

# SAO TRACDAT GUIDE

Instructions for entering SAO information into TracDat

**Helpful Hint:** Have your completed SAO Template at hand to use as a reference when entering or cutting/pasting your information.

## Access TracDat

Go to [elcamino.tracdat.com](http://elcamino.tracdat.com). (**NOTE:** Use Google Chrome web browser.)

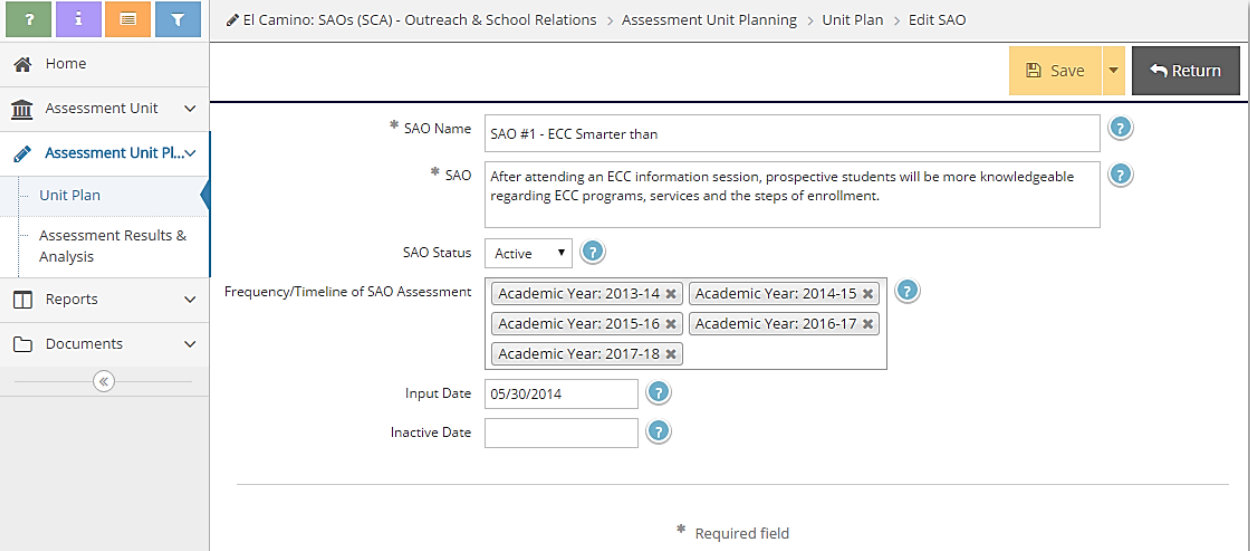
Log in using ECC username and password.

## Add SAO

Click pull-down menu at top of screen and select "El Camino: SAOs (SCA) - [Your Department Name]". This takes you to your department home.

In the left navigation bar, click on **Assessment Unit Plan**, then **Unit Plan**, then click the green plus  button.

Fill in requested information:



The screenshot displays the 'Edit SAO' form in the TracDat application. The breadcrumb trail at the top reads: 'El Camino: SAOs (SCA) - Outreach & School Relations > Assessment Unit Planning > Unit Plan > Edit SAO'. The left navigation bar is expanded to show 'Unit Plan' selected. The form fields are as follows:

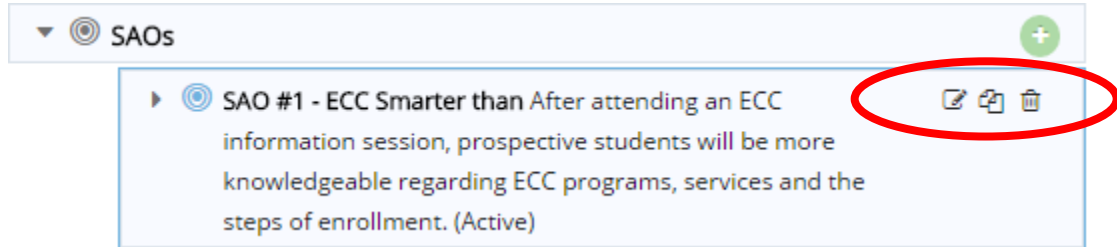
- \* SAO Name: SAO #1 - ECC Smarter than
- \* SAO: After attending an ECC information session, prospective students will be more knowledgeable regarding ECC programs, services and the steps of enrollment.
- SAO Status: Active
- Frequency/Timeline of SAO Assessment: Academic Year: 2013-14, Academic Year: 2014-15, Academic Year: 2015-16, Academic Year: 2016-17, Academic Year: 2017-18
- Input Date: 05/30/2014
- Inactive Date: (empty)

Buttons for 'Save' and 'Return' are located at the top right of the form area. A legend at the bottom indicates that an asterisk (\*) denotes a required field.

Click **Save** button (make sure it says "SAO Saved Successfully), then click **Return** button.

## Edit, Copy, or Delete SAOs

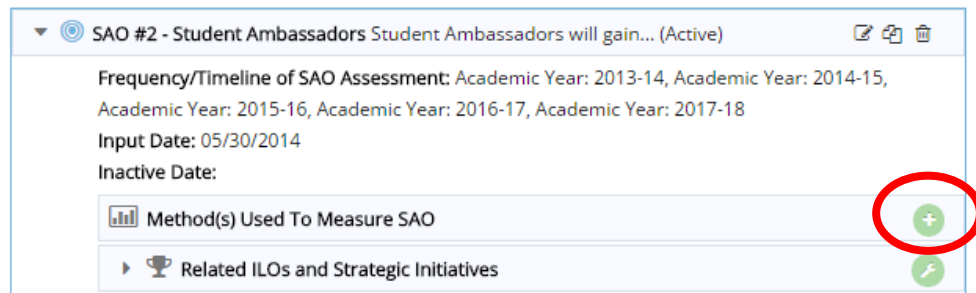
Click the appropriate icon to perform the action.



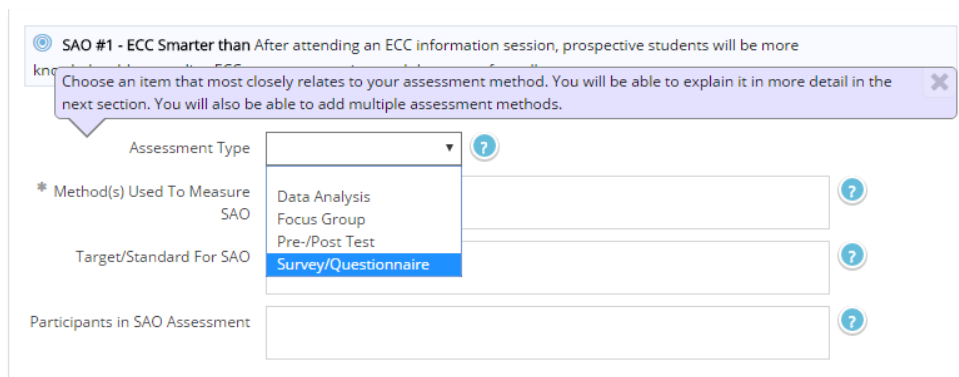
When finished, click **Save**, then **Return** button.

## Add Method(s) Used To Measure SAO

Click arrow to expand SAO, then under Method(s) Used to Measure SAO, click on green plus button.




Fill in requested information:

A screenshot of the form for 'SAO #1 - ECC Smarter than After attending an ECC information session, prospective students will be more knowledgeable regarding ECC programs, services and the steps of enrollment. (Active)'. A purple tooltip message says: 'Choose an item that most closely relates to your assessment method. You will be able to explain it in more detail in the next section. You will also be able to add multiple assessment methods.' The form has several fields: 'Assessment Type' (a dropdown menu with a question mark icon), '\* Method(s) Used To Measure SAO' (a text input field with a question mark icon), 'Target/Standard For SAO' (a text input field with a question mark icon), and 'Participants in SAO Assessment' (a text input field with a question mark icon). A dropdown menu is open from the 'Assessment Type' field, showing options: 'Data Analysis', 'Focus Group', 'Pre-/Post Test', and 'Survey/Questionnaire' (which is highlighted in blue).

When finished, click **Save**, then **Return** button.

## Add Related ILOs and Strategic Initiatives

Click arrow to expand SAO, then under Method(s) Used to Measure SAO, click on green wrench  button.


Click to place a checkmark for related El Camino ILOs for your SAOs, then click **Save**.

El Camino ILOs	SAOs	
<b>ILOs</b>	<b>SAO #1 - ECC Smarter than After</b> attending an ECC information session, prospective students will ...	<b>SAO #2 - Student Ambassadors</b> Student Ambassadors will gain...
<b>ILO 1: Critical Thinking</b> Students apply critical, creative, and analytical skills to identify and solve problems, analyze information, synthesize and ...		
<b>ILO 2: Communication</b> Students effectively communicate with and respond to varied audiences in written, spoken or signed, and artistic forms.	✓	✓
<b>ILO 3: Community and Personal Development</b> Students are productive and engaged members of society, demonstrating personal responsibility, and ...	✓	
<b>ILO 4: Information Literacy</b> Students determine information needs and use various media and formats to develop research strategies and locate, ...		

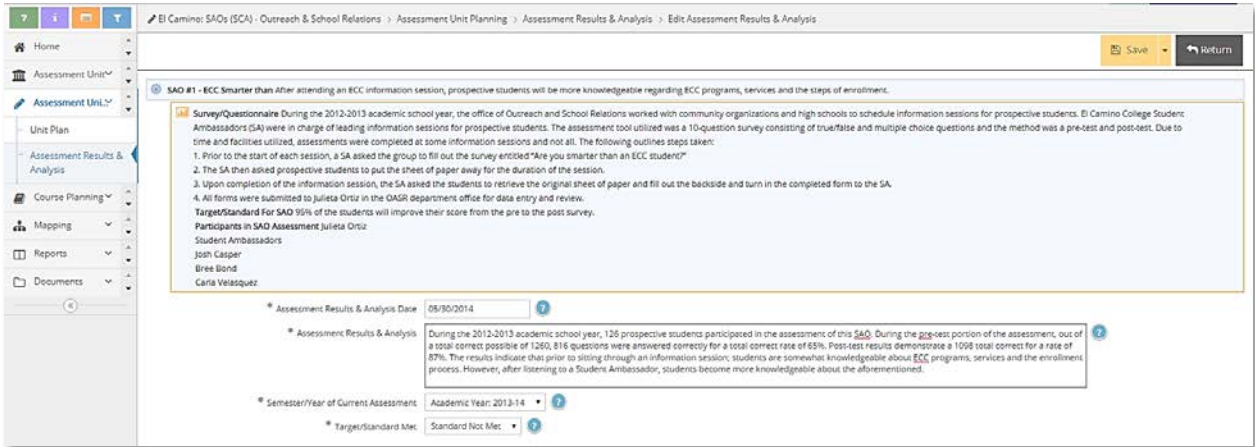
Click the drop-down menu and select "El Camino Strategic Initiatives." Click to place a checkmark for related El Camino ILOs for your SAOs, then click **Save**, then **Return**.

El Camino Strategic Initiatives	SAOs	
<b>Strategic Initiatives</b>	<b>SAO #1 - ECC Smarter than After</b> attending an ECC information session, prospective students will ...	<b>SAO #2 - Student Ambassadors</b> Student Ambassadors will gain...
<b>Strategic Initiative A - Student Learning</b> Support student learning using a variety of effective instructional methods, educational technologies, ai ...		
<b>Strategic Initiative B - Student Success &amp; Support</b> Strengthen quality educational and support services to promote and empower student learning, succes ...		
<b>Strategic Initiative C - Collaboration</b> Advance an effective process of collaboration and collegial consultation conducted with integrity and respect t ...		

## To Add Assessment Results & Analysis

In the left navigation bar, click on **Assessment Unit Plan**, then **Assessment Results & Analysis**. Click the arrow to expand the SAO, then click the green plus  button.

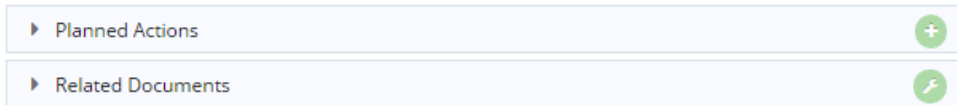
Fill in requested information:




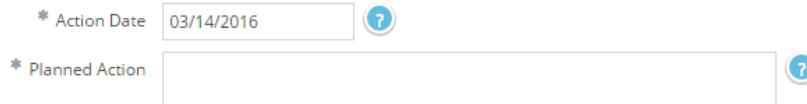
When finished, click **Save**, then **Return** button.

## Planned Actions & Related Documents

After saving Assessment Results and Analysis information, options for **Planned Actions** and **Related Documents** will appear.



Click the green plus  button to Add a Planned Action, then click **Save** and **Return** when finished.



Click on green wrench  button to Relate Documents. Click **Complete** when finished.

## Logout

Click on the "Welcome, [username]" pull-down menu in the upper-right corner of the screen, then select **Logout**.