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TRACDAT WORKSHOP, LEVEL I (v.6):

ENTERING COURSE LEVEL SLOs, ASSESSMENTS, AND RESULTS
UPLOADING DOCUMENTS AND ORGANIZING FILES
MAPPING TO PSLOs and ISLOs
RUNNING COURSE LEVEL REPORTS
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- Bring the following materials on a flashdrive: (a) SLOs and assessment plan for one course; (b) any instruments used in the assessment, such as surveys, rubrics, test questions, etc.

- **Bookmark the following website:**

  https://sanmateo.tracdat.com/tracdat/

1) **Your user name is your district e-mail, and the temporary password is skyline.**

2) Presently you have access to two departmental accounts. Your primary concern for this workshop is the "SKY Dept.-- _____" account, which is for course level assessment. Later, you will need to upload your PSLOs on the "SKY Prog.-- _____" Account, and to map course level SLOs up to those PSLOs.

3) "Home" tab

   a) "Summary"— Scroll down to track how much you're assessing on the course level: the total # of course outcomes, total # of assessments, total # of assessments without SLOs. THIS IS THE SLOAC, THE CYCLE.

   b) "Profile"— Enter information about you as the departmental assessment coordinator and change your password. If you change it, note your password here:_____.

4) "Documents" tab

a) **<u>Create folders</u>** in which to organize any documents that you upload. At this point, you may want to create a folder for each course that is being assessed. Other folders you may want to create are for the "Annual Assessment Reports," and "Surveys" (if the same survey is used for more than one course, or for measuring Program SLOs). To do so, <u>click on the "add new folder" button at the bottom of the page</u>.

Tip: If you want specific documents to be linked to specific assessments, it's best to load them from the "Course Assessment" tab.

5) "Assessment Unit" tab

a) "Courses"— Check the list to make sure that all active courses are listed, except courses that are discontinued or banked, special topics, independent study, and experimental. E-mail Karen Wong if anything needs to be deleted or is missing. Be sure to include the course number and course name (i.e., ANTH 110, Cultural Anthropology).

b) Always navigate using the TracDat links!

6) "Course Assessment Plan" tab

a) "Course outcomes"

i) First choose the course from the pull down menu.

ii) **<u>If there are no SLOs, enter each *separately* by clicking on the "Add new course outcome" button</u>** at the bottom of the page. Give the course outcome a name using key words from the SLO.

NOTE: In most instances, your course level SLOs have already been entered. However, you will need to revise the course outcome name from a letter (i.e., a) to a name. To do so, **<u>click on "Edit" to the right of the SLO</u>**, and then make your revision in the second window from the top. This revision will enable you to easily identify which SLOs you're designing assessments for.

iii) REMINDER: If you revise SLOs, make your changes in TracDat, and submit the update to the Curriculum Committee. TracDat should <u>always</u> have the most current SLOs. *Any old versions should simply be marked "inactive," NOT deleted since you'll also lose anything associated with that SLO.*

b) "Means of assessment"—

i) Attach the assessment to the given SLO (under "Course Outcome Name"). **<u>Choose the "Add new assessment method" button</u>** at the bottom of the page if entering them for the first time; otherwise, you can choose "Edit." If the same assessment method is used for multiple SLOs, choose "Copy," and then designate which other SLOs will be using that assessment.

ii) Option: If you want to assign people to upload their data, result, and/or action plan, you can do so using the "Edit" link. It's best to simply e-mail yourself the request, and then forward the request to the faculty who don't necessarily need user accounts. The e-mail will contain the link for them to fulfill the request. It would help to advise them what to name the document (i.e., Fa09Engl836AB). (Note that if you're going to compile the data from multiple people, it may be easier to simply request that people send it to you via e-mail.)

c) "Related Goals"— **<u>For each course, click on which PSLOs and ISLOs apply.</u>** For each PSLO, determine which course level SLOs give students an opportunity to "practice- with- feedback" or "master" said PSLO, and for each ISLO, determine which course level SLOs are "central" to helping students achieve said ISLO. This "mapping" will enable the course SLOs results to "roll up," such that your results can be used as part of the data set to reflect on how well our students are achieving said PSLO and/or ISLO.

7) "Results" tab

   a) "By course"— Enter a brief summary result summary to each of the SLOs. **Choose the course, and then click on the "Add results" link at the bottom of the page.** Next, click on the SLO and assessment method. Enter a brief summary of the results, the date it was entered, whether or not the criterion (a.k.a. "benchmark") was met, status of the action, and resources needed to implement, if any. Also "relate" any documents, such as data sets. Note whether an action plan will be implemented, and if so, what it is.

   b) If you designate an action plan, remember to follow up on it and mark when it was put into action! *This is an important step to completing the cycle of assessment.*

8) "Reports" tab

   a) **Choose the "Course" link, and then the "Unit course assessment report—4 column."** Click on run, and then under "set parameters," highlight the criteria. If you need to choose more than one option under a given category, hold down the "tab" key while making your selection. If you need to deselect all criteria within a given category, hold down the "Control" key and the left mouse button.

   b) Tip: Get in the habit of saving an annual assessment report that includes all of the courses that were assessed so as to keep a chronological record. Label them with the semester, year, and courses (i.e., Sp10Eng836_846), and file them in a folder called "Annual Assessment Reports."