

# TracDat User Guide for SLOs

## Login Information

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

Username: **MyECC Username** (e.g., jsmith)

Password: **MyECC Password**  
(It is automatically input into TracDat.)

NOTE: I suggest using the Mozilla Firefox or Google Chrome web browsers. Some information at the bottom of the screen may not be accessible in Microsoft Internet Explorer.

## Table of Contents

There are three parts to submitting an SLO or PLO report :

**Page 2:** Checking information about the assessment in TracDat and modifying it if necessary

**Page 6:** Submitting the report

**Page 12:** Printing/saving your report – it is always a good idea to keep a copy.

## Overview of the Tabs

### Home Tab

Your starting screen. Where you can find your tasks and can modify your personal information.

### Program Level Plan Tab

Where you modify PLO assessment information (e.g., assessment, standards, rubric).

### Course Level Plan Tab

Where you modify SLO assessment information (e.g., assessment, standards, rubric).

### Results Tab

Where you enter information about the results from your assessments of SLOs and PLOs, and describe the actions that you will take in the future. In other words, where you submit SLO and PLO reports.

### Reports Tab

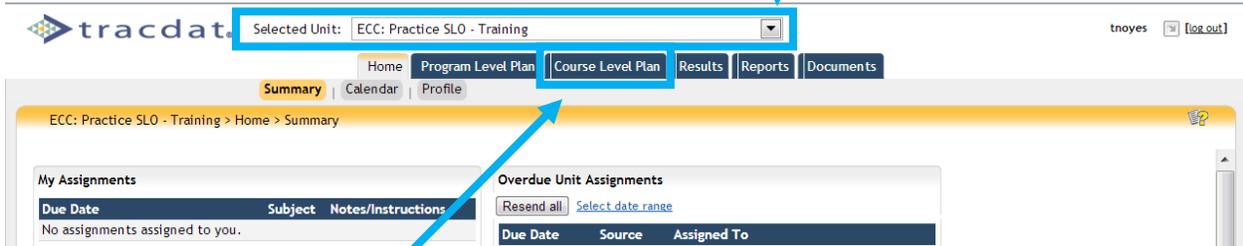
Where you can generate reports based on the data in TracDat. For example, you can use TracDat to generate a copy of an SLO report to print out.

### Documents Tab

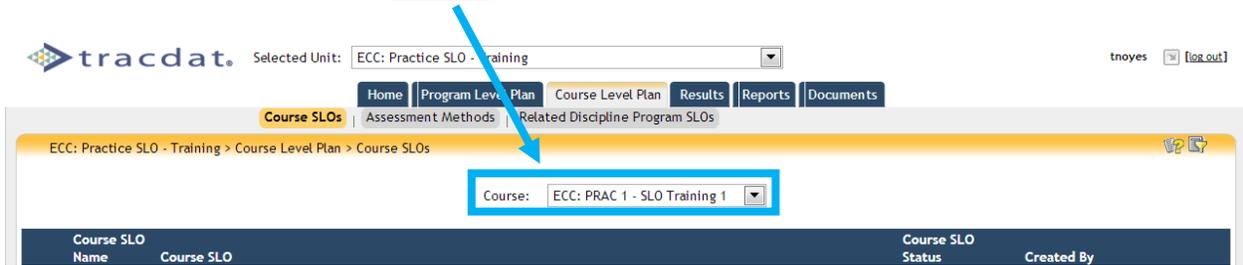
Where uploaded documents like assessments, rubrics, and data files can be found.

**Adding/Modifying an SLO’s Assessment Information:  
Assessment, Assessment Process, Standards, and Rubric**

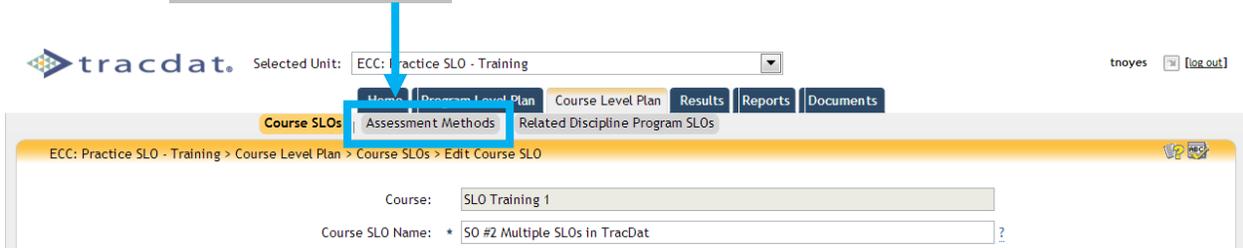
1. Select the program containing the course from the **Selected Unit** drop down menu at the top of the screen. Notice that there is one item for your department’s SLOs, and one for your department’s PLOs.



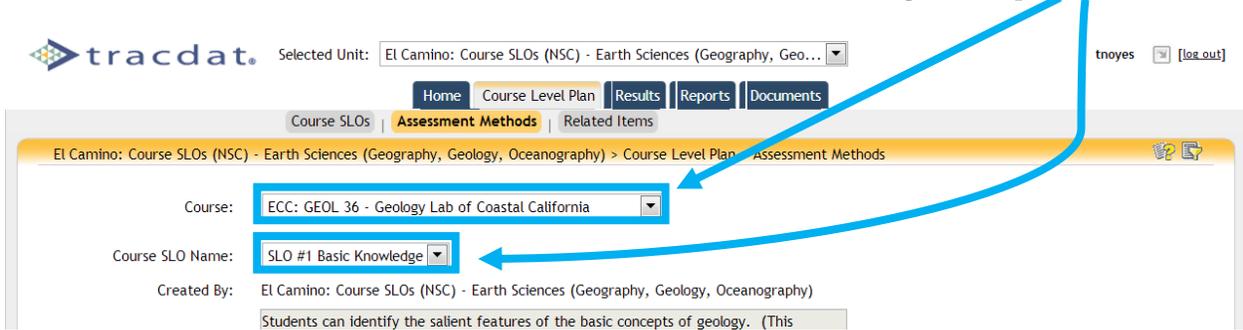
2. Click on the **Course Level Plan** tab at the top of the screen.
3. Select the course from the **Course** drop down menu below the tabs.



4. Click on **Assessment Methods** in the second row of tabs.



5. Select the name of the course and then the SLO for the course using the drop down menus.



Selected Unit:

Home | **Course Level Plan** | Results | Reports | Documents

Course SLOs | **Assessment Methods** | Related Items

El Camino: Course SLOs (NSC) - Earth Sciences (Geography, Geology, Oceanography) > Course Level Plan > Assessment Methods

Course:

Course SLO Name:

Created By: El Camino: Course SLOs (NSC) - Earth Sciences (Geography, Geology, Oceanography)

Course SLO: Students can identify the salient features of the basic concepts of geology. (This includes the ability to recall the definitions of the specialized vocabulary of geology.)

Date Added	Assessment Method	Assessment Method Description	Standard and Target for Success	Active?	
12/1/2013	Exam/Test/Quiz	An objective exam given at the beginning	4 - extensive knowledge of the basic concepts (85% or above on the "objective" exam) 3 - considerable knowledge fo the basic concepts (above 70% on the "objective" exam) 2 - some knowledge of the basic concepts (above 55% on the "objective" exam) 1 - little or no knowledge	Y	<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>

6. If no assessment methods are described (or a new one needs to be added), click on the **Add New Assessment Method Description** button at the bottom of the screen.

If one or more assessment methods exist but need to be modified, click on the **edit link** to the right of the assessment method.

If the assessment method(s) appear to be correct, you do not need to do anything else in this section. **Skip to the “Submitting an SLO report” section on page 6.**

Selected Unit:

Home | **Program Level Plan** | Course Level Plan | Results | Reports | Documents

Course SLOs | **Assessment Methods** | Related Discipline Program SLOs

ECC: Practice SLO - Training > Course Level Plan > Assessment Methods > Add Assessment Method Description

Course:

Course SLO Name:

Course SLO: Additional SLO statements will show up here. For training purposes, use SLO #1.

Assessment Method:

Assessment Method Description:

Standard and Target for Success:

7. Select an **Assessment Method** using the *drop down menu*.
8. Describe the assessment and assessment process in the Assessment Method Description box. ***You will have the opportunity to upload a document containing the assessment later.***
9. Enter the standards that will be used to evaluate the assessment in the Standard and Target for Success box. The standards might be a statement like “70% of students will achieve level 3 or higher on the rubric.”

You may write your rubric into the field or write “See the rubric document.”

***You will have the opportunity to upload a document containing the rubric later.***

10. Click on the **Save Changes** button at the bottom of the screen.

11. The **Relate Document** button will appear at the bottom of the screen once assessment information has been entered. To add an assessment and/or rubric document, select the **Relate Document** button, and then select “New Document”, “Document from Repository”, or “Previously Related” document from the box which opens over the button.

12. A box will open in the middle of the screen. For a “New Document”, click on the **Choose File** button and search for the file on your computer. Enter a name for the file (e.g., “Ocea10\_SLO1\_Sp13\_Assessment”). Select the folder where you want the document to be stored using the **Repository Folder** drop down menu. Finally, click on the **relate document** button at the bottom of the box.

To see your documents and verify that they uploaded correctly, click on the **Documents** tab. To return to the Assessment Methods for the SLO that you were working on, click on the **Assessment Methods** tab, find the assessment in the list at the bottom of the screen, and click on the **edit** button.

Selected Unit: ECC: Practice SLO - Training

Home | Program Level Plan | Course Level Plan | Results | Reports | Documents

Course SLOs | **Assessment Methods** | Related Discipline Program SLOs

ECC: Practice SLO - Training > Course Level Plan > Assessment Methods > Edit Assessment Method Description

Assessment Method Description saved.

Course: SLO Training 1

Course SLO Name: SO #2 Multiple SLOs in TracDat

Course SLO: Additional SLO statements will show up here. For training purposes, use SLO #1.

Assessment Method: Exam/Test/Quiz

Assessment Method Description: An in class pre- and post test.

Standard and Target for Success: 70% of the students will achieve a score of 80 or better.

Reviewer's Comments:

Active:

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

13. You may now add more documents by selecting the **Relate Document** button at the bottom of the screen again and repeating the procedure on the previous page.

14. Click on the **Return** button at the bottom of the screen when you are done adding documents.

Selected Unit: ECC: Practice SLO - Training

Home | Program Level Plan | Course Level Plan | Results | Reports | Documents

Course SLOs | **Assessment Methods** | Related Discipline Program SLOs

ECC: Practice SLO - Training > Course Level Plan > Assessment Methods

Course: ECC: PRAC 1 - SLO Training 1

Course SLO Name: SO #2 Multiple SLOs in TracDat

Created By: ECC: Practice SLO - Training

Course SLO: Additional SLO statements will show up here. For training purposes, use SLO #1.

Date Added	Assessment Method	Assessment Method Description	Standard and Target for Success	Active?	
9/10/2013	Exam/Test/Quiz	Give them the attached test.	60% of students will get an 80% or better on the test.	Y	edit   copy   delete

15. Notice the list of assessments in the middle of the Assessment Methods screen. The assessment that you added should now be present.

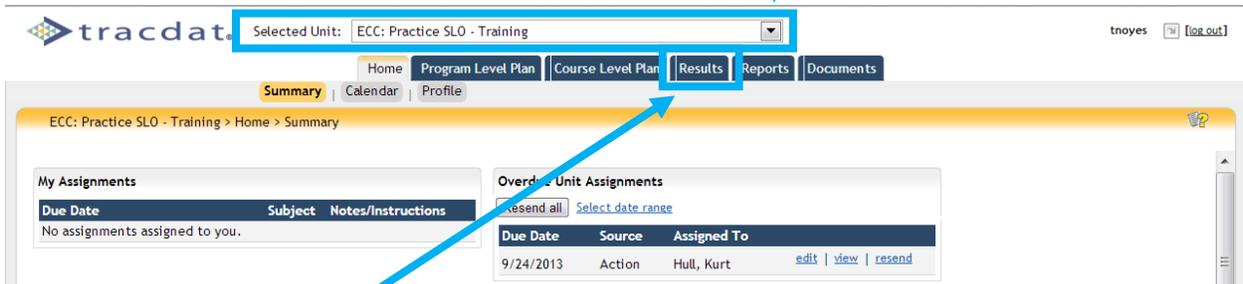
You can revise the assessment method by selecting the **edit** link to the right of the assessment.

You can click on the **delete** link to remove the assessment.

Click on the **Add New Assessment Method** button at the bottom to enter another assessment. (Yes, that's right. Since you can assess SLOs in more than one way, you CAN assess an SLO several times in different ways each 4-year assessment cycle! The fun just never stops.)

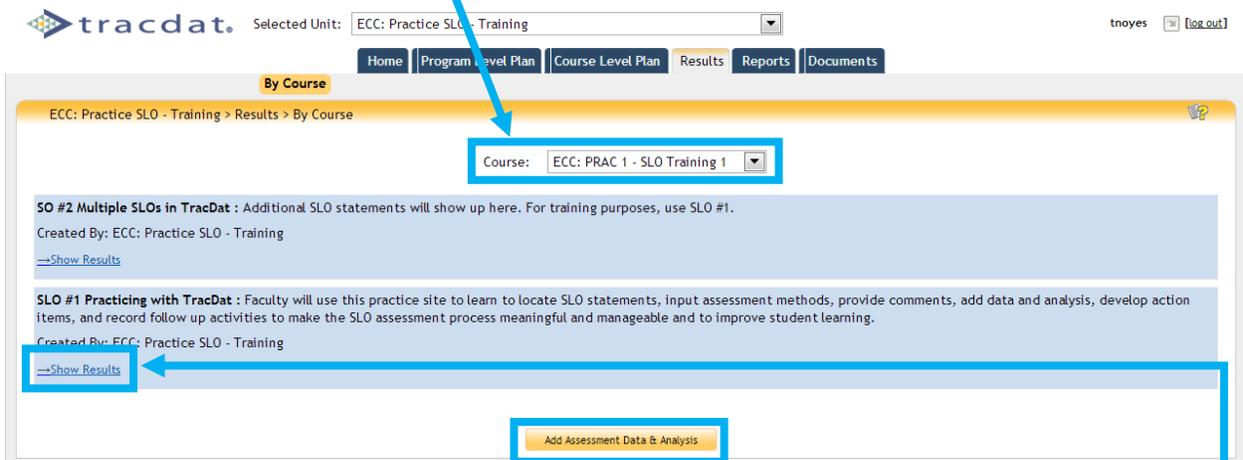
## Submitting an SLO Report

1. Select the program containing the course from the **Selected Unit** drop down menu at the top of the screen.



2. Click on the **Results** tab at the top of the screen.

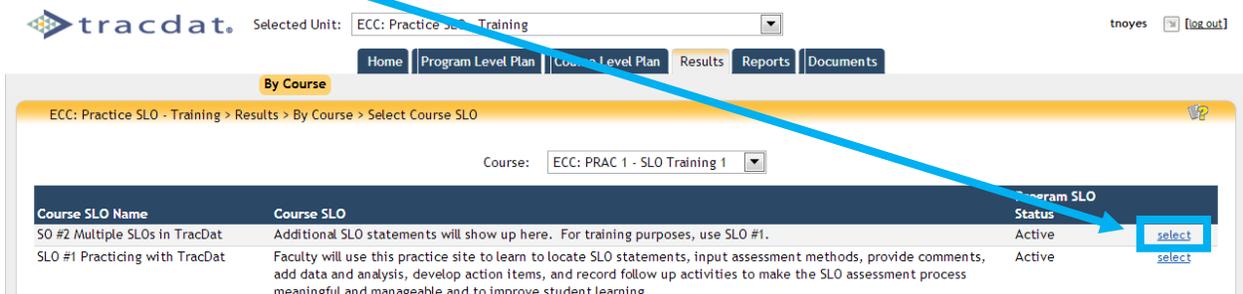
3. Select the course from the **Course** drop down menu below the tabs.



4. If you want to begin a new report, click on the **Add Assessment Data & Analysis** button at the bottom of the screen.

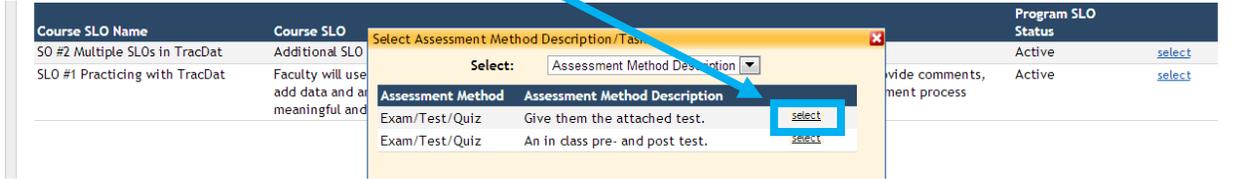
If you want to modify a report that you began earlier, click on **Show Results** for the SLO. On the next page appears, click on the **edit** link for the report. Skip to instruction #7.

5. Click on the **select** link to the right of the SLO that was assessed.



- A box will open in the middle of the screen.  
Click on the **select** link to the right of the assessment method.  
(Yes, after clicking on a select link, you must click on another select link.)

If you get the message “No Assessment Method Descriptions defined” in the box, then you need to add an assessment method before you can proceed. See the instructions on page 2.



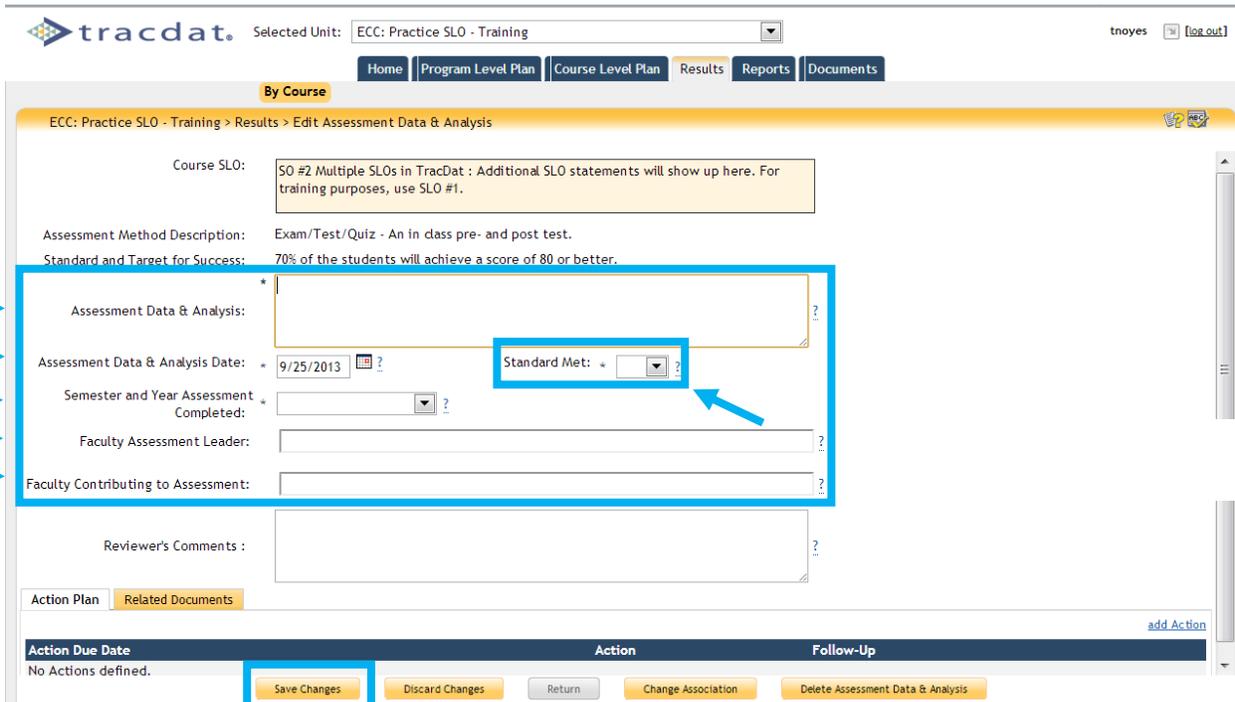
- Describe the data and your conclusions in the Assessment Data & Analysis box.  
**You will have the opportunity to upload a document containing the data or other information later.**

- Use the **Assessment & Data Analysis Date** drop down menu to input the date of submission of the SLO report (i.e., today’s date).

Use the **Standard Met** drop down menu to specify whether or not the data indicate that the students achieved the desired outcome. Notice that the standard is listed on this screen.

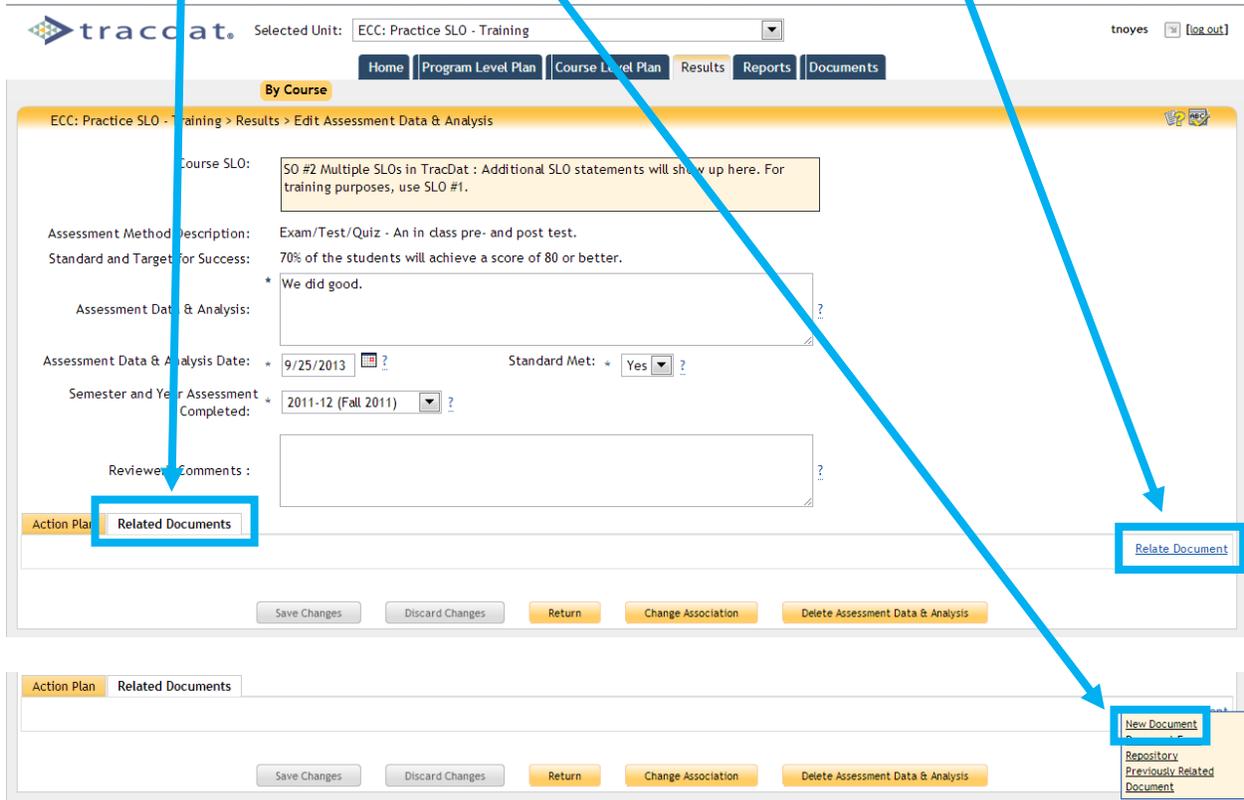
Use the **Semester & Year Assessment Completed** drop down menu to indicate the semester when the assessments were administered.

List the names of the **Faculty Assessment Leader** and **Faculty Contributing to the Assessment** in the appropriate boxes.



- Click on the **Save Changes** button at the bottom of the screen.

10. To add supporting documents like files containing the data and/or data analysis, click on the **Related Documents** tab on the lower left. Then, click on the **relate document** link on the lower right and select “New Document”, “Document from Repository”, or “Previously Related” document from the box which opens over the relate document link.

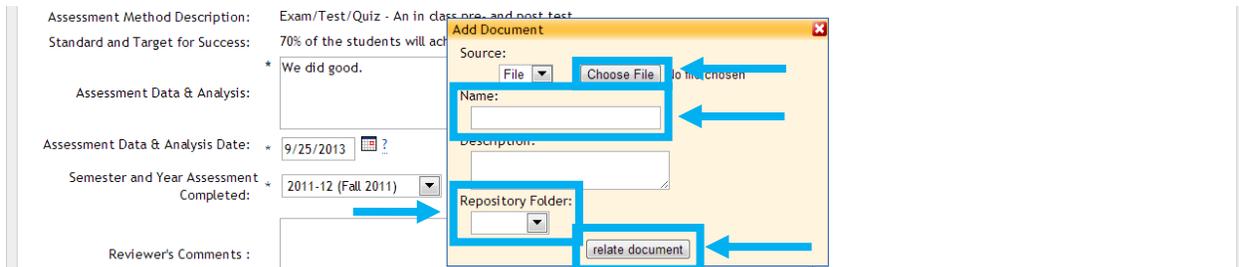


11. A box will open in the middle of the screen. For a “New Document”, click on the **Choose File** button and search for the file on your computer.

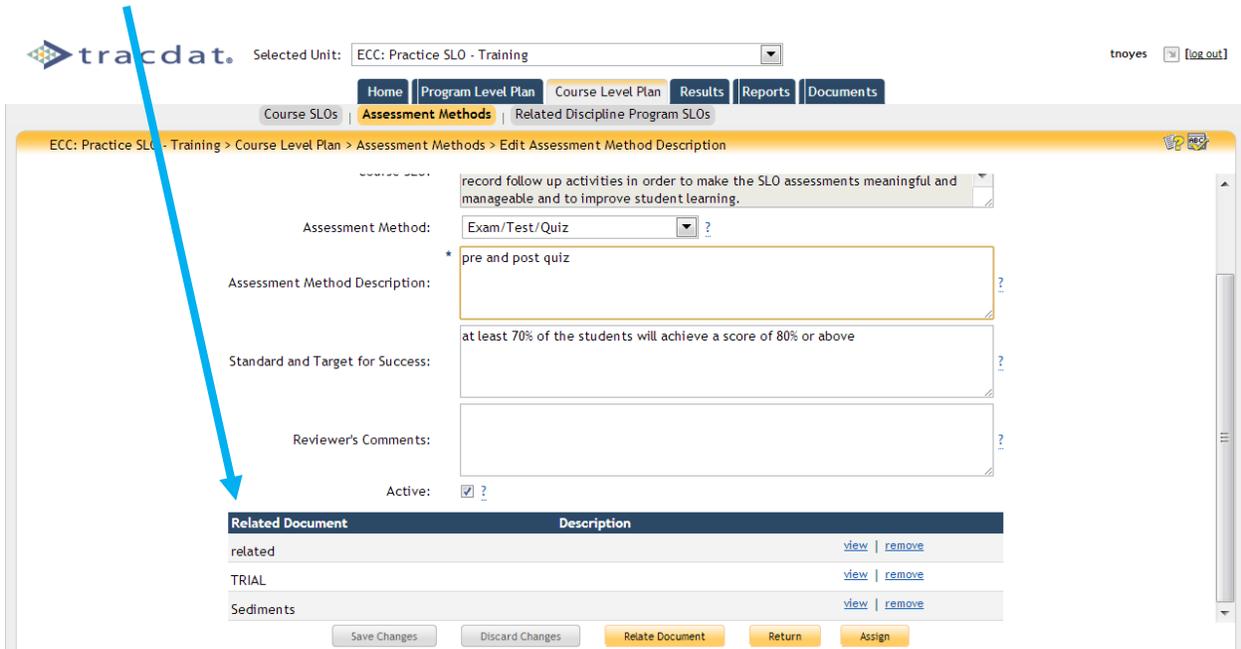
Enter a name for the file (e.g., “Ocea10\_SLO1\_Sp13\_Data”).

Select the folder where you want the document to be stored using the **Repository Folder drop down menu**.

Finally, click on the **relate document** button at the bottom of the box.



Your document should now appear in a list at the bottom of the screen.  
*You may need to page down to see the documents.*

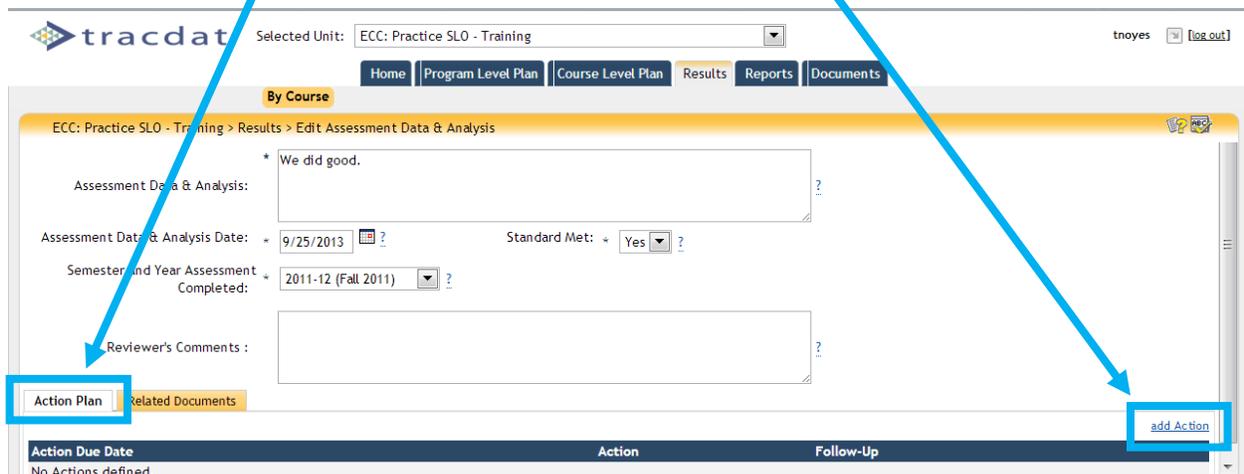


12. You can now add more documents if you wish by repeating the procedure on the previous page.

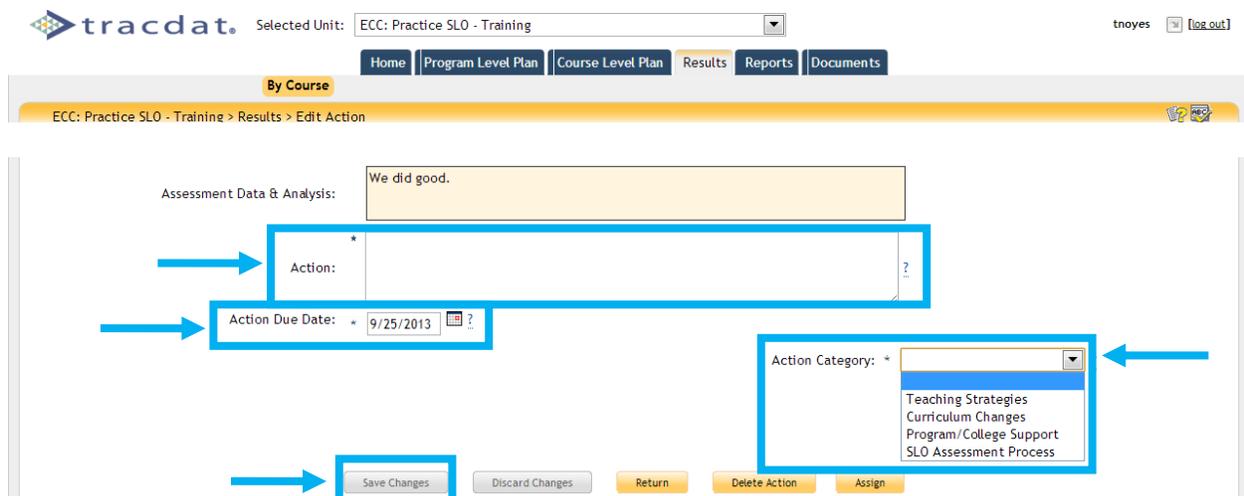
You can also see your documents and verify that they uploaded correctly by clicking on the **Documents** tab. In the documents area, you can organize the documents by creating folders and moving documents around. To return to the SLO report that you were working on, click on the **Results** tab, find the assessment in the list at the top of the screen, and click on the **show results** link. Then, click on the **edit** link for the SLO report that you were working on.

13. Next, you will enter the future action(s) that you will take based on your analysis of the SLO assessment data.

Click on the **Actions** tab on the lower left and then the **add Action** link on the lower right.



A new screen will now appear:



14. Describe an action that you will take in the Action box.

For example, if your students met the standard that you established, you might (a) raise the standard, (b) make the assessment more challenging, or (c) pat yourself on the back for a job well done, inactivate the PLO, and write a new PLO statement to assess an area where improvement is possible

15. Use the **Action Due Date** drop down menu to input the date by which the action will be completed.

Use the **Action Category** drop down menu to indicate what kind of action you will take: (i) modifying teaching, (ii) changing the curriculum (e.g., prerequisites), (iii) obtaining support from the program/college, or (iv) changing the SLO assessment process (e.g., changing the SLO statement, the assessment, how the assessment is administered, the standards, the rubric).

16. Click on the **Save Changes** button at the bottom of the screen.

Selected Unit: ECC: Practice SLO - Training

Home | Program Level Plan | Course Level Plan | Results | Reports | Documents

**By Course**

ECC: Practice SLO - Training > Results > Edit Assessment Data & Analysis

training purposes, use SLO #1.

Assessment Method Description: Exam/Test/Quiz - An in class pre- and post test.

Standard and Target for Success: 70% of the students will achieve a score of 80 or better.

Assessment Data & Analysis: We did good.

Assessment Data & Analysis Date: 9/25/2013 Standard Met: Yes

Semester and Year Assessment Completed: 2011-12 (Fall 2011)

Reviewer's Comments :

Action Plan | Related Documents

Action Due Date	Action	Follow-Up
9/25/2013	Increase our standards to 90 or better.	0 <a href="#">edit</a>   <a href="#">add Follow-Up</a>

save Changes | Discard Changes | Return | Change Association | Delete Assessment Data & Analysis

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17. Your action should now appear in a list at the bottom of the screen.  
*You may need to page down to see the actions.*

To revise your action, click on the **edit** button to the right of the action.

You can now add more actions if you wish by repeating the procedure on the previous page.

Once you are done adding actions, click on the **Return** button.

Note the **add Follow-up** link to the right of the action. After you carry out each action, you will log back into TracDat and describe what you actually did (as opposed to what you said you would do) and briefly discuss your first impressions of the resulting change to student outcomes (e.g., students are doing better, no change, you're not sure if there is a change), if any. Note: you do not have to redo a full assessment of the SLO as follow up; anecdotal observations are satisfactory.

Your SLO report is now complete.

Go enjoy a delicious beverage of your choice. You deserve it.

## Printing an SLO Report

18. Select the program containing the course from the **Selected Unit** drop down menu at the top of the screen.

The screenshot shows the TracDat interface. At the top, the 'Selected Unit' dropdown menu is set to 'ECC: Practice SLO - Training'. Below this, there are navigation tabs: 'Home', 'Program Level Plan', 'Course Level Plan', 'Results', 'Reports', and 'Documents'. The 'Reports' tab is highlighted. The main content area shows 'ECC: Practice SLO - Training > Home > Summary'. There are two tables: 'My Assignments' (empty) and 'Overdue Unit Assignments' (one entry for 9/24/2013).

19. Click on the **Reports** tab at the top of the screen.

20. Select the **Course** tab in the row of tabs beneath the upper row of tabs.

The screenshot shows the TracDat interface. The 'Selected Unit' dropdown is set to 'El Camino: Course SLOs (NSC) - Earth Sciences (Geography, Geo...)'. Below the navigation tabs, the 'Course' tab is selected. The main content area shows 'El Camino: Course SLOs (NSC) - Earth Sciences (Geography, Geology, Oceanography) > Reports > Discipline'. A table of reports is displayed:

Report	Description	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.	<a href="#">Run</a>
Curriculum Map	This report shows how each course is related to an objective using curriculum mapping.	<a href="#">Run</a>
Objective Relationships	This report shows each of the goals of the selected unit and any objectives at the institution that support those goals.	<a href="#">Run</a>

21. Select the **run** link for the kind of report and report format you would like to print. Most faculty will probably only need or want a “Course SLO Assessment Report” in a “Narrative” format or a “4-Column” format.

The screenshot shows the TracDat interface. The 'Selected Unit' dropdown is set to 'El Camino: Course SLOs (NSC) - Earth Sciences (Geography, Geo...)'. Below the navigation tabs, the 'Course' tab is selected. The main content area shows 'El Camino: Course SLOs (NSC) - Earth Sciences (Geography, Geology, Oceanography) > Reports > Course'. A table of reports is displayed:

Report	Description	Run
Course SLO Assessment Report - Narrative	This report shows each SLO along with the Assessment Methods, Results and Action Plans related to the SLOs. This report displays in a narrative format.	<a href="#">Run</a>
Course SLO Assessment Report - 4-Column	This report shows each Course SLO and the Assessment Methods, Results, and Action Plans for each. This is in a 4-column format.	<a href="#">Run</a>
Course Assessment Impact by Unit Objectives	This report displays each of the selected unit's objectives along with the assessment unit's course plan and results that support the unit objectives. This report is useful for showing alignment between the unit objectives and unit's course plan and assessment results.	<a href="#">Run</a>
Course Assessment Plan	This report shows each course's assessment plan. This report is useful for showing how a particular course is being assessed.	<a href="#">Run</a>
Course List by Unit	This report shows the courses per unit.	<a href="#">Run</a>
Course Objectives Related to Goals	This report shows the links between course level objectives and the goals of the selected unit. This report is useful to show which course objectives support unit goals.	<a href="#">Run</a>
Courses Related to Goals	This report lists all the courses identified for a particular assessment unit which support the goals of the selected unit. This report is useful to show alignment between the goals at your institution and the courses taught.	<a href="#">Run</a>
Course Related to Unit Objectives	This report lists all the courses which support the objectives of the selected unit. This report is useful to show courses are used to support an assessment unit's objectives.	<a href="#">Run</a>

22. As you can see, there are lots of options that allow you to create documents with multiple SLO reports. For example, you might be interested in creating a document that shows your progress after assessing an SLO several times for program review, or a document that contains all the reports submitted by your department in a particular semester. (Wouldn't it be a pain to have to create them one by one?)

If you want to create printable SLO report for one SLO in one course in one semester, select the course from the **Select Courses** list and semester from the **Semester and Year Conducted** list. *Note: You may need to page down to see the Semester and Year Conducted list.* You will probably want to give the report a title with the name of the course, the name of the SLO, and the semester it was assessed.

The screenshot shows the 'Set Parameters' interface for generating an SLO report. The 'Preview Report' tab is active. The 'Report Title' field is set to 'Course SLO Assessment Report - 4-Column'. The 'Select Courses' list is open, showing 'ECC: GEOL 36 - Geology Laboratory of Coastal California' selected. The 'Course SLO Status' is set to 'Active'. The 'Course SLO Assessment Cycle' is set to '2013-14 (Fall 2013)'. The 'Assessment Methods' list includes 'Case Study', 'Essay/Written Assignment', 'Exam/Test/Quiz', 'Field Work/Internship', 'Homework Problems', 'Journal/Log', 'Laboratory Project/Report', and 'Multiple Assessments'. The 'Assessment Data & Analysis Date' is set to 'BETWEEN: [ ] AND: [ ]'. The 'Sort Results' are set to 'Descending'. The 'Standard Met?' is set to 'No'. The 'Semester and Year Assessments Conducted' list is open, showing '2013-14 (Fall 2013)' selected. At the bottom, there are three buttons: 'Open Report', 'Download as Zip', and 'Save to Document Repository'.

23. Click on the **Open Report** button at the bottom of the page to create a pdf file containing the report.

If you choose the 4-column format, your report will look something like this:

Course SLO Assessment Report - 4-Column			
El Camino College			
El Camino: Course SLOs (NSC) - Earth Sciences (Geography, Geology, Oceanography)			
Course SLOs	Assessment Methods & Standard and Target for Success / Tasks	Results	Action & Follow-Up
<p>El Camino: Course SLOs (NSC) - Earth Sciences (Geography, Geology, Oceanography) - ECC: GEOL 36 - Geology Laboratory of Coastal California - SLO #1 Basic Knowledge - Students can identify the salient features of the basic concepts of geology. (This includes the ability to recall the definitions of the specialized vocabulary of geology.) (Created By El Camino: Course SLOs (NSC) - Earth Sciences (Geography, Geology, Oceanography))</p> <p><b>Course SLO Assessment Cycle:</b> 2013-14 (Fall 2013)</p> <p><b>Input Date:</b> 11/08/2013</p> <p><b>Course SLO Status:</b> Active</p>	<p><b>Assessment Method Description:</b> An objective exam given at the beginning and end of the semester.</p> <p><b>Assessment Method:</b> Exam/Test/Quiz</p> <p><b>Standard and Target for Success:</b> 4 - extensive knowledge of the basic concepts (85% or above on the "objective" exam) 3 - considerable knowledge for the basic concepts (above 70% on the "objective" exam) 2 - some knowledge of the basic concepts (above 55% on the "objective" exam) 1 - little or no knowledge of the basic concepts (below 55% on the "objective" exam)</p> <p>At least 70% of the students will achieve a level 3 or level 4 on the assessment.</p> <p><b>Related Documents:</b> <a href="#">BK-F13-Assessment-Geol36-SLO2013 assessment Geol 30.36 questions.doc</a>  <a href="#">BK-F13-Assessment-Geol36-SLO2013 assessment Geol 30.36 questions.doc</a></p>	<p>12/01/2013 - The data from the pre-test and post-test scores show a significant improvement in student performance on the test of their basic knowledge of the subject. At the beginning of the semester, about 63% of the students did not have "considerable" knowledge of the subject matter (a score of 70% or more). At the end of the semester, about 26% of the students had "extensive" knowledge of the subject matter (a score of 85% or more) and about 47% had "considerable" knowledge (score of 70% or more). Even though the remaining 26% of the students did not achieve "considerable" knowledge as we might have hoped, most of them (about 2/3) went from the "little or no" knowledge category (below 55%) to the "some" knowledge category (more than 60%), showing improved knowledge of the subject matter." There wasn't as much improvement overall as I have seen in other SLO assessments of other classes because this class was half geology majors, so there was not as much general ignorance of the subject matter during the pre-test.</p> <p>Since some students cannot improve by 20% or more because they achieved a score of 80% or more on the pre-test, their "potential gain" defined as <math>(\text{Post Test Score} - \text{Pre-Test Score}) / (100\% - \text{Pre-Test Score})</math> might be a better measure of student improvement than their gain. In other words, the "potential gain" shows the percentage of "wrong answers" on the pre-test that became "right answers" on the post test. By this measure, 31% of students showed no improvement (a gain of less than 10%). This was mostly due to the fact that the class was 50% geology majors who did so well on the pre-test.</p> <p>The questions which students got wrong most often were: Pre-Test: Questions 15 and 18, but none of these were</p>	<p>12/15/2014 - Questions 12 and 18 are some of the questions that students got WRONG most often on the POST TEST: (these questions were mineral versus element and metamorphic rocks). There are others, like questions 1, 7, and 30, that could use more improvement. I have thought of strategies for conveying this material better in the future. For example, one strategy would be to stress these concepts in my LAB class more, since I already do so in my lecture class. Another strategy could be to add these questions to the lab manual, since it has barely been updated in five years.</p> <p><b>Action Category:</b> Teaching Strategies</p> <p>12/01/2013 - Based on the data, I decided to CHANGE THE ASSESSMENT next time I conduct it: Questions 3, 6, 13, and 19 are some of the questions that students got RIGHT most often on the POST TEST in the questions pertaining to the type of hazard the San Andreas is, what plate we are on, what is granite, and the causes of sandstone). We decided to ELIMINATE these QUESTIONS because we appear to be covering the material well.</p> <p>We decided to ADD SOME NEW QUESTIONS so that the assessment covers additional course material and/or</p>
01/23/2014 3:39 PM	Generated by TracDat a product of Nuventive.		Page 1 of 2

24. Save your report to your computer by hovering your cursor in the lower right part of the screen. A row of buttons will appear. Select the "Save" icon to save the report as a pdf file to your computer. You can then store the report for future reference, and/or print the report from your computer. (Of course, you could also print it directly using the "Print" icon.)