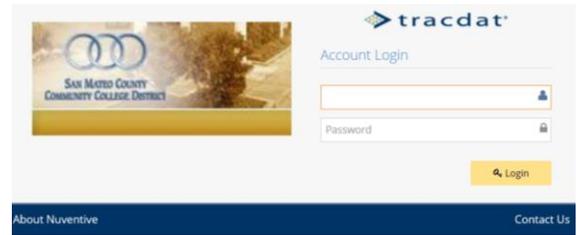


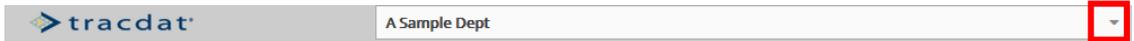
# Entering/Updating SLOs, Assessments and Criteria in TracDat<sup>1</sup>

**Step 1:**  
 Log in to TracDat (use Mozilla Firefox – do **not** use Internet Explorer)  
<https://sanmateo.tracdat.com/tracdat/> .

For user name and password, contact Karen Wong or Lorraine DeMello.



**Step 2:**  
 Access Department by selecting the correct department from the dropdown menu at the top of the page.



**Step 3:**  
 Click on the **Course Name** for the appropriate course.

Course Planning Summary - Owned

	Courses	Course Outcomes	Assessment Methods	Results	Actions	Follow-Up
▶	SKY ANTH 110 - Cultural Anthropology	4	8	0	0	0
▶	SKY ANTH 125 - Physical Anthropology	4	8	0	0	0

- OR -

- OR -

**Step 3a:**  
 Click on **Course Planning** and **Course Assessment Plan** in the menu on the left-hand side of the page.



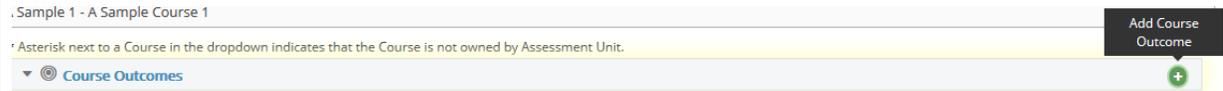
**Step 3b:**  
 Select the course from the dropdown menu at the top of the page or type in the name of a specific course in the search function (🔍):  
 SKY Prefix # (e.g., SKY ANTH 110).



<sup>1</sup> Thanks to Canada College's Erin Moore for creating this template.

#### Step 4:

Add an outcome by clicking on the  on the right-hand side of the screen to **Add Course Outcome**.



.Sample 1 - A Sample Course 1

\* Asterisk next to a Course in the dropdown indicates that the Course is not owned by Assessment Unit.

▼ Course Outcomes

Add Course Outcome

#### Step 5:

Minimally, fill in the **Course Outcome Name**, **Course Outcome**, **Course Outcome Status**, and the **Start Date**.

The Start Date ideally will be the course outline of record approval date, but if not readily available, can be the day that you enter the SLOs.

Assessment cycle(s) are optional but can help for later filtering purposes.



\* Course Outcome Name

\* Course Outcome

Course Outcome Status

Assessment Cycles

Start Date

End Date

\* Required field

#### Edit Course Outcome Status

Find the course outcome.

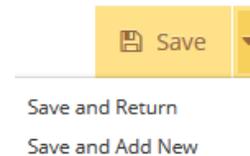
Click the  to the right of the course outcome.

Select **Inactive** from the **Course Outcome Status** dropdown menu if the outcome was assessed but no longer active. Enter the **End Date** when you inactivate the SLO.

(Delete SLOs that were never assessed by choosing the trash can to the right of the SLO.)

#### Step 6:

Click **Save**, **Save and Return**, or **Save and Add New** (if entering more than one SLO) in the upper right-hand corner of the screen.



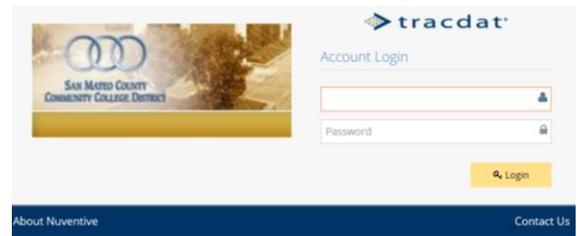
Save

Save and Return

Save and Add New

# Updating/Adding Assessment Methods

**Step 1:**  
 Log in to TracDat (use Mozilla Firefox – do **not** use Internet Explorer)  
<https://sanmateo.tracdat.com/tracdat/> .  
 For user name and password, contact Karen Wong or Lorraine DeMello.



**Step 2:**  
 Access Department by selecting the correct department from the dropdown menu at the top of the page.

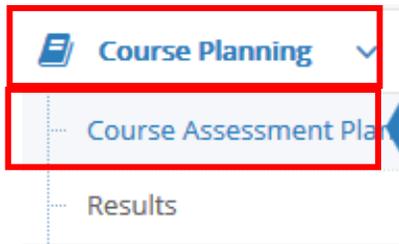


**Step 3:**  
 Click on the **Course Name** for the appropriate course.  
 - OR -

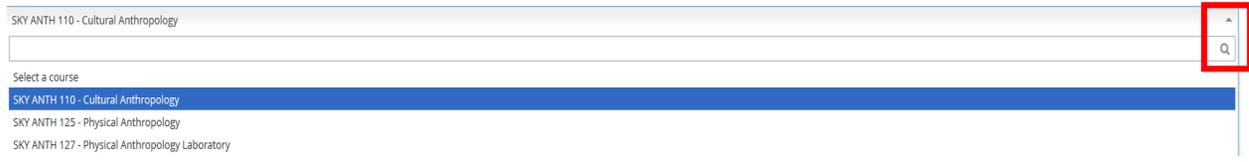
Course Planning Summary - Owned

Course	Course Outcomes	Assessment Methods	Results	Actions	Follow-Up
SKY ANTH 110 - Cultural Anthropology	4	8	0	0	0
SKY ANTH 125 - Physical Anthropology	4	8	0	0	0

**Step 3a:**  
 Click on **Course Planning** and **Course Assessment Plan** in the menu on the left-hand side of the page.

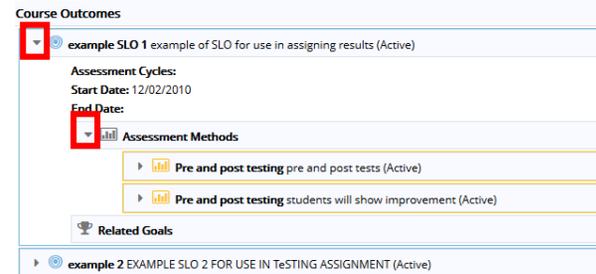


**Step 3b:**  
 Select the course from the dropdown menu at the top of the page or type in the name of a specific course in the search function (🔍):  
 SKY Prefix # (e.g., SKY ANTH 110).



**Step 4:**

Select the drop down on the SLO and then the Assessment Methods dropdown.



**Step 5:**

Click on the  on the right-hand side of the screen to **Add Assessment Method**.

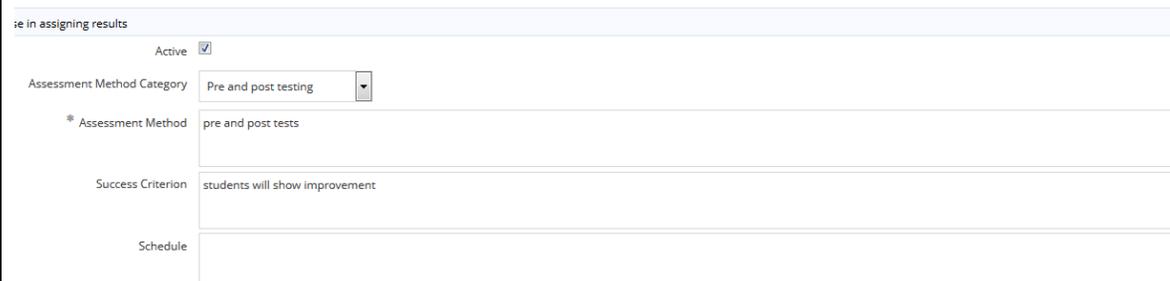
Click the **edit** icon  to update the Assessment Method. (Uncheck **Active** if that assessment method is no longer used).



**Step 6:**

Enter the **Assessment Method Category**, **Assessment Method**, and **Success Criterion**.

Provide enough information so that someone who teaches the course can conduct the assessment and .



## Edit Assessment Method Status

Click the  to the right of the assessment method.

De-select the Active box above the assessment method if it is no longer used.

SKY ANTH 110 - Cultural Anthropology

Basic Knowledge Identify, and define, analyze and interpret nomenclature, concepts and cultural processes in cross cultural contexts.

Active

Assessment Method Category Exam

\* Assessment Method Students will be assessed by a comprehensive exam covering all SLO's for the course.

Success Criterion 70% of the students must receive 70% or higher on the exam

Schedule Test will be given mid semester Fall 2013

## Step 6:

Click **Save**, **Save and Return**, or **Save and Add New** (if entering more than one assessment method) in the upper right-hand corner of the screen.

 Save

Save and Return

Save and Add New

## Step 7 to Upload Related Documents:

Once you Save and Return, you can upload the assignment so it will embed as a hyperlink in reports. Click the  to the right of "Related Documents."

Upload a new document by clicking on the  on the right-hand side of Document Repository.

Document Repository

SKY Dept - Anthropology

Annual Assessment Reports

Anthropology 110

Anthropology 125

Anthropology 155

Anthropology 165

Anthropology 180

Anthropology 360

General

Mapping Reports

San Mateo CCCD



Related Documents

Drag documents here to relate

**Step 8:**

Select the file folder from the dropdown menu at the top of the page.

Click the files box, and then select and click on the document that directly relates to the assessment method from your files. The file name will automatically fill. The file description is optional.

Click **Save and Relate** in the upper right-hand corner of the page so that it embeds as a hyperlink in reports.

Save and Relate Cancel

Places documents into Annual Assessment Reports

Files

Click to browse for files

* Name	* Url	Description
...	...	...

\* Required field

**Step 8 Option (if already uploaded):**

If a document that you want to relate to the assessment method was previously uploaded, you can simply left- click and drag it from a file to the right column.

Document Repository

- SKY Dept - Anthropology
  - Annual Assessment Reports
  - Anthropology 110
    - TracdatAnthroExamsFall2013.xlsx
    - TracdattestresultsAnth110Fall2012.xlsx
    - TracdattestresultsAnth110Spring2013.xlsx
  - Anthropology 125
  - Anthropology 155
  - Anthropology 165
  - Anthropology 180
  - Anthropology 360
- General
- Mapping Reports
- San Mateo CCCD

Related Documents

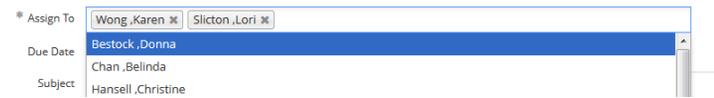
Drag documents here to relate

# Sending an E-mail Assignment

**Step 1:**  
Expand the assessment method using the dropdown and click the  next to **Assignment** on the right-hand side of the page to **Manage Assignment**.



**Step 2:**  
Select individuals from the **Assign to** drop down that appears when you click in the box.  
  
Additional assignees can be added and assignment information can be altered; however, new assignments replace previous assignments.



### Step 3:

Enter a due date, and any other instructions.

Set up the request to include repeated requests, documents to submit, and a place for documents (ideally a file that is set up for each course).

Check **E-mail Assignment to Assignee(s)** to email the request. Include yourself so that you can forward the request to assignee(s) who don't have Tracdat access.

CC yourself in an email by clicking **Send CC to Person Assigning**.

SKY ANTH 110 - Cultural Anthropology

**Basic Knowledge** Identify, and define, analyze and interpret nomenclature, concepts and cultural processes in cross cultural contexts.

**Pre and post testing** Students will be assessed by a combination of a pre-test and post-test.  
Success Criterion 10% improvement from pre to post test.  
Schedule

\* Assign To: Wong, Karen M

Due Date: 09/01/2016

Subject: Assignment from TracDat

Notes/Instructions: Assessment Method Category: Pre and post testing  
Assessment Method: Students will be assessed by a combination of a pre-test and post-test.  
Success Criterion: 10% improvement from pre to post test.

Repeats: Once

Provide: Related Document, Result and Actions

Put Documents in: Anthropology 110

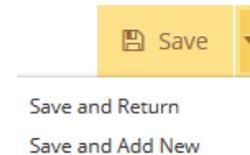
Email Assignment to Assignee(s)

Send CC to Person Assigning

\* Required field

### Step 4:

Click **Save**, **Save and Return**, or **Save and Add New** (if entering more than one assignment) in the upper right-hand corner of the screen.



### Sample email sent to assignee

Add\_To\_Calendar.ics  
1 KB

Unit name: SKY Dept - Anthropology

PSLO name: Basic Knowledge

Assessment Method Category: Pre and post testing

Assessment Method: Students will be assessed by a combination of a pre-test and post-test.

Success Criterion: 10% improvement from pre to post test.

Due Date: Fri Sep 02, 2016

Assigned By: Karen Wong

To complete, go to: <https://sanmateo.tracdat.com:443/tracdat/assignment?y=n1arxsdudK7QaPRg7ZOEAIaQ>

NOTE: You can open or import the attached file to add this assignment to your personal calendar.

### Sample of CC email to assignor

Unit name: SKY Dept - Anthropology

PSLO name: Basic Knowledge

Assessment Method Category: Pre and post testing

Assessment Method: Students will be assessed by a combination of a pre-test and post-test.

Success Criterion: 10% improvement from pre to post test.

Copy of Assignment:

Due Date: Fri Sep 02, 2016

Assigned By: Karen Wong

Last Updated on September 1, 2016