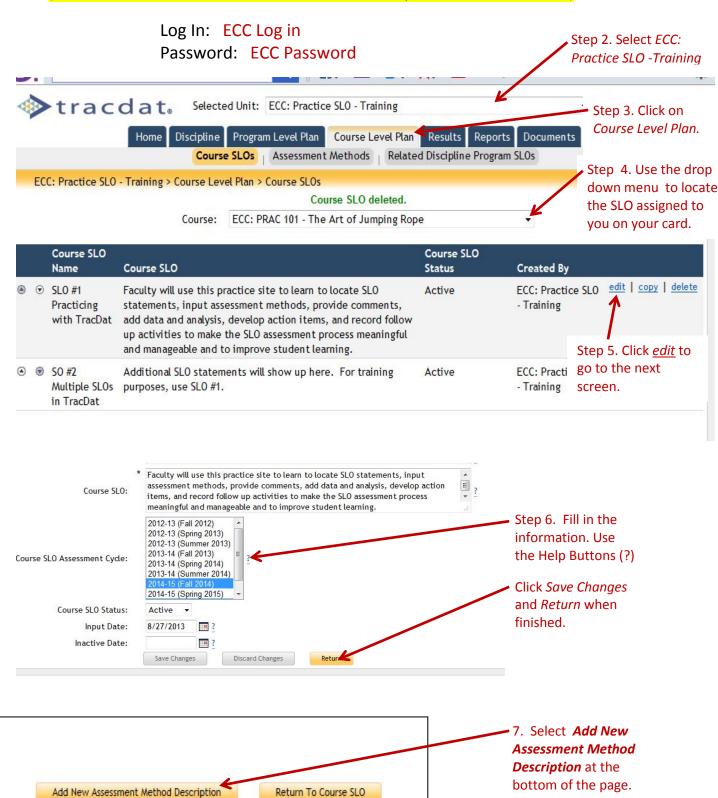# TracDat Training 101   (Updated 4.07.2014)

Step 1.   Go to: https://elcamino.tracdat.com

(Note: Best browsers – Chrome or Firefox. Internet Explorer not recommended)

Log In: ECC Log in
Password: ECC Password

Step 2. Select *ECC: Practice SLO -Training*

Step 3. Click on *Course Level Plan.*

Step 4. Use the drop down menu to locate the SLO assigned to you on your card.

Step 5. Click *edit* to go to the next screen.

Step 6. Fill in the information. Use the Help Buttons (?)

Click *Save Changes* and *Return* when finished.

7. Select **Add New Assessment Method Description** at the bottom of the page.

Course:	Intro to Field of Education
Course SLO Name:	SLO #1 Comparing Career Options in Education
Course SLO:	After reading the textbook and course modules, participating in class discussions and visiting selected school sites, students will apply their knowledge of educational requirements and resources, state standards, qualities of effective educators, and the rewards and challenges of a career in education by preparing a comprehensive report wherein they compare and contrast their career options and
Assessment Method:	[▼]
* Assessment Method Description:	
Standard and Rubric:	
Notes:	

Save Changes   Discard Changes   Return   Assign

8. Choose **Assessment Method** from drop-down menu.

Use the (?) Help Buttons for explanations of the fields.

9. Enter the data.

10. Save Changes.

11. Select Return.

(Ignore **Assign** for now.)

Selected Unit: [El Camino: Course SLOs (BSS) - Education   ▼]

Home   Discipline   Course Level Plan   Results   Reports   Documents

ts > By Course

Course: [ECC: EDUC 201 - Foundations in Education   ▼]

Add Assessment Data & Analysis

12. Select Results

13. Select the SLO Statement.

14. Select **Add Assessment Data & Analysis**

Selected Unit: ECC: PRACTICE COURSE SLO TRAINING   👤 kwhitney   ⬇ [log out]

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

By Course

ECC: PRACTICE COURSE SLO TRAINING > Results > By Course > Select Course SLO

Course: ECC: PRAC 101 - The Art of Jumping Rope ▾

Course SLO Name	Course SLO	PLO Status	
SLO #1 Practicing with TracDat	Faculty will use this practice site to learn to locate SLO statements, input assessment methods, provide comments, add data and analysis, develop action items, and record follow up activities to make the SLO assessment process meaningful and manageable and to improve student learning.	Active	select
SO #2 Multiple SLOs in TracDat	Additional SLO statements will show up here. For training purposes, use SLO #1.	Active	select

Return

15. Choose the SLO for which you will be entering information.

Select Assessment Method Description/Task   ✕

Select: Assessment Method Description ▾

Assessment Method	Assessment Method Description	
Performance	Students will jump rope 1,000,0000 times to show competency.	select
Case Study	Do a fabulous case study	select
Exam/Test/Quiz	20 question multiple choice quiz.	select
Journal/Log	journal number of jumps	select
Exam/Test/Quiz	Describe how to jump rope.	select
Laboratory Project/Report	students will draw perspective of given building	select
	Each student will demonstrate their skill to jump rope for 1 minute	select

Course SLO Name	Cou		LO Status	
SLO #1 Practicing with TracDat	Fac asse iten mea		Active	
SO #2 Multiple SLOs in TracDat	Add		Active	select

Return

16. Select the method used for assessment. (This was entered previously under *Course Level Plan*).

Course SLO:

SLO #2 Value of Play : Examine the value of play as a vehicle for developing skills knowledge, dispositions, and strengthening relationships among young children.

?

17. Enter the information. Use the (?) Help Buttons for explanations of field.

Assessment Method Description: Exam/Test/Quiz - Quizzes at mid term and final.

Standard and Rubric: 80% of students will score 80% or above on the assessment at the end of the semester.

Assessment Data & Analysis:
See attached data.
I wasn't extremely confident when I was creating the assessment tool, basing my questions on teaching the class only a few semesters thus far. I overestimated the students' ability to process some of the information and evidently my ability to

18. Select _Related Documents_ if you wish to attach a document.

Assessment Data & Analysis Date: 7/8/2013   Standard Met: No

Semester of Current Assessment: 2012-13 (Spring 2013)

Action Plan   Related Documents

17. Select _Add Action to open the next screen._

Action:

19. Explain the action.

Action Date: 7/23/2013   Action Category:

20. Select the _Action Category_ from the drop down menu. Include only those with an action. Ex: if no curriculum changes are needed do not include that category.

Save Changes   Discard Changes   Return   Delete Action   Assign

21. Enter the date the action will be implemented.

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add Action

Action Date	Action	Follow-Up	
2/29/2016	Make sure the questions on the SLO assessment correlate to what is being taught to make it a more authentic measure.	0	edit | add Follow-Up

22. To add another action Click _Add Action_ and repeat steps above.

23. _Save Changes_.

Locating Past SLO/PLO Reports

Go to _Selected Unit:_ Find the PLOs or SLOs for your discipline or program.   Click on Documents. Then click on Past SLO or Past PLO Reports.

Selected Unit: El Camino: Course SLOs (FA) - Communication Studies

Home | Discipline | Course Level Plan | Results | Reports | Documents
Document Repository | Related Documents
...unication Studies > Documents > Document Repository

t. Selected Unit: El Camino: Program SLOs (BSS) - Sociology

Home | Program | Program Level Plan | Course Level Plan | Results | Reports | Documents
Document Repository | Related Documents
(SS) - Sociology > Documents > Document Repository

📁 Alignment Grid (1)
📁 General (0)
📁 Past SLO Reports (9)

📁 Alignment Grid (1)
📁 General (0)
📁 Past PLOs (2)