

User Guide

for

Managing Student Learning Outcomes

with

TracDat

for

San Mateo Community College District

Part I: Course-Level SLOs

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Introduction

This TracDat user guide is written for all users of TracDat in the San Mateo Community College District. It provides step-by-step instruction on all functions related to assessments such as adding, editing learning outcomes, assessments and related results, creating reports and storing documents related to those assessments.

TracDat is an assessment management software designed to meet the assessment and planning needs necessary to handle all functions in an assessment cycle. TracDat allows for institution-wide handling of assessment related functions and mapping them to the appropriate goals as defined by ACCJC rubrics. Each Unit is responsible for entering/maintaining their outcomes, assessment methods, action plans, assessment results, reports and documents in TracDat.

For questions about this manual or if you would like additional TracDat assistance **please contact vanajakshic@smccd.edu**.

For questions regarding your specific college's TracDAT and SLOs issues, contact your SLOAC coordinator.

For additional training, contact Dr. Jing Luan's office:

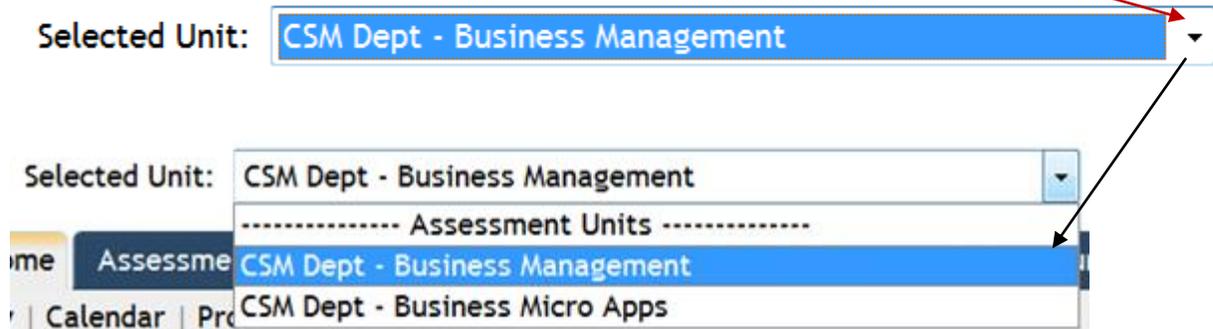
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*Note: Before you begin the main section, please read the page “**Before you begin: What to Do When What You Expect Doesn't Happen**”, given below.*

Before you begin: What to Do When What You Expect Doesn't Happen

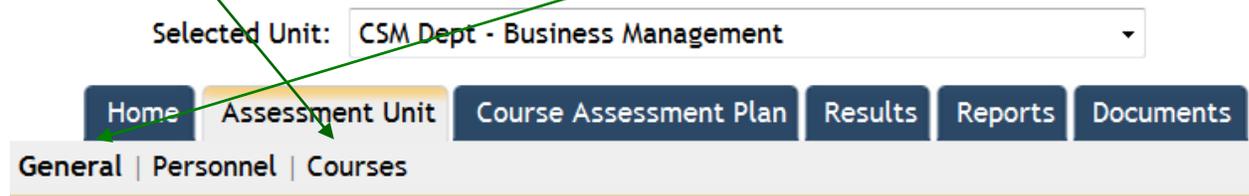
1. ***Check to make sure that the “Select Unit” field shows the correct Assessment Unit.***

If you are an admin for more than one department, the drop-down list in this field will show you all your departments [units] when you click on the arrow at the right of the field. Select the correct one [for which you are entering the SLO or assessment or result etc.]



2. ***Check to make sure that the correct sub-tab has been clicked [selected]. The default screen is not always the screen that you are looking for.***

The default screen below is the one corresponding to the sub-tab “**General**”. You have to click on the “**Courses**” sub-tab to see the SLOs you entered for the courses in this assessment unit.



3. ***Don't be afraid to explore a little bit*** – click around on different sub-tabs, drop-down lists etc.

Generally speaking, you cannot do much damage. If you feel that you might have done something wrong you can always click on the Discard Changes button when available or use the back arrow key at the top left of the screen without saving anything and you would leave things the way they were before you started exploring.

Section I: Navigation - Description of Tabs

TracDat is a tab-driven system. The next few pages describe the main tabs, the sub-tabs under each main tab and their functions. The top field, **Selected Unit**, is a drop-down box that will show a list of all the units [departments/programs/divisions] for which you have access and for which you will be entering information.

Selected Unit:

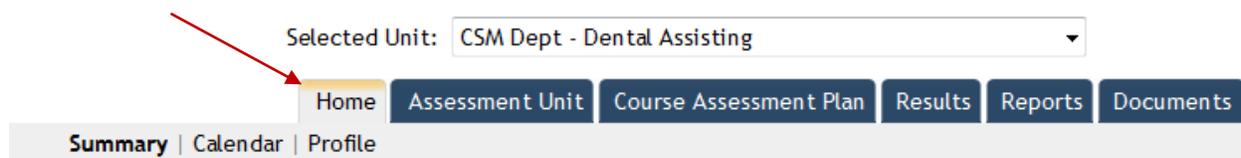


The TracDat navigation bar is located across the top of the TracDat Screen just below the **Selected Unit** field. TracDat is divided into six major areas:

- Home [Summary Information]
- Assessment Unit
- Course Assessment Plan
- Results
- Reports
- Documents

A brief description of each of these areas is given below:

Tab 1: Home

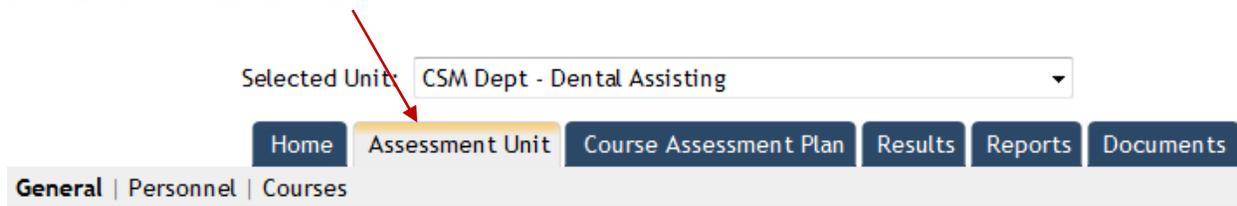


At the Home tab, you may view the **Summary**, **Calendar**, and the **Profile**. This tab supplies summary views of assignments, results etc at the Assessment Unit level.

Home Features:

- *Summary*
 - View your personal Assignments
 - View Overdue Unit Assignments
 - View summary data on Assessment Unit SLOs, assessment methods, and results
- *Calendar*
 - Monthly view of Unit Assignments
 - Create/view Reminder Entries for assessment purposes
- *Profile*
 - Add/change your Email Address
 - Change your Password

Tab 2: Assessment Unit

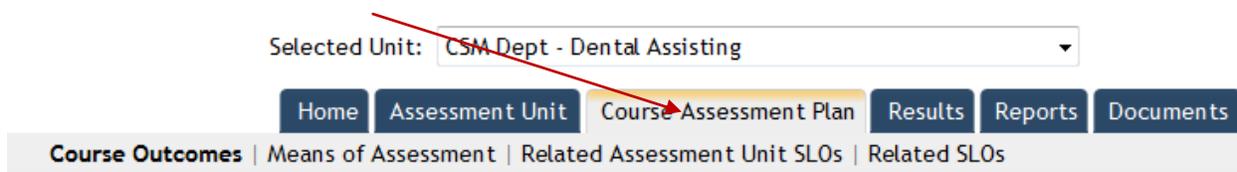


The Assessment Unit is the primary Unit where assessment takes place. An Assessment Unit is the most granular level of unit which has a plan – outcomes, assessment methods, assessments and results that are documented. Example Assessment Units may include departments or programs such as Mathematics Department, Nursing Program, Financial Aid, etc.

Assessment Unit Features:

- *General*
 - Overview/Description of Assessment Unit
 - Custom fields are often added to this subheading that describe the Assessment Unit’s Mission, Vision, Assessment Plan Review Process, etc.
- *Personnel*
 - View personnel who have access to the Assessment Unit
 - Add/Remove personnel access to Assessment Unit
- *Courses*
 - View courses listed within the Assessment Unit
 - Editing a listed course allows you to relate a document (e.g. syllabus) to that specific course

Tab 3: Course Assessment Plan



Encompasses course outcomes, the assessment methods used to assess them, and GE/Program outcomes and institutional outcomes. This tab is used to add, edit, delete course-level outcomes, define assessment methods for them, and relate them to GE/Program outcomes and institutional outcomes. Once an outcome is defined, the Means of Assessment sub-tab allows creation and modification of the assessment methods used to assess the outcomes.

Course Assessment Plan Features:

- *Course Outcomes*
 - View/Add/Edit SLOs for specific Courses
- *Means of Assessment*
 - View/Add/Edit Assessment Methods related to each Course of the Assessment Unit

- *Related Assessment Unit SLOs*
 - Relate Assessment Unit SLOs to selected Course SLOs
- *Related SLOs*
 - Relate Assessment Unit SLOs, Reporting Unit SLOs, and Institution SLOs to selected Course SLOs

Tab 4: Results

Selected Unit: CSM Dept - Dental Assisting

Home Assessment Unit Course Assessment Plan Results Reports Documents

By Unit | By Course

Results Features:

- *By Unit*
 - Displays Results by Assessment Unit SLOs
 - View/Add/Edit these Results as well as any Actions and Related Documents linked to the Result
- *By Course*
 - Displays Results by Courses and Course SLOs
 - View/Add/Edit these Results as well as any Actions and Related Documents linked to the Result

Tab 5: Reports

Selected Unit: CSM Dept - Dental Assisting

Home Assessment Unit Course Assessment Plan Results Reports Documents

Assessment Unit | Course | Ad Hoc

- Reports can be executed in either HTML or PDF
 - For best results, use HTML for viewing and PDF for Printing reports
- Report data is related to the Assessment Unit that is selected from the top drop-down menu

Reports Features:

- *Assessment Unit*
 - Several pre-built reports summarizing data for the assessment unit selected.



Report	Description	
Assessment Impact by Assessment Methods	This report shows each assessment unit's results and action plans sorted by the various Assessment Methods. This report is useful for showing results for a unit or across multiple units that use similar assessment methods. (Example: Standardized Test)	run
Assessment Impact by Goals	This report displays each of the selected unit's goals along with the assessment unit's plan and results that support the goals. This report is useful for showing alignment between the goals and assessment units plan and assessment results.	run
Assessment Impact by Unit Objectives	This report shows each assessment unit's assessment plan along with the results and action plans. This report is useful for showing the impact doing assessment has had on an assessment unit.	run
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.	run
Assessment Report	This report shows how each assessment unit is supporting the goals of the institution, a reporting unit or an assessment unit. This report is presented in a five column model.	run
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.	run
Curriculum Map	This report shows how each course is related to an objective using curriculum mapping.	run
Objective Relationships	This report shows each of the goals of the selected unit and any objectives at the institution that support those goals.	run
Assessment Impact by Tasks	This report shows each assessment unit's results and action plans sorted by the unit tasks. This report is useful for showing results for a unit or across multiple units that use similar tasks.	run
Documents List	This report list all documents (files) stored in each folder for each unit.	run

➤ **Course**

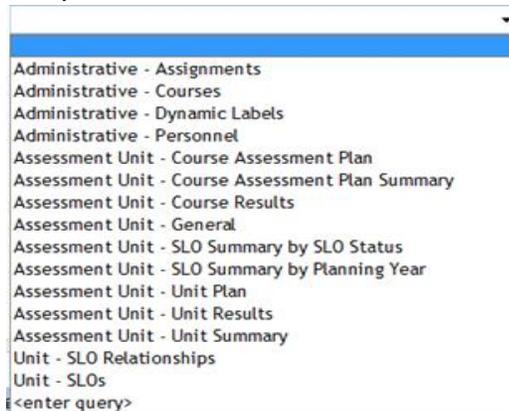
- **Course level reports for the selected assessment unit**



Report	Description	
Unit Course Assessment Report - Four Column	This report shows each assessment unit's course 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.	run
Course Assessment Plan	This report shows each course's assessment plan. This report is useful for showing how a particular course is being assessed.	run
Course List by Unit	This report shows the courses per unit.	run

➤ **Ad Hoc**

- **New Reports that can be built using options on the screen – select specific assessment units, columns etc.**



- **New queries depending on data needed can be entered and new reports other than the ones listed in the drop-down box can be created.**

Tab 6: Documents

Selected Unit:

Home Assessment Unit Course Assessment Plan Results Reports Documents

Document Repository | Related Documents

Documents Features:

➤ Document Repository

- View/Add/Edit/Share folders within the Assessment Unit
- Upload files to be related to Assessment Plans and Results
- Ability to share documents across Assessment Units, Related Assessment Units, and the Institution
- General depository for any assessment documents

tracdat. Selected Unit: vanajakshic@smccd.edu [Log out](#)

Home Assessment Unit Course Assessment Plan Results Reports Documents

Document Repository | Related Documents

Dept - Dental Assisting > Documents > Document Repository

Show Folders For: CSM Dept - Dental Assisting

Dent 647 [rename folder](#) | [share folder](#) | [delete folder](#)

Type	Document Name	Description	Last Modified	
	DENT 647 Dentist Eval	Eval form used by DDS to rate student performance for Internship	5/21/2010	view edit delete
	DENT 647 Dentist Eval		5/21/2010	view edit delete
	DENT 647 Dentist Eval		5/21/2010	view edit delete
	DENT 647 Dentist Eval		5/21/2010	view edit delete

[Dent 647 \(4\)](#)
[Dent 716 \(6\)](#)
[Dent 721 \(2\)](#)
[Dent 722 \(6\)](#)
[Dent 731 \(2\)](#)
[Dent 732 \(1\)](#)
[Dent 735 \(4\)](#)
[Dent 740 \(0\)](#)
[Dent 742 \(3\)](#)
[Dent 743 \(0\)](#)
[Dent 744 \(0\)](#)
[Dent 749 \(0\)](#)
[Dent 751 \(0\)](#)
[Dent 763 \(4\)](#)
[General \(0\)](#)

➤ Related Documents

- View where current documents are related to Courses, Means of Assessment, and Results

tracdat. Selected Unit: vanajakshic@smc

Home Assessment Unit Course Assessment Plan Results Reports Documents

Document Repository | Related Documents

Dept - Dental Assisting > Documents > Related Documents

Location:

Type	Document Name	Description	Related To	Date Related	
	DENT 647 Dentist Eval	Eval form used by DDS to rate student performance for Internship	Means of Assessment	5/21/2010	view
	DENT 647 Dentist Eval		Means of Assessment	5/21/2010	view
	DENT 647 Dentist Eval		Means of Assessment	5/21/2010	view
	DENT 647 Dentist Eval		Means of Assessment	5/21/2010	view
	DENT 647 Dentist Eval	Eval form used by DDS to rate student performance for Internship	Means of Assessment	5/21/2010	view
	DENT 647 Dentist Eval		Means of Assessment	5/21/2010	view
	DENT 647 Dentist Eval		Means of Assessment	5/21/2010	view
	DENT 647 Dentist Eval		Means of Assessment	5/21/2010	view
	DENT 647 Dentist Eval	Eval form used by DDS to rate student performance for Internship	Means of Assessment	5/21/2010	view
	DENT 647 Dentist Eval		Means of Assessment	5/21/2010	view
	DENT 647 Dentist Eval		Means of Assessment	5/21/2010	view
	DENT 647 Dentist Eval		Means of Assessment	5/21/2010	view
	DENT 647 Dentist Eval	Eval form used by DDS to rate student performance for Internship	Means of Assessment	5/21/2010	view
	DENT 647 Dentist Eval		Means of Assessment	5/21/2010	view
	DENT 647 Dentist Eval		Means of Assessment	5/21/2010	view
	DENT 647 Dentist Eval		Means of Assessment	5/21/2010	view
	DENT 647 Dentist Eval	Eval form used by DDS to rate student performance for Internship	Means of Assessment	5/21/2010	view

Section II: Navigation – Summary of Steps for Specific Tasks

To Add/Edit/Copy/Delete SLOs for Assessment Unit

To Add an Outcome

1. Select **Assessment Unit** from the top drop down menu
2. Select Course **Assessment Plan** Tab
3. Select **Course Outcomes sub-tab**
4. Select course from **Course** field [drop-down menu]
5. Select **Add New Course Outcomes** button

In the *New Course Outcome* page:

1. Enter SLO Name in the **Course Outcome Name** field
2. Enter SLO description in the **Course Outcome** field
3. Select **SLO Type** from drop-down box
4. Enter **Start Date** [using calendar icon at right]
5. Enter **End Date** [using calendar icon at right] [optional]
6. Click **Save Changes** button
7. Click **Return** button

To Edit an Outcome

1. Select **Assessment Unit** from the top drop down menu
2. Select Course **Assessment Plan** Tab
3. Select **Course Outcomes sub-tab**
4. Select course from **Course** field [drop-down menu]
5. Click on Edit link at right across from the SLO you want to modify
6. Click **Save Changes** button
7. Click **Return** button

To Copy an Outcome

1. Select **Assessment Unit** from the top drop down menu
2. Select Course **Assessment Plan** Tab
3. Select **Course Outcomes sub-tab**
4. Select course from **Course** field [drop-down menu]
5. Click on **Copy** link at right across from the SLO you want to copy
6. Click **Save Changes** button
7. Click **Return** button

To Delete an Outcome

8. Select **Assessment Unit** from the top drop down menu
9. Select Course **Assessment Plan** Tab
10. Select **Course Outcomes sub-tab**

11. Select course from **Course** field [drop-down menu]
12. Click on **Delete** link at right across from the SLO you want to delete
13. Click **Save Changes** button
14. Click **Return** button

[Warning: If this SLO has assessments and results attached to it, you have to be careful about deleting it.]

To View an Outcome

1. Select **Assessment Unit** from the top drop down menu
 2. Select Course **Assessment Plan** Tab
 3. Select **Course Outcomes sub-tab**
 4. Select course from **Course** field [drop-down menu]
-

To View/Add/Edit Assessment Methods related to each SLO of the Assessment Unit

To Add an Assessment Method

1. Select the desired **Assessment Unit** from the top drop down menu
2. Select Course **Assessment Plan** Tab
3. Select **Means of Assessment** Sub-tab
4. Select course from **Course** field [drop-down menu]
5. Select the SLO from **Course Outcome Name** drop-down field
6. Click **Add New Assessment Method** button

In the **Add Assessment Method** page

1. Select **Assessment Method Category** from the drop-down field
2. Enter the new assessment method in the **Assessment Method** field
3. Enter **Success Criterion**
4. Enter the term when it will be assessed in the **Schedule** field
5. Click the **Active** check-box [if it is not already checked]
6. Click **Save Changes** button
7. Click **Return** button

To Assign the assessment task to a specific person

In the **Add Assessment Method** page

1. Click the Assign button
2. Select "Data Only" or "Data and Result" radio button
3. Select the folder in the **Put Documents in the Repository Folder** drop-down field
4. Select the person you want to assign the task to in the **Assign To** drop-down field
5. Select due date from the **Due Date** calendar drop-down fields
6. Enter any notes or instructions in the **Notes/Instructions** field
7. Click the **E-mail assignments to assignee** check-box
8. Click **Save** button

9. Click **Return** button on the main Add Assessment Method page

To Edit an Assessment Method

1. Select the desired **Assessment Unit** from the top drop down menu
2. Select Course **Assessment Plan** Tab
3. Select **Means of Assessment** Sub-tab
4. Select course from **Course** field [drop-down menu]
5. Select the SLO from **Course Outcome Name** drop-down field
6. Click the **Edit** link across from the assessment method you want to modify
7. In the Edit Assessment Method page that opens, make the desired changes
8. Click **Save Changes** button
9. Click **Return**

To relate documents to this assessment method

10. click **Relate Documents** button
11. In the dialog box that opens, select **New Document** or **Document From Repository** or **Previously Related Document** link
12. Select the document [if it is already in the repository folder] or from your computer using the **Browse** field
13. Click **Relate Document** button
14. Click **Return** button

To Copy an Assessment Method

1. Select the desired **Assessment Unit** from the top drop down menu
2. Select Course **Assessment Plan** Tab
3. Select **Means of Assessment** Sub-tab
4. Select course from **Course** field [drop-down menu]
5. Select the SLO from **Course Outcome Name** drop-down field
6. Click the **Copy** link across from the assessment method you want to copy
7. In the Copy Assessment Method page that opens, select the SLOs you want copied
8. Click **Save Changes** button

To Delete an Assessment Method

1. Select the desired **Assessment Unit** from the top drop down menu
2. Select Course **Assessment Plan** Tab
3. Select **Means of Assessment** Sub-tab
4. Select course from **Course** field [drop-down menu]
5. Select the SLO from **Course Outcome Name** drop-down field
6. Click the **Delete** link across from the assessment method you want to delete
7. Click "Yes" in the dialog box that opens

To Relate GE SLOs to a Course SLOs

1. Select the desired **Assessment Unit** from the top drop down menu
2. Select **Course Assessment Plan** Tab
3. Select **Related Assessment Unit SLOs** sub-tab
4. Select the desired **Course** from the drop-down menu
5. Select the desired **Course Outcome Name** from the drop-down menu

6. **Check the box next to each Assessment Unit** that relates to the SLO (you can select/deselect all by toggling the topmost check box of each section – next to the name of the respective Unit)
7. Click **Save Changes** button
8. Click **Return To Course Outcome** button

To View/Add/Edit Results related to each SLO of the Assessment Unit

To Add a new Result to a Course SLO

1. Select the desired Assessment Unit from the top drop down menu
2. Select **Results** Tab
3. Select **By Course** sub-tab
4. Select the course from the drop-down menu
5. Click **Add Result** button
6. In the **Select Course Outcome** page that opens, click on the **Select** link across from the SLO for which you want to add the result
7. In the **Select Assessment Method/Task** dialog box that opens, select the assessment method for which you want to enter the result
8. In the Edit Result page that opens, enter **Result, Result Type,** and **Action Status**

To Add an Action to the Result

9. Click the **add action** link at bottom right
10. Click **Save Changes** button

To Relate a Document to a New Result

After you have saved your new result

1. Select the **Related Documents** tab
2. Select the **Relate Document** link at right
3. Select from **New Document, Document from Repository, or Previously Related Document**
 - a. Choose **New Document** if you have not uploaded the document into TracDat yet.
 - b. Choose **Document from Repository** if the document has been uploaded into a folder in the Document Repository already
 - c. Choose **Previously Related Document** if the document is already related to another Observation

To Edit a Result of a Course SLO

1. Click on **Show Result** link for the SLO for which you want to edit the result
2. Click on the **edit** link at right
3. In the **Edit Result** page that opens, make the necessary changes
4. Click **Save Changes** button

Section III: Navigation - Detailed

I. How to Log In

Go to: <https://sanmateo.tracdat.com>

The **Account Login** screen will appear



First time Login

Type in username and password →

Username: your email address

Password: Initially, login with “csm” or the password given to you.

After the first time, you can change the password and, if you change it, use only that password after that. [Please note it down somewhere safely.] [How to change your password is explained in Appendix A.](#)

Enter your password. The Home page will appear, with the following main tabs:

Home, Course Assessment Plan, Results, Reports, Documents

Return User [After the first time]

Go to: <https://sanmateo.tracdat.com>

The **Account Login** screen will appear



Enter your password. The Home page will appear.

II. How to Log Out

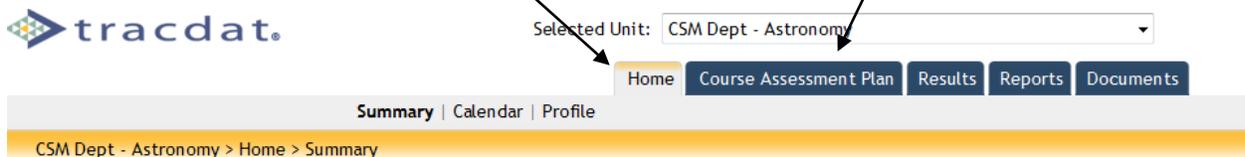
Click on the logout link in the upper right-hand corner of the toolbar.



III. Home Page

There are 6 main pages on this website: Home, Assessment Unit, Course Assessment Plan, Results, Reports, Documents as 'tabs'. Home page is the default page.

Once you log in, here are the main tabs you will see, with your department/program [predetermined by your user account as decided by your SLOAC Coordinator] showing in the **Selected Unit** field at the top:



The drop-down menu in the **Selected Unit** field will show all the units for which you have access. If you have authorization for more than one unit, you need to select the correct unit from this field. If not, the unit for which you have authorization will automatically appear in the **Selected Unit** field.

Gives the following summary data: **Unit Plans Summary, Results Summary, Course Assessment Plan Summary**

Unit Plan Summary

Total SLOs: 0
 Total Assessment Methods: 0
 Last Result:
 Last Action:
 Last Follow-Up:
 Total Tasks: 0
 SLOs Without Assessment Methods: 0

Results Summary

Total Results: [2](#)
 Total Actions: 2
 Results Without Actions: 0

Course Assessment Plan Summary

Course Name/Course Number	Total Course Outcomes	Total Assessment Methods	Course Outcomes Without Assessment Methods	Last Result	Last Action	Last Follow-Up
Introduction To Astronomy /CSM ASTR 100	1	1	0	3/10/2010	3/10/2010	
Astronomy Laboratory /CSM ASTR 101	2	1	1	3/11/2010	7/14/2010	
Observational Astronomy Lab /CSM ASTR 103	0	0	0			
The Solar System /CSM ASTR 115	1	0	1			
Stars and Galaxies /CSM ASTR 125	7	0	7			

To See Current Status of a Course Outcome for a Specific course

Under **Course Assessment Plan Summary**, if you click on the [blue] link across from **Course Name/Course number**, a box opens up showing the current status of that assessment. When you are finished, click on any blank part of the screen to close this box.

Course Assessment Plan Summary

Course Name/Course Number	Total Course Outcomes	Total Assessment Methods
Introduction To Astronomy /CSM ASTR 100	1	1
Astronomy Laboratory /CSM ASTR 101		
Observational Astronomy Lab /CSM ASTR 103		
The Solar System /CSM ASTR 115		
Stars and Galaxies /CSM ASTR 125		

Active : 1
 Active - Currently Assessing : 1

If the Course Assessment Plan Summary is a long list, use the scroll bar on the right to scroll down to see your course(s).

To See Status of a Result

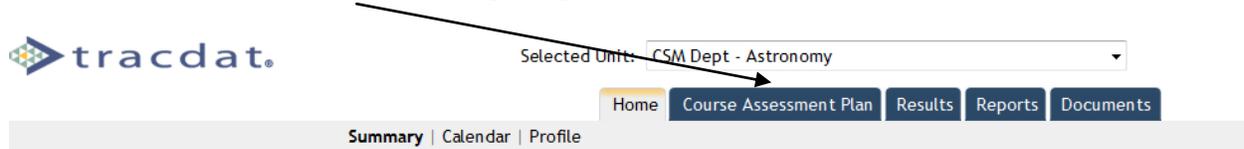
Click on the blue link across from Total Results in the Results Summary box.

Results Summary

Total Results: [2](#)
 Total Actions:
 Results Without Actions:
 Action Complete: 1
 Action in Progress: 1

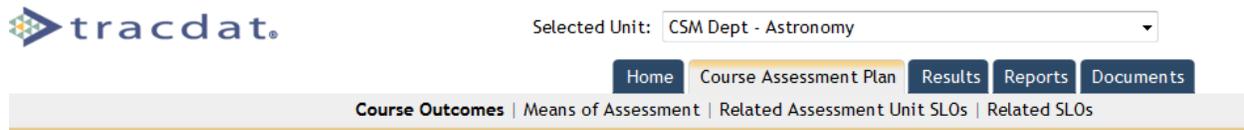
IV. How to Add a Course SLO

Click on the **Course Assessment Plan** [main] tab on the Home screen.



The **Course Assessment Plan** screen opens with the following sub-tabs:

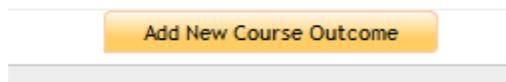
Course Outcomes, Means of Assessment, Related Assessment unit SLOs, Related SLOs



From the drop-down menu in the main part of the screen, click on the arrow at right and select the course for which you want to add the SLO. Only the departments/programs/courses you have access to will be displayed on this dropdown list.



At the bottom of the screen, click on the **Add New Course Outcome** button



The **Add New Course Outcome** screen opens, with the selected course name already in place. In new screen, fill in fields:

- Course outcome name:** insert a descriptive name for the outcome that allows you to recognize which outcome is referred to.
- Course outcome** – copy and paste from a document with course SLOs.
- SLO status:** Click on the arrow; a dropdown list will show three options:

[Home](#) | [Assessment Unit](#) | [Course Assessment Plan](#) | [Results](#) | [Reports](#) | [Documents](#)

[Course Outcomes](#) | [Means of Assessment](#) | [Related Assessment Unit SLOs](#) | [Related SLOs](#)

sment Plan > Course Outcomes > Add New Course Outcome

Course:

Course Outcome Name: *

Course Outcome: *

SLO Status:

Start Date:

End Date:

Active
 Active - Currently Assessing
 Inactive

Choose **ACTIVE** if the SLO is currently part of the course.

Choose **ACTIVE-CURRENTLY ASSESSING** if it is being assessed that year. If you don't know when it is being assessed, choose **ACTIVE**.

INACTIVE is a way of archiving discarded SLOs and removing the results from current REPORTS. Do not use this choice unless this SLO is being discarded.

START DATE: Either when this SLO was first created or the beginning of this term, Jan 15, 2010. [Not a critical value.]

END DATE: leave blank. Only use this when you are retiring a SLO.

Select **SAVE CHANGES** button at the bottom of the screen. You have the option to discard the changes by clicking the button with the name "**DISCARD CHANGES**".

Repeat process for each SLO.

When finished, click the **RETURN** button to return to the **Course Assessment Plan → Course Outcomes** page, which will now display the newly added outcomes.

Course:

Course Outcome Name: *

Course Outcome: *

SLO Status:

Start Date:

End Date:

Fill in the required fields and click on the **Save Changes** button. If you want to discard the changes, use the **Discard Changes** button.

Click **Return** when you are finished to return to the **Course Assessment Plan → Course Outcomes** page, which will now display the newly added outcomes.

V. How to Edit/Copy/Delete a Course SLO

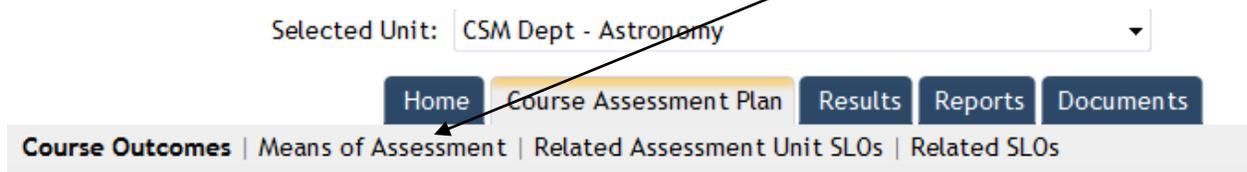
If you want to edit a previously added SLO, choose the course from the drop-down menu, choose the SLO and use the links across from the SLO on the main **Course Assessment Plan** screen:

Course:

Course Outcome Name	Course Outcome	SLO Status	
⊕ ⊖ SLO1	After finishing this course, the students will be able to: State and explain Kepler's Laws State and explain Newton's laws	Active	edit copy delete

VI. *How to Add an Assessment Method*

On the main **Course Assessment Plan** screen, click on the **Means of Assessment** sub-tab.

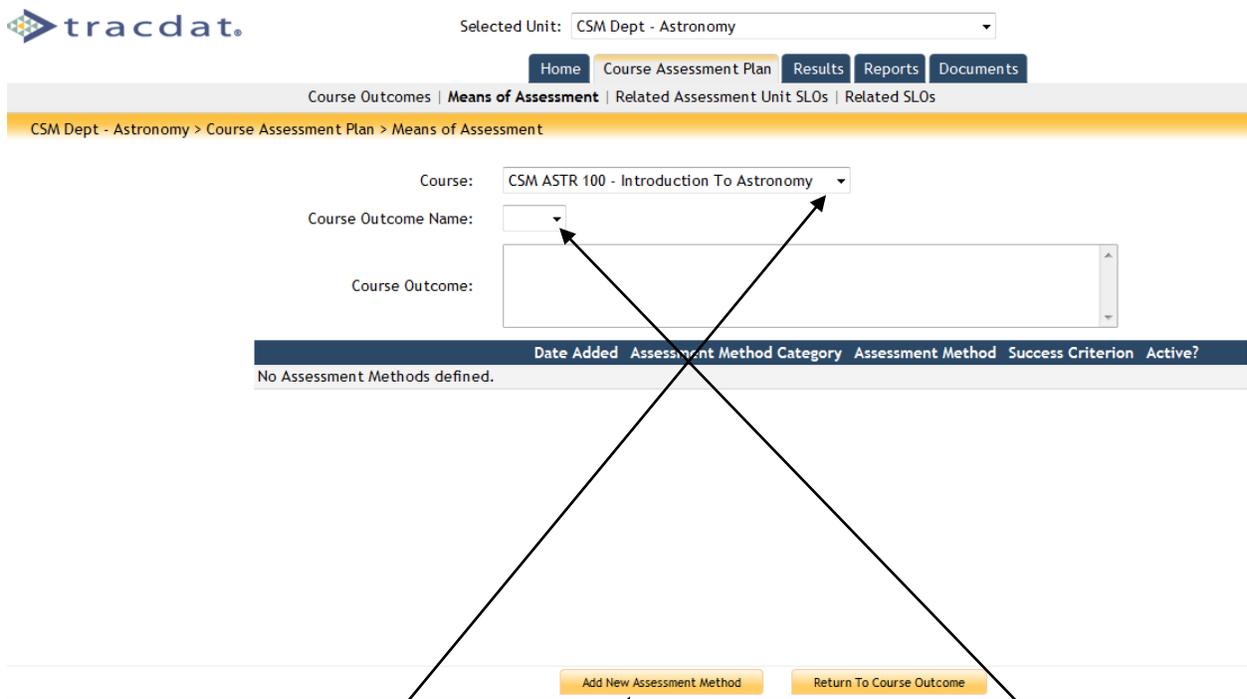


Selected Unit: CSM Dept - Astronomy

Home Course Assessment Plan Results Reports Documents

Course Outcomes | Means of Assessment | Related Assessment Unit SLOs | Related SLOs

The **Means of Assessment** screen opens:



tracdat.

Selected Unit: CSM Dept - Astronomy

Home Course Assessment Plan Results Reports Documents

Course Outcomes | Means of Assessment | Related Assessment Unit SLOs | Related SLOs

CSM Dept - Astronomy > Course Assessment Plan > Means of Assessment

Course: CSM ASTR 100 - Introduction To Astronomy

Course Outcome Name:

Course Outcome:

Date Added	Assessment Method Category	Assessment Method	Success Criterion	Active?
No Assessment Methods defined.				

Add New Assessment Method Return To Course Outcome

Choose the course from the **Course** drop-down menu and the SLO from the **Course Outcome Name** drop-down menu. Click on the **Add New Assessment Method** button [with the top three fields already filled in].

The **Add New Assessment Method** screen will open:

Course: Introduction To Astronomy

Course Outcome Name: SL01

Course Outcome: After finishing this course, the students will be able to:
State and explain Kepler's Laws
State and explain Newton's laws

Assessment Method Category:

Assessment Method:

Success Criterion:

Schedule:

Active:

Click on the **Assessment Method Category** drop-down menu: The drop-down box shows the available choices. Choose the category by clicking on it. Note that "Other" is an option.

TracDat Enterprise v4.2.0.2 - Windows Internet Explorer

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

File Edit View Favorites Tools Help

TracDat Enterprise v4.2.0.2

Selected Unit: CSM Dept - Astronomy

stanfordd@smccd.edu [log out]

Home Course Assessment Plan Results Reports Documents

Course Outcomes | Means of Assessment | Related Assessment Unit SLOs | Related SLOs

CSM Dept - Astronomy > Course Assessment Plan > Means of Assessment > Add Assessment Method

Course: Introduction To Astronomy

Course Outcome Name: SL01

Course Outcome: After finishing this course, the students will be able to:
State and explain Kepler's Laws
State and explain Newton's laws

Assessment Method Category: Exam

Assessment Method: Capstone Assignment/Project
Essay
Exam
Other
Portfolio
Pre and post testing
Presentation /Performance
Survey

Success Criterion:

Schedule:

Active:

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Internet | Protected Mode: Off

7:53 AM 5/2/2010

Fill in the **Assessment Method, Success Criterion and Schedule** [free form] fields.

Assessment Method field: Type or paste in description of assessment. You can upload any related documents into the course folder.

Assessment Method:

Success Criterion field: Describe how you would define success for that SLO.

Success Criterion:

Success Criterion:

Schedule: When do you plan to next assess this SLO? List the term it will be assessed (i.e., Fall 2010, Spring 2011). If you don't know, leave it blank.

Schedule:

Click on the **Active** check box to make your assessment active.

Active:

At screen bottom, **RELATE DOCUMENT** button allows you to browse out to your computer and attach document (such as a blank survey, rubric, test questions, project description; i.e., the assessment tools).

Save Changes Discard Changes **Relate Document** Assign Return

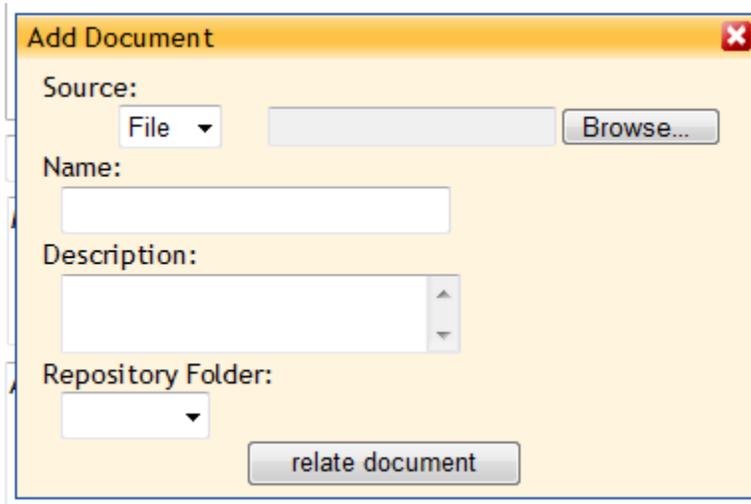
Relate Document Assign Return

New Document

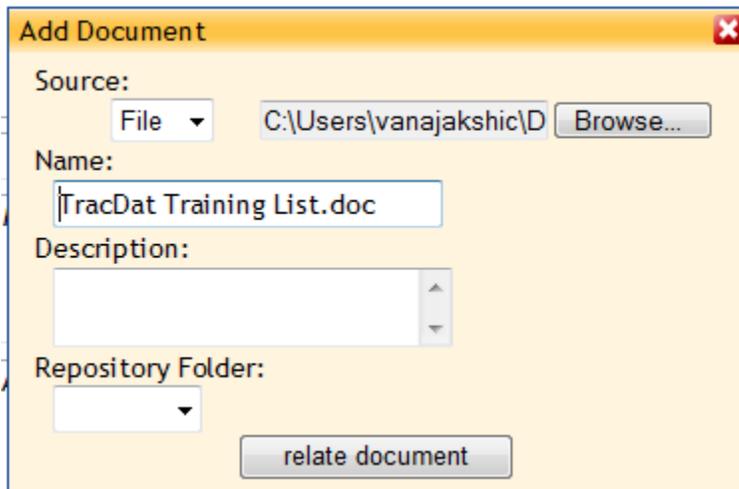
Document From Repository

Previously Related Document

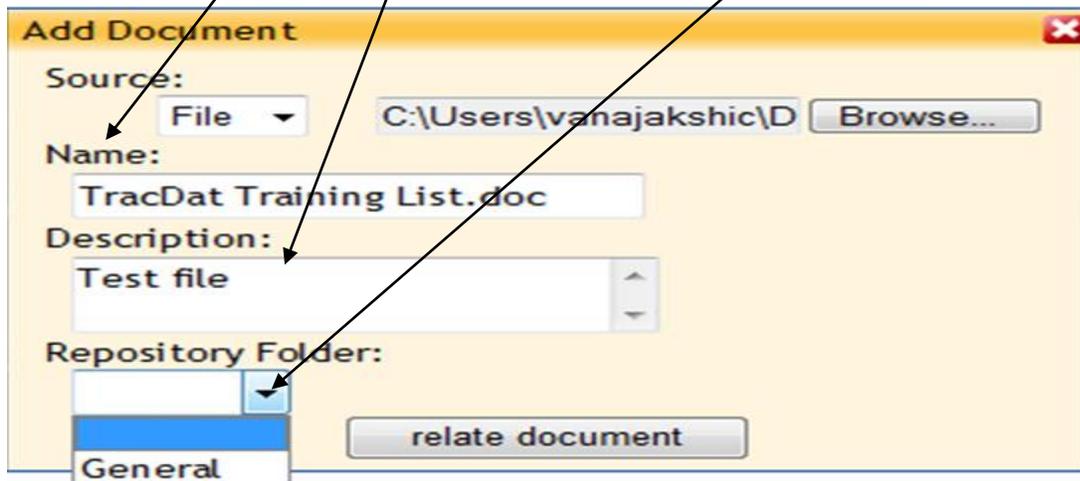
If you want to add a new document, click on the **New Document** link. The **New Document** dialog box will open.



You can browse for your file in your computer and add it.

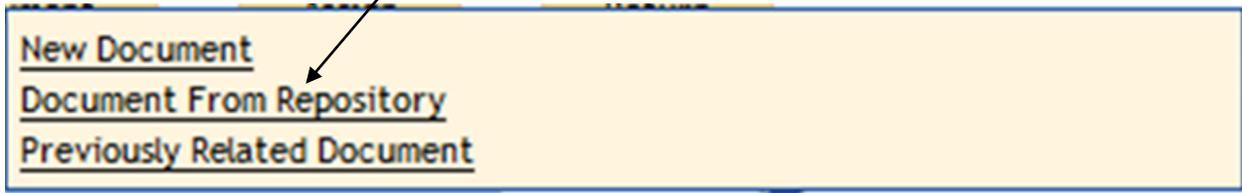


When you click on the **Name** field, the file name is automatically placed there. You can rename it if you like. Add a description in the **Description** field. Click on the **Repository Folder** drop-down list and choose the correct folder to place the file.

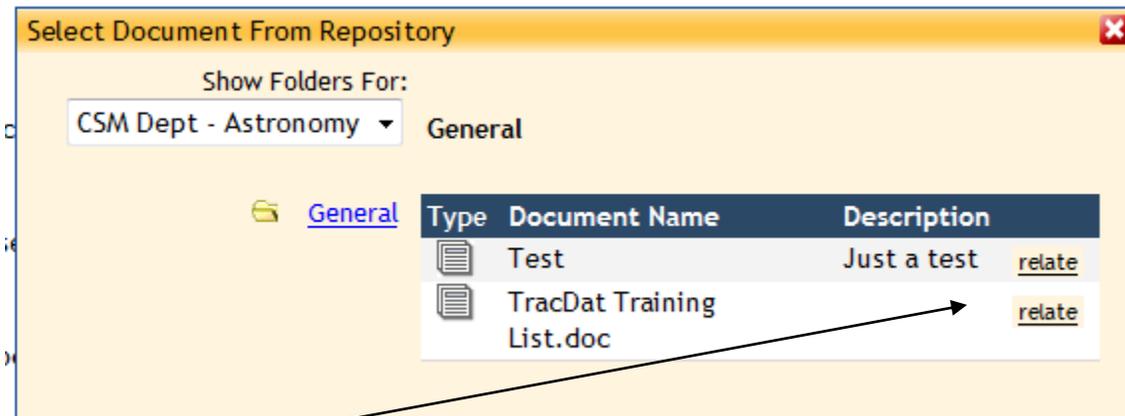


Click on the **relate document** button. To return to the previous screen.

If you click on the **Document From Repository** [instead of New Document],



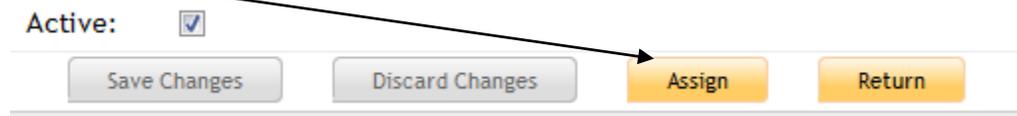
The “**Select Document From Repository**” box opens.



Click on the **relate** link across from the document you want to relate to this result. You can now either assign this assessment to someone or return to the **Means of Assessment** page.

VII. How to Assign the Project to Another User

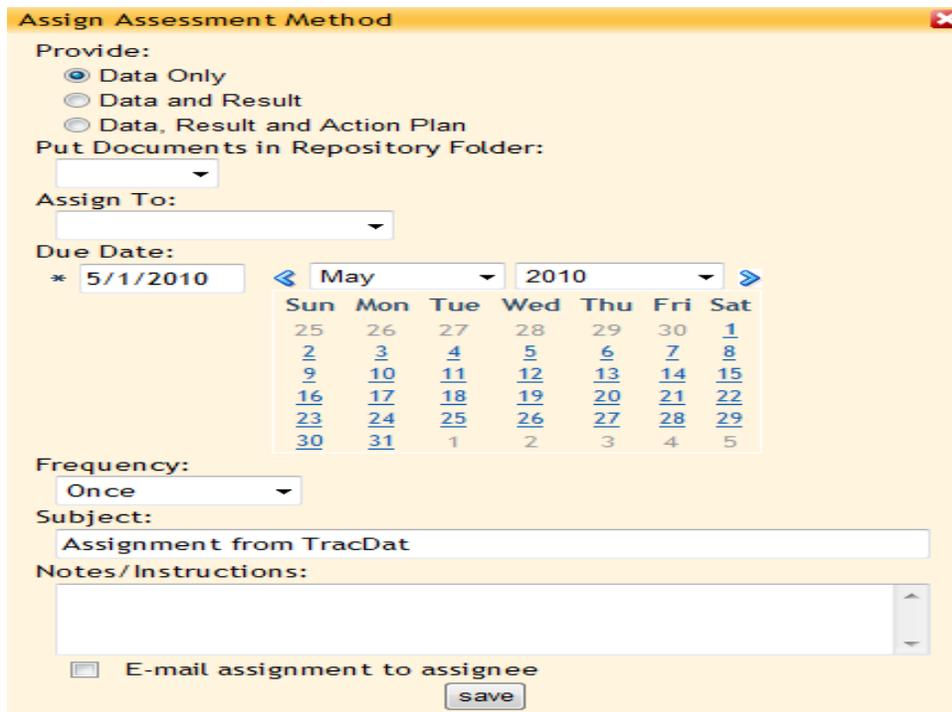
Click on the **Assign** button at the bottom of the screen.



Active:

Save Changes Discard Changes **Assign** Return

The **Assign Assessment Method** box opens:



Assign Assessment Method

Provide:

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

Put Documents in Repository Folder:

Assign To:

Due Date:

* 5/1/2010 May 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	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	4	5

Frequency:

Once

Subject:

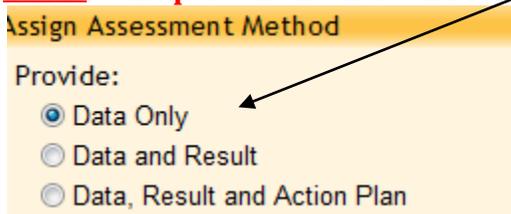
Assignment from TracDat

Notes/Instructions:

E-mail assignment to assignee

save

Choose the appropriate radio button for **Data Only/ Data and Result/Data, Result and Action Plan**. **Do not assign multiple people to one course at the "Data, results and action plan" level". One person should collate results and then enter them into Tracdat.**

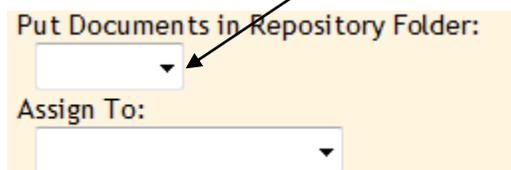


Assign Assessment Method

Provide:

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

Choose the folder to put it in.

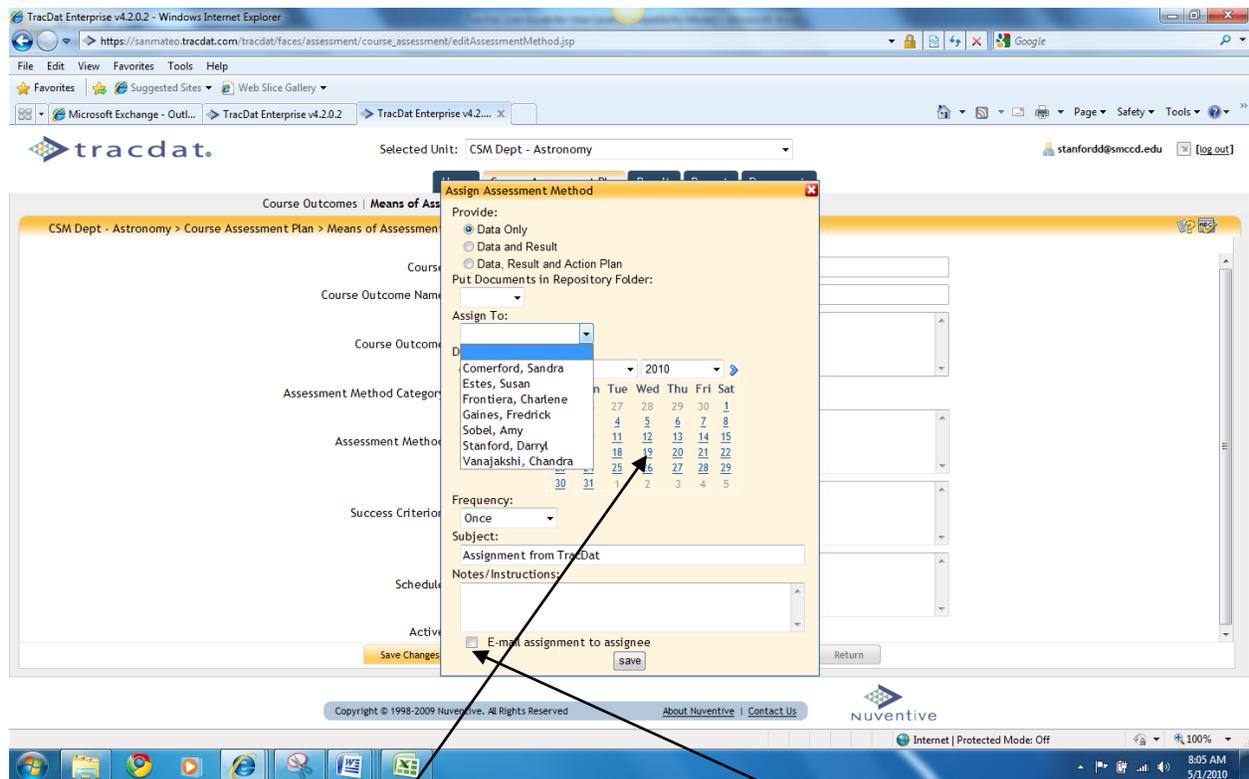
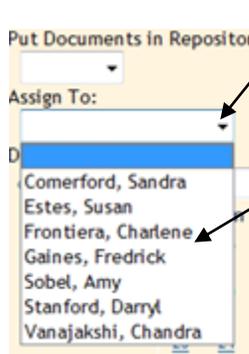


Assign Assessment Method

Put Documents in Repository Folder:

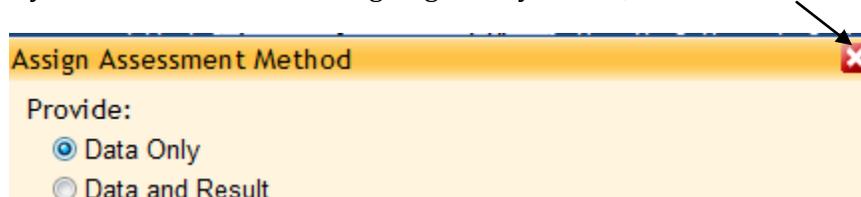
Assign To:

Click on the arrow for **Assign To:** field and select the person you want to assign the outcome to.



Select the due date from the calendar on the screen, select **Frequency** from the drop-down menu next; fill in the **Subject** and **Notes/Instructions** fields; click on the box next to **E-mail assignment to assignee**; click on **Save**. The box will close and return to the main screen.

If you want to cancel this assigning for any reason, click on the X at the top right.



Click on the **Save Changes** button on the main screen. Repeat process as required – either for one SLO or many SLOs. Click on the **Return** button when finished.



Click on the **Return to Course Outcome** button. You will return to the **Means of Assessment** page (screen).



You will return to the **Edit Course Outcome** screen:

Course Assessment Plan > Course Outcomes > Edit Course Outcome

Course:

Course Outcome Name: *

Course Outcome: *

SLO Status:

Start Date:

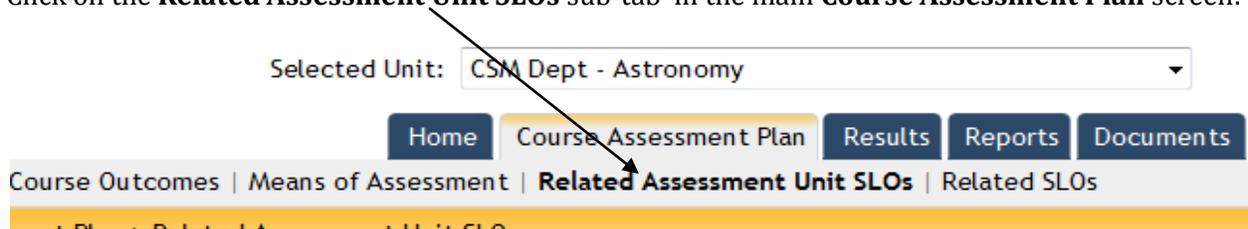
End Date:



Click on the **Return** button to return to the main **Course Assessment Plan** screen.

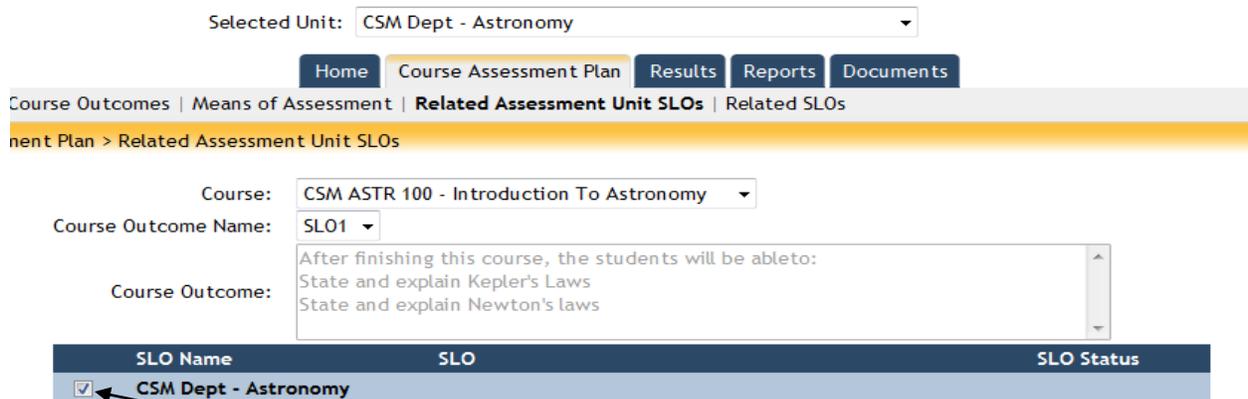
VIII. How to Relate Course SLOs to Dept./Program SLOs

Click on the **Related Assessment Unit SLOs** sub-tab in the main **Course Assessment Plan** screen:



The screenshot shows the 'Course Assessment Plan' screen. At the top, there is a dropdown menu for 'Selected Unit' with 'CSM Dept - Astronomy' selected. Below this are navigation buttons: 'Home', 'Course Assessment Plan', 'Results', 'Reports', and 'Documents'. The 'Course Assessment Plan' button is highlighted. Below the navigation buttons is a breadcrumb trail: 'Course Outcomes | Means of Assessment | **Related Assessment Unit SLOs** | Related SLOs'. An arrow points from the text above to the 'Related Assessment Unit SLOs' link in the breadcrumb.

The screen that opens will show the related department(s)/program(s).



The screenshot shows the 'Related Assessment Unit SLOs' screen. At the top, there is a dropdown menu for 'Selected Unit' with 'CSM Dept - Astronomy' selected. Below this are navigation buttons: 'Home', 'Course Assessment Plan', 'Results', 'Reports', and 'Documents'. The 'Course Assessment Plan' button is highlighted. Below the navigation buttons is a breadcrumb trail: 'Course Outcomes | Means of Assessment | **Related Assessment Unit SLOs** | Related SLOs'. Below the breadcrumb is a sub-breadcrumb: 'Course Assessment Plan > Related Assessment Unit SLOs'. Below this are dropdown menus for 'Course' (CSM ASTR 100 - Introduction To Astronomy) and 'Course Outcome Name' (SLO1). Below these is a text area for 'Course Outcome' containing the text: 'After finishing this course, the students will be able to: State and explain Kepler's Laws State and explain Newton's laws'. Below the text area is a table with three columns: 'SLO Name', 'SLO', and 'SLO Status'. The table has one row with a checked checkbox in the 'SLO Name' column and the text 'CSM Dept - Astronomy' in the 'SLO' column. An arrow points from the text above to the checkbox.

Click on the appropriate check box to the left of the related department/Program. Click on the **Save Changes** button at the bottom. You will return to the **Related Assessment Unit SLOs** screen.

If you are finished with relating the SLO to program/dept. SLOs, click on **Return to Course Outcome** button at the bottom of this screen to return to the main **Course Outcomes** page.

IX. How to Relate Course SLOs to GE SLOs

At top menu level **Selected Unit**: choose an individual Dept.

Selected Unit:

[Home](#) [Assessment Unit](#) [Course Assessment Plan](#) [Results](#) [Reports](#) [Documents](#)

[Course Outcomes](#) | [Means of Assessment](#) | [Related Assessment Unit SLOs](#) | **Related SLOs**

ent Plan > Related SLOs

At second menu level: select **Course Assessment Plan**. At third level: select **Related SLOs**.

All options possible for that course should be listed.

ent Plan > Related SLOs

Course:

Course Outcome Name:

Course Outcome:

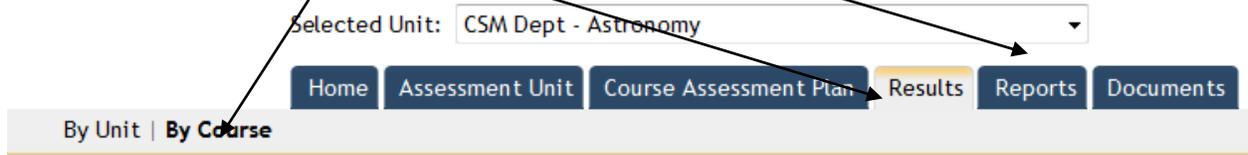
SLO Type	SLO
<input type="checkbox"/>	College of San Mateo General Education SLOs
<input type="checkbox"/>	Effective Communication - The ability of students to write, read, speak, and listen in order to communicate effectively. Students should be able to:
<input type="checkbox"/>	Effective Communication - Comprehend, interpret, and analyze written and oral information; Express ideas and provide supporting evidence effectively in writing and in speaking; Communicate productively in a group or team situation.
<input type="checkbox"/>	Quantitative Skills
<input type="checkbox"/>	The ability of students to perform quantitative analysis, using appropriate resources. Students should be able to:
	Solve challenging problems that require quantitative reasoning.

Select those that are directly addressed by that course SLO. "Directly addressed" means that you are offering your assessment results as direct evidence regarding achievement of that Program or College-level SLO. [Notes from Carol Rhodes, Canada College]

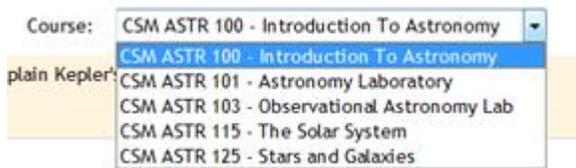
X. How to View/Edit/Add Results for SLOs

View Results

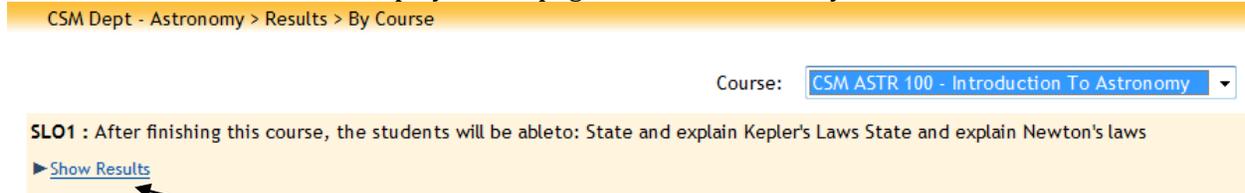
1. Top level: Selected unit: Choose the unit [DEPT.] [If you are responsible for only one department, it will show up automatically.]
2. Second level: Click on **RESULTS**. The page will open with the "By Unit" [third level] tab active.
3. Third level: Click on **BY COURSE**



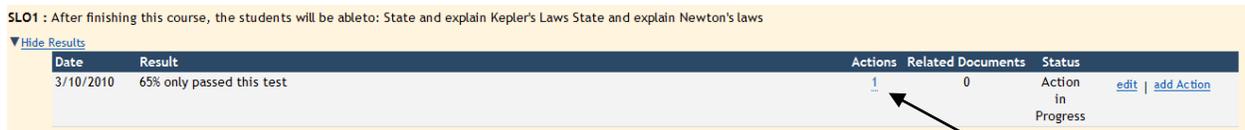
4. Choose the course from the drop-down menu in the **Course:** field



The SLOs for the course will display on the page, with a link that says **Show** or **Hide** Results

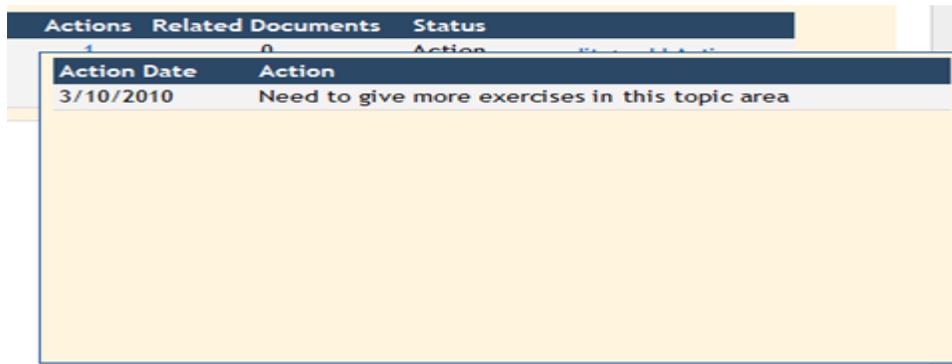


4. If you click on the **Show Results** link, the current results will be displayed, along with the status and Actions.



5. To see what action is recommended or is being taken, click on the link below the **Actions** heading.

Click anywhere on the main page [white space] to have this box close.



Edit Results

6. To edit the result, click on the **edit** link

SLO1 : After finishing this course, the students will be able to: State and explain Kepler's Laws State and explain Newton's laws

▼ Hide Results

Date	Result	Actions	Related Documents	Status
3/10/2010	65% only passed this test	1	0	Action in Progress

[edit](#) | [add Action](#)

The **Edit Result** page will open:

By Unit | **By Course**

Results > Edit Result

Course Outcome: SLO1 : After finishing this course, the students will be able to: State and explain Kepler's Laws State and explain Newton's laws

Assessment Method
Essay - Students will write a 3-4 page essay on a recent discovery in astronomy

Success Criterion
70% of students have to get 80% or more in this essay

Result: * 65% only passed this test

Result Date: * 3/10/2010  Result Type: * Criterion not met ▼

Action Status: * Action in Progress ▼ Action Status Update* 3/10/2010 
Date:

Action Plan | **Related Documents**

[add Action](#)

Action Date	Action	Follow-Up	
3/10/2010	Need to give more exercises in this topic area	0	edit add Follow-Up

Save Changes | Discard Changes | Return | Change Association | Delete Result

Make the necessary changes and click on the **Save Changes** button.

Use the **Discard Changes** button if you do not want the new changes to take effect.

You can delete the entire result using the **Delete Result** button.

If you want to relate this result to a different course click on the **Change Association** button.

The **Add Action** link helps you define what action you intend taking based on the result.

SLO1 : After finishing this course, the students will be able to: State and explain Kepler's Laws State and explain Newton's laws

▼ Hide Results

Date	Result	Actions	Related Documents	Status
3/10/2010	65% only passed this test	1	0	Action in Progress

[edit](#) | [add Action](#)

By Unit | **By Course**

Edit Action

SLO1 : After finishing this course, the students will be able to: State and explain Kepler's Laws State and explain Newton's laws

SLO: Assessment Method
Students will write a 3-4 page essay on a recent discovery in astronomy

Success Criterion
70% of students have to get 80% or more in this essay

Result: 65% only passed this test;

Action: *

Date: * 5/6/2010

Save Changes Discard Changes **Return** Delete Action

When you are finished adding the action, click on **Save Changes** button and then click on **Return** button.

Add Results

Select the course you want to add results for in the top "**Course**" field.

Home Assessment Unit Course Assessment Plan **Results** Reports Documents

By Unit | **By Course**

By Course

Course: CSM ASTR 100 - Introduction To Astronomy

Click on **ADD RESULT** button at bottom of screen.

CSM Dept - Astronomy > Results > By Course

Course: CSM ASTR 100 - Introduction To Astronomy

SLO1 : After finishing this course, the students will be able to: State and explain Kepler's Laws State and explain Newton's laws

▼ Hide Results

Date	Result	Actions	Related Documents	Status
3/10/2010	65% only passed this test;	1	0	Action in Progress

Add Result

The following screen, listing all the SLOs [and their status]for that course will open:

tracdat. Selected Unit: CSM Dept - Astronomy vanajakshic@smccd.edu [log out]

Home Assessment Unit Course Assessment Plan Results Reports Documents

By Unit | By Course

CSM Dept - Astronomy > Results > By Course > Select Course Outcome

Course: CSM ASTR 100 - Introduction To Astronomy

Course Outcome Name	Course Outcome	SLO Status	
SLO1	After finishing this course, the students will be able to: State and explain Kepler's Laws	Active	select
SLO2	After finishing this course, students will be able to describe the use of Newton's Law of Gravity in astronomy	Active	select
SLO4	At the end of the course, students will be able to describe dark energy Explain the reason for the Earth's seasons.	Active - Currently Assessing	select
SLO5	Be able to describe ...? Assess the role of dark energy in determining the eventual fate of the universe.	Active	select
SLO5 (Copy)	Be able to describe ...? Assess the role of dark energy in determining the eventual fate of the universe.	Active	select
SLO4 (Copy)	At the end of the course, students will be able to describe dark energy	Active - Currently	select

Return

Select the SLO you are reporting results for using the "Select" link at the right. The "Select Assessment Method/Task" box will open:

Select Assessment Method/Task

Select: Assessment Method

Assessment Method Category	Assessment Method	
Essay	Students will write a 3-4 page essay on a recent discovery in astronomy	select

Choose "Assessment method" or "Task" from the dropdown list at the top of this box. If no assessment method has been defined, you will get the following screen:

Select Assessment Method/Task

Select: Assessment Method

Assessment Method Category	Assessment Method
No Assessment Methods defined.	

Now, click on the **Select** link on the right across from the assessment method for which you are reporting results. The **Edit Result** screen will open:

Selected Unit: CSM Dept - Astronomy

Home Assessment Unit Course Assessment Plan Results Reports Documents

By Unit | By Course

CSM Dept - Astronomy > Results > Edit Result

Course Outcome: SLO1 : After finishing this course, the students will be able to: State and explain Kepler's Laws

Assessment Method
Essay - Students will write a 3-4 page essay on a recent discovery in astronomy

Success Criterion
70% of students have to get 80% or more in this essay

Result:

Result Date: * 5/31/2010 Result Type: *

Action Status: * Action Status Update Date: * 5/31/2010

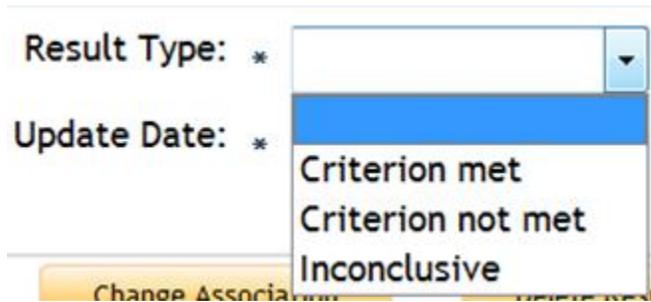
Action Plan Related Documents

Save Changes Discard Changes Return Change Association Delete Result

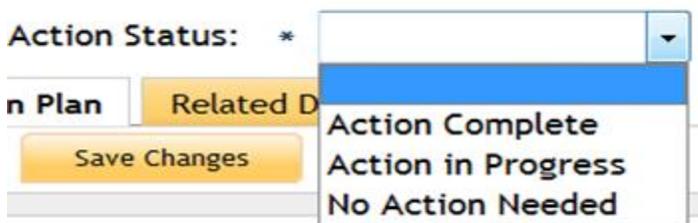
Fill in Result box with brief description of results (ideally, a copy and paste of summary from faculty submitting). Describe the results, in a narrative form or whatever way seems appropriate.

Result date: default is the current date. Alter if appropriate. Use the date that corresponds to the end of the semester in which the SLO was assessed.

Result Type: Choose **MET** , **NOT MET**, or **INCONCLUSIVE**. [In other words, did students achieve the SLO?]



Action Status: Field has three options on a drop-down menu:

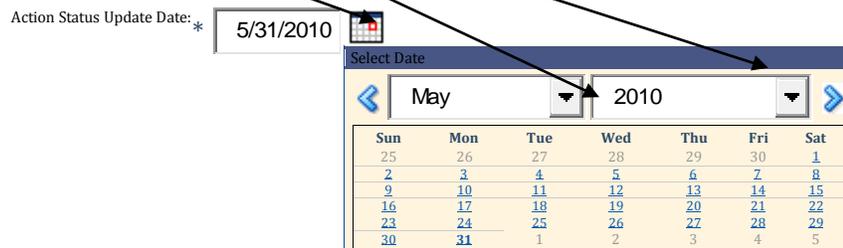


Action Complete: if changes are already made, if indicated.

Action in Progress: plans made and follow-up being done.

No Action Needed: as it says.

Action Status Update: If you want to set a date for updating this result, set that date by clicking on the calendar icon to the right of the field and clicking on the date on the calendar that opens. Use the arrows on the right of the **Month** and **Year** fields if you need to skip several months or years.



9. Relate document: select and link to doc(s) in course folder.

NOTE: 2 ways to relate documents:

- a. when entering assessment plan
- b. when reporting results.

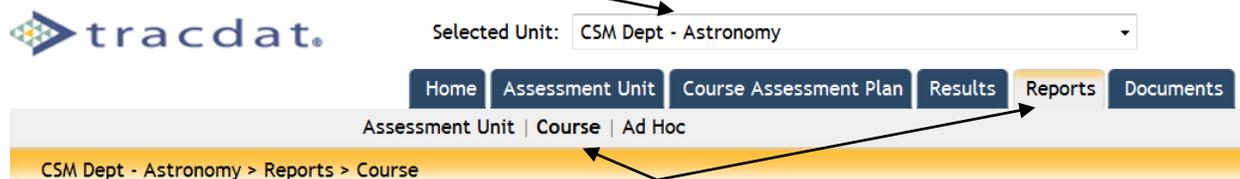
XI. How to Run Reports [Course Level SLOs]

General Information: [From Carol Rhodes, Department of Biology, Canada College]

1. Select standard reports or create your own. Reports can be saved in different formats (pdf, excel) for further use or posting.
2. Ad Hoc button lets you select exactly which fields are included in any report. Data can be grouped by whichever column you select. Helps to focus report on only what you need.
3. You can limit by setting criteria.
4. Reports that are desired will be run on a periodic basis and by request to those with access to this function (lead faculty, Director of Research, VPI, Deans, SLOAC Coordinator) and the pdf versions can be posted on our SLOAC Sharepoint site for viewing by any campus employee.

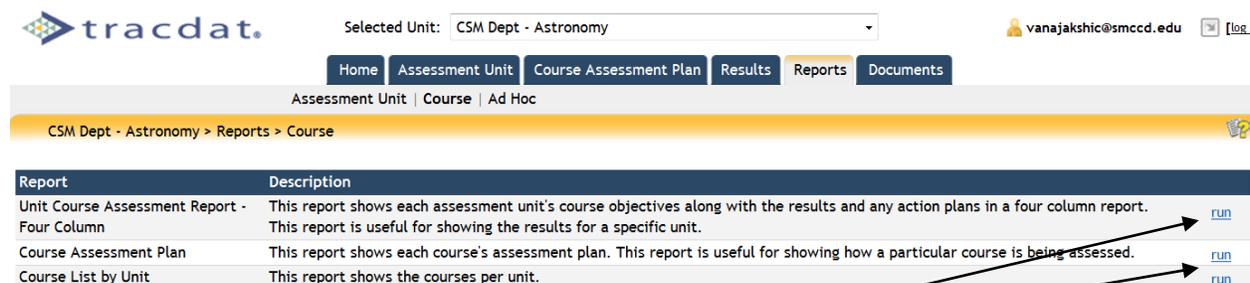
How to Run Course-level Reports

Choose your unit at the top level. If you are associated with only one unit, it will automatically appear in this field as the default.



Then click on the **Reports** tab on the main level tabs; Click on the **Course** tab on the second-level tabs.

The main **Reports** page [for Courses] will open:



Depending on the report you want, click on the "run" link at the right across from it.

Three types of reports are possible for course-level reports:

Unit Course Assessment Report: useful for showing the results for a specific unit; this report shows each assessment unit's course objectives along with the results and any action plans in a four column report.

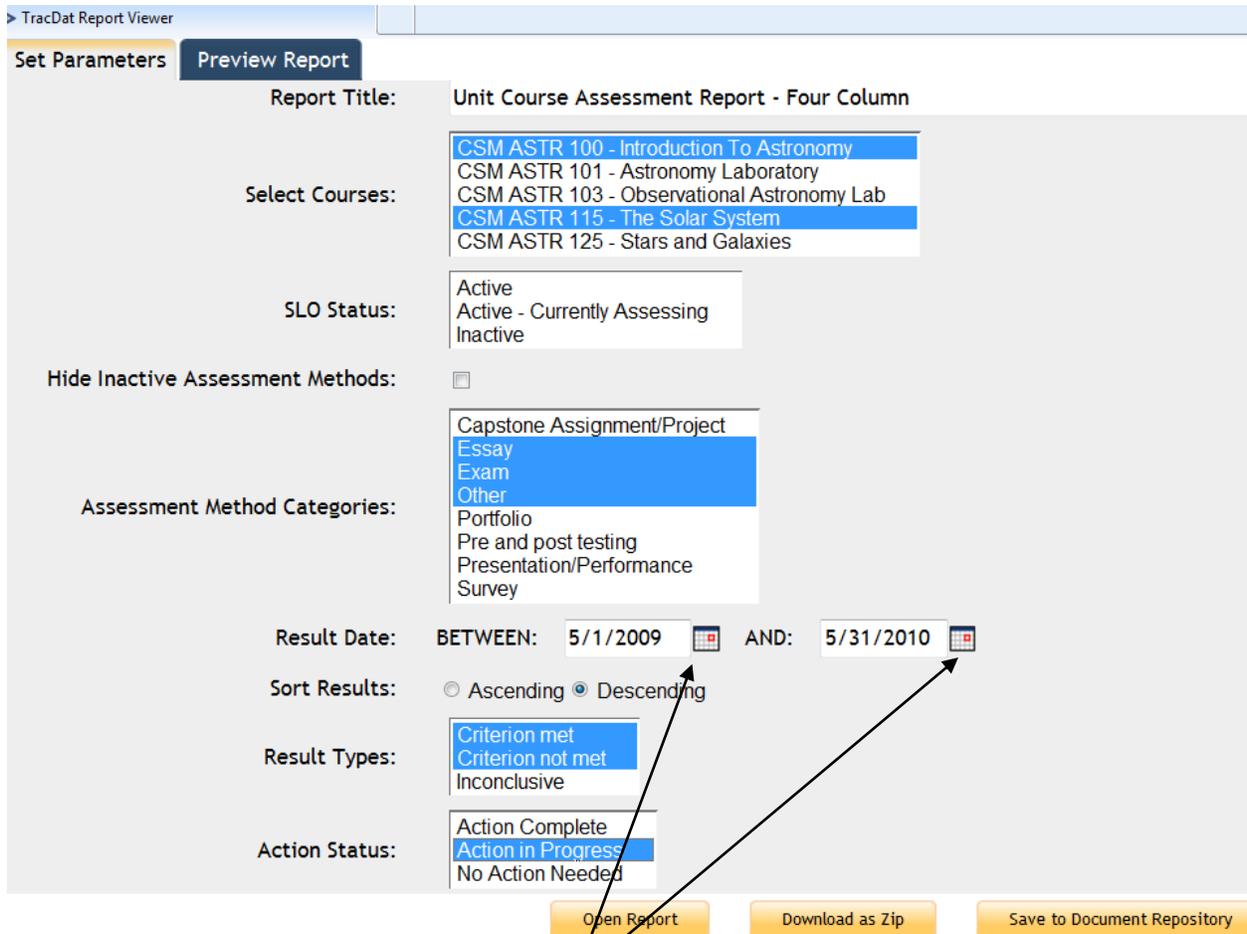
Course Assessment Plan: useful for showing how a particular course is being assessed; this report shows each course's assessment plan.

Course List by Unit: This report shows the courses per unit

The **Report Viewer** screen will open:

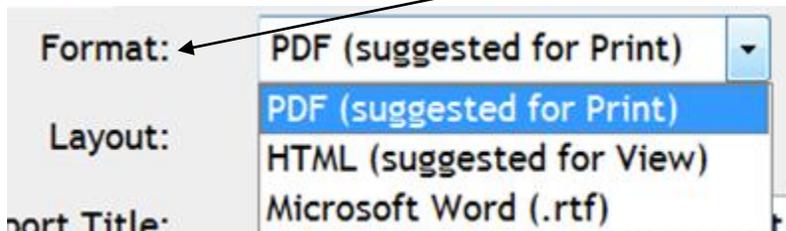
The screenshot shows the 'TracDat Report Viewer' window with two tabs: 'Set Parameters' and 'Preview Report'. The 'Preview Report' tab is active. The interface includes several filter fields: 'Format' (PDF (suggested for Print)), 'Layout' (Portrait), 'Report Title' (Unit Course Assessment Report - Four Column), 'Select Courses' (a list of five astronomy courses), 'SLO Status' (Active, Active - Currently Assessing, Inactive), 'Hide Inactive Assessment Methods' (checkbox), 'Assessment Method Categories' (a list of seven categories), 'Result Date' (BETWEEN: [] AND: []), 'Sort Results' (Ascending, Descending), and 'Result Types' (Criterion met, Criterion not met). At the bottom, there are three buttons: 'Open Report', 'Download as Zip', and 'Save to Document Repository'.

As can be seen, you have the option to confine the report to specific courses, SLO Status types, Assessment Method Categories, Results between a start date and an end date, Result Types and Action Status Types. You can select more than one option in each field by holding down the “Ctrl” key on your keyboard and selecting your choices [in each field]. [as shown below]



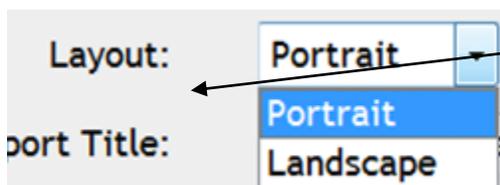
For the Result Date field, click on the calendar icon and click on the date you want to set.

Choose the file format for the report from the **Format** [top] field:



The options are: PDF, HTML, Microsoft Word (rtf).

You can print it in portrait or landscape mode by selecting the layout type from the next, **Layout**, field:



The **Report Title** field allows you to give any descriptive name for the report. [Give a title that will be easy to identify it later on when looking for several reports]:

Report Title:

The **Preview Report** tab allows you to preview the report before running the full report.

TracDat Report Viewer

Set Parameters **Preview Report**

Format: PDF (suggested for Print) ▾

There are three options for the report: Open and view the report; download it or save it to Document Repository

Open Report Download as Zip Save to Document Repository

The **Open Report** button opens the report for view as a PDF file:

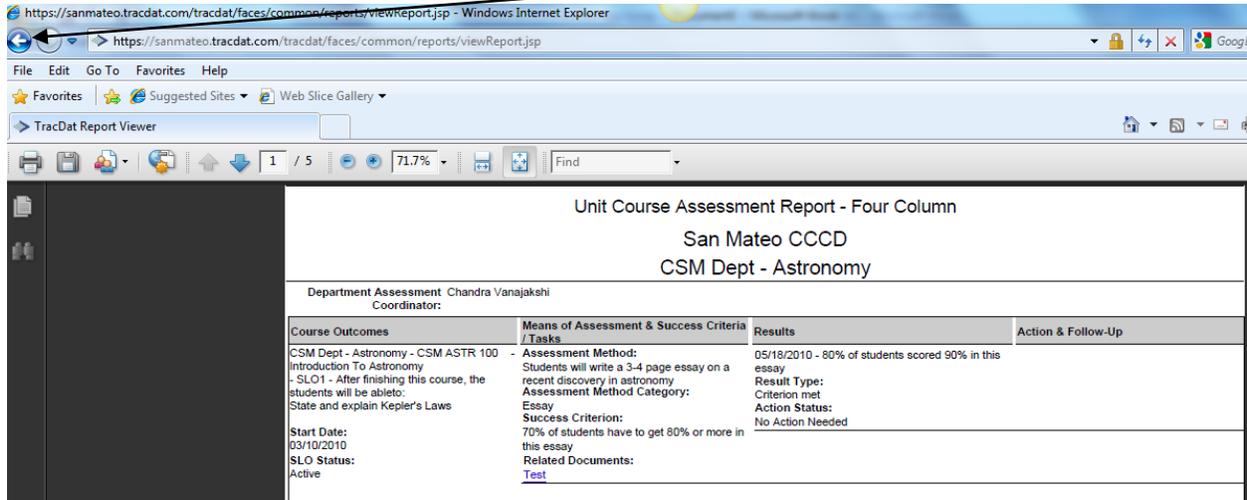
Unit Course Assessment Report - Four Column
San Mateo CCCD
CSM Dept - Astronomy

Department Assessment Chandra Vanajakshi
Coordinator:

Course Outcomes	Means of Assessment & Success Criteria / Tasks	Results	Action & Follow-Up
CSM Dept - Astronomy - CSM ASTR 100 - Introduction To Astronomy - SLO1 - After finishing this course, the students will be able to: State and explain Kepler's Laws Start Date: 03/10/2010 SLO Status: Active	Assessment Method: Students will write a 3-4 page essay on a recent discovery in astronomy Assessment Method Category: Essay Success Criterion: 70% of students have to get 80% or more in this essay Related Documents: Test		
CSM Dept - Astronomy - CSM ASTR 100 - Introduction To Astronomy - SLO4 - At the end of the course, students will be able to describe dark energy Explain the reason for the Earth's seasons. Start Date: 01/15/2010 SLO Status: Active - Currently Assessing	Assessment Method: 30 multiple choice questions and 10 completion questions; 10 free-response questions Assessment Method Category: Exam Success Criterion: At least 70% in the exam Related Documents: TracDat Training List.doc		
CSM Dept - Astronomy - CSM ASTR 115 - The Solar System - SLO1 - Test outcome Start Date: 04/01/2010 SLO Status: Active - Currently Assessing	Assessment Method: Midterm tests with multiple choice and free-response questions Assessment Method Category: Exam Success Criterion: At least 70% in each test Related Documents: TracDat Training List.doc TracDat Training List.doc		

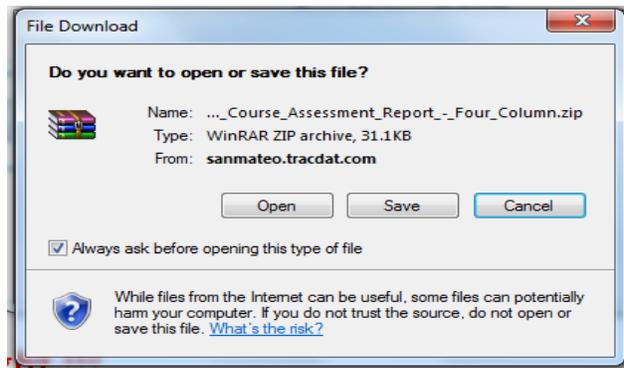
5/31/10 9:48 PM Generated by TracDat a product of Nuventive. Page 1 of 2

If you want to go back to the **Reports** screen, click on the backward arrow at the top left.

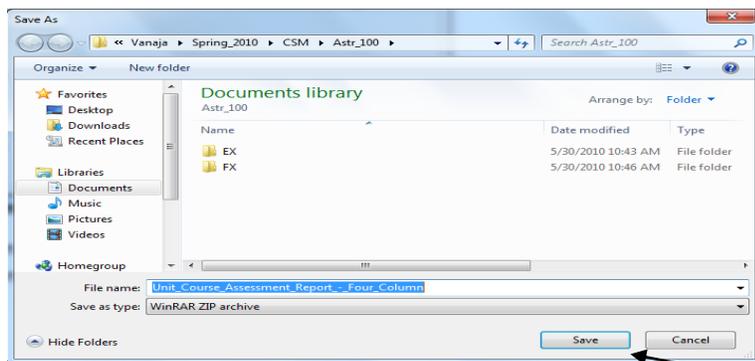


DO NOT click on the X at the top right !!!

If you choose the “**Download as zip**” option by clicking on that button on the Report Viewer page, the following dialog box will appear:

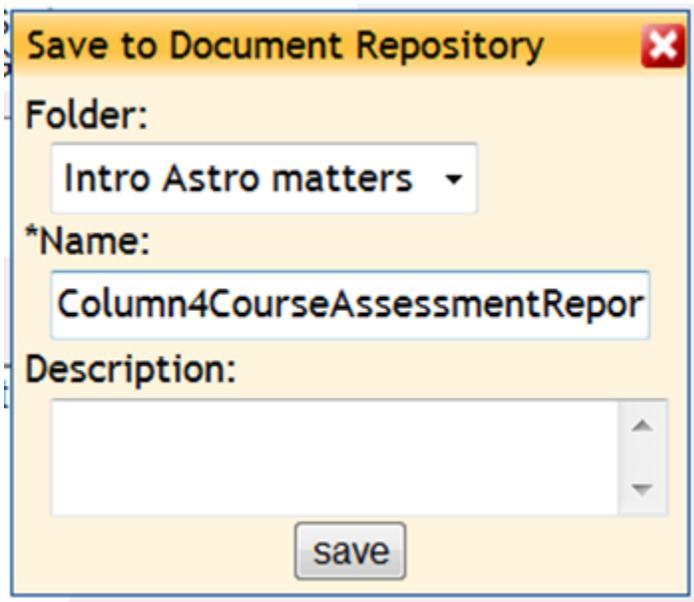


You can choose the **Open** or **Save** option. It is preferable to choose the Save option, since you could have opened the report by choosing the Open Report option with the first button. If you click on the Save option, the “Save As” dialog box will open:

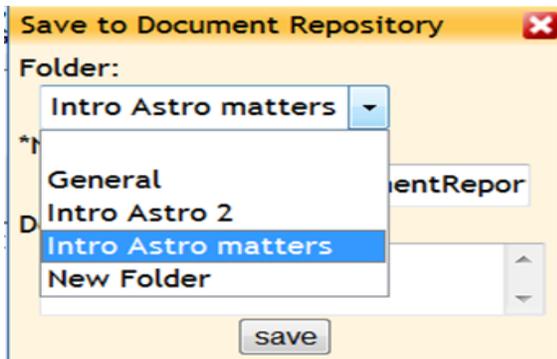


You can choose the location where you want to save the report and click “Save”.

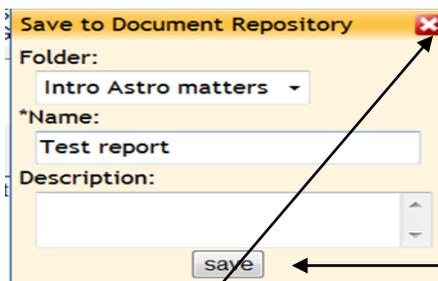
If you choose the third option, “**Save to Document Repository**”, the following dialog box will open:



You can choose the folder to store the report from the **Folder** field drop-down menu.



The name of the report will be automatically populated by TracDat in the **Name** field. If you want to change the name of the report at this point, you can do so by typing in the name in the Name field [as shown]:



Click on the “**save**” button at the bottom of the dialog box and the report will be saved in the folder you chose. *If you do not want to save the report at this point, click on the “x” at the top right of the dialog box and your report will not be saved into the repository.*

Once you are finished with the **Report Viewer**, you can click on the “X” at the top right and close down the viewer screen and you will return to the Reports screen.



XII. How to Upload/Store Documents

Notes from **Nuventive**: You can upload and store documents in the TracDat database in two ways:

- 1) you can create folders in the ‘Document Repository’ and store the document in a folder;
- 2) you can relate documents to assessment methods (e.g., a blank rubric or survey), courses (e.g., syllabi) and/or your assessment results (e.g., a spreadsheet of raw data).

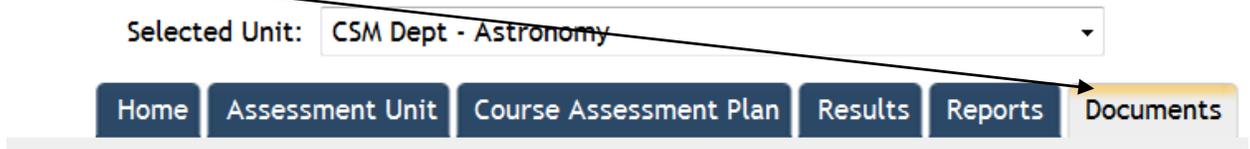
Documents uploaded both ways will be stored in the TracDat database and can be viewed from the ‘Documents’ tab.

Document Repository

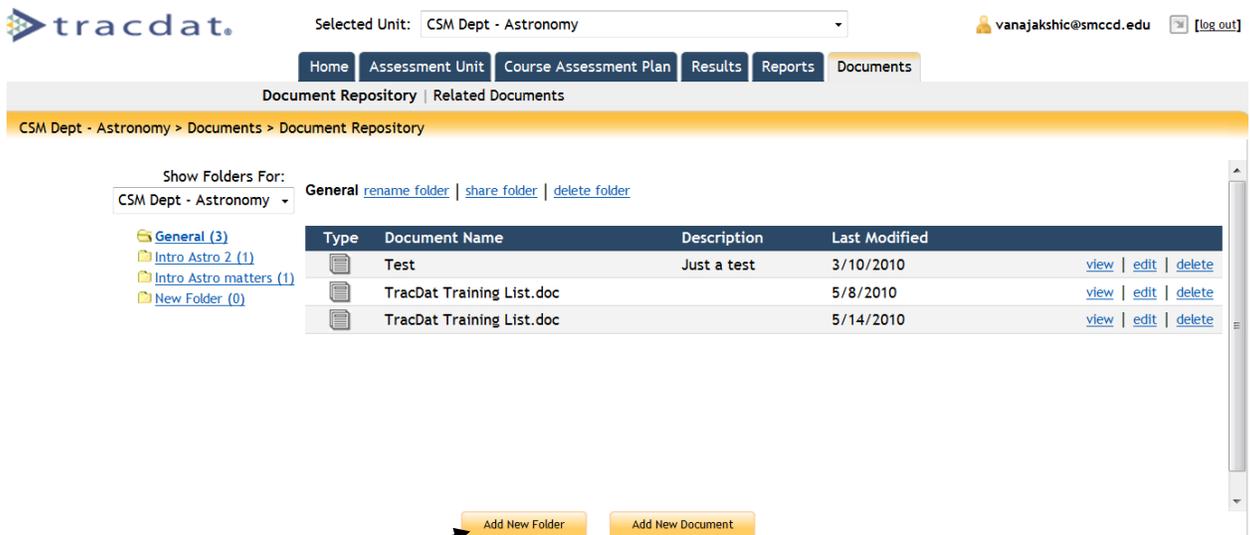
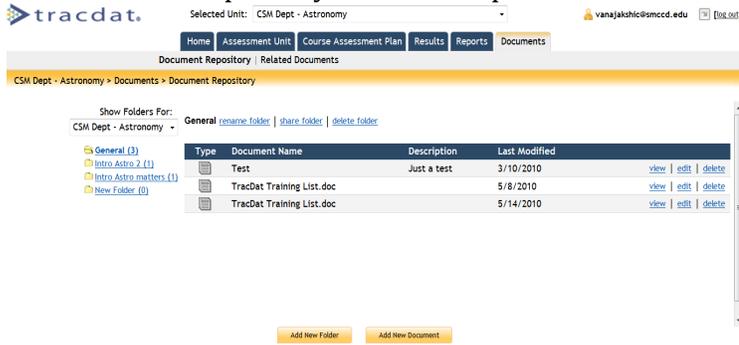
Creating folders and uploading documents into TracDat will provide you with one place to store all assessment related documents for your institution. You can also share those folders, and the documents in them, with other Units at your Institution if you wish. If you share the folder, any Unit you share the folder with will be able to read the documents in that folder. It should be noted that every Unit will have the ability to create folders for their Unit and then share them if they wish. Other Units sharing folders with you will appear in the ‘Show Folders For:’ drop down. *Only users with ‘Admin’ permissions to their unit will be able to share folders.*

XIII. How To Create a Folder in the Document Repository

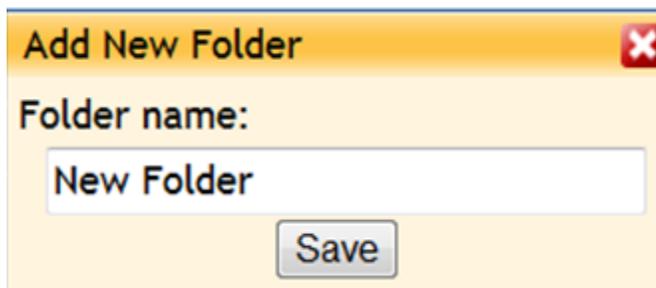
Click the “Documents” tab



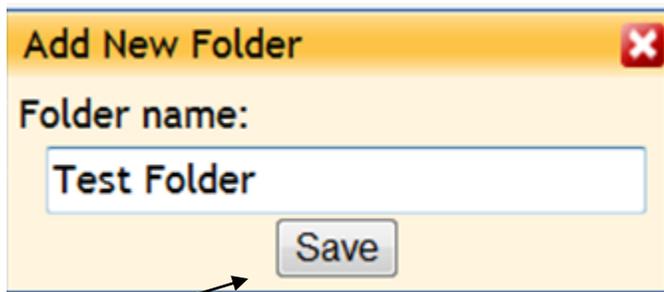
The Document Repository screen will open:



Click on the ‘Add New Folder’ button. The “Add New Folder” dialog box will open:



Enter the folder name:

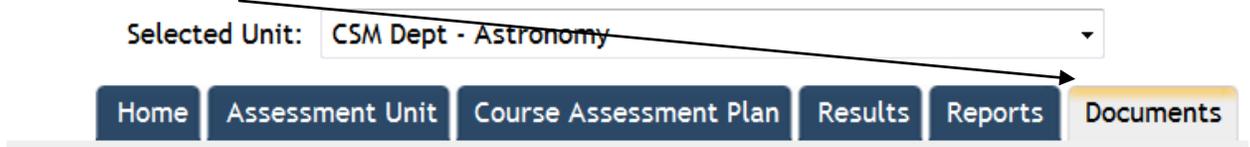


Click 'Save'

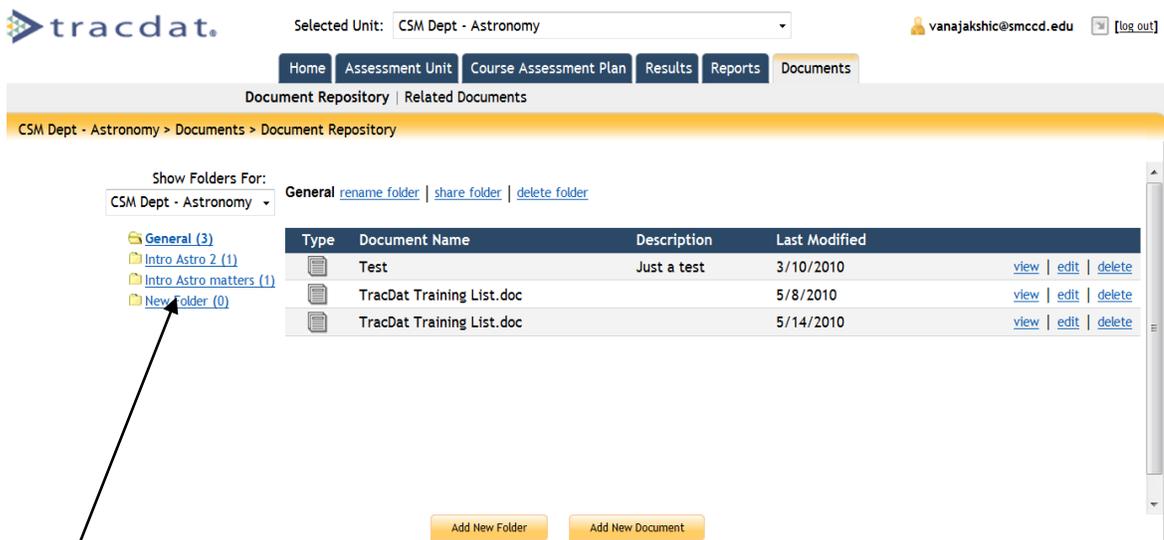
If for any reason, you do not want to save it, click on the "X" at the top of the box. You can return to the main Documents screen without saving the new folder.

XIV. How to Add a Document to the Document Repository

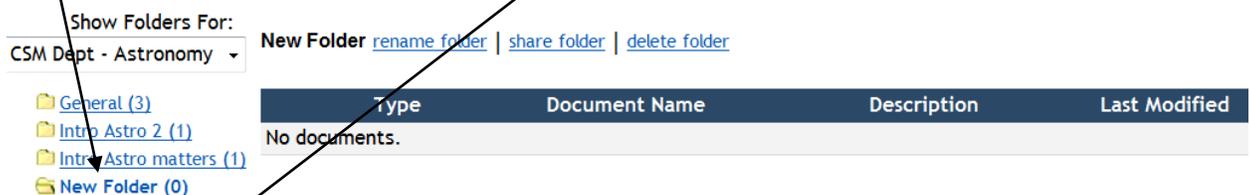
Click the "Documents" tab



The Document Repository screen will open:

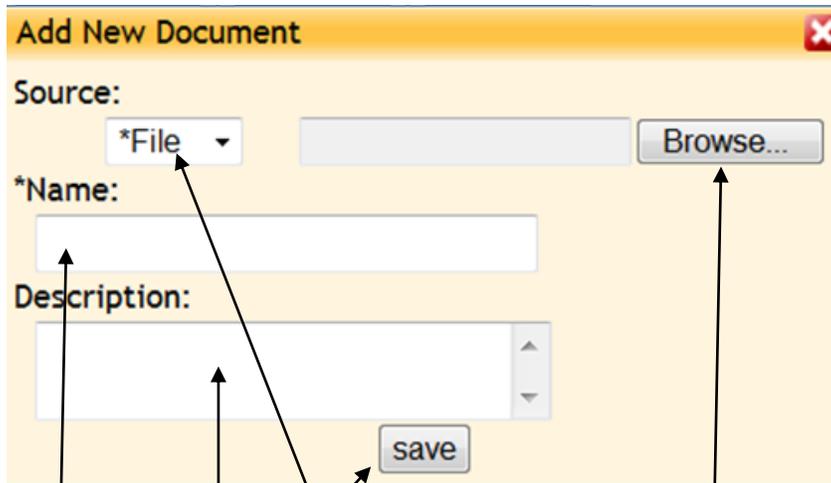


Click the folder where you wish the document to be stored



Click 'Add New Document'

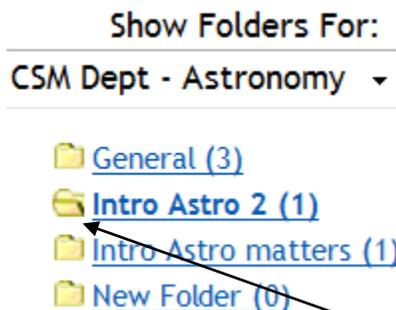
The "Add New Document" dialog box will open with the given folder name



1. To upload a file select '**File**' from the source drop-down. To save the address of a website (URL), select URL from the source drop-down.
2. **Browse** to the document you wish to upload or enter the URL
3. Enter the name of the document as you wish it to display in the document repository in the **Name** field
4. Enter a **description** of the document (Optional)
5. Click '**Save**'

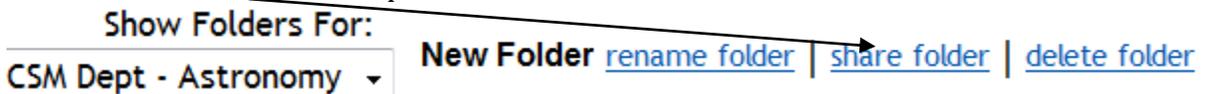
XV. How to Share a Folder

1. Click the "**Documents**" tab
2. Click the "**Document Repository**" sub-tab
3. Click the folder you wish to share with other units. *By sharing the folder, other units will only be able to read the documents you place in the folder. They will not be able to add or remove documents from the folder.*

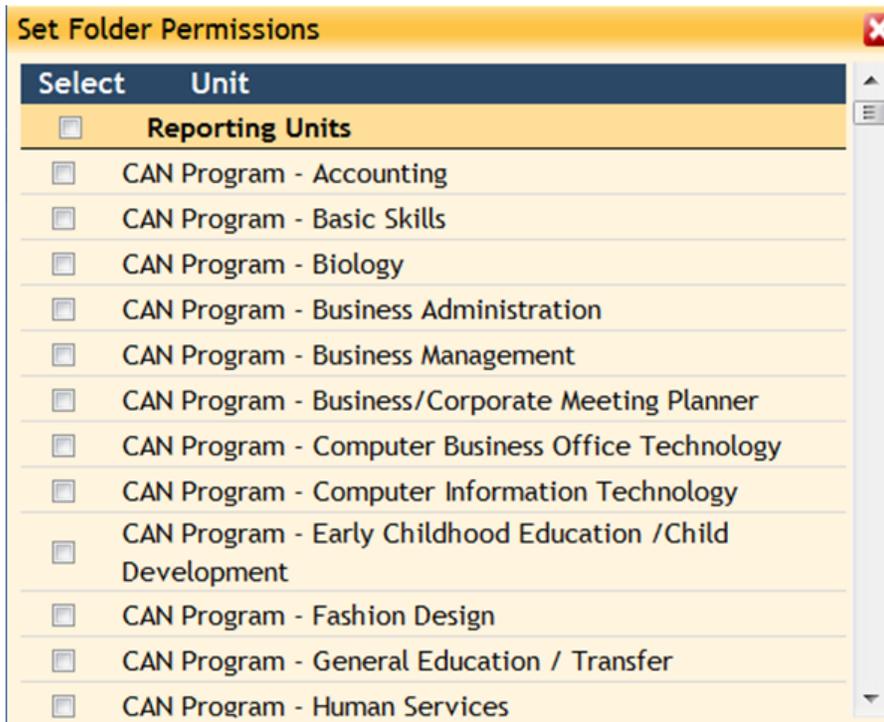


The folder icon will show an opened folder showing that it has been selected.

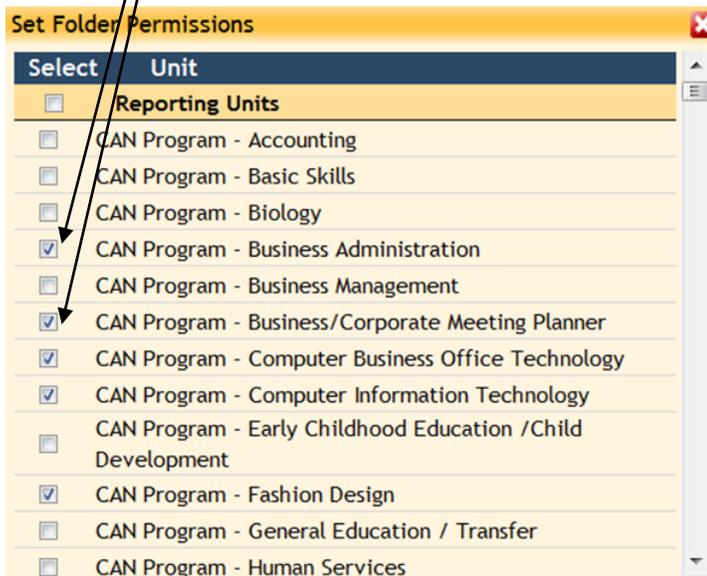
4. Click '**share folder**' near the top of the screen



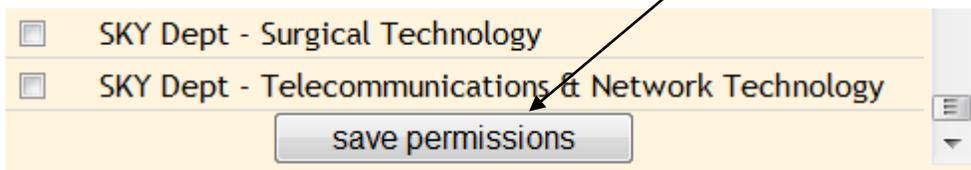
The "Set Folder Permissions" dialog box will open:



5. Place a check next to those units you wish to see the folder



6. Scroll to the bottom of the pop up form and click 'save permissions'

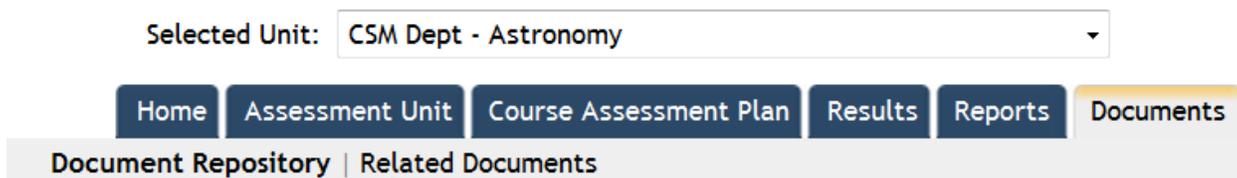


Notes from Nuventive/TracDat: Related Documents

Relating documents to a specific area of an assessment plan is useful for historical purposes. The document will always be viewable relevant to the specific area of your plan. For example, if you have an outcome that is being measured by a rubric, you could attach a blank copy of the rubric to that part of your plan. When viewing the plan, a link will be provided to point you directly to the rubric. The same would be true for recording your assessment results. You may wish to summarize your results in a short narrative, but attach one or more documents that support your summary. Again, when you view your results, you will be able to read the summary as well as click a link which will take you directly to the supporting documents. All the documents that have been attached for a unit can be viewed under the 'Documents' tab.

XVI. How to View All Related Documents for a Unit

1. Select the appropriate unit from the 'Selected Unit' at the top of the screen
If you are associated with only one assessment unit, the Selected Unit field will be automatically be populated with the name of that unit
2. Click the 'Documents' tab



3. Click the 'Related Documents' sub-tab. The 'Related Documents' screen will open:

Selected Unit: CSM Dept - Astronomy

Home Assessment Unit Course Assessment Plan Results Reports Documents

Document Repository | Related Documents

s > Related Documents

Location: All

Type	Document Name	Description	Related To	Date Related	
	Test	Just a test	Means of Assessment	3/10/2010	view
	TracDat Training List.doc		Means of Assessment	5/8/2010	view
	TracDat Training List.doc	Test file	Means of Assessment	5/8/2010	view
	TracDat Training List.doc		Means of Assessment	5/8/2010	view
	TracDat Training List.doc		Means of Assessment	5/14/2010	view

Click on the "View" link across from the document you want to view.

XVII. How to Handle Assignments Received through Email

Notes from Nuventive/TracDat:

EMAIL ASSIGNMENTS

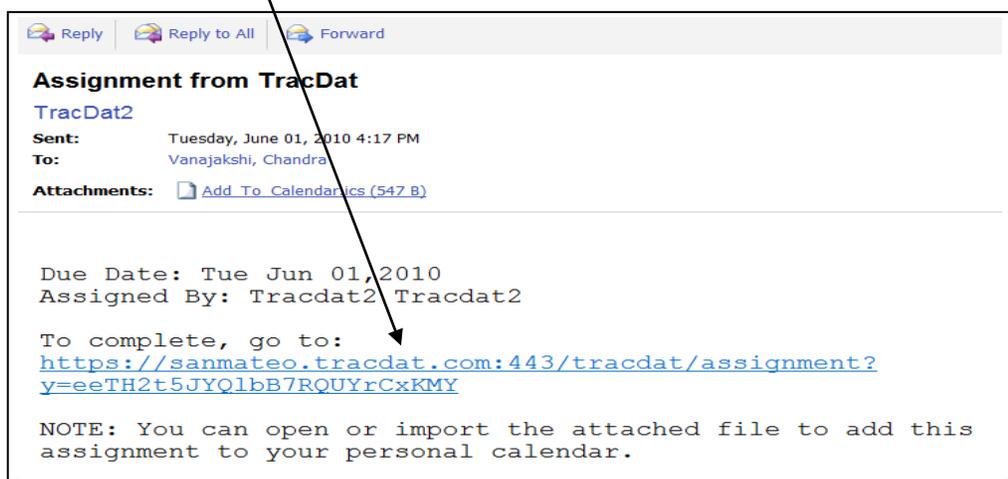
TracDat allow you to create assignments within your assessment plan with due dates. The assignments can then be sent to the appropriate person via email. The recipient will receive an email notifying him/her they have been given an assignment along with a description of the assignment. Included in the email will be an icon which will allow the user to place the assignment on their calendar if they wish. Also included in the email is a link into the TracDat database. The link will take the recipient to the appropriate screen in TracDat where he/she can provide the status of their assignment as well as attach supporting documents. When the recipient 'Submits' their status and attached documents, the information will be stored in the TracDat database.

Notes from Carol Rhodes [Dept. of Biology, Canada College]

Once you have sorted through your assessments for the term, there is a NEW and IMPROVED way to record these results for discussions with colleagues and for Accreditation. The same basic information requested on the previous SLO form is needed for filing on TRacDat. The main difference is that now each of your entries goes directly into Tracdat.

Here's how it works:

1. You receive an email, forwarded to you by a Faculty Lead for TracDat, that asks you to file results for a particular SLO for a course. **Note the course number** and assemble any data you have that assesses student achievement for that SLO.
2. If you plan to upload any supporting documents, name them as follows: **Course Number_SLOnickname_Results and term**. "SLO nickname" is the first text in the SLO field. Examples of this are: BIOL132_scimethod_resultsSp10 ENGL100_essay_resultsF10
Other document types in these folders will be **rubric, assignment, testquestion**. We need to easily find **results** versus these other doc types.
3. Go to the [link](#) in that email. It will list the SLO and have a blank field for RESULTS. **You know which course because you wrote that down earlier**. Describe the results, in a narrative form or whatever way seems appropriate.



When you click on the link, the following page in TracDat will open. Describe the results, in a narrative form or whatever way seems appropriate in the **Result** field.

tracdat.

Observation (Full)

SLO2 : After finishing this course, students will be able to describe the use of Newton's Law of Gravity in astronomy

Course Outcome: Assessment Method
50 Multiple choice questions; 10 Completion Questions
Success Criterion
Students have to get a minimum of 75%

Result: *

Result Date: * 6/1/2010

Result Type: *

Action Status: *

Action Status Update Date: * 6/1/2010

Save Changes

Observation (Full)

SLO2 : After finishing this course, students will be able to describe the use of Newton's Law of Gravity in astronomy

Course Outcome: Assessment Method
50 Multiple choice questions; 10 Completion Questions
Success Criterion
Students have to get a minimum of 75%

Result: *

Result Date: * 6/1/2010

Result Type: * Criterion not met

Action Status: * Action in Progress

Action Status Update Date: * 6/1/2010

Save Changes

Click on the **Save Changes** button. The following screen will appear:

Note the **“add Actions”** link

Observation (Full)

Success Criterion
Students have to get a minimum of 75%

* The class average was 72%

Result:

Result Date: * 6/1/2010 Result Type: * Criterion not met

Action Status: * Action in Progress Action Status Update Date: * 6/1/2010

Action Plan Related Documents

[add Actions](#)

Action Date	Action	Follow-Up
No Actions defined.		

Save Changes Mark Assignment as Completed

Click on the add Action link. The **Edit Action** screen will appear:

Observation (Full) > Edit Action

SLO2 : After finishing this course, students will be able to describe the use of Newton's Law of Gravity in astronomy

Course Outcome:

Assessment Method
50 Multiple choice questions; 10 Completion Questions
Success Criterion
Students have to get a minimum of 75%

Result: The class average was 72%

* Action:

Date: * 6/1/2010

Save Changes Discard Changes Return Delete Action

Enter the intended action in the **Action** field.

Edit Action

SLO2 : After finishing this course, students will be able to describe the use of Newton's Law of Gravity in astronomy

Course Outcome:

Assessment Method
50 Multiple choice questions; 10 Completion Questions
Success Criterion
Students have to get a minimum of 75%

Result: The class average was 72%

* Action: Increase WebAssign homework and number of workshops

Edit Action

SLO2 : After finishing this course, students will be able to describe the use of Newton's Law of Gravity in astronomy

Course Outcome: Assessment Method
50 Multiple choice questions; 10 Completion Questions
Success Criterion
Students have to get a minimum of 75%

Result: The class average was 72%

Action: * Increase WebAssign homework and number of workshops

Date: * 6/1/2010

You can **Save Changes** or **Discard Changes** using the buttons at the bottom of the screen. If you use the **Delete Action** button and then click **Return**, the original screen with the **add Action** link will reappear.

Note: Not every tracdat request will ask you to do these Action Plans, as there will be one Action Plan per SLO and someone else may be assigned to enter that plan. [Notes from Carol Rhodes, Dept. of Biology, Canada College]

If you have completed the assignment, click on the “**Mark Assignment as Completed**” button.

SLO2 : After finishing this course, students will be able to describe the use of Newton's Law of Gravity in astronomy

Course Outcome: Assessment Method
50 Multiple choice questions; 10 Completion Questions
Success Criterion
Students have to get a minimum of 75%

Result: * The class average was 72%

Result Date: * 6/1/2010 Result Type: * Criterion not met

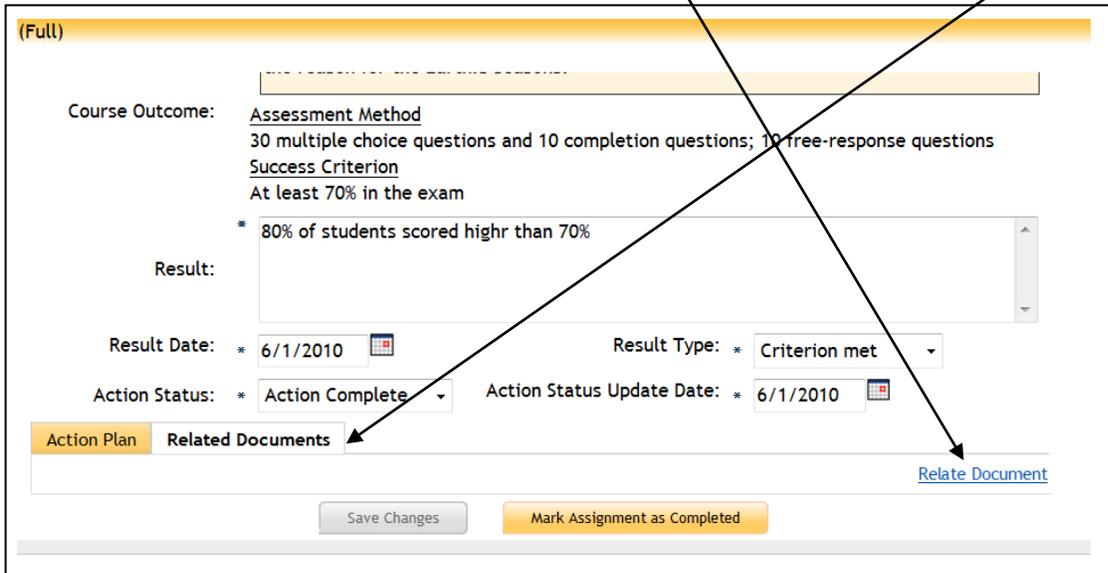
Action Status: * Action in Progress Action Status Update Date: * 6/1/2010

You will get the following screen:

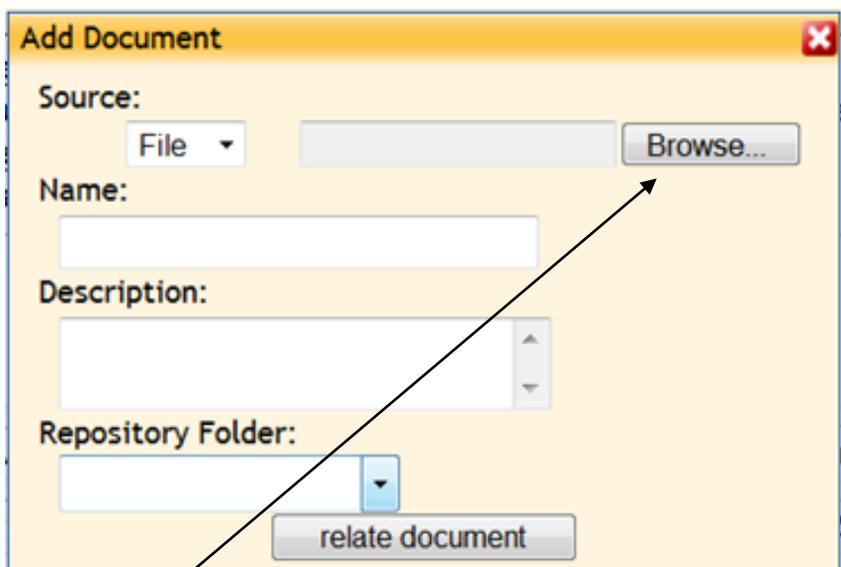


Close the screen by clicking on the "X" at the top right of the screen.

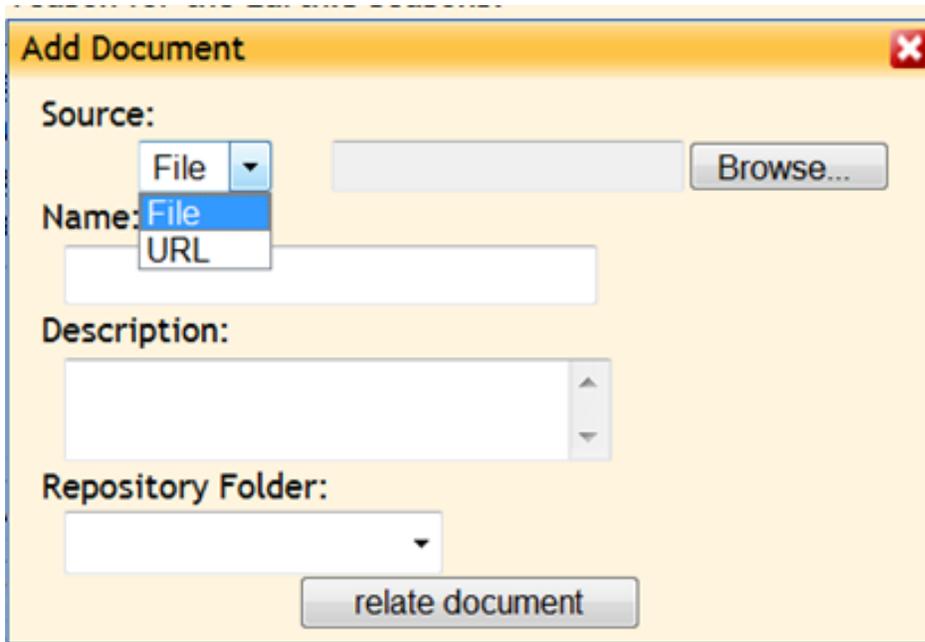
If after adding the Action, if you want to upload related documents, click on the "Related Documents" button near bottom left: Click on the **Relate Document** link at bottom right.



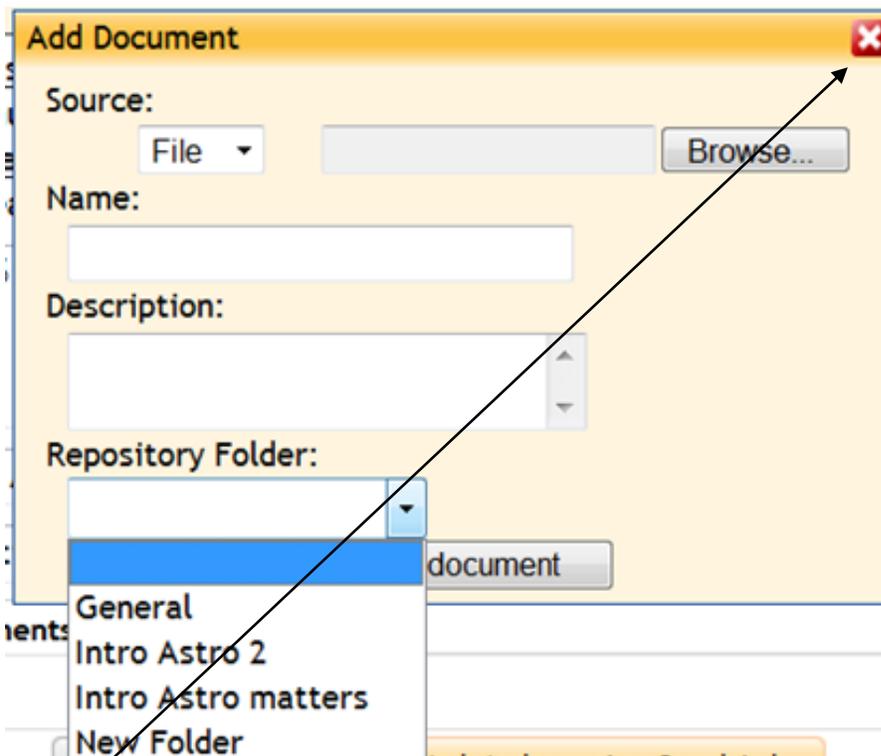
This will open the **Add Document** dialog box.



Select "**Browse**" and select the document from your computer, or link to url from the Source field [see below]:



The Documents should be filed in the course folder from the drop down menu for FOLDERS. If there are no course folders listed here, then the Faculty Lead needs to create them. That's the person that sent you the email with this assignment.



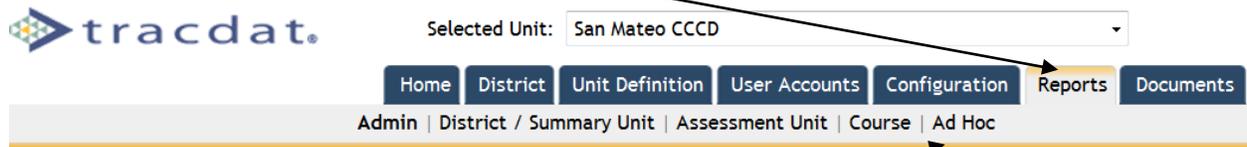
If you change your mind about uploading the document, you can cancel the action by clicking on the "X" at the top right of the dialog box.

XIV. How to Create Ad Hoc Reports

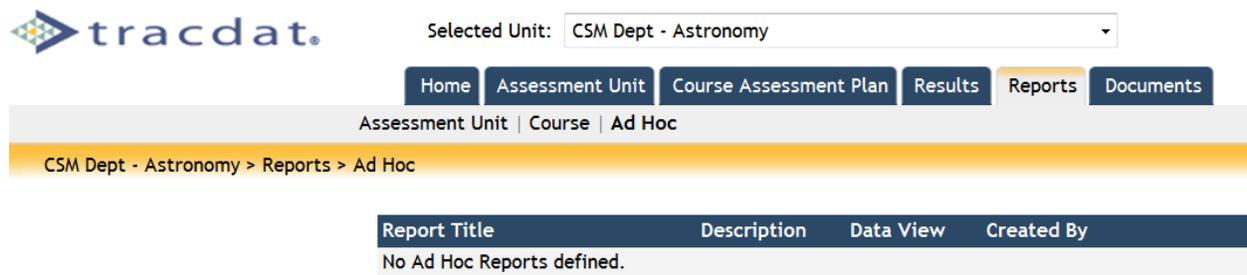
At the top-level, **Selected Unit** field, choose your department from the drop-down menu. If you are associated with only one department [Assessment Unit], it will be automatically chosen in that field. If not, click on the arrow at the right of the field and choose the unit for which you are creating the report.



From the top-level tabs, click on the **Reports** tab.



From the second-level tabs click on the **Ad Hoc** tab. The following screen will open:



Click on the **Create New Ad Hoc Report** button at the bottom. The screen for creating a new ad hoc report will open:

Selected Unit: CSM Dept - Astronomy

Home Assessment Unit Course Assessment Plan Results Reports Documents

Assessment Unit | Course | Ad Hoc

> Ad Hoc > Edit

Output: * PDF

Layout: * Landscape

Title: *

Subtitle:

Description:

Data View:

Save Return Get Columns Run Report

The first two fields are the same as for a regular report.

Output: You can choose the output file format [HTML, pdf, Excel, Word] .

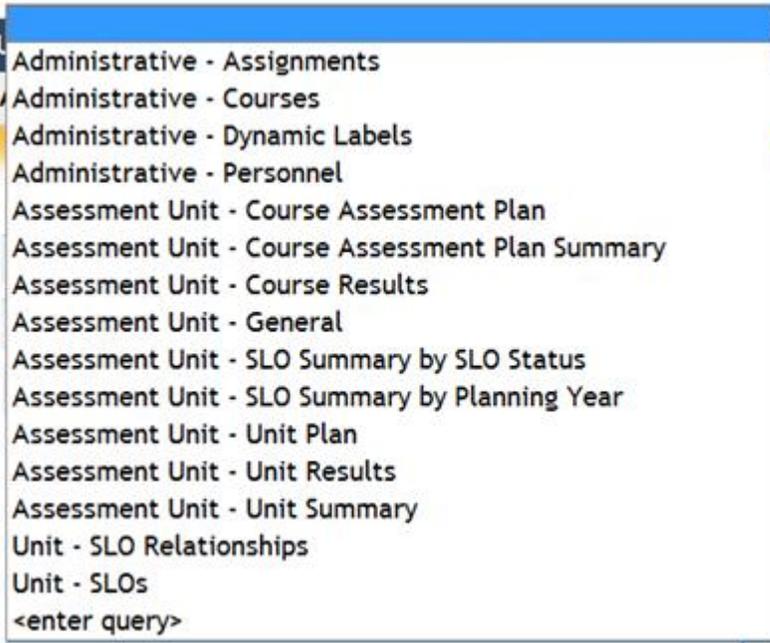
Layout : Landscape, Portrait

Title: This is a ***required*** field. You HAVE to give a value here. Choose a name that is descriptive enough to get a clear idea about what the report represents.

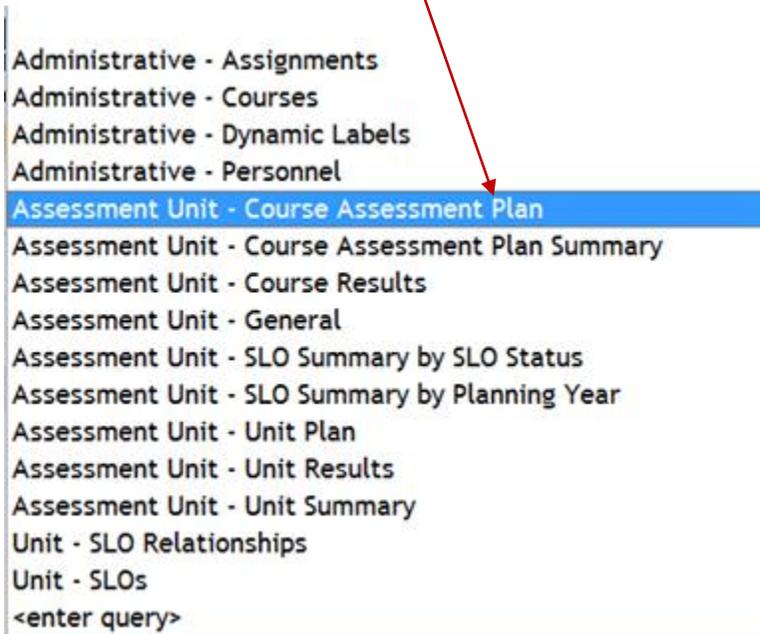
Subtitle: [Optional field]

Description: [Optional field]

Data View: Click on the arrow at right and the drop-down box will open:



Select the type of report you want. Note: To get a report on SLOs and assessments, choose the **Assessment Unit – Course Assessment Plan**



The **Units** field will now show on the screen, with the selected units you are assigned to.

Output: * PDF

Layout: * Landscape

Title: * Test Report

Subtitle:

Description:

Data View: Assessment Unit - Course Assessment Plan

Units: CSM Dept - Astronomy

Click on the unit [Note: even if there is only one unit, you still need to click on it [select it]].

Units: CSM Dept - Astronomy

The next field with columns to be selected will open *below* the Units field. [Note: You may need to scroll down using the scroll bar on the right, to be able to see it.

Reports > Ad Hoc > Edit

Units: CSM Dept - Astronomy

Column Selection:

	Title	Width	Format	Footer Summary
<input type="checkbox"/>	Unit Name	500		group by this column
<input type="checkbox"/>	Course Number	200		group by this column
<input type="checkbox"/>	Course Name	500		group by this column
<input type="checkbox"/>	Course Outcome Name	500		group by this column
<input type="checkbox"/>	SLO Status	500		group by this column
<input type="checkbox"/>	Planning Year	500		group by this column
<input type="checkbox"/>	Course Outcome	1500		group by this column

Save Return Run Report

Select the columns corresponding to the items you want in the report. Click on the **Run Report** button at the bottom.

Column Selection:

<input type="checkbox"/>	Title	Width	Format	Footer Summary
<input checked="" type="checkbox"/>	Unit Name	500		group by this column
<input checked="" type="checkbox"/>	Course Number	200		group by this column
<input checked="" type="checkbox"/>	Course Name	500		group by this column
<input checked="" type="checkbox"/>	Course Outcome Name	500		group by this column
<input checked="" type="checkbox"/>	SLO Status	500		group by this column
<input type="checkbox"/>	Planning Year	500		group by this column
<input checked="" type="checkbox"/>	Course Outcome	1500		group by this column

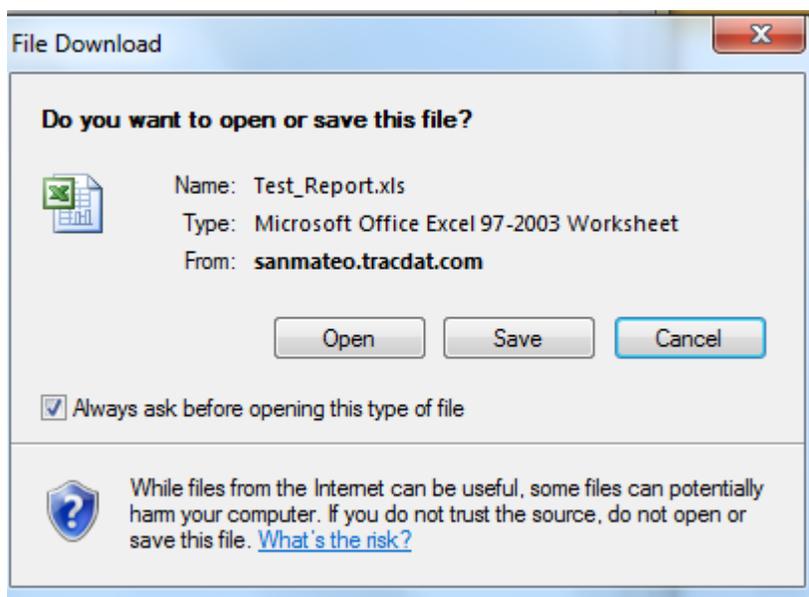
A report similar to the one you see below will open.

Unit Name	Course Number	Course Name	Course Outcome Name	SLO Status	Course Outcome
CSM Dept - Astronomy	CSM ASTR 100	Introduction To Astronomy	SLO1	Active	After finishing this course, the students will be able to: State and explain Kepler's Laws
CSM Dept - Astronomy	CSM ASTR 100	Introduction To Astronomy	SLO2	Active	After finishing this course, students will be able to describe the use of Newton's Law of Gravity in astronomy
CSM Dept - Astronomy	CSM ASTR 100	Introduction To Astronomy	SLO4	Active - Currently Assessing	At the end of the course, students will be able to describe dark energy Explain the reason for the Earth's seasons.
CSM Dept - Astronomy	CSM ASTR 100	Introduction To Astronomy	SLO4 (Copy)	Active - Currently Assessing	At the end of the course, students will be able to describe dark energy Explain the reason for the Earth's seasons.
CSM Dept - Astronomy	CSM ASTR 100	Introduction To Astronomy	SLO5	Active	Be able to describe ...?Assess the role of dark energy in determining the eventual fate of the universe.
CSM Dept - Astronomy	CSM ASTR 100	Introduction To Astronomy	SLO5 (Copy)	Active	Be able to describe ...?Assess the role of dark energy in determining the eventual fate of the universe.
CSM Dept - Astronomy	CSM ASTR 101	Astronomy Laboratory	Astr 101 Lab	Active - Currently Assessing	Upon completion of this course, a student will be able to: 1. Explain the reason for the Earth's seasons
CSM Dept - Astronomy	CSM ASTR 101	Astronomy Laboratory	CSM Astr 125 Stars and Galaxies	Active	Upon completion of this course, students will be able to: 2. Identify constellations
CSM Dept - Astronomy	CSM ASTR 115	The Solar System	SLO1	Active - Currently Assessing	Test outcome
CSM Dept - Astronomy	CSM ASTR 115	The Solar System	SLO4 (Copy)	Active - Currently Assessing	At the end of the course, students will be able to describe dark energy Explain the reason for the Earth's seasons.
CSM Dept - Astronomy	CSM ASTR 115	The Solar System	SLO5 B	Active	Be able to describe ...?Assess the role of dark matter in determining the eventual fate of the universe.
CSM Dept - Astronomy	CSM ASTR 125	Stars and Galaxies	CSM Astr 125 Stars and Galaxies (Copy)	Active	Upon completion of this course, students will be able to:
CSM Dept - Astronomy	CSM ASTR 125	Stars and Galaxies	SLO1		Discriminate between normal and active galaxies.

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You can save it to any location by clicking on the Save option under the File menu in the new browser in which it opens.

If you chose the Excel option, the following dialog box will open:



You can choose to open it or save it to your computer. If you open it, the report screen will open. [Note: you may need to resize the columns.]

	A	B	C	D	E	F
	Unit Name	Course Number	Course Name	Course Outcome Name	SLO Status	Course Outcome
1	CSM Dept - Astronomy	CSM ASTR 100	Introduction To Astronomy	SLO1	Active	After finishing this course, the students will be able to State and explain Kepler's Laws
2	CSM Dept - Astronomy	CSM ASTR 100	Introduction To Astronomy	SLO2	Active	After finishing this course, students will be able to d
3	CSM Dept - Astronomy	CSM ASTR 100	Introduction To Astronomy	SLO4	Active - Currently Assessing	At the end of the course, students will be able to des
4	CSM Dept - Astronomy	CSM ASTR 100	Introduction To Astronomy	SLO4 (Copy)	Active - Currently Assessing	Explain the reason for the Earth?s seasons.
5	CSM Dept - Astronomy	CSM ASTR 100	Introduction To Astronomy	SLO5	Active	At the end of the course, students will be able to des
6	CSM Dept - Astronomy	CSM ASTR 100	Introduction To Astronomy	SLO5 (Copy)	Active	Explain the reason for the Earth?s seasons.
7	CSM Dept - Astronomy	CSM ASTR 101	Astronomy Laboratory	Astr 101 Lab	Active - Currently Assessing	Be able to describe ...?Assess the role of dark energ
8	CSM Dept - Astronomy	CSM ASTR 101	Astronomy	CSM Astr 125 Stars	Active	universe.
9	CSM Dept - Astronomy	CSM ASTR 115	The Solar System	SLO1	Active	Be able to describe ...?Assess the role of dark energ
10	CSM Dept - Astronomy	CSM ASTR 115	The Solar System	SLO4 (Copy)	Active - Currently Assessing	universe.
11	CSM Dept - Astronomy	CSM ASTR 115	The Solar System	SLO5 B	Active	Be able to describe ...?Assess the role of dark energ
12	CSM Dept - Astronomy	CSM ASTR 125	Stars and Galaxies	CSM Astr 125 Stars	Active	universe.
13	CSM Dept - Astronomy	CSM ASTR 125	Stars and Galaxies	SLO1	Active	Upon completion of this course, a student will be abl
14	CSM Dept - Astronomy	CSM ASTR 125	Stars and Galaxies	SLO2	Active	1. Explain the reason for the Earth's seasons
15	CSM Dept - Astronomy	CSM ASTR 125	Stars and Galaxies	SLO2	Active	Upon completion of this course, students will be able

You can click the **Save** button to save the report or click the **Return** button to return to the main Ad Hoc report screen.

Appendix A. How To Change Password [and profile]

On the main Home Page, click on the “Profiles” subtab: You can enter/change information for the Title, Degree, Phone fields. **DO NOT CHANGE FIRST, LAST NAMES, & EMAIL ADDRESS.**

Selected Unit: CSM Dept - Astronomy

Home Assessment Unit Course Assessment Plan Results Reports Documents

Summary | Calendar | Profile

Profile

First Name: * Chandra

Last Name: * Vanajakshi

Email: * vanajakshic@smccd.edu

Title: SLO Coordinator CSM, Adjunct Professor- Astronomy

Degree: Ph D

Phone: (650) 574-6530

Description:

Save Changes Discard Changes Change Password

Click on the **Change Password** button. The Change Password screen will open:

Selected Unit: CSM Dept - Astronomy

Home Assessment Unit Course Assessment Plan Results Reports Documents

Summary | Calendar | Profile

Change Password

Current Password: *

New Password: *

Confirm Password: *

Save Changes Discard Changes Return

Enter your **Current Password** in the first field. Enter your new password [note it down somewhere since this is the one you will use hereafter to enter TracDat] in the **New Password** field. Re-enter it in the Confirm Password field. The “**Save Changes**” button will become active. Click on it. Then click on the **Return** button.

Save Changes Discard Changes Return

You will return to the Home Page.

Appendix B. Student Learning Outcomes

Assessment: Definitions and Methods

Note: These definitions are from SMCCD and not from TracDat

Assessment Definitions

Student Learning Outcomes (SLO) - the knowledge, skills, abilities or attitudes that students have attained by the end of any set of college experiences – classes, programs, degrees and certificates or encounters with college services. Articulates the major goals of each experience, requires higher-level thinking skills and usually results in a product that can be evaluated.

SLO Assessment - The systematic collection, review, and use of information about educational programs undertaken for the purpose of improving student learning and development. (Source: Assessment Essentials, Palomba & Banta)

Assessment Report – a reporting document containing an assessment of SLOs and recommendations for improving teaching and learning submitted to the Instructional Deans (as part of each department’s Program Review) and/or the College Assessment Committee.

Institutional SLOs/Core Competencies – these college-wide skills describe what College of San Mateo students are able to do at the end of their experience with the college. These also describe the competencies that students completing the General Education program and/or receiving an AA or AS degree from the college have mastered. CSM’s core competencies are: 1) Communication, 2) Critical Thinking and Information Competency, 3) Global Awareness and 4) Personal Responsibility and Professional Development. Please visit the CSM College SLOs homepage for more details.

Course-embedded Assessment – a process that evaluates artifacts from courses (major assignments, tests, portfolios, performances, demonstrations, papers etc.) to assess student mastery of SLOs for CSM’s core competencies, courses and sometimes, if selected as an appropriate measure by the department, occupational programs.

Course Objectives – statements that tell students what supporting skills, knowledge, and attitudes they will learn during a course. They are usually discrete skills that require lower level thinking skills and form the building blocks to course SLOs.

Appendix C. Relevant Action Verbs for SLOs

[Gronlund, N. E. (1991). *How to write and use instructional objectives* (4th ed.). New York: Macmillan Publishing Co.]

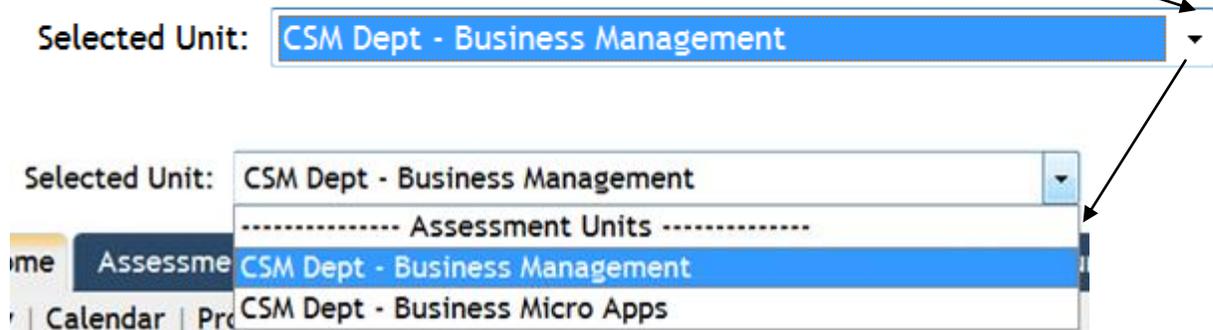
These verbs are useful when writing SLOs and applying Bloom's Taxonomy:

Knowledge	Comprehension	Application	Analysis	Synthesis	Evaluation
cite	arrange	apply	analyze	arrange	appraise
define	classify	change	appraise	assemble	assess
describe	convert	compute	break down	categorize	choose
identify	describe	construct	calculate	collect	compare
indicate	defend	demonstrate	categorize	combine	conclude
know	diagram	discover	compare	compile	contrast
label	discuss	dramatize	contrast	compose	criticize
list	distinguish	employ	criticize	construct	decide
match	estimate	illustrate	debate	create	discriminate
memorize	explain	interpret	determine	design	estimate
name	extend	investigate	diagram	devise	evaluate
outline	generalize	manipulate	differentiate	explain	explain
recall	give examples	modify	discriminate	formulate	grade
recognize	infer	operate	distinguish	generate	judge
record	locate	organize	examine	manage	justify
relate	outline	practice	experiment	modify	interpret
repeat	paraphrase	predict	identify	organize	measure
reproduce	predict	prepare	illustrate	perform	rate
select	report	produce	infer	plan	relate
state	restate	schedule	inspect	prepare	revise
underline	review	shop	inventory	produce	score
	suggest	sketch	outline	propose	select
	summarize	solve	question	rearrange	summarize
	translate	translate	relate	reconstruct	support
		use	select	relate	value
			solve	reorganize	
			test	revise	

Appendix D. What to Do When What You Expect Doesn't Happen

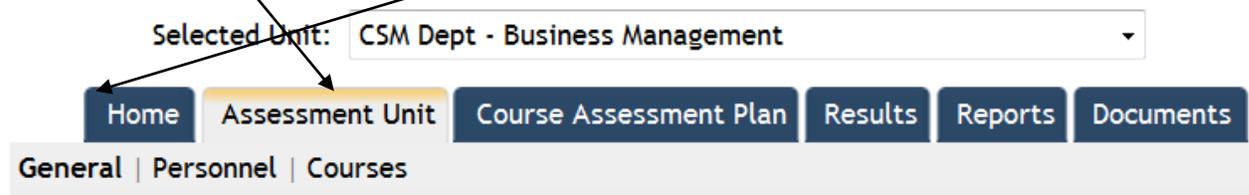
1. Check to make sure that the Select Unit field shows the correct Assessment Unit [department]

If you are an admin for more than one department, the drop-down list in this field will show you all your departments [units] when you click on the arrow at the right of the field. Select the correct one [for which you are entering the SLO or assessment or result etc.]



2. Check to make sure that the correct sub-tab has been clicked [selected]. The default screen is not always the screen that you are looking for.

The default screen below is the one corresponding to the sub-tab “**General**”. You have to click on the “**Courses**” sub-tab to see the SLOs you entered for the courses in this assessment unit.



3. Don't be afraid to explore a little bit – click around on different sub-tabs, drop-down lists etc. Generally speaking, you can not do much damage. If you feel that you might have done something wrong you can always click on the Discard Changes button when available or use the back arrow key at the top left of the screen without saving anything and you would leave things the way they were before you started exploring.

Appendix E. Levels of Access

Admin - This level of user has complete access to the unit which he/she has been given permission. This includes:

- entering high level goals for the unit
- assigning courses to the unit
- entering plans
- recording results
- running reports for the unit.

User – A user is a person who may enter information. All users may also run reports for their approved “levels.” This level of user can do everything the ‘Admin’ level can do except enter high level goals, assign personnel and courses 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 enter or change data in the TracDat system [that is, cannot access any of the data entry screens for the unit.] This user will have a login to TracDat.

E-mail-only individuals would be those who need to supply data to the TracDat system but will be invited to go to a link to enter the required information and not be regular users of the system. 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.*

