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.

Updated December 19, 2012
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.

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.
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.
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.

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.

Updated December 19, 2012