~~ECMS for SLOs,~~
   ~~Spreadsheet for PLO Timelines,~~
      ~~Spreadsheet for Mapping,~~ and
         Where do Assessments for PLOACs go?

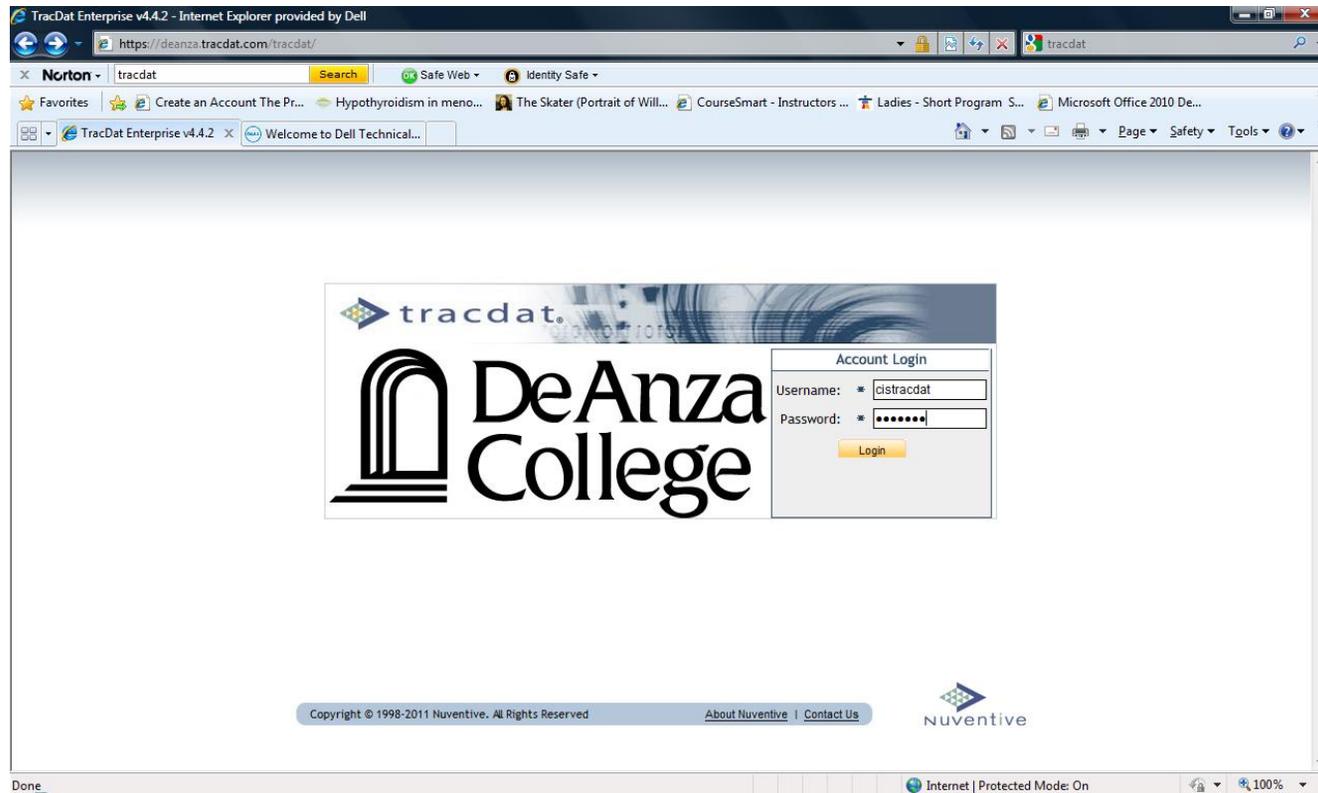# The answer to your problems/doubts =

TracDat

Table of Contents

Logging into the home page:

URL: https://deanza.tracdat.com/

Need a Username/Password?

Forgot Password?

Contact: papemary@deanza.edu

This is a show of the Home tab

Tab: **Home** -> Sub-tabs: **Summary**, **Calenda**r, **Profile** (change Email address or password)

Department/Program Area Name
Summary of SLO Assessment Cycle for each course in the department/area
Choose "Next 25", an appropriate range, or "All xx" and scroll down to see complete list

Add/Edit/Delete SLO

A) Adding a new SLO

1. Choose **Course Assessment Plan** tab.
2. Choose **Student Learning Outcomes (SLOs)** sub-tab.
3. Choose course from the drop down list box.
4. Click on Add New Student Learning Outcome.

A) Adding a new SLO continued …

Then you will see the following screen:

A) Adding a new SLO continued …

1. Enter name such as CIS10_SLO_1, SLO 2 or whatever you program area agrees upon.
2. Type in SLO
3. To select multiple quarters hold control key while selecting.
4. Select "Active" Status
5. 12/31/2009 is the default date being used if this is an SLO migrated from ECMS system. Otherwise use current date.
6. Press "Save Changes" and then press "Return"

Choose "Inactive" if this SLO has been replaced with another

B. Edit or Delete SLO.

Note: Do **not** delete an SLO if it has **ever** been assessed. Instead change the SLO status to inactive.

    1. Choose **Course Assessment Plan** tab.

    2. Choose **Student Learning Outcomes (SLOs)** sub-tab.

    3. Choose course from the drop down list box.

4. Choose "edit"

5. Make appropriate changes and press "Save Changes", "Discard Changes", and "Return" as appropriate.

Commit to Assessment Method(s) This parallels "Phase II" on ECMS – SLO system.

1. Choose **Course Assessment Plan**
2. Choose **Means of Assessment** sub-tab
3. Select the course from the first drop-down list box.
4. Select the SLO from the second drop-down list box.
5. Click the **Add New Assessment Method** button.

Commit to Assessment Methods continued ….

Now this is the screen you will see.

Note that the Course, SLO Name, and SLO will appear on this page "grayed out" but cannot be edited on this page.

1. **Assessment Method Type** provides a drop-down menu that allows user to select what type of method will be used.
2. **Assessment Method** explains the assessment method in more detail. For instance, Exam/Quiz might be selected as the Assessment Method Type and here one might write "question from midterm 2 and question from final". This is the only required box on this page.
3. **Target for Success** refers to the benchmark and might be stated as "80% of students will answer the exam question correctly". For the first cycle of a course it is appropriate to write "None set – First cycle".

4. Save changes.
5. Once changes have been saved the "Relate Documents" button will become active. This is an opportunity to add as a document a sample test question, blank rubric, or assignment itself as corroborating back-up.

6. The Assign button can be used to assign data collection, data and summary of findings, and/or enhancement/reflection plan to another faculty member with a timeline. Probably best to wait until we all get more familiar with this software. To test what the person will see please feel free to use assignEmail@yahoo.com with a password of testing.

Enter Assessment Results

1. Choose **Assignment Findings** tab.
2. Choose **By Course/Service** sub-tab
3. Select course from drop-down menu
4. Click Add Assessment Findings

Enter Assessment Results continued …

1. Select the SLO
2. A drop up box appears. Within that box select a method you wish to enter results for. (Yes, you press **select** for the second time.) Note that you must have previously entered at least one Assessment Method for the selected SLO of the selected course.

Enter Assessment Results continued …

The second select brings you to this screen. Simply fill in the five required fields:

Assessment Data Summary -> type in the results

Assessment Data Summary Date -> date that dialogue took place with peers regarding results of assessment(s)

Target -> Choose **Target met** or **Target not met**

Program Review Reporting year -> choose the academic year for which data will be used in support of Program Review

Click on **Save Changes**

Click on Add Enhancement/Action

Type in the Enhancement/Action box.
Save changes

Running Reports

1. Choose **Reports** tab
2. Choose Course/Service sub-tab
3. Click **run** for the **Unit Course Assessment Report – Four Column**

Follow the directions on the next screen

Documents tab

Entering Program Level Outcomes (Note that these parallel the steps required for SLOs except each PLO is mapped down to course(s) and up to Institutional Outcome(s))

Add/Edit/Delete SLO
1. Choose **Program Assessment Plan** tab.
2. Choose **Program Level Outcomes (PLOs)** sub-tab.
3. Choose course from the drop down list box.
4. Click on Add New Student Learning Outcome.
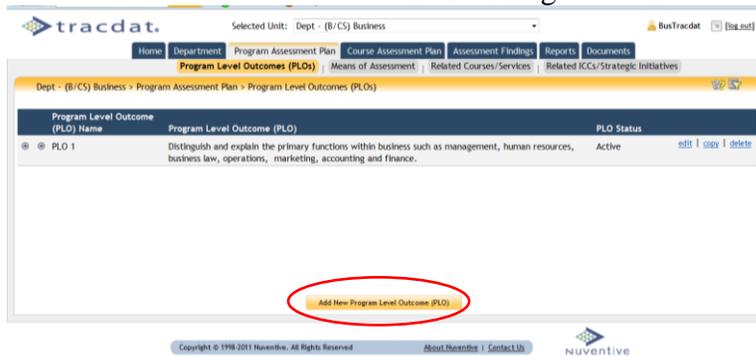
Commit to Assessment Method(s)
1. Choose **Program Assessment Plan** tab
2. Choose **Means of Assessment** sub-tab
3. Select the PLO from the second drop-down list box.
4. Click the **Add New Assessment Method** button.
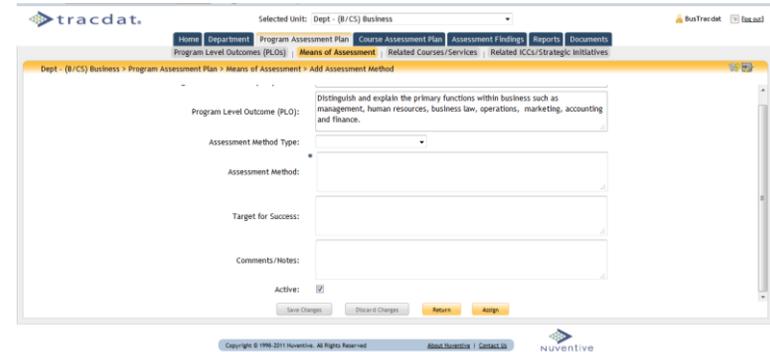
Add your data to this screen.

Mapping Course SLOs to Institutional Core Competencies and/or Strategic Initiatives
1. Choose **Program Assessment Plan** tab.
2. Choose **Related ICCs/Strategic Initiatives** tab.
3. Choose the PLO from the drop-down menu.
4. Scroll down checking only those ICCs or strategic Initiatives that apply best. Courses map best to ICCs. Services usually map to Strategic Initiatives. Ideally only one at most two should be checked.
5. Save Changes.

Mapping Course PLOs to Courses

1. Choose **Program Assessment Plan** tab.
2. Choose **Related Courses/Services** sub-tab.
3. Choose the SLO from the drop-down menu.
4. Check all courses where this skill is learned. For curriculum mapping click on the extent to which the skill is learned in this course (Introductory, Developed, Mastered)
5. Save Changes.

Mapping Course PLOs to Institutional Core Competencies and/or Strategic Initiatives

1. Choose **Program Assessment Plan** tab.
2. Choose **Related ICCs/Strategic Initiatives** sub-tab.
3. Choose the PLO from the drop-down menu.
4. Scroll down checking only those ICCs or strategic Initiatives that apply best. Courses map best to ICCs. Services usually map to Strategic Initiatives. Ideally only one at most two should be checked.
5. Save Changes.

Enter Assessment Results for Program Level Outcomes

1. Choose **Assignment Findings** tab.
2. Choose **By Unit**
3. Click Add Assessment Findings
4. Select the PLO
5. A drop up box appears. Within that box select a method you wish to enter results for. (Yes, you press **select** for the second time.) Note that you must have previously entered at least one Assessment Method for the selected PLO.
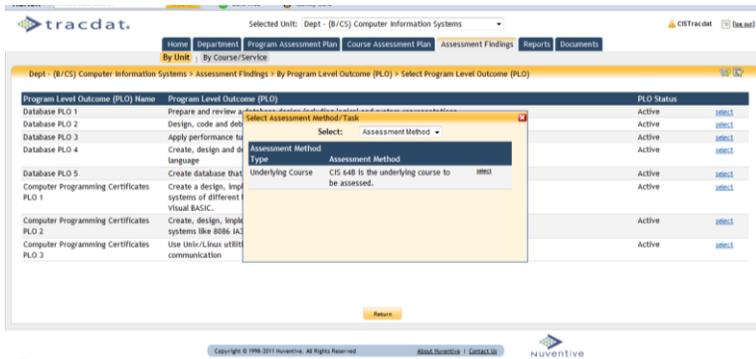
The second select brings you to this screen. Simply fill in the five required fields:

    Assessment Result -> type in the results
    Assessment Result Date -> choose either the date the results were collected OR the date the results are being entered
    Target -> Choose **Target met** or **Target not met**
    Reporting year -> choose the academic year during which the data was collected
    Click on **Save Changes**
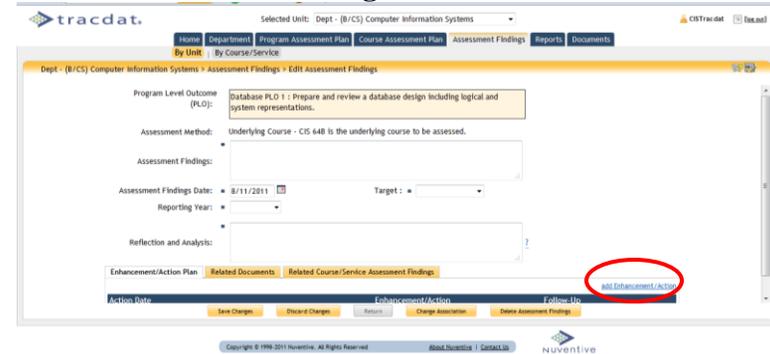
Click on Add Enhancement/Action as appropriate.