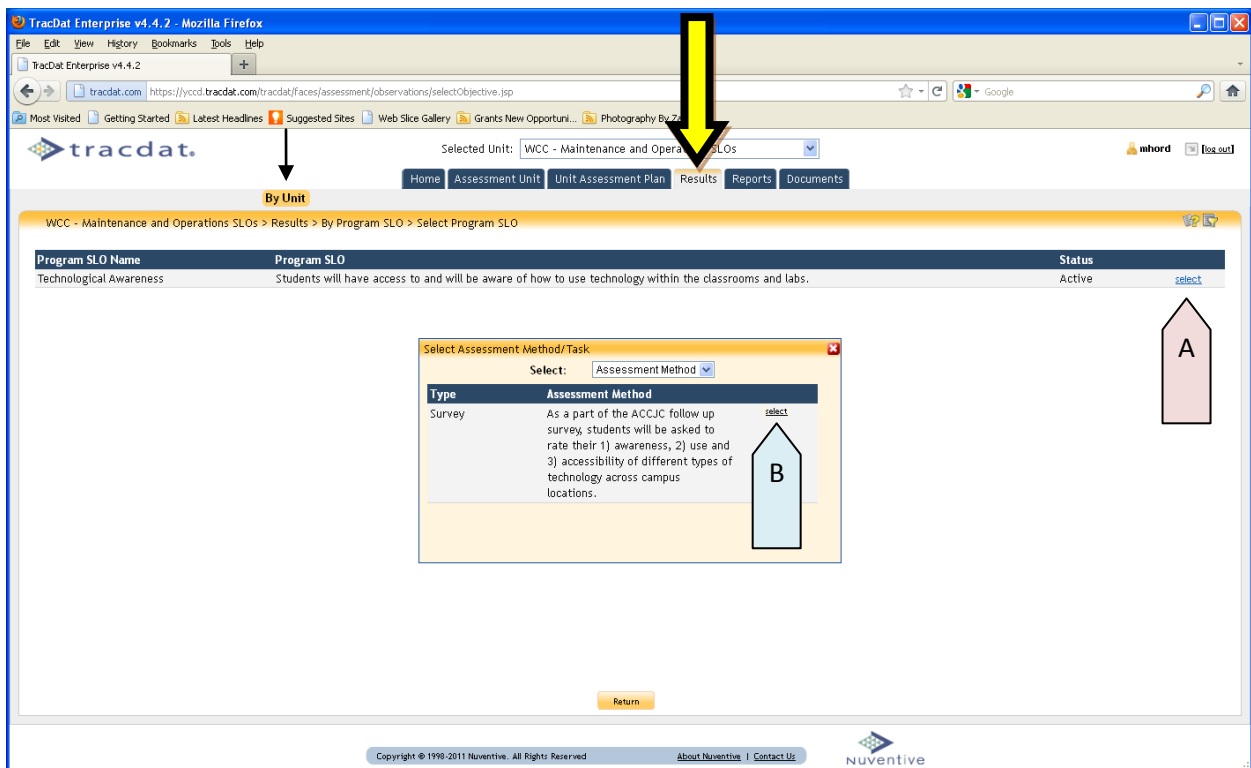
Entering in SLOs in TracDat (Student Services and Administrative Units)

9. Results – By Unit



Once you navigate to “Results – By Unit”, you will see a list of your unit SLOs. To add a result, click on “Add Result” (orange circle).

Select the SLO you want to add a result for (A), and click select again on the pop-up box (B).



Entering in SLOs in TracDat (Student Services and Administrative Units)

Now you will see the following screen:

TracDat Enterprise v4.4.2 - Mozilla Firefox

TracDat Enterprise v4.4.2

https://ycdd.tracdat.com/tracdat/faces/assessment/observations/editObservation.jsp

Most Visited Getting Started Latest Headlines Suggested Sites Web Slice Gallery Grants New Opportuni... Photography By Zac

tracdat.

Selected Unit: WCC - Maintenance and Operations SLOs

Home Assessment Unit Unit Assessment Plan Results Reports Documents

By Unit

WCC - Maintenance and Operations SLOs > Results > Edit Result

Program SLO: Technological Awareness : Students will have access to and will be aware of how to use technology within the classrooms and labs.

Assessment Method: Survey - As a part of the ACCJC follow up survey, students will be asked to rate their 1) awareness, 2) use and 3) accessibility of diffe

Criterion for Success: At least 80% of students report they are aware and use at least 3 types of technology. More than 60% of students report that all types i the time.

Result:

Result Date: 8/29/2011 Result Type: Criterion Met

Reporting Year: 2011

Action Plan Related Documents

add Action

Results: Enter the results of your SLO assessment (i.e. 23 of 25 students were able to...)

Result Date: Enter the date you obtained your results of your SLO assessment (i.e. survey date.)

Reporting Year: Select the reporting year. This allows you to run a report to summarize SLO results by year.

Results Type: Select "Criterion Met" or "Criterion Not Met" from the drop down box.

Action Plan (blue arrow): Click on "action plan" to enter what you will do or change in order to improve student learning in response to the SLO assessment results.

Helpful Tip #6: If you have supporting documentation (excel spreadsheet, rubric, etc.) and want to include it with your results, you can click on "Relate Document" (orange circle). This lets you upload a document, PDF or spreadsheet that will be associated with this SLO result. Neat!

Entering in SLOs in TracDat (Student Services and Administrative Units)

TracDat Enterprise v4.4.2 - Mozilla Firefox

Selected Unit: WCC - Maintenance and Operations SLOs

Home Assessment Unit Unit Assessment Plan Results Reports Documents

By Unit

WCC - Maintenance and Operations SLOs > Results > Edit Result

Program SLO: Technological Awareness : Students will have access to and will be aware of how to use technology within the classrooms and labs.

Assessment Method: Survey - As a part of the ACCJC follow up survey, students will be asked to rate their 1) awareness, 2) use and 3) accessibility of different types of technology across campus locations.

Criterion for Success: At least 80% of students report they are aware and use at least 3 types of technology. More than 60% of students report that all types of technology are accessible and available most of the time.

Result: 70% of students were able to identify the types of technology surveyed, and 50% reported access and use of technology within the classrooms and labs.

Result Date: 8/29/2011 Result Type: Criterion Not Met

Reporting Year: 2010-2011

Action Plan Related Documents

Action Date	Action	Follow-Up
8/29/2011	M&O will set up a booth during Welcome Week to increase awareness of various services available for students in Spring 2012.	0

add Action

edit add Follow-Up

Save Changes Discard Changes Return Change Association Delete Result

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Add Follow Up (blue arrow): After you enter an action plan, you will see the option to “add follow up.” This is where you can report back on the changes you implemented as a result of the first cycle of assessment. Some questions that could be answered are: Was your action plan successful? How did student learning improve or change? Will you continue the SLO or modify it?

10. Reports – Assessment Unit

TracDat Enterprise v4.4.2 - Mozilla Firefox

Selected Unit: WCC - Maintenance and Operations SLOs

Home Assessment Unit Unit Assessment Plan Results Reports Documents

Assessment Unit Course Ad Hoc

WCC - Maintenance and Operations SLOs > Reports > Assessment Unit

Report	Description
Assessment Plan	This report shows each assessment unit's assessment plan. It does not show the results of each assessment. This report is useful for showing each unit's assessment plan.
Unit Assessment Report - Four Column	This report shows each assessment unit's objectives along with the results and any action plans in a four column report. This report is useful for showing the results for a specific unit.
Documents List	This report lists all documents (files) stored in each folder for each unit.

Entering in SLOs in TracDat (Student Services and Administrative Units)

Select the report you wish to run by clicking “run”. You will see a “set parameters” page that lets you change the kind of information that is displayed, as well as choose the type of output (PDF, HTML, Excel, or Word).

For new users, it is recommended that you leave all parameters at their default settings and just click “open report” at the bottom of the screen.

Assessment Plan: Shows how the unit will assess its SLOs. It does not show the results.

Program Review Report: Shows your SLO objectives along with any results, action plans, and follow up. *(Tip – this is the best “all around” report.)*

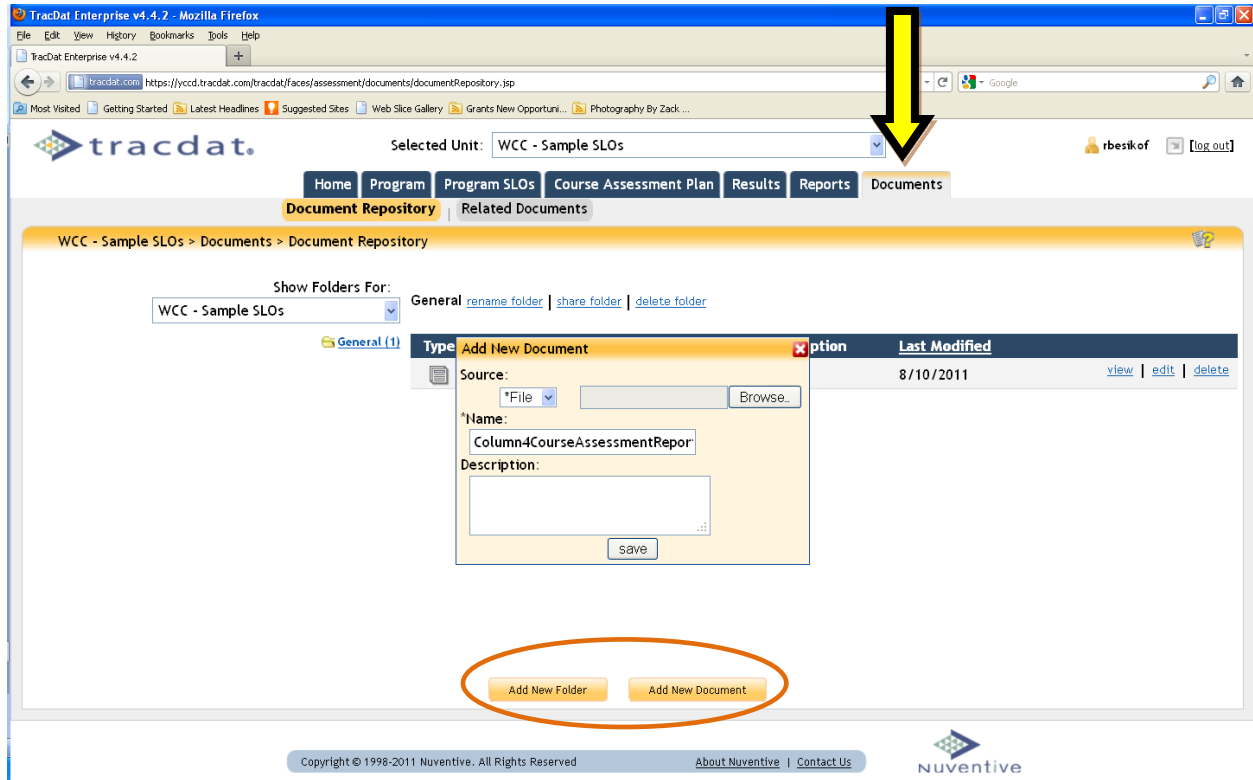
Documents List: Shows a list of all related documents for program SLOs (this is handy if you are not sure what documents you already uploaded.)

You should not see any reports in “Reports -Course” since there are normally no courses associated with Student Services or Administrative Units.

Additionally, initially there will be no pre-defined reports in “Reports-Ad Hoc”, however unique reports designed specifically for your program will appear here.

Entering in SLOs in TracDat (Student Services and Administrative Units)

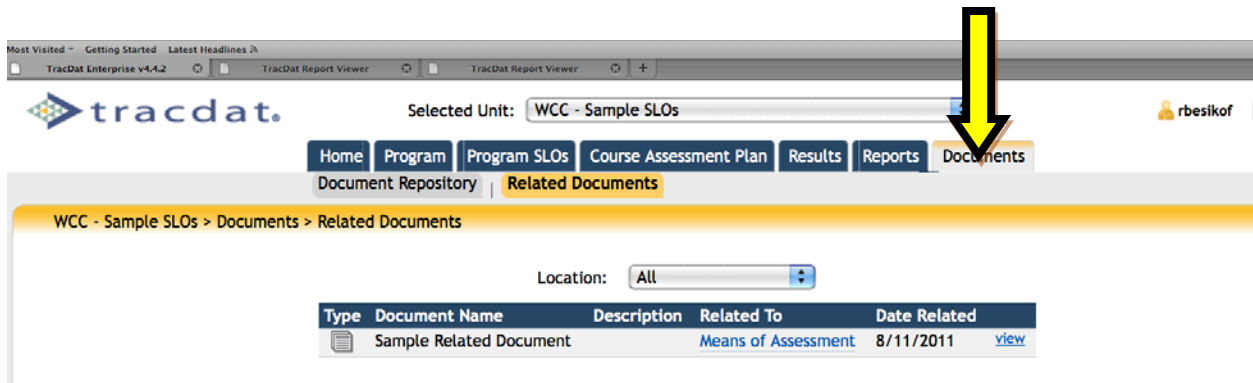
11. Documents – Document Repository



Documents can be uploaded in the “documentary repository” by clicking on “add new document” (orange circle). Alternatively, you can create a new folder, and then add a new document.

We recommend adding your assessment schedule here.

12. Documents – Related Documents



A list of all related documents will be displayed. Helpful to keep track of what has already been uploaded.

One last very cool feature..."Assign Assessment Method"

This feature allows you to send e-mails to other individuals with a link to only one TracDat page so they can enter in their results (i.e. adjunct). No username or password is needed. Awesome!

TracDat Enterprise v4.4.2 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

TracDat Enterprise v4.4.2

https://yccd.tracdat.com/tracdat/faces/assessment/course_assessment/editAssessmentMethod.jsp

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tracdat.

Home SLOs

WCC - Sample SLOs > Course Assessment Plan

Assessment Method

Criterion for Success

Assign Assessment Method

Click here to drag this panel.

Provide:

- ☐ Data Only
- ☐ Data and Result
- ☒ Data, Result and Action Plan

Put Documents in Repository Folder:

Assign To:

Besikof, Rudy

Khatami, Molly

Due Date:

8/19/2011

August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Frequency:

Once

Schedule:

semester, thus will be assessed annually.

Active: ☒

Save Changes Discard Changes Relate Document Assign Return

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nuventive

- Navigate to "Unit Assessment Plan – Means of Assessment"
- Click on "edit" for the assessment method you want to assign to someone else
- Click on "assign" (gold button in lower right hand side)
- A prompt will appear that will let you select what, who and due date for the assessment results.

The assignee will receive the e-mail below with a link to enter in the results:

From: Besikof, Rudy [rbesikof@yccd.edu]

To: Khatami, Molly

Cc:

Subject: Assignment from TracDat

Sent: Wed 8/10/2011 1:36 PM

Message Add To Calendar (iCal 0.94 B)

Type: Presentation/Performance

Assessment Method: Students will be given an array of equipment and will be given 30 minutes to select and set up parachute, safety gear, harness, helmets, and clip-in system.

Criterion for Success: 100% of students will select and set up appropriate gear correctly.

Due Date: Fri Aug 19, 2011

Assigned By: Rudy Besikof

To complete, go to: <https://yccd.tracdat.com:443/tracdat/assignment?ys=884idtenF833Qefagz7pM0c2>

NOTE: You can open or import the attached file to add this assignment to your personal calendar.

Entering in SLOs in TracDat (Student Services and Administrative Units)

The link opens to the following page, which the assignee types in his/her results and clicks “mark assignment as completed.” The assignee also has the ability to relate documents, add action plan and results (provided you set those parameters in the assignee request e-mail.)

The screenshot shows the TracDat Enterprise v4.4.2 web application in a Mozilla Firefox browser. The page title is "Result (Full)". The main content area displays the following information:

- SLO1:** Students will be able to select and put on the appropriate equipment for surviving a free-fall from 10,000 feet.
- Assessment Method:** Students will be given an array of equipment and will be given 30 minutes to select and set up parachute, safety gear, harness, helmets, and clip-in system.
- Criterion for Success:** 100% of students will select and set up appropriate gear correctly.
- Result:** * 15 of 15 met the requirement.
- Result Date:** 8/10/2011
- Result Type:** Criterion Met
- Reporting Year:** 2010-2011

Below the result information, there are two tabs: "Action Plan" and "Related Documents". The "Action Plan" tab is active, showing a table with columns: "Action Date", "Action", and "Follow-Up". The "Action" column contains a button labeled "Mark Assignment as Completed".

At the bottom of the page, there is a footer with the text: "Copyright © 1998-2011 Nuventive. All Rights Reserved. About Nuventive | Contact Us".

After clicking completed, the following screen appears:

The screenshot shows the TracDat Enterprise v4.4.2 web application in a Mozilla Firefox browser. The page title is "Result (Full)". The main content area displays the following information:

- Result:** This assignment was completed on 8/10/2011