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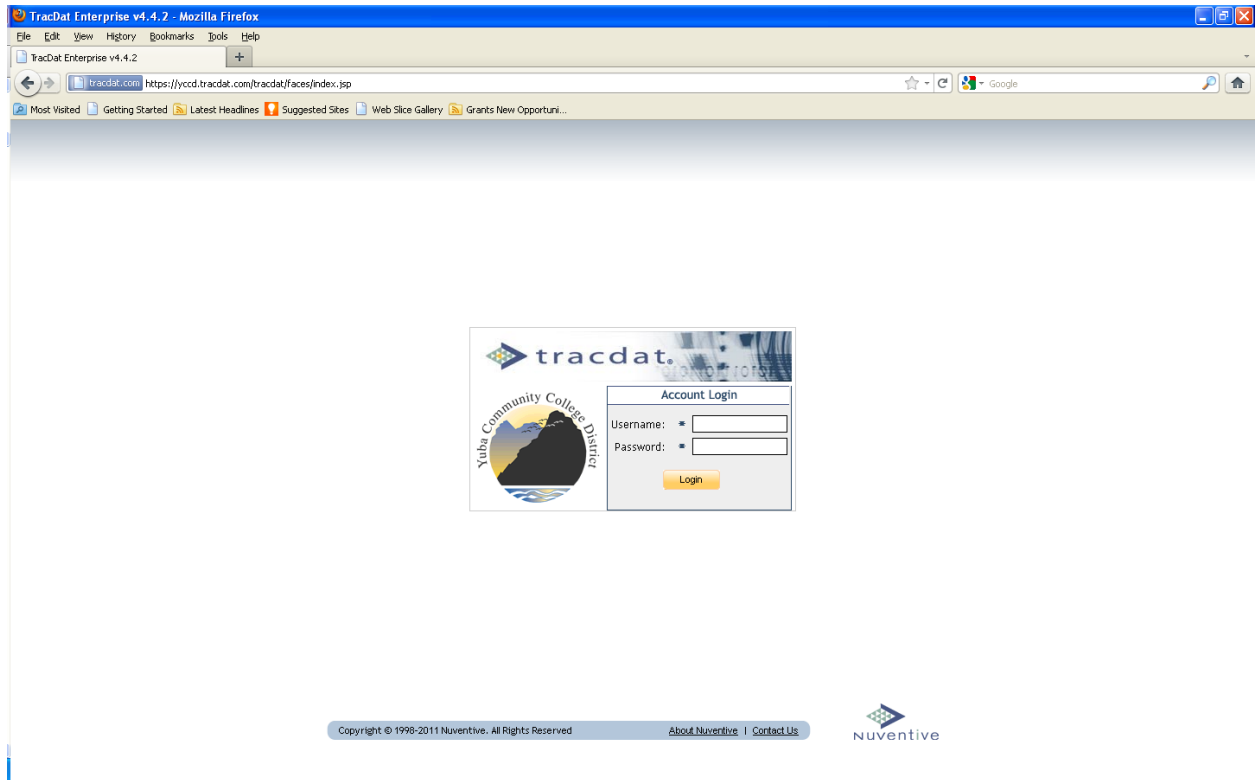
2. Go to "Select Unit" (circled) and select the program you want to add SLO information.

   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.
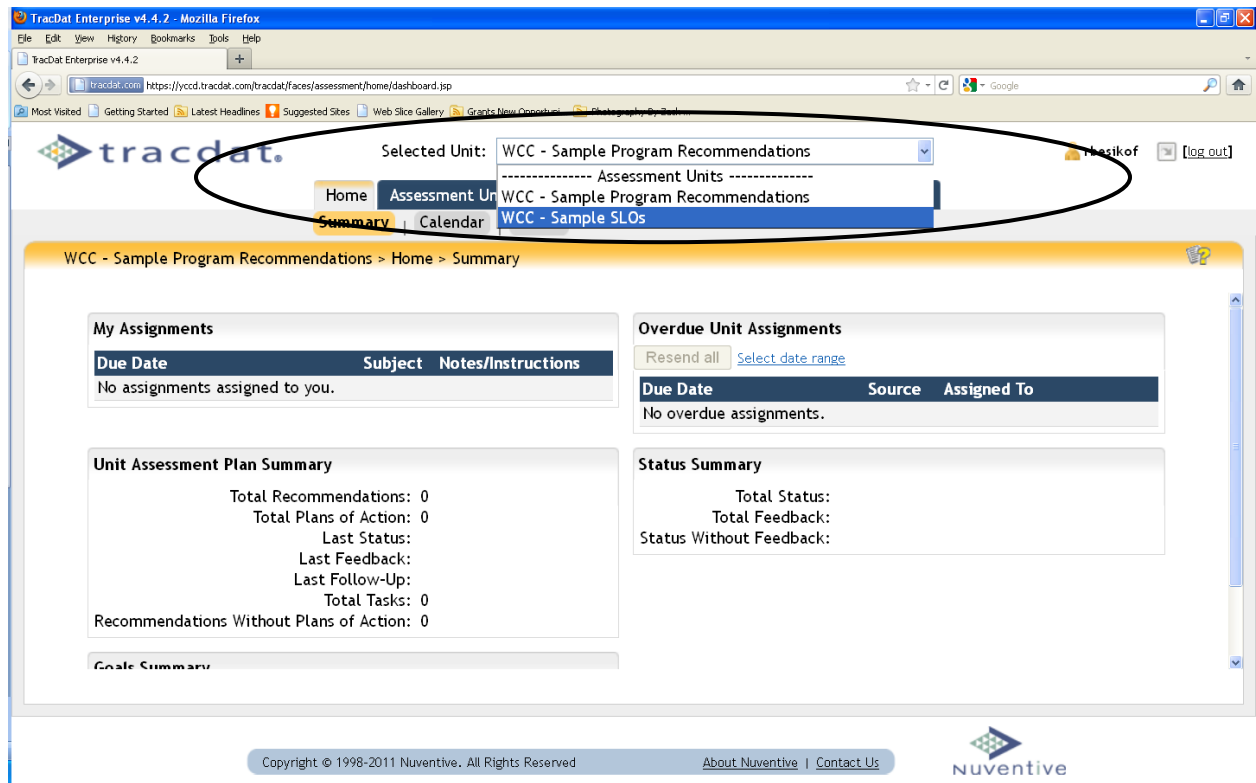
Entering in SLOs in TracDat (Academic Programs)

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, "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.

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 <u>not</u> 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).

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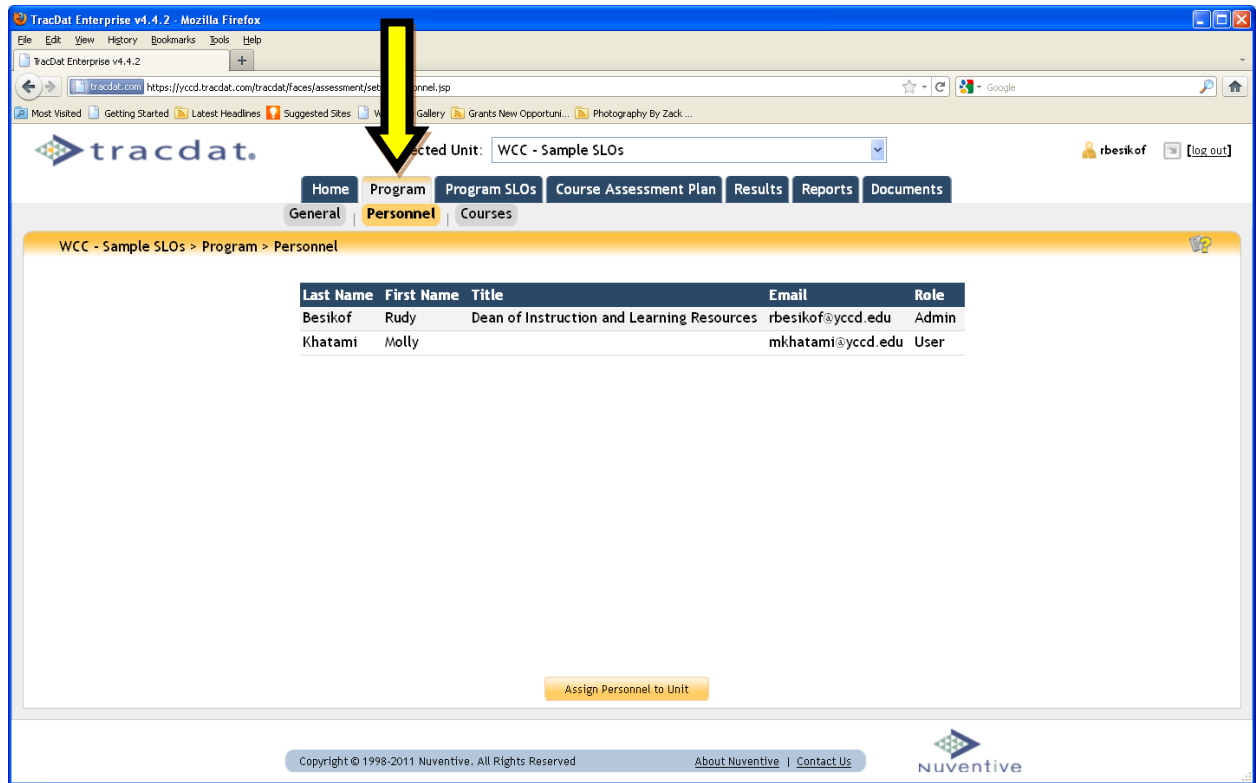
You can see a list of personnel that have been assigned to this unit. E-mail and roles for each person who has any level of access will be listed.

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.

6. **Program – Courses:**

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**
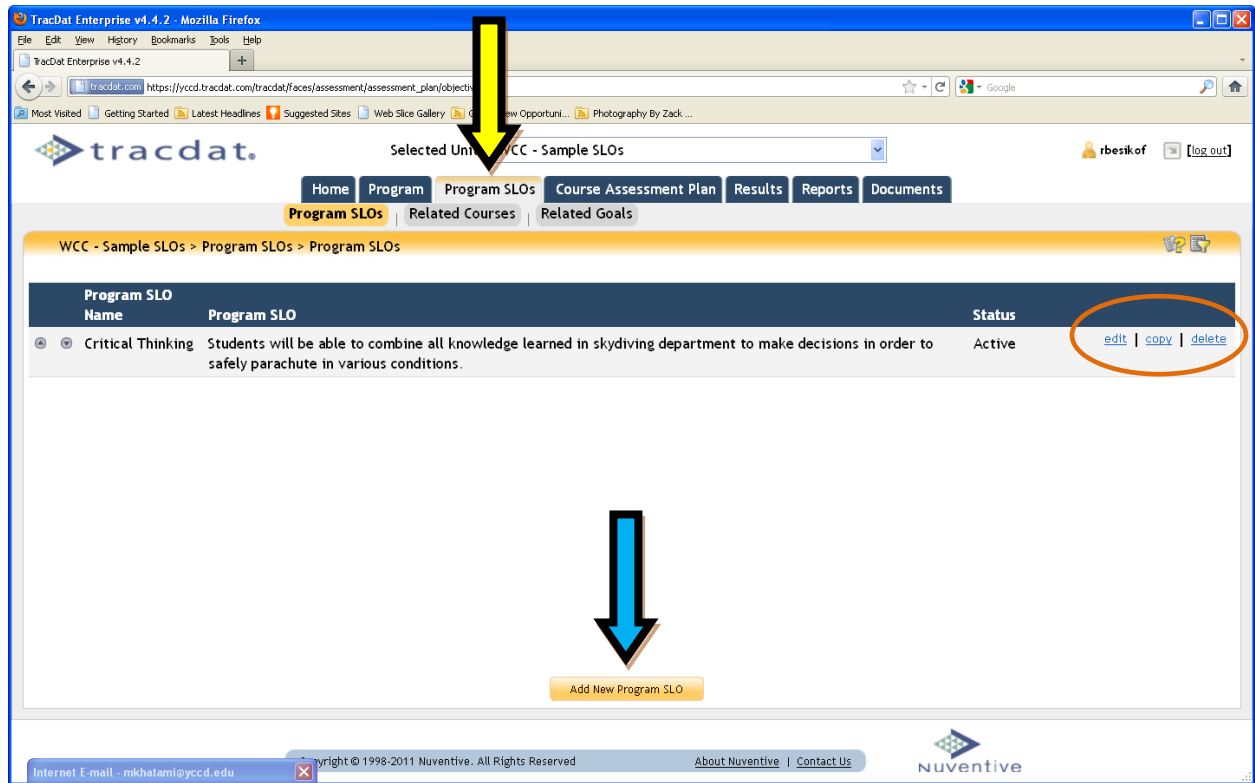
The program-specific SLOs are listed under "Program SLOs – Program SLOs." You have the ability to:

- 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.

8. **Program SLOs – Related Courses**

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.
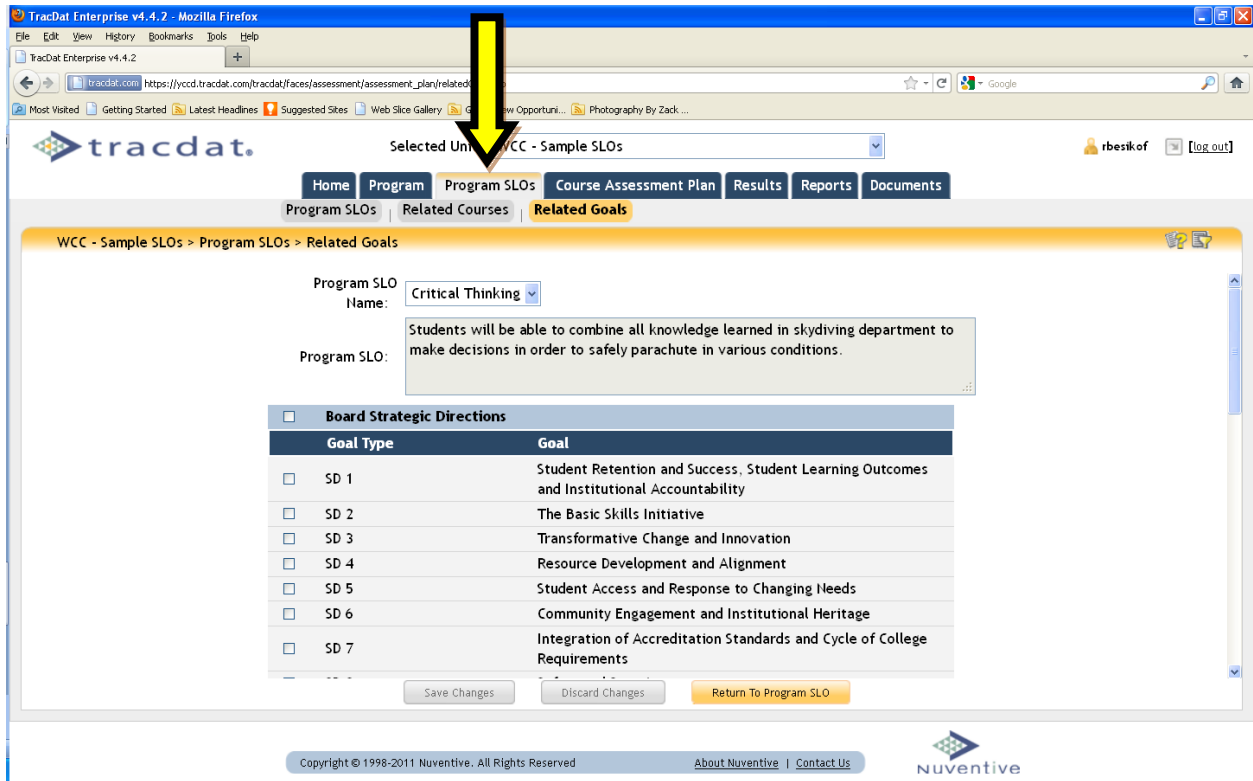
"Curriculum Mapping" (blue arrow) lets you track if the SLO is being:
*   A - Assessed
*   I - Introduced
*   R – Reinforced

9. **Program SLOs – Related Goals**

"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.

10. Course Assessment Plan – SLOs

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.

11. Course Assessment Plan – Means of Assessment

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)

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**

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.

13. **Course Assessment Plan – Related Goals**

Similar to # 9 (Program SLOs – Related Goals), "Related Goals" lets you associate your course-level SLOs with other institutional goals such as:
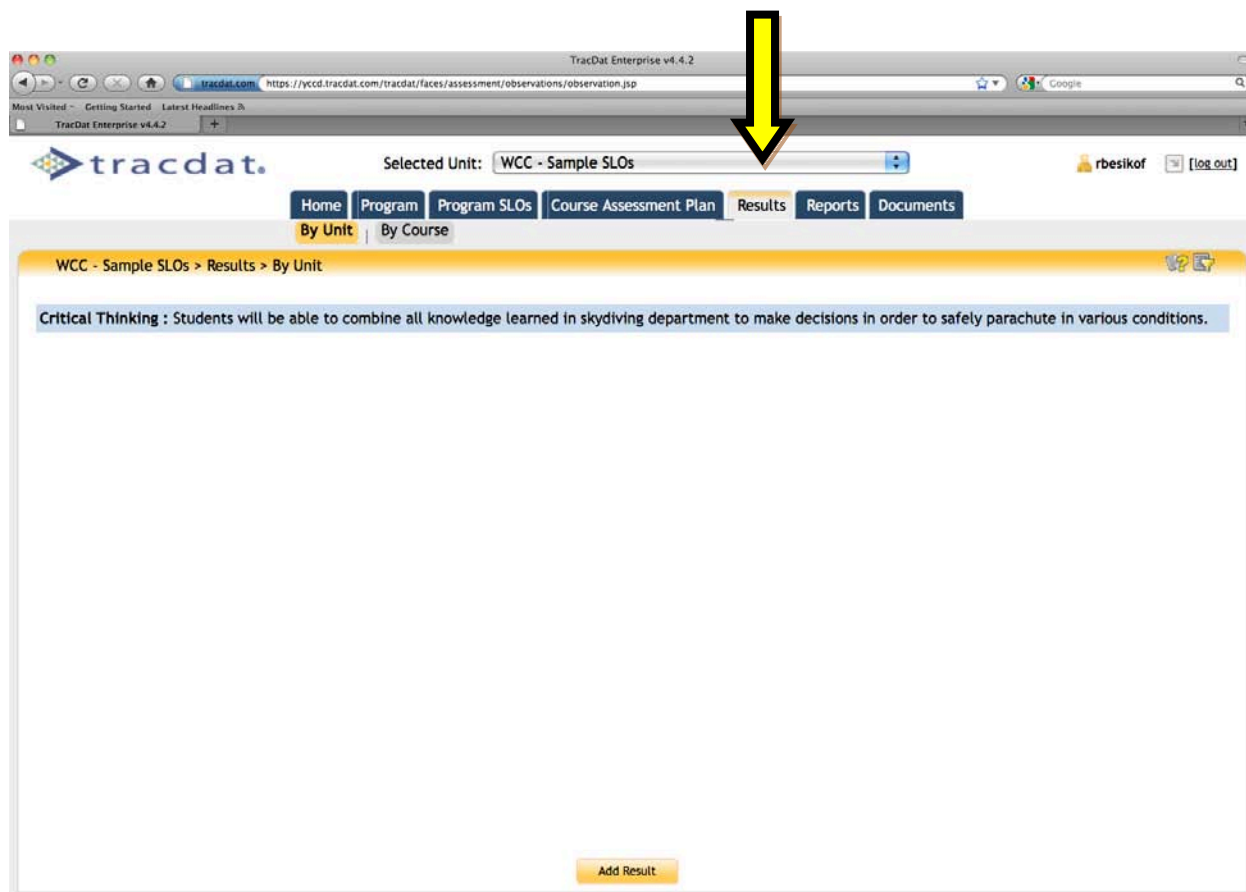
- Board Strategic Directions
- ACCJC Standards
- Institutional SLOs

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.

14. Results – By Unit

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

15. Results – By Course

- 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)

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)

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?

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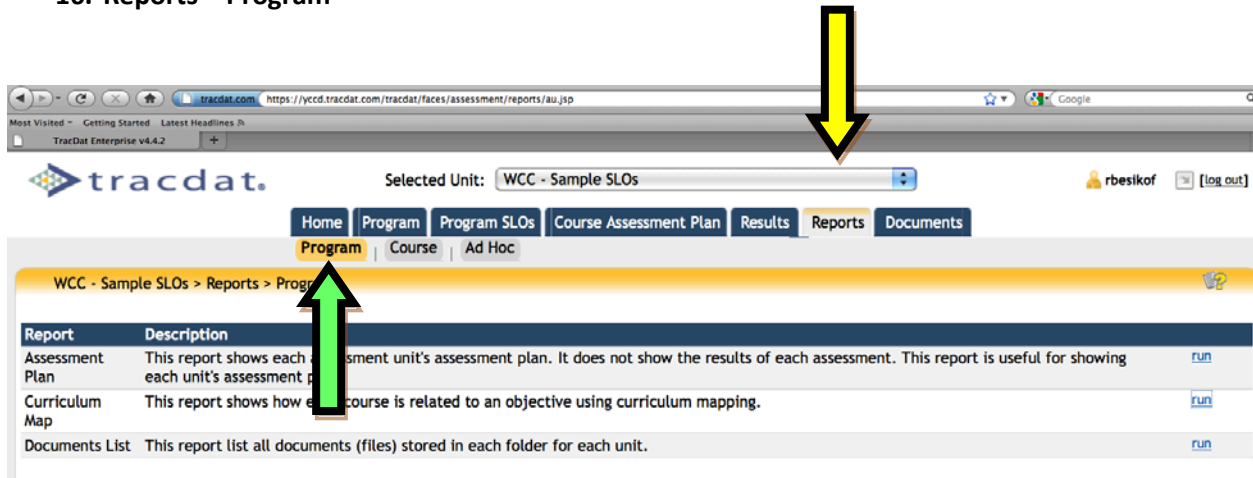
Select the report you wish to run by clicking "run". You will see a "set parameters" page that lets you change the kind of information that is displayed, as well as choose the type of output (PDF, HTML, Excel, or Word).

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.)

17. Reports – Course

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

Initially, there will be no pre-defined reports in "Reports-Ad Hoc", however unique reports designed specifically for your program will appear here.

19. Documents – Document Repository
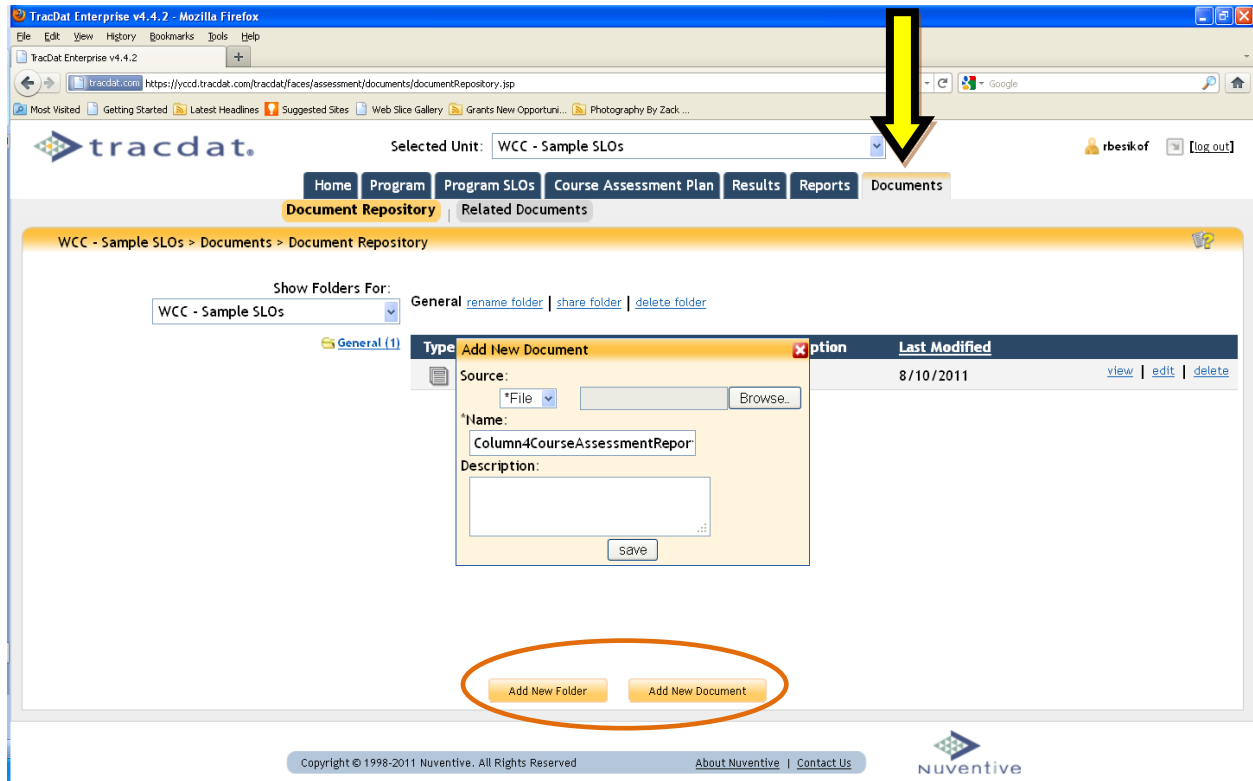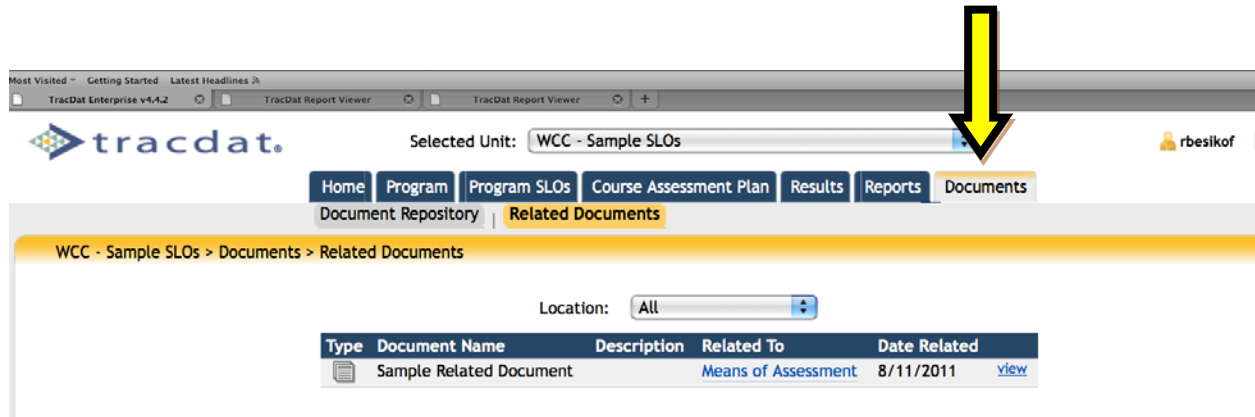
Documents can be uploaded in the "documentary repository" by clicking on "add new document" (orange circle). Alternatively, you can create a new folder, and then add a new document.

We recommend adding your assessment schedule here.

20. 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!

- 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:

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.)

After clicking completed, the following screen appears: