

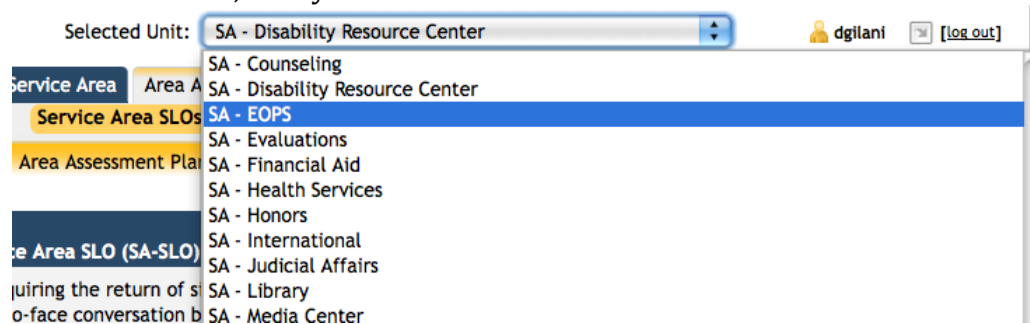
1. Log In

- 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.



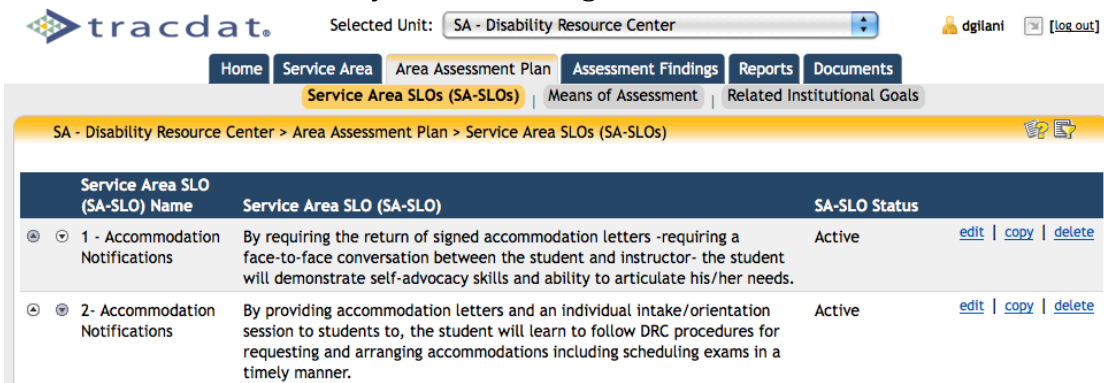
2. Finding your Service Area

- In TracDat, all SA-SLOs are “owned” by Service Areas. Select your Service Area from the drop down menu at the top of the page. If you are unable to see a Unit you are connected to, notify the Instruction Office.



3. Input/Edit Service Area Student Learning Outcomes (SA-SLOs)

- By the end of summer, you should have entered in your reflections for any SA-SLOs you assessed in the previous year by following these steps.
- After you have found your Service Area, you will click on the “Area Assessment Plan” tab and then the “Service Area SLOs (SA-SLOs)” sub-tab. Here you will select the SA-SLO you wish to edit. If your SA-SLO is not entered, you may do so by selecting the “Add New Service Area SLO (SA-SLO)” button.
- You can edit or update your SA-SLOs at any time by clicking the “edit” link next to the respective SA-SLO. Never delete an SA-SLO, just deactivate it if you no longer wish to use it. Make sure you “Save Changes” after each edit.



4. Choosing an Assessment Method for your Service Area Student Learning Outcome

- Stay within the “Area Assessment Plan” tab, and select the “Means of Assessment” sub-tab.
- Make sure the appropriate SA-SLO is selected in the drop-down menu.
- 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.

SA - Disability Resource Center > Area Assessment Plan > Means of Assessment

Service Area SLO (SA-SLO) Name: 1 - Accommodation Notifications

Service Area SLO (SA-SLO):
By requiring the return of signed accommodation letters -requiring a face-to-face conversation between the student and instructor- the student will demonstrate self-advocacy skills and ability to articulate his/her needs.

Date Added	Assessment Method Type	Assessment Method	Target	Active?
10/3/2011	Data	Count how many signed accommodation letters are returned to the DRC.	Goal is 80% return rate.	Y

[edit](#) | [copy](#) | [delete](#)

5. Linking a Service Area SLO to an Institutional-Level SLO

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

Service Area SLO (SA-SLO) Name: 1 - Accommodation Notifications

Service Area SLO (SA-SLO):
By requiring the return of signed accommodation letters -requiring a face-to-face conversation between the student and instructor- the student will demonstrate self-advocacy skills and ability to articulate his/her needs.

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 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 SA-SLO Assessment Results

- Select the “Assessment Findings” tab.
- Click the “Add Assessment Findings” button at the bottom of the screen
- Select the appropriate SA-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 Findings" box is where you'll enter your actual assessment data, e.g. "76% of students completed an Ed Plan."
- 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 reflective or follow-up action using the “add Reflection” link.
- Finally, you can relate a document to this assessment using the tabs at the bottom of your screen.
- Save Changes and Return.

SA - Transfer Center > Assessment Findings > Edit Assessment Findings

Service Area SLO (SA-SLO): 1 - Drop-In Students : Drop-in TAG students will complete a TAG Agreement and take steps to complete or update the educational plan.

Assessment Method: Data - At least 75% of TAG drop-in students complete a TAG agreement which is properly executed and signed by the transfer Director.

Target: Increase the number of students successfully completing a TAG agreement.

Assessment Findings: TAG drop-in counseling was added to increase the visibility of the TAG program and to assist students in creating a successful education plan. A total of 126 students used the service and of the 126, 92 or 73% wrote an acceptable TAG.

Assessment Findings Date: 10/10/2011 Result: Target Not Met

Year This Assessment Occurred: 2010-2011

Resource Request: Increased transfer center director time and increased staffing will ensure that student

IL-SLO Reflection:

Reflection/Action Plan | Related Documents

add Reflection/Action

Reflection Date	Reflection/Action	Follow-Up
10/10/2011	We feel this was very successful. Even though it was a little short of the 75% goal, we do feel that the target was met and that the visibility of the program was increased and more students than ever came in to complete a TAG or TAA. Next year, we plan to offer TAG and TAA eligibility workshops for students.	0 edit add Follow-Up

7. Running a Basic Report (Four Column)

- The Four Column Report is useful for viewing all assessments in the unit. 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 “Service Area” sub-tab.
- Click “run” next to the “Unit Assessment Report - Four Column”
- Click “Open Report.” The report will automatically download.

Timeline Info:

- SA-SLO Reflections are entered by September 15.
- Each SA-SLO must be assessed/reflected on once per Academic Year.