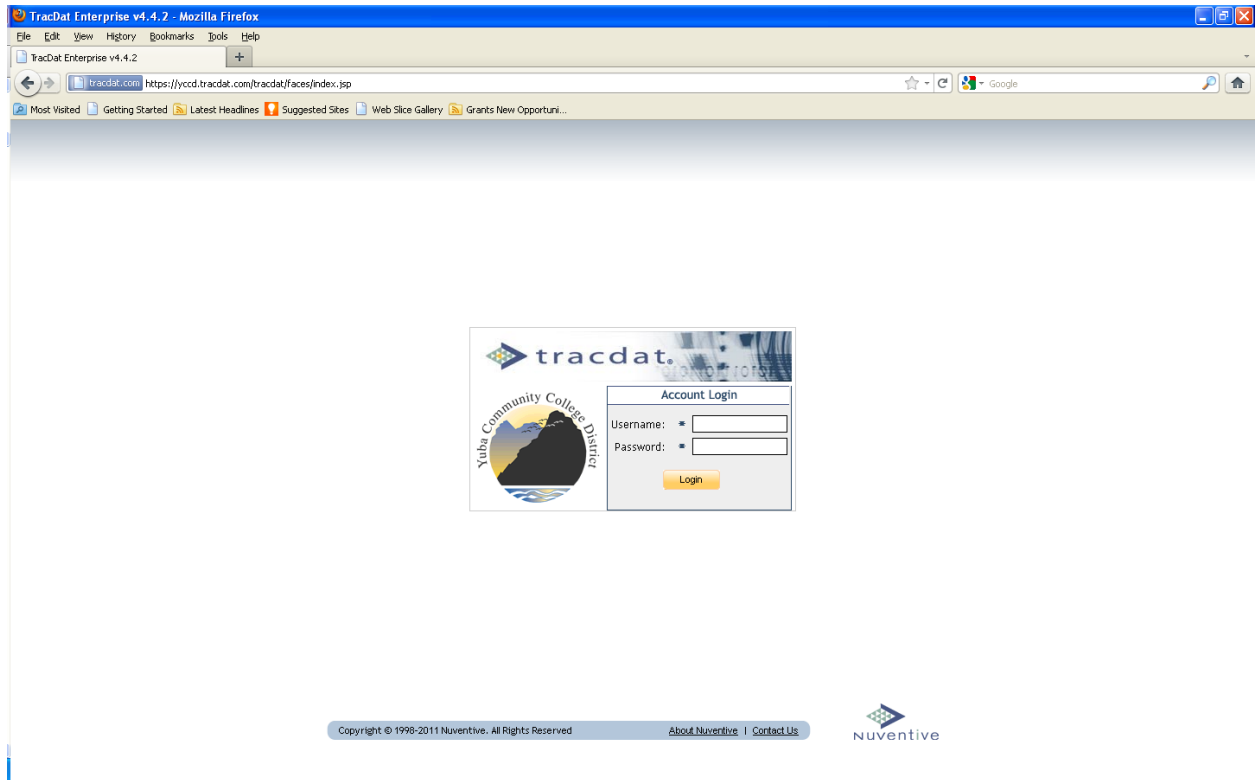


## Entering in SLOs in TracDat (Academic Programs)

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).

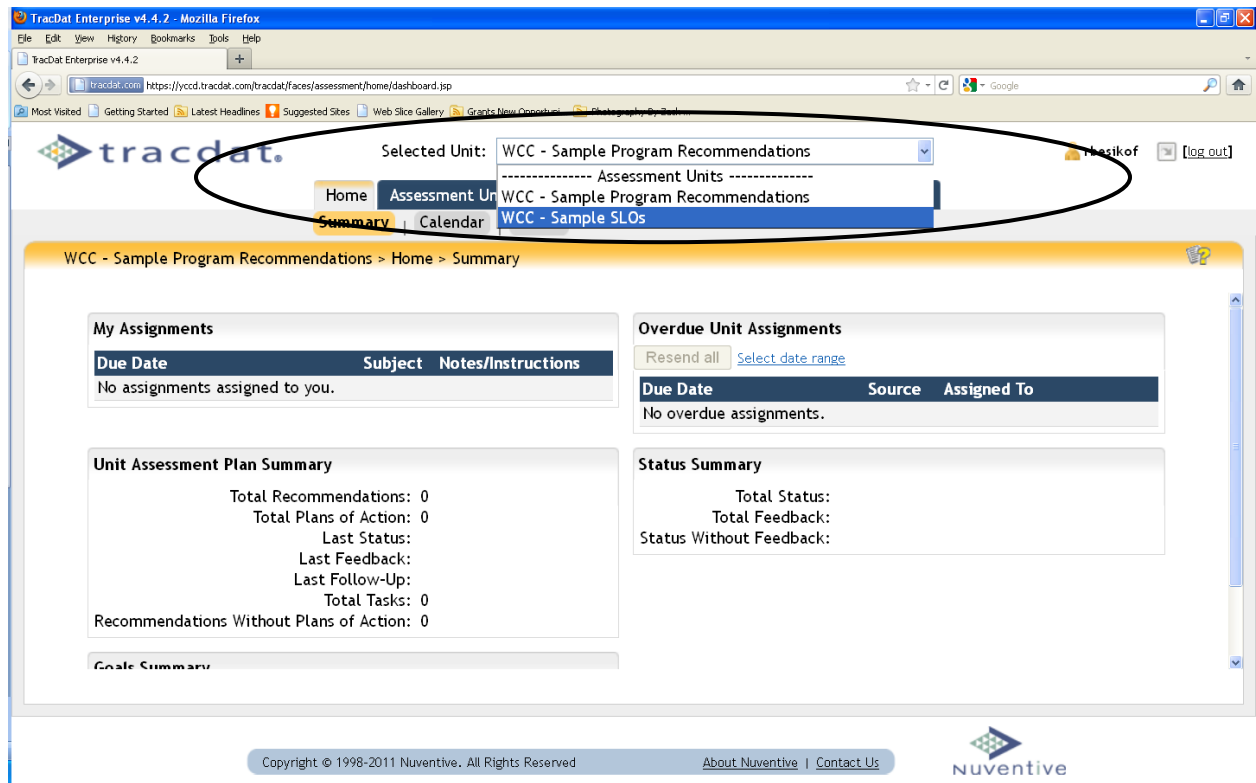
If you forgot your password, or have not yet received it – contact Molly Senecal at [msenecal@yccd.edu](mailto:msenecal@yccd.edu)



## Entering in SLOs in TracDat (Academic Programs)

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.



## Entering in SLOs in TracDat (Academic Programs)

- 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.

The screenshot displays the TracDat Enterprise v4.4.2 dashboard. The browser window is titled 'TracDat Enterprise v4.4.2 - Mozilla Firefox'. The address bar shows the URL 'https://ycdd.tracdat.com/tracdat/faces/assessment/home/dashboard.jsp'. The page has a navigation bar with 'Primary Tabs' (Home, Program, Program SLOs, Course Assessment Plan, Results, Reports, Documents) and 'Secondary Tabs' (Summary, Calendar, Profile). The main content area includes sections for 'My Assignments', 'Overdue Unit Assignments', 'Program SLOs Summary', 'Results Summary', and 'Course Assessment Plan Summary'. The footer contains copyright information and Nuventive logos.

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

## Entering in SLOs in TracDat (Academic Programs)

### 4. Program – General:

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

TracDat Enterprise v4.4.2 - Mozilla Firefox

tracdat.com https://yccd.tracdat.com/tracdat/faces/assessment/setup...al.jsp

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

tracdat.

Selected Unit: WCC - Sample SLOs

rbeskof [log out]

Home Program Program SLOs Course Assessment Plan Results Reports Documents

General Personnel Courses

WCC - Sample SLOs > Program > General

Program Name: WCC - Sample SLOs

Year of Review: \*

Type of Review: \*

Executive Summary: \*

Save Changes Discard Changes

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Don't forget to save your work!

Spell Check Icon

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!

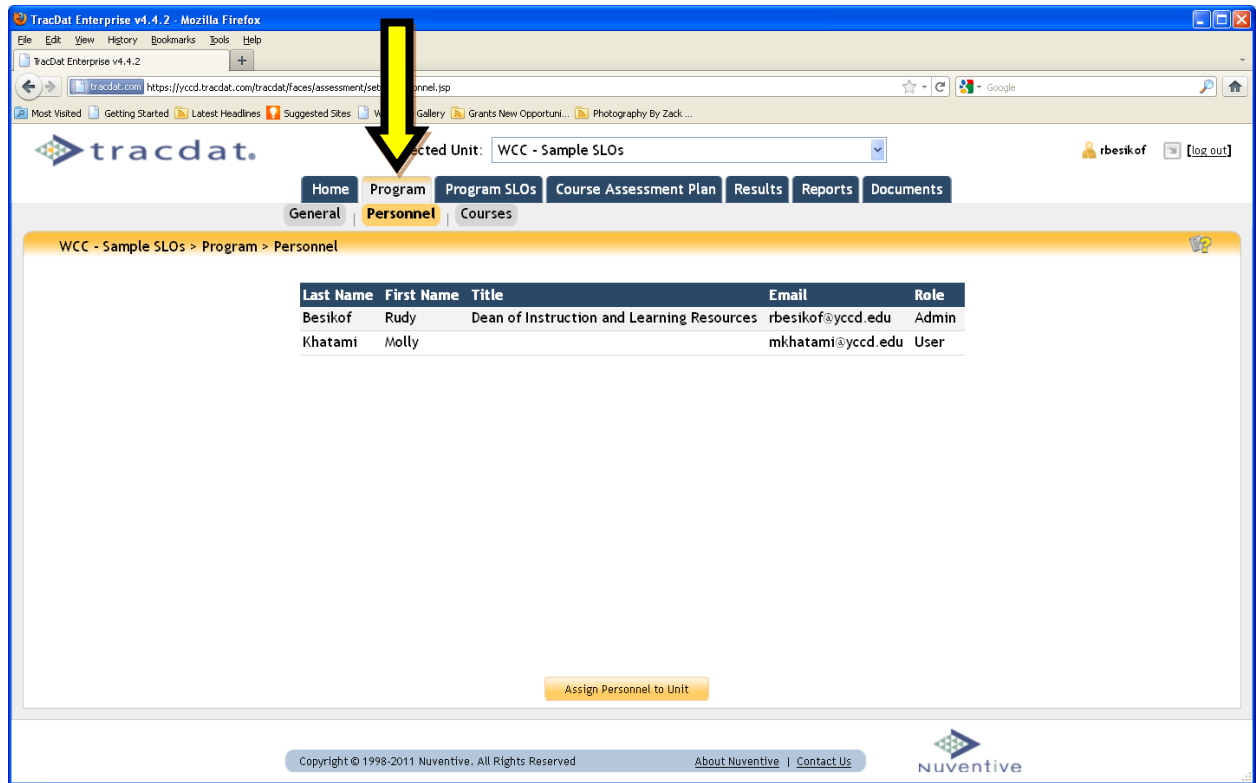
Please note that all fields with an asterisk are required fields. You will not be able to save your information until all required fields are filled.

*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 (Academic Programs)

### 5. Program – 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.

## Entering in SLOs in TracDat (Academic Programs)

### 6. Program – Courses:

TracDat Enterprise v4.4.2 - Mozilla Firefox

Selected Unit: WCC - Sample SLOs

Home Program Program SLOs Course Assessment Plan Results Reports Documents

General Personnel Courses

WCC - Sample SLOs > Program > Courses

\* - Another Program currently owns this Course. Hold your cursor over the course to see the current owner.

Course ID	Course Name	Description	Related Documents
SAMPLE-123-WCC	Introduction to Skydiving	Introduction to the basics of safely jumping out of a plane utilizing advanced landing techniques and parachute equipment.	0 <a href="#">edit</a>

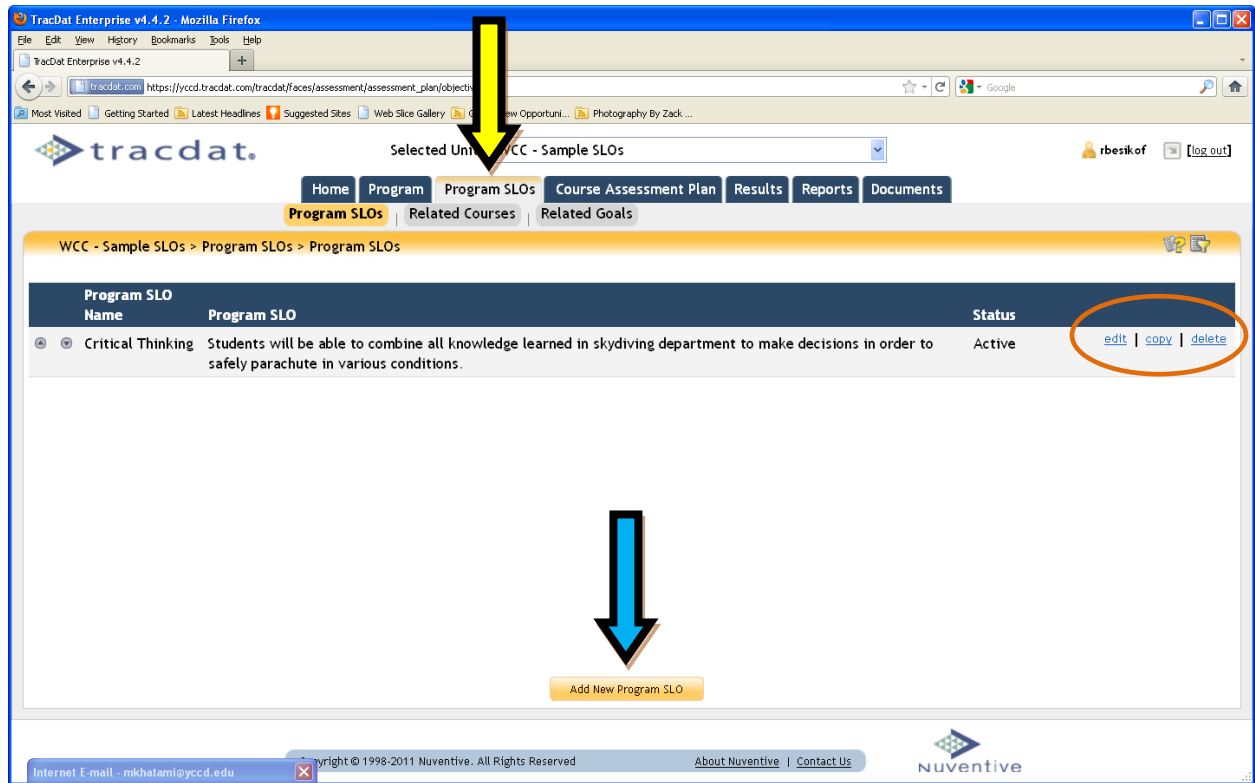
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All courses associated with the program will be listed with the course ID, name and description. It's a good idea to check to see if the list is correct. If any changes are needed, please contact the TracDat administrator.

***Helpful Tip #3:** You can upload course syllabi by adding a "related documents." To do this, click on "edit" (blue, underlined) then click on "relate document" to browse and upload a document from your computer. You can upload word documents, excel spreadsheets and PDF's. Far out!*

## Entering in SLOs in TracDat (Academic Programs)

### 7. Program SLOs – Program SLOs



The program-specific SLOs are listed under “Program SLOs – 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 (Academic Programs)

### 8. Program SLOs – Related Courses

The screenshot shows the TracDat web application interface. At the top, a yellow arrow points to the 'WCC - Sample SLOs' dropdown menu. Below this, the 'Related Courses' tab is selected. The page displays the 'Program SLO Name' as 'Critical Thinking' and the 'Program SLO' description: 'Students will be able to combine all knowledge learned in skydiving department to make decisions in order to safely parachute in various conditions.' Below this, a table lists courses with checkboxes for selection. A blue arrow points to the 'Curriculum Mapping' link next to the selected course 'SAMPLE-123-WCC'.

Course ID	Course Name
<input type="checkbox"/> WCC - Sample SLOs	
<input checked="" type="checkbox"/> SAMPLE-123-WCC	Introduction to Skydiving

[Curriculum Mapping](#)

In the “related courses” tab, you can decide which program-level SLOs will be assessed in each of your courses.

In the example above, the program level SLO (Critical Thinking) will be assessed in the checked course (SAMPLE-123-WCC).

It is important to link the program SLOs with each course so you will be able to conduct program-level assessment based on the course-level assessment results.

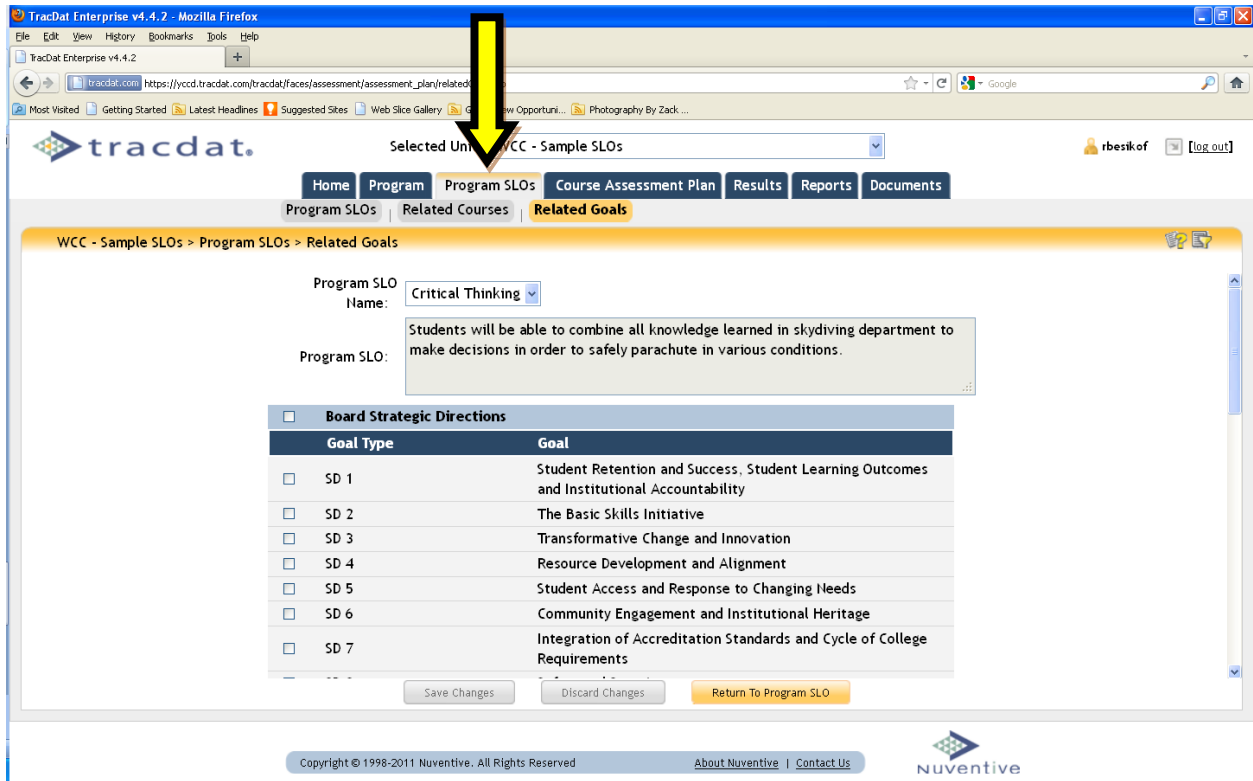
“Curriculum Mapping” (blue arrow) lets you track if the SLO is being:

- A - Assessed
- I - Introduced
- R – Reinforced



## Entering in SLOs in TracDat (Academic Programs)

### 9. Program SLOs – Related Goals



The screenshot shows the TracDat Enterprise v4.4.2 web application. The browser window title is "TracDat Enterprise v4.4.2 - Mozilla Firefox". The address bar shows the URL "https://lyccd.tracdat.com/tracdat/faces/assessment/assessment\_plan/related...". The page has a navigation menu with tabs: Home, Program, Program SLOs, Course Assessment Plan, Results, Reports, and Documents. The "Program SLOs" tab is selected, and a sub-menu shows "Program SLOs", "Related Courses", and "Related Goals". The "Related Goals" sub-menu item is highlighted. The main content area shows the "WCC - Sample SLOs > Program SLOs > Related Goals" page. It includes a "Program SLO Name:" dropdown menu set to "Critical Thinking" and a text area containing the text: "Students will be able to combine all knowledge learned in skydiving department to make decisions in order to safely parachute in various conditions." Below this is a table titled "Board Strategic Directions" with a checkbox for each row. The table has two columns: "Goal Type" and "Goal".

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

At the bottom of the page, there are buttons for "Save Changes", "Discard Changes", and "Return To Program SLO". The footer contains the copyright notice "Copyright © 1998-2011 Nuventive, All Rights Reserved", links for "About Nuventive" and "Contact Us", and the Nuventive logo.

“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 (Academic Programs)

### 10. Course Assessment Plan – SLOs

TracDat Enterprise v4.4.2 - Mozilla Firefox

Selected Unit: WCC - Sample SLOs

Home Program Program SLOs Course Assessment Plan Results Reports Documents

SLOs Means of Assessment Related Program Program SLOs Related Goals

WCC - Sample SLOs > Course Assessment Plan > SLOs

Course: SAMPLE-123-WCC - Introduction to Skydiving

SLO Name	SLO	Course Outcome Status	Created By
No SLOs defined.			

Add New SLO

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In “Course Assessment Plan” is where most of your course-level work will begin. To add a course-specific SLO, select the course you plan to assess from the drop down and click on “add new SLO” (blue arrow).

## Entering in SLOs in TracDat (Academic Programs)

Fill in all the required fields and save your changes. Continue this step to add SLOs for all of your courses.

The screenshot shows the TracDat Enterprise v4.4.2 web application in a Mozilla Firefox browser. The page title is "WCC - Sample SLOs > Course Assessment Plan > SLOs > Edit SLO". The "Selected Unit" dropdown is set to "WCC - Sample SLOs". The "Course" field is "Introduction to Skydiving". The "SLO Name" field is "SLO1". The "SLO" field contains the text: "Students will be able to select and put on the appropriate equipment for surviving a free-fall from 10,000 feet." The "Assessment Cycles" dropdown is set to "2010-2011". The "Course Outcome Status" is "Active". The "Start Date" is "8/1/2011". The "Inactive Date" field is empty. The "Save Changes" button is highlighted with an orange circle. A yellow arrow points to the "Selected Unit" dropdown. A green message "SLO saved." is displayed at the top of the form area. The footer includes "Copyright © 1998-2011 Nuventive. All Rights Reserved", "About Nuventive | Contact Us", and the Nuventive logo.

TracDat Enterprise v4.4.2 - Mozilla Firefox

TracDat Enterprise v4.4.2

https://yccd.tracdat.com/tracdat/faces/assessment/course\_assessment/editObjective.jsp

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tracdat.

Selected Unit: WCC - Sample SLOs

rbesikof (log out)

Home Program Program SLOs Course Assessment Plan Results Reports Documents

SLOs Means of Assessment Related Program Program SLOs Related Goals

WCC - Sample SLOs > Course Assessment Plan > SLOs > Edit SLO

SLO saved.

Course: Introduction to Skydiving

SLO Name: \* SLO1

SLO: \* Students will be able to select and put on the appropriate equipment for surviving a free-fall from 10,000 feet.

Assessment Cycles: 2010-2011 2011-2012 2012-2013 2013-2014 2014-2015

Course Outcome Status: Active

Start Date: 8/1/2011

Inactive Date:

Save Changes Discard Changes Return

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## Entering in SLOs in TracDat (Academic Programs)

### 11. Course Assessment Plan – Means of Assessment

The screenshot shows the TracDat Enterprise v4.4.2 interface in a Mozilla Firefox browser. The URL is [https://yccd.tracdat.com/tracdat/faces/assessment/course\\_assessment/assessmentMethods.jsp](https://yccd.tracdat.com/tracdat/faces/assessment/course_assessment/assessmentMethods.jsp). The page title is "WCC - Sample SLOs > Course Assessment Plan > Means of Assessment". The "Selected Unit" is "WCC - Sample SLOs". The "Course" is "SAMPLE-123-WCC - Introduction to Skydiving". The "SLO Name" is "SLO1". The "Created By" is "WCC - Sample SLOs". The "SLO" text area contains: "Students will be able to select and put on the appropriate equipment for surviving a free-fall from 10,000 feet." Below this is a table with the following columns: "Date Added", "Type", "Assessment Method", "Criterion for Success", and "Active?". The table is currently empty, with a message "No Assessment Methods defined." at the bottom. At the bottom of the page, there are two buttons: "Add New Assessment Method" (highlighted with an orange circle) and "Return To 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 (Academic Programs)

The screenshot shows the TracDat Enterprise v4.4.2 web application in a Mozilla Firefox browser. The address bar shows the URL: [https://yccd.tracdat.com/tracdat/faces/assessment/course\\_assessment/editAssessmentMethod.jsp](https://yccd.tracdat.com/tracdat/faces/assessment/course_assessment/editAssessmentMethod.jsp). The page title is "TracDat Enterprise v4.4.2". The breadcrumb trail is: WCC - Sample SLOs > Course Assessment Plan > Means of Assessment > Edit Assessment Method. The form contains the following fields:

- Course: Introduction to Skydiving
- SLO Name: SLO1
- SLO: Students will be able to select and put on the appropriate equipment for surviving a free-fall from 10,000 feet.
- Type: Presentation/Performance (selected from a drop-down menu)
- 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.
- Schedule: Each semester that this course is taught. Currently scheduled every spring semester, thus will be assessed annually.

At the bottom of the form are buttons: Save Changes, Discard Changes, Relate Document, Assign, and Return. The footer includes the copyright notice: Copyright © 1998-2011 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 will score 3 or higher on final project
- 2/3 of students will correctly answer selected questions from the final exam
- Students' final portfolio will exhibit 9 out of 10 of the required elements taught in the course

**Schedule:** How often will the SLO be assessed?

## Entering in SLOs in TracDat (Academic Programs)

### 12. Course Assessment Plan – Related Program Program SLOs

TracDat Enterprise v4.4.2 - Mozilla Firefox

TracDat Enterprise v4.4.2

https://yccd.tracdat.com/tracdat/faces/assessment/course\_assessment/relatedAssessmentUnitObjectives.jsp

tracdat.

Selected Unit: WCC - Sample SLOs

Home Program Program SLOs Course Assessment Plan Results Reports Documents

SLOs Means of Assessment Related Program Program SLOs Related Goals

WCC - Sample SLOs > Course Assessment Plan > Related Program Program SLOs

Course: SAMPLE-123-WCC - Introduction to Skydiving

SLO Name: SLO1

Created By: WCC - Sample SLOs

SLO: Students will be able to select and put on the appropriate equipment for surviving a free-fall from 10,000 feet.

Program SLO Name	Program SLO	Status
<input type="checkbox"/> WCC - Sample SLOs		
<input checked="" type="checkbox"/> Critical Thinking	Students will be able to combine all knowledge learned in skydiving department to make decisions in order to safely parachute in various conditions.	Active

Save Changes Discard Changes Return To SLO

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For each course-level SLO, check the program SLO that it is associated with. This is the reverse of what you did in # 8 (Program SLOs – Related Courses) and lets you do specific analyses at the course level.

## Entering in SLOs in TracDat (Academic Programs)

### 13. Course Assessment Plan – Related Goals

The screenshot shows the TracDat Enterprise v4.4.2 web application. The browser window title is 'TracDat Enterprise v4.4.2 - Mozilla Firefox'. The address bar shows the URL 'https://yccd.tracdat.com/tracdat/faces/assessment/course\_assessment/relatedGoals.jsp'. The page header includes the TracDat logo and a 'Selected Unit' dropdown menu set to 'WCC - Sample SLOs'. A yellow arrow points to the 'Related Goals' tab in the navigation bar. The main content area is titled 'WCC - Sample SLOs > Course Assessment Plan > Related Goals'. It contains a form with the following fields: 'Course' (SAMPLE-123-WCC - Introduction to Skydiving), 'SLO Name' (SLO1), 'Created By' (WCC - Sample SLOs), and 'SLO' (Students will be able to select and put on the appropriate equipment for surviving a free-fall from 10,000 feet). Below the form is a table titled 'Board Strategic Directions' with a checkbox for each row. The table has two columns: 'Goal Type' and 'Goal'. The rows are: SD 1 (Student Retention and Success, Student Learning Outcomes and Institutional Accountability), SD 2 (The Basic Skills Initiative), SD 3 (Transformative Change and Innovation), SD 4 (Resource Development and Alignment), SD 5 (Student Access and Response to Changing Needs), and SD 6 (Community Engagement and Institutional Heritage). At the bottom of the table is a checkbox for 'Integration of Accreditation Standards and Goals of Colleges'. Below the table are three buttons: 'Save Changes', 'Discard Changes', and 'Return To SLO'. The footer includes the copyright notice 'Copyright © 1998-2011 Nuventive. All Rights Reserved', links for 'About Nuventive' and 'Contact Us', and the Nuventive logo.

TracDat Enterprise v4.4.2 - Mozilla Firefox

TracDat Enterprise v4.4.2

https://yccd.tracdat.com/tracdat/faces/assessment/course\_assessment/relatedGoals.jsp

tracdat.

Selected Unit: WCC - Sample SLOs

Home Program Program SLOs Course Assessment Plan Results Reports Documents

SLOs Means of Assessment Related Program Program SLOs Related Goals

WCC - Sample SLOs > Course Assessment Plan > Related Goals

Course: SAMPLE-123-WCC - Introduction to Skydiving

SLO Name: SLO1

Created By: WCC - Sample SLOs

SLO: Students will be able to select and put on the appropriate equipment for surviving a free-fall from 10,000 feet.

☐ 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"/>	Integration of Accreditation Standards and Goals of Colleges

Save Changes Discard Changes Return To SLO

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Similar to # 9 (Program SLOs – Related Goals), “Related Goals” lets you associate your course-level SLOs with other institutional goals such as:

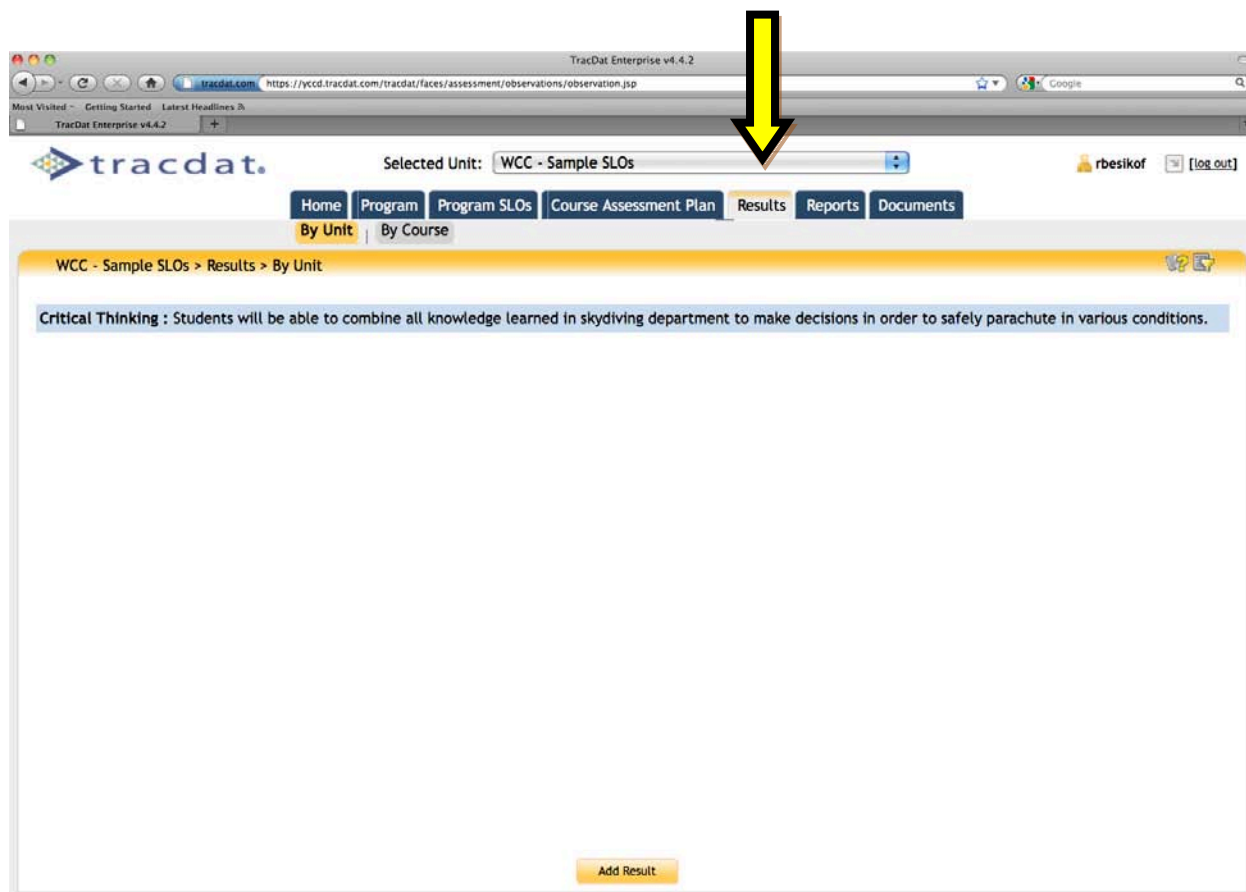
- Board Strategic Directions
- ACCJC Standards
- Institutional SLOs

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 course level SLO supports and provides evidence toward meeting that goal.

## Entering in SLOs in TracDat (Academic Programs)

### 14. Results – By Unit



In the future, we will develop a methodology for assessing program level SLOs. For now, leave this section blank.



## Entering in SLOs in TracDat (Academic Programs)

### 15. Results – By Course

The screenshot shows the TracDat Enterprise v4.4.2 web application. The top navigation bar includes tabs for Home, Program, Program SLOs, Course Assessment Plan, Results, Reports, and Documents. The 'Results' tab is highlighted. Below the navigation bar, the 'Selected Unit' is set to 'WCC - Sample SLOs'. The 'By Course' tab is selected. The main content area displays a table of SLOs. The first row shows 'SLO1' with the description '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.' The 'Status' column for this row has a 'select' link circled in orange. A 'Select Assessment Method/Task' dialog box is open, showing a list of assessment methods. The 'Assessment Method' dropdown menu is highlighted with a blue arrow. A 'Return' button is located at the bottom of the dialog box.

- Navigate to “Results – By Course” and you will see a list of your course SLOs.
- Select the course you assessed by clicking on the drop down box (black arrow).
- Select the SLO statement you assessed by clicking on “select” (orange circle).
- A prompt will appear (yellow box) where you can select the assessment method you would like to enter results for. Click on the drop down box, select the assessment method and click on “select” (blue arrow).

## Entering in SLOs in TracDat (Academic Programs)

The screenshot displays the TracDat Enterprise v4.4.2 web application. The top navigation bar includes tabs for Home, Program, Program SLOs, Course Assessment Plan, Results, Reports, and Documents. The 'Results' tab is selected, indicated by a yellow arrow. The main content area shows the 'WCC - Sample SLOs > Results > Edit Result' page. The SLO is 'SLO1 : Students will be able to select and put on the appropriate equipment for surviving a free-fall from 10,000 feet.' The Assessment Method is 'Presentation/Performance - 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.' The Criterion for Success is '100% of students will select and set up appropriate gear correctly.' The Result field is empty. The Result Date is '8/10/2011' and the Result Type is a dropdown menu. The Reporting Year is a dropdown menu. A blue arrow points to the 'Action Plan' tab, and an orange circle highlights the 'Related Documents' link. The bottom of the page shows a table with columns for Action and Follow-Up, and buttons for Save Changes, Discard Changes, Return, Change Association, and Delete Result.

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

**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 (Academic Programs)

The screenshot shows the TracDat Enterprise v4.4.2 interface in a Mozilla Firefox browser. The page is titled "WCC - Sample SLOs > Results > Edit Result". The "Results" tab is selected in the top navigation bar. The page displays the following information:

- SLO:** SLO1 : Students will be able to select and put on the appropriate equipment for surviving a free-fall from 10,000 feet.
- Assessment Method:** Presentation/Performance - 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:** 23 of 25 students were able to select and set up appropriate gear.
- Result Date:** 8/10/2011
- Result Type:** Criterion Not Met
- Reporting Year:** 2010-2011

Below the form, there is a table with the following columns: Action Date, Action, and Follow-Up. The table contains one row of data:

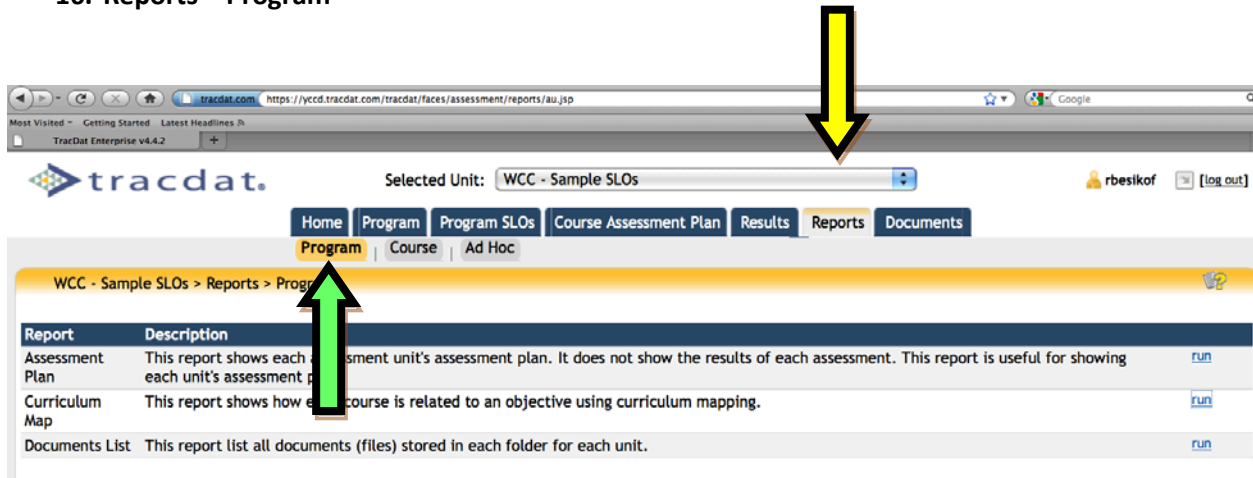
Action Date	Action	Follow-Up
4/6/2012	Next spring we will have two practice sessions before the test so all students can master this skill.	0

At the bottom of the table, there are buttons for "Save Changes", "Discard Changes", "Return", "Change Association", and "Delete Result". A blue arrow points to the "add Follow-Up" link in the bottom right corner of the table.

**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?

## Entering in SLOs in TracDat (Academic Programs)

### 16. Reports – Program



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 a list of program SLOs with related courses.

**Curriculum Map:** Shows a list of program SLOs mapped to each course with (A) assessed, (I) introduced, or (R) reinforced.

**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.)

## Entering in SLOs in TracDat (Academic Programs)

### 17. Reports – Course

TracDat Enterprise v4.4.2 - Mozilla Firefox

Selected Unit: WCC - Sample SLOs

Home Program Program SLOs Course Assessment Plan Results Reports Documents

Program Course Ad Hoc

WCC - Sample SLOs > Reports > Course

Report	Description	Run
Unit Course Assessment Report - Four Column	This report shows each assessment unit's course SLOs 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.	<a href="#">Run</a>
Course Assessment Impact by Unit Objectives	This report displays each of the selected unit's objectives along with the assessment unit's course plan and results that support the unit objectives. This report is useful for showing alignment between the unit objectives and unit's course plan and assessment results.	<a href="#">Run</a>
Course Assessment Plan	This report shows each course's assessment plan. This report is useful for showing how a particular course is being assessed.	<a href="#">Run</a>
Course List by Unit	This report shows the courses per unit.	<a href="#">Run</a>
Course Objectives Related to Goals	This report shows the links between course level objectives and the goals of the selected unit. This report is useful to show which course objectives support unit goals.	<a href="#">Run</a>
Courses Related to Goals	This report lists all the courses identified for a particular assessment unit which support the goals of the selected unit. This report is useful to show alignment between the goals at your institution and the courses taught.	<a href="#">Run</a>
Course Related to Unit Objectives	This report lists all the courses which support the objectives of the selected unit. This report is useful to show courses are used to support an assessment unit's objectives.	<a href="#">Run</a>

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More report options are available in “Reports – Course” and you will follow the same steps to run reports as for program level reports.

The report most relevant to SLO reporting is the first one, “Program Review Report.”

### 18. Reports – Ad Hoc

TracDat Enterprise v4.4.2 - Mozilla Firefox

Selected Unit: WCC - Sample SLOs

Home Program Program SLOs Course Assessment Plan Results Reports Documents

Program Course Ad Hoc

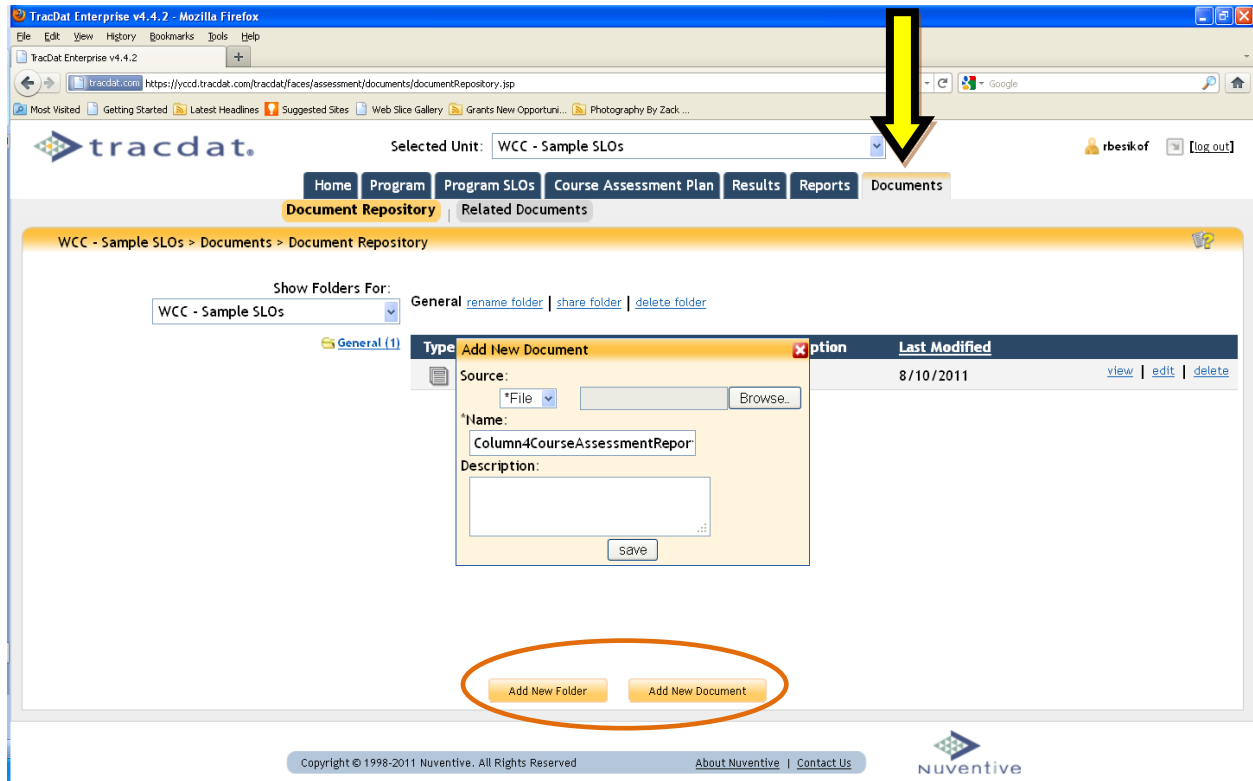
WCC - Sample SLOs > Reports > Ad Hoc

Report Title	Description	Data View	Created By
No Ad Hoc Reports defined			

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 (Academic Programs)

### 19. Documents – Document Repository

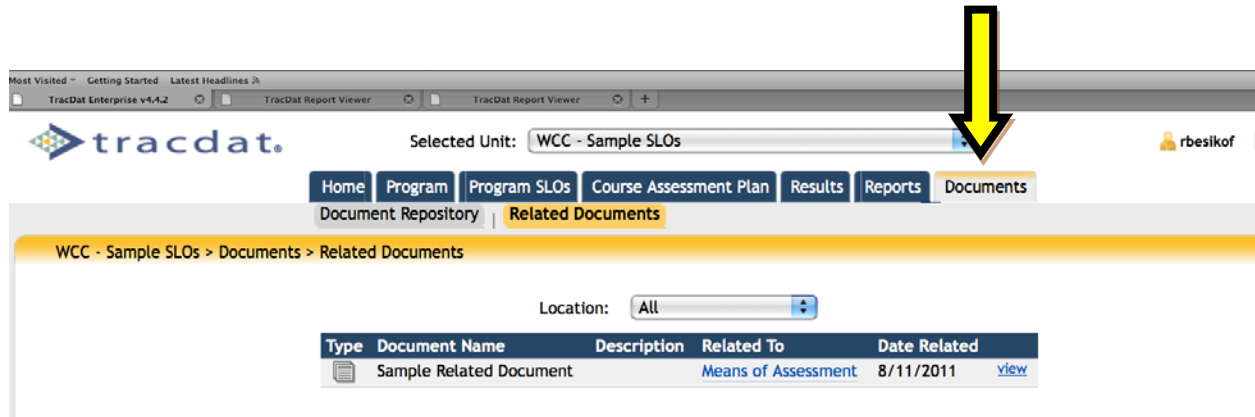


Documents can be uploaded in the “documentary repository” by clicking on “add new document” (orange circle). Alternatively, you can create a new folder, and then add a new document.


We recommend adding your assessment schedule here.

## Entering in SLOs in TracDat (Academic Programs)

### 20. Documents – Related Documents



The screenshot shows the TracDat web application interface. At the top, there's a browser window with tabs for 'TracDat Enterprise v4.4.2', 'TracDat Report Viewer', and 'TracDat Report Viewer'. The TracDat logo is on the left, and the 'Selected Unit' is 'WCC - Sample SLOs'. A yellow arrow points to the 'Documents' tab in the top navigation bar. Below the navigation bar, there's a 'Document Repository' section with a 'Related Documents' tab selected. The breadcrumb trail shows 'WCC - Sample SLOs > Documents > Related Documents'. A 'Location' dropdown menu is set to 'All'. Below this is a table with the following data:

Type	Document Name	Description	Related To	Date Related	
	Sample Related Document		<a href="#">Means of Assessment</a>	8/11/2011	<a href="#">view</a>

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

TracDat Enterprise v4.4.2

https://yccd.tracdat.com/tracdat/faces/assessment/course\_assessment/editAssessmentMethod.jsp

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

tracdat.

Home SLOs

WCC - Sample SLOs > Course Assessment Plan

Assessment Methods

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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- Navigate to "Course 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 (Academic Programs)

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 "Mark Assignment as Completed".

At the bottom of the page, there is a footer with the text "Copyright © 1998-2011 Nuventive. All Rights Reserved" and "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 (Full):** This assignment was completed on 8/10/2011