Steps to Deactivate Course Student Learning Outcomes in TracDat

NOTE: This process can only be completed by faculty leads or coordinators and deans.

Step 1: Log in to Trac Dat: [https://sjcc.tracdat.com](https://sjcc.tracdat.com).

Step 2: Select your department.

Step 3: Select the course you want to work with.

Step 4: Review the list of course SLOs. (See sample list below)
Step 5: Click on the Edit button from the options (edit, copy, delete) listed on the right side of the screen.

Step 6: The screen below will appear.
Step 7: From the screen illustrated above, scroll to the SLO Status Menu and select Inactive.

SLO Status: [Inactive]

SLO Revision Date: 12/12/2010

Inactive Date: November 2014

Step 8: From the Inactive Date Menu, select the correct date for the deactivation of the course SLO.

Created 11/11/14 Cruz-Johnson