Entering/Updating SLOs, Assessments and Criteria in TracDat¹

Step 2: Access Department by selecting the correct department from the dropdown menu at the top of the page. Image: Course C	
Step 3: Course Planning Summary - Owned Click on the Course Name for the appropriate course. Course (Course) Course (Course) Assessment Methods Results Actions Follow Stry ANTH 110 - Cubural Anthropology 4 8 0 M 0	
	p
- OR - Step 3a: Click on Course Planning and Course Assessment Plan in the menu on the left- hand side of the page.	
Step 3b: Skip 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 (); Skip 4NTH 110-Cultural Anthropology Specific course in the search function (); Skip 4NTH 120-Physical Anthropology	Q

¹ Thanks to Canada College's Erin Moore for creating this template.

Step 4:		
Add an outcome by clicking on the fight-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.	Add Course Outcome
Step 5:		
Minimally, fill in the Course Outcome Name, Course Outcome, Course Outcome Status, and the Start Date.	* Course Outcome Name * Course Outcome Course Outcome Status	
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 Cycles Start Date End Date	
Assessment cycle(s) are optional but can help for later filtering purposes.	* Required field	
Edit Course Outcome Status		
Find the course outcome.		
Click the I to the right of the course outcome Select Inactive from the Course Outcome Stat you inactivate the SLO.	t us dropdown menu if the outcome was assessed but no longer active. Enter th	e End Date when
(Delete SLOs that were never assessed by choo	osing 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 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.		See Merro County Connerry Course: Dismon	Account Login Password	a c d a t a c d a t contact Us			
Step 2: Access Department by selecting the correct department from the dropdown menu at the top of the page.	♦ tracdat [*]	A Sample Dept					•
Step 3:							
Click on the Course Name for the appropriate course.	Course Planning Summary - Owned		Course Outcomes	Assessment Methods	Results	Actions	Follow-Up
- OR -	SKY ANTH 125 - Physical Anthropology		4	8	0	0	0
Step 3a:			- OR -				
Click on Course Planning and Course Assessment Plan in the menu on the left- hand side of the page.		📕 Cou	rse Planning	~			
		Cour	se Assessment	Plan			
Step 3b:		Resu	ts				
Select the course from the dropdown menu at the top of the page or type in the name of a	SKY ANTH 110 - Cultural Anthropology						<u>م</u>
specific course in the search function (\bigcirc): SKY Prefix # (e.g., SKY ANTH 110).	Select a course SKY ANTH 110 - Cultural Anthropology SKY ANTH 125 - Physical Anthropology SKY ANTH 127 - Physical Anthropology Laboratory						

Step 4:		
	Course Outromes	
Select the drop down on the SLO and then the	second second se	
Assessment Methods drondown	Assessment Cycles:	
	Start Date: 12/02/2010 End Date:	
	Till Assessment Methods	
	Init Pre and post testing pre and post tests (Active)	
	Init Pre and post testing students will show improvement (Active)	
	Telated Goals	
	example 2 EXAMPLE SLO 2 FOR USE IN TeSTING ASSIGNMENT (Active)	
Step 5:		
Click on the second on the right-hand side of the	Accessment funder	
screen to Add Assessment Method.	Start Date: 12/02/2010	Add Assessment
	End Date:	Method
Click the edit icon <i>C</i> to undate the Assessment		
Method (Uncheck Active if that assessment		
method is no longer used)		
method is no longer used).		
Step 6:		
•	ie in assigning results	
Enter the Assessment Method Category.	Active 🗹	
Assessment Method, and Success Criterion.	Assessment Method Category Pre and nost resting	
Provide anough information so that someone who	Assessment Method pre and post tests	
togehes the course can conduct the accessment	Sugar Criterian	
	Success criterion students will snow improvement	
anu.	Schedule	

Edit According to Mathed Status	SKY ANTH 110 Cultural Anthropology		
Ealt Assessment Method Status			
	Basic Knowledge Identify, and define, analyze and interpret nomenclat	ure, concepts and cultural processes in cross cultural contexts.	
	Active		
Click the 🤐 to the right of the assessment	Assessment Method Category	Exam 💌	
method.	* Assessment Method	Students will be assessed by a comprehensive exam covering all SLO's for the course.	
De-select the Active box above the assessment	Success Criterion	70% of the students must receive 70% or higher on the exam	
method if it is no longer used		, , , , , , , , , , , , , , , , , , ,	
	Schedule	Test will be given mid semester Fall 2013	
Step 6:			
		ID care -	
Click Save. Save and Return. or Save and Add		El Save	
New (if entering more than one assessment			
method) in the upper right hand corner of the		Save and Return	
		6	
screen.		Save and Add New	
Step 7 to Upload Related Documents:			
	Document Penositony	Palatad Documents	
Once you Save and Return you can unlead the			
Once you Save and Return, you can upload the	- SKY Dept - Anthropology	urag documents nere to reace	
assignment so it will embed as a hyperlink in	Annual Assessment Reports		
	Anthropology 110		
reports. Click the state to the right of "Related	► C Anthropology 125		
Documents."	►C Anthropology 155		
	Anthropology 165		
	► C Anthropology 180		
(+)	►C⊐ Anthropology 360		
Upload a new document by clicking on the	[] General		
on the right- hand side of Document Repository	- Ch Manning Reports		
	F		
	Pr san Mateo CCCD		

Step 8:		
Select the file folder from the dropdown menu at the top of the page.		Save and Relate Cancel
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	Files Click to browse for files Urls	
optional.	* Name * Url Description	n
Click Save and Relate in the upper right-hand corner of the page so that it embeds as a hyperlink in reports.	* Required field	
Step 8 Option (if already uploaded):		Delated Decisionate
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.	SKY Dept - Anthropology C Annual Assessment Reports C Anthropology 110 TracdatAnthroExamsFall2013.xlsx TracdatestresultsAnth110Fall2012.xlsx TracdatestresultsAnth110Spring2013.xlsx TracdatestresultsAnth110Spring2013.xlsx C Anthropology 125 C Anthropology 165 C Anthropology 360 C General C 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	Course Outcomes	θ
Expand the assessment method using the	Basic Knowledge Identify, and define, analyze and interpret nomenclature, concepts and cultural processes in cross cultural contexts.	ය ව ම
dropdown and click the side next to	Assessment Cycles: Start Date: End Date:	
name to Manage Assignment	* 🔝 Assessment Methods	0
page to manage Assignment.	The and post testing Students will be assessed by a combination of a pre-test and post-test: (Active) Success Criterion: 10% improvement from pre to post test. Schedule: Date: Added: 07/15/2013 Active: Yes	CF 42 B
	Related Documents	0
	Assignment	0
	Imid Exam Students will be assessed by a comprehensive exam covering all SLO's for the course. (Active)	6 4 8
	The state of Program and Institutional SLOs	0
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.	* Assign To Wong, Karen x) Slicton.Lori x Due Date Bestock, Donna Chan, Belinda Subject Hansell , Christine	

	-		
Step 3:	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.		
Entor a due date, and any other instructions	Success Criterion 10% improvement from pre to post test. Schedule		
Set up the request to include repeated	* Assign To Wong, Karen X		
requests, documents to submit, and a place	Due Dere 09(01/2016		
for documents (ideally a file that is set up for	Subject Assignment from TracDat		
each course)			
	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.		
Check E-mail Assignment to Assignee(s) to	Success Criterion: 10% improvement from pre to post test.		
email the request. Include yourself so that you			
can forward the request to assignee(s) who	Protess Dava		
don't have Tracdat access			
	Provide Related Document, Result and Actions •		
COncernant in an amail by aliabian Canal CC	Put Documents in Anthropology 110		
CC yourself in an email by clicking Send CC	E-mail Assignment to Assignee(s)		
to Person Assigning.	Send CC to Person Assigning		
	* Resulted field		
Step 4:			
	🕒 Save 🔻		
Click Save, Save and Return, or Save and			
Add New (if entering more than one	Save and Detune		
assignment) in the upper right hand corner of	Save and Recurr		
	Save and Add New		
the screen.			
Sample email sent to assignee	Sample of CC email to assignor		
Add_To_Calendar.ics			
111111 1 КВ			
Unit name: SKY Dept - Anthropology	Unit name: SKY Dept - Anthropology		
	PSLO name: Basic Knowledge		
PSLO name: Basic knowledge	Assessment Method Category: Pre and nost testing		
Assessment Method Category: Pre and post testing	Assessment method category. The and post testing		
Assessment Method: Students will be assessed by a combination of a pre-test and post-test.	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.	Success Criterion: 10% improvement from proto post test		
	Success citerion. 10/0 improvement noili pre to post test.		
Due Date: Fri Sep 02,2016 Assigned By: Karen Wong	Copy of Assignment:		
To complete, go to: https://sanmateo.tracdat.com;443/tracdat/assignment?v=n1arxsdudK7OaPRg77OFA14g	Due Date: Fri Sep 02,2016		
	Assigned by: Karen wong		
NULE: You can open or import the attached file to add this assignment to your personal calendar.			

Last Updated on September 1, 2016