

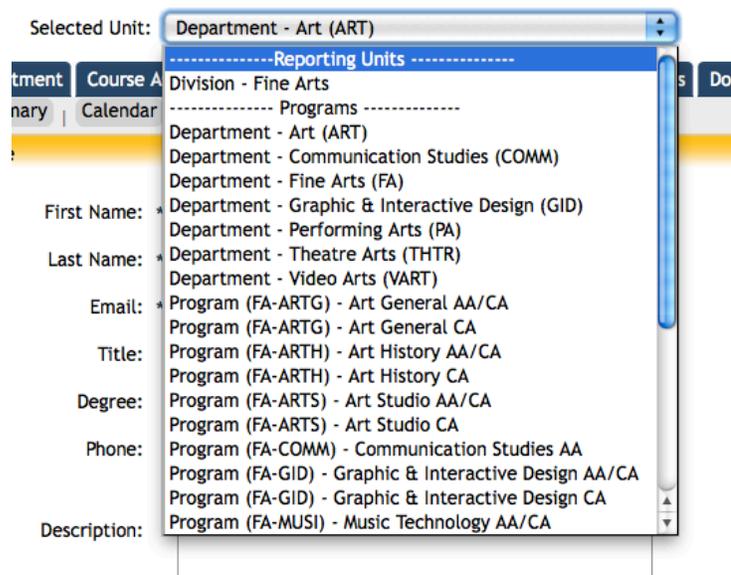
1 . Log In

- Go to: <https://foothill.tracdat.com>
- Username: Your last name and first name, example: “smithjohn”
- Password: default set to “password”
- You may customize your account with a new password by going to the “Home” tab, and then the “Profile” sub-tab. At the bottom of the screen you will see a “Change Password” button.



2. Finding your Department/Course

- In TracDat, all courses are “owned” by departments. Select your department from the drop down menu at the top of the page. If you are unable to see a Department or Program you are connected to, make note of it to give to your Division SLO Representative.



3. Input/Edit Course-Level SLOs

- By the third week of each quarter, you should have entered in your reflections for any courses you taught in the previous quarter. Each course must have SLO reflections logged in at least once for each year it is taught.
- After you have found your department, you will click on the “Course Assessment Plan” tab and then the “Course-Level SLOs” sub-tab. Here you will select the course you wish to edit. If your SLO is not entered, you may do so by selecting the “Add New Course-Level SLO” button.
- You can edit or update your SLOs by clicking the “edit” link next to the respective SLO. Make sure you “Save Changes” after each edit.

Foothill College TracDat User Guide 1 – Instructional Course-Level SLOs

Course:

Course-Level SLO Name	Course-Level SLO	Course-Level SLO Status	Created By
1 - Evaluate Artwork	A successful student will be able to evaluate and interpret in writing artwork produced in a variety of media (e.g., photography, printmaking, painting, and performance, etc.) by a selection of contemporary artists (e.g., Lorna Simpson, Guillermo Gomez-Pena, Hung Liu, etc.) whose work exemplifies the creativity of multicultural America.	Active	Department - Art (ART) edit copy delete

4. Choosing an Assessment Method for your Course-Level SLO

- Stay within the “Course Assessment Plan” tab, and select the “Means of Assessment” sub-tab.
- Make sure the appropriate course is selected in the drop-down menu.
- Select the appropriate CL-SLO you would like to choose an assessment method for.
- You can now select the “Add New Assessment Method” button.
- Select an assessment method from the drop-down menu and provide a brief description of the method.
- Provide a brief description of the target for the assessment results.
- Save changes and return.

Course:

Course-Level SLO Name:

Course-Level SLO:

Assessment Method Type:

* Assessment Method:

Target for Success:

Notes:

Active:

5. Linking a Course-Level SLO to an Institutional-Level SLO

- Stay within the “Course Assessment Plan” tab, and select the “Related Institutional Goals” sub-tab.
- Make sure the appropriate course and CL-SLO are selected in the drop-down menus.
- Select the appropriate IL-SLO you would like to link your course to. You can choose more than one if it is appropriate.

Foothill College TracDat User Guide 1 – Instructional Course-Level SLOs

Course: ART 12 - INTRODUCTION TO ASIAN ART

Course-Level SLO Name: 1 - The Buddha

Created By: Department - Art (ART)

Course-Level SLO: A successful student will be able to analyze Buddhist iconography and recognize specific aspects/attributes of the Buddha when he is portrayed in art.

Foothill ILOs	
Core Competency	ILO
<input checked="" type="checkbox"/> Communication	Demonstrate analytical reading and writing skills including evaluation, synthesis, and research; deliver focused and coherent presentations; demonstrate active, discerning listening and speaking skills in lectures and discussions.
<input type="checkbox"/> Computation	Complex problem-solving skills, technology skills, computer proficiency, decision analysis (synthesis and evaluation), apply mathematical concepts and reasoning, and ability to analyze and use numerical data.
<input checked="" type="checkbox"/> Creative, Critical, and Analytical Thinking	Judgment and decision making, intellectual curiosity, problem solving through analysis, synthesis and evaluation, creativity, aesthetic awareness, research method, identifying and responding to a variety of learning styles and strategies.
<input type="checkbox"/> Community/Global Consciousness and Responsibility	Social perceptiveness, including respect, empathy, cultural awareness, and sensitivity, citizenship, ethics, interpersonal skills and personal integrity, community service, self-esteem, interest in and pursuit of lifelong learning.

6. Entering CL-SLO Assessment Results

- Select the “Assessment Findings/Reflection” tab and then the “By Course” sub-tab.
- Select the course you would like to enter assessment findings for.
- Click the “Add Assessment Finding/Reflection” button.
- Select the appropriate CL-SLO you would like to enter assessment results for.
- A pop-up window will ask you to select which designated Assessment Method you would like to enter assessment information for. Select the appropriate method.
- The "Assessment Finding/Reflection" box is where you'll enter your actual assessment data, e.g. "80% of students scored a 3 or higher on the rubric."
- Select the “Year This Assessment Occurred,” which signifies which year you are reporting results for, and if you met or did not meet your target.
- You may now add a resource request if applicable.
- Use the “IL-SLO Reflection” box to document your reflection(s) about how your assessment findings connect with the Institutional SLOs (a.k.a. the "Four Cs").
- Summarize any associated follow-up action using the “add Action Plan” link.
- Finally, if applicable, you can relate a document to this assessment using the tabs at the bottom of your screen.
- Save Changes and Return.

Foothill College TracDat User Guide 1 – Instructional Course-Level SLOs

Course-Level SLO:

Assessment Method: Exam - Course Test/Quiz - The exams require students to have read and understood criteria for mental disorders in different categories, in order to correctly answer test questions.

Target for Success: Students will receive passing grades indicating a competency level of understanding of mental disorders.

Assessment Finding/Reflection:

Assessment Finding/Reflection Date: * Result: *

Year This Assessment Occurred: *

Resource Request:

GE/IL-SLO Reflection:

7. Running a Basic Report (Four Column)

- The Four Column Report is useful for viewing all assessments in the department or program. This particular report will be used in the Annual Program Review process to help to have a global view of the Student Learning Outcomes Assessment Cycle.
- Select the “Reports” tab at the top of your screen.
- Select the “Course” sub-tab.
- Click “run” next to the “Unit Course Assessment Report - Four Column”
- Click “Open Report.” The report will automatically download.

Unit Course Assessment Report - Four Column			
Foothill College			
Department - Mathematics (MATH)			
Course-Level SLOs	Means of Assessment & Targets for Success / Tasks	Assessment Findings	Reflection/Action Plan & Follow-Up
Department - Mathematics (MATH) - MATH 10 - ELEMENTARY STATISTICS - Identify Types of Data and Statistical Information - The student will be able to distinguish between quantitative and qualitative data; sample and population; descriptive statistics and inferential statistics. (Created By Department - Mathematics (MATH)) Assessment Cycles: 2011-2012 Course-Level SLO Status: Active	Assessment Method: Students are given a mid-term in week 5 featuring key concepts, including sample and population. Assessment Method Type: Exam - Course Test/Quiz Target for Success: 80% of students will pass the test.	09/15/2011 - 82% of students passed in Spring 2011. (This is an example assessment for training purposes. May be deleted.) Result: Target Met Reporting Year: 2010-2011 Resource Request: More calculators may improve pass rate.	
Department - Mathematics (MATH) - MATH 10 - ELEMENTARY STATISTICS - Graphing - The student will be able to read a graph and conclude what information the graph is conveying about the data. (Created By Department - Mathematics (MATH)) Assessment Cycles: 2011-2012 Course-Level SLO Status: Active			
Department - Mathematics (MATH) - MATH 10 - ELEMENTARY STATISTICS - Measures Used to Solve Application Problems - The student will be able to calculate measures of central tendency, dispersion and relative standing and use these measures to solve application problems. (Created By Department - Mathematics (MATH)) Assessment Cycles: 2011-2012 Course-Level SLO Status:			

Timeline Info:

- Course Level SLOs are entered by the 3rd week of the quarter for the previous quarter’s classes.
- Each course must be reflected on once per Academic Year.