TracDat V.4
SJCC Reference Guide for Assessment Units
URL Address: https://sjcc.tracdat.com/

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This is a reference guide for entering assessment reports and/or print reports.

At the assessment level, the number of main heading tabs and subheading tabs may vary according to assessment unit: Academic, Student Services, and Admin.

Always check that you have selected the desired assessment unit.

> Go to the field Selected Unit at the top of the Home Page and click on the assessment unit from the drop-down menu under the Program heading.

### Tab 1: Home (for Academic units)

Select the desired assessment unit from the drop down menu.

### Tab 1: Home (for Student Services units)

Main heading tabs

### Tab 1: Home (for Admin units)

Subheading tabs: There will be subheading tabs under each main heading tab.
Home Features:

★ Summary
   • My Assignments
   • Overdue Unit Assignments
   • Program Assessment Plan Summary
   • Results Summary
   • Course Assessment Plan Summary

★ Calendar
   • Monthly view of Unit Assignments
   • Create/view Reminder Entries for assessment purposes

★ Profile
   • Add/change your personnel information
   • Change your Password

To Change Your Password:
   > Select Home Tab
   > Select Profile Subheading
   > Select Change Password button
   > Enter Current and New Passwords
   > Select Save Changes button

Tab 2: Program (for Academic units) or Assessment Unit (for Students Services and Admin units)

******* under construction, Fall 2012 ******

Tab 3: Program Assessment Plan (for all units)
This is where we enter information on the Program/Unit SLO.

Subheading Tabs are:
   • Program SLOs
   • Assessment Methods
   • (Related Courses – for Academic units)
   • Related ISLOs
Program SLOs
• View/Add/Edit Program Student Learning Outcomes (PSLO)

To Add/Modify a PSLO:
> Select Program Assessment Plan Tab
> Select Program SLOs sub-tab
> Select Add New PSLO or Select Edit, Copy, or Delete next to a current PSLO
> Make changes
> Select Save Changes button after editing

Program Assessment Plan: This is where program/unit SLO information is entered for all units.

See next page for dialog box.
In the new dialog box that opens after clicking the **Edit** or **Add New Program SLO**, the fields are:

- **Program SLO name**: This is a 2-3 key word name or number to identify the PSLO.
- **Program SLO**: This is the complete PSLO statement being assessed.
- **PSLO Assessment Cycles**: This designates the time period of the PSLO assessment cycle from assessment to making recommendations, including implementing changes, if any. You could choose multiple dates by hitting the Ctrl key while clicking on dates.
- **PSLO Status**: Choose **Active** if the PSLO is current, **Inactive** when this PSLO is revised. This revision of the PSLO may or may not occur during the yearly program study (program review), whether annual or comprehensive.
- **SLO Revision Date**: This is the date when the PSLO was last revised (refer to last Program Review final draft submission date of that year).
- **Inactive Date**: This is the date this PSLO becomes inactive. This box is filled in whenever that occurs.
Assessment Methods

- View/Add/Edit Assessment Methods related to each PSLO

To Add/Modify an Assessment Method:
> Select the Program Assessment Plan Tab
> Select the Assessment Methods sub-tab
> Select Add New PSLO or Select Edit, Copy, or Delete next to a current PSLO
> Make changes
> Select Save Changes button after editing

See next page for dialog box
The fields in this screen are:

- **Program SLO name**: This is a 2-3 key word name or a number to identify the PSLO.
- **Program SLO**: This is the complete PSLO statement being assessed.
- **Assessment Method Category**: Choose the kind of assessment method used. (see below for glossary)
- **Description of Assessment Tool**: Briefly describe the assessment process. Attach or relate longer descriptions, details, or relevant documents by clicking the 'Relate Document' button at the bottom of the Results > Edit Data Collected screen.
- **Criterion for Success**: Give a target goal/measure that would indicate success with the SLO, e.g., 75% of the students receives a Pass evaluation.
- **Notes**:
- **Active**:
### Kinds of assessment methods:

- **Capstone Project/Assignment** = a culminating project or assignment e.g., a capstone course (for program assessment), a comprehensive exam in a course for course assessment

- **Data – DataMart** = Data from Chancellor’s Office DataMart, the CCC Chancellor’s Office Tool for Generating MIS Data Reports

- **Data – Datatel** = Data from Datatel, the SJCC Database Management System

- **Data - Reporting Portal** = Data from Tool used to generate pre-formatted Data Reports, such as reports used for Program self-studies

- **Group Project** =

- **Internship/Field Placement Evaluation** = Examples would be found in Service Learning activities, practicum experiences, etc.

- **Portfolio Review** = Collections of student work (and sometimes other material) intended to illustrate achievement of learning outcomes. The mantra is "collect, select, reflect, connect." (from Direct Assessment by Barbara Wright)

- **Presentation/Performance** = Demonstration of acquired skills such as in dance, in language courses (e.g. speaking or pronunciation skills), in applied sciences courses, etc.

- **Quiz/Exam – Board** = Exam required by outside agencies such as State Boards

- **Quiz/Exam - In Course** = Exam given in the course to assess the SLO

- **Quiz/Exam – Standardized** = The same exam given across sections of the same course

- **Other** = Could be a combination of methods, etc. Explain in the Notes field below.

### Related Courses (for Academic units or other units with course offerings)

- Map the Courses to the selected PSLO

<table>
<thead>
<tr>
<th>To Relate (Map) Courses to a PSLO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; Select <strong>Program Assessment Plan</strong> Tab</td>
</tr>
<tr>
<td>&gt; Select <strong>Related Courses</strong> Sub-tab</td>
</tr>
<tr>
<td>&gt; Select the desired <strong>PSLO Name</strong> from the drop down</td>
</tr>
<tr>
<td>&gt; <strong>Check the box next to each Course</strong> that relates to the PSLO (you can select/deselect all by toggling the topmost check box – next to the name of the Assessment Unit)</td>
</tr>
<tr>
<td>&gt; Select the appropriate level of mapping (<strong>Introduced,</strong> <strong>Developing,</strong> <strong>Mastered</strong>)</td>
</tr>
<tr>
<td>&gt; Select <strong>Save Changes</strong> button</td>
</tr>
</tbody>
</table>
Click here to map course to the PSLO. See next page for dialog box.

Click to what degree the course maps onto the PSLO.
- Does the course introduce the Outcome? Is the outcome at an introductory level in this course?
- Is the PSLO developed in this course?
- Is the PSLO mastered in this course?
**Related ISLOs**

- Relate the Institutional Student Learning Outcomes to the selected PSLO

To Relate ISLOs to a PSLO:

- Select the *Program Assessment Plan* tab
- Select *Related ISLOs* Sub-tab
- Select the desired *PSLO Name* from the drop down
- **Check the box next to each ISLO** that relates to the *PSLO*
- Select *Save Changes* button
Tab 4: Course Assessment Plan (for Academic units and units with courses)

Course Assessment Plan screens will show similar kinds of fields/boxes as the Program Assessment screens have. See the Program Assessment Plan section above for the visuals.

★ Course SLOs
  • View/Add/Edit SLOs for specific Courses

To Add/Modify a Course SLO:
  >Select Course Assessment Plan Tab
  > Select Course SLOs Subheading
  > Select the desired Course from the drop-down menu
  > Select Add New Course SLO or Select Edit, Copy, or Delete next to a current Course SLO
  > Make changes
  > Select Save Changes button after editing

In the new screen that opens for Edit or Add a New Report, the fields are:

➢ Course: Type in the name of the course.

➢ Course SLO name: This is a 2-3 key word name or number to identify the Course SLO.

➢ Course SLO: This is the complete Course SLO statement.

➢ SLO Assessment Cycles: This designates the time period of the assessment cycle of the Course SLO from assessment to making recommendations, and making changes, if any.

➢ SLO Status: Choose Active if still valid.

➢ SLO Revision Date: This designates the date when the SLO was last approved. This is the same date as the date of approval of the Course Outline of Record by the curriculum committee. This date appears in the Date Last Revised column of the course curriculum list in the intranet. It is also in the District intranet Final folder:
  \Do_data_whse\R&P\Curriculum\Course Outlines\.

➢ Inactive Date: This date reflects the end date of this SLO when it is finally revised. It is therefore also the start date of the new SLO.
Assessment Methods

- View/Add/Edit Assessment Methods related to each Course of the Assessment Unit

To Add/Modify a Course Assessment Method:

- Select Course Assessment Plan Tab
- Select Assessment Methods Subheading
- Select the desired Course from the drop-down menu
- Select the desired Course SLO Name from the drop-down menu
- Type in full Course SLO statement.
- Select Add New Description of Assessment Tool or Select Edit, Copy, or Delete next to a current Course SLO.
- Make changes
- Select Save Changes button after editing

➢ In the new screen that opens for Edit or Add New Description of Assessment Tool, the fields are:

➢ Course: Select the name of the course.

➢ Course SLO Name: This is a 2-3 key word name to identify the Course SLO.

➢ Course SLO: This is the complete Course SLO statement being assessed.

➢ Assessment Method Category: Choose the kind of assessment method used. (see below for glossary)

➢ Description of Assessment Tool: Describe the assessment process. If your description is lengthy, summarize it and attach the more detailed description in the Results > Edit Data Collected section.

➢ Criterion for Success: Give a target goal/measure that would indicate success, e.g. 80% of the class gives excellent speeches.

➢ Notes:

➢ Active:
**Kinds of assessment methods:**

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**Related Program PSLOs**

- Map the PSLO to the selected Course SLO.

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**To Relate the PSLO to a Course SLO:**

> Select *Course Assessment Plan* Tab

> Select *Related Program PSLO* Subheading

> Select the desired *Course* from the drop-down menu

> Select the desired *Course SLO Name* from the drop-down menu

> Type in the full *Course SLO* statement.

> **Check the box next to each PSLO** that relates to the Course Objective

> Select *Save Changes* button
**Related ISLOs**

- Map the PSLOs and ISLOs to selected Course SLO.

**To Relate ISLOs to a Course SLO:**
  > Select *Course Assessment Plan* Tab
  > Select *Related ISLO* Subheading
  > Select the desired *Course* from the drop-down menu
  > Select the desired *Course SLO Name* from the drop-down menu
  > Type in the full *Course SLO* statement.
  > *Check the box next to each ISLO* that relates to the Course
  > Select *Save Changes* button

**Tab 5: Results** *(for all units)*

- This is where the results of the SLO assessments are entered.
- View/Add/Edit assessment Results for a Unit/Program SLOs or Course SLOs
- The fields in the By Unit and By Course sub-tabs are very similar. The visuals in this section will show

**By Unit or By Course**

- View/Add/Edit assessment results for a Unit/Program or Course

**To Add new Results for a Unit/Program or Course**
  > Select *Results* Tab
  > Select *By Unit or By Course* Subheading
  > Select *Add Data Collected* at bottom
  > Select the *SLO* the results are for, which opens a *Description of Assessment Tool/Task* dialog box.
  > Select the *Assessment Method* used to collect data. This opens up to *Data Collected* page. See the screen shots below.
Selecting the SLO the results are for opens a Description of Assessment Tool/Task dialog box.

See next page for the dialog box.
The fields in the Edit Data Collected screen are:

- **PSLO or Course SLO** – This is the SLO statement you are working on.

- **Data Collected** – Give a brief summary or the salient data results of the assessment. Attach relevant documents below by clicking on the Related Documents tab below and clicking the Relate Document link on the right side of the folder.

- **Data Collected Date**

- **Criterion for Success Met** – Indicate if findings show that the criterion for success was met.

- **Reporting Period** – This is the semester of the assessment.

- **Analysis of Findings** – Give salient but brief summaries of findings. If longer explanations are needed, attach (relate) the document by clicking on the Related Documents tab below and clicking the Relate Document link on the right side of the folder.
Communication and Lead – Briefly describe the manner in which faculty/staff discussed the findings and arrived at recommendations. Include name/s of key/lead assessment faculty. Include dates if available.

To Relate (Attach) Documents:
> After saving the Data Collected information, select the Related Documents tab
> Select the Relate Document link at right
> Select from New Document, Document from Repository, or Previously Related Document

Relating a Document:
- Choose New Document if you have not uploaded the document into TracDat yet.
- Choose Document from Repository if the document has been uploaded into a folder in the Document Repository already
- Choose Previously Related Document if the document is already related to another Observation
To Make Recommendations:
> Select the Recommendations tab
> Click the Add Recommendation link at right
Tab 5/6: Reports (for all units)

Reports Features:

🌟 Reports List

- Reports can be executed in either HTML or PDF
  - For best results, use HTML for viewing and PDF for printing reports
- Report data is related to the Assessment Unit that is selected from the top dropdown menu

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Impact by Course</td>
<td>This report displays each course assessment plan along with the assessment results and action plans. This report is useful for presenting the impact of doing assessment on a particular course.</td>
</tr>
<tr>
<td>Assessment Impact by Goals</td>
<td>This report displays each of the selected unit's goals along with the assessment unit's plan and results that support the goals. This report is useful for showing alignment between the goals and assessment unit plan and assessment results.</td>
</tr>
<tr>
<td>Assessment Impact by Unit</td>
<td>This report shows each assessment unit's assessment plan along with the results of action plans. This report is useful for showing the impact of doing assessment has had on an assessment unit.</td>
</tr>
<tr>
<td>Assessment Plan</td>
<td>This report shows each assessment unit's assessment plan. It does not show the results of each assessment. This report is useful for showing each unit's assessment plan.</td>
</tr>
<tr>
<td>Assessment Report</td>
<td>This report shows how each assessment unit is supporting the goals of the institution or reporting unit. This report is presented in a five column model. This was previously called Institution Assessment in version 3 of TracDat.</td>
</tr>
<tr>
<td>Course Assessment Impact by</td>
<td>This report displays each of the selected unit's goals along with the assessment unit's course plan and results that support the goals. This report is useful for showing alignment between the goals and unit's course plan and assessment results.</td>
</tr>
<tr>
<td>Goals</td>
<td></td>
</tr>
<tr>
<td>Course Assessment Impact by</td>
<td>This report displays each of the selected unit's objectives along with the assessment unit's course plan and results that support the unit objectives. This report is useful for showing alignment between the unit objectives and unit's course plan and assessment results.</td>
</tr>
<tr>
<td>Unit Objectives</td>
<td></td>
</tr>
<tr>
<td>Course Assessment Plan</td>
<td>This report shows each course's assessment plan. It does not show the results of each assessment. This report is useful for showing how a particular course is being assessed.</td>
</tr>
<tr>
<td>Course by Unit</td>
<td>This report shows the courses per unit.</td>
</tr>
<tr>
<td>Course Related to Goals</td>
<td>This report lists all the courses identified for a particular assessment unit which support the goals of the selected units. This report is useful to</td>
</tr>
</tbody>
</table>

Tab 6/7: Documents (for all units)
Documents Features:

★ **Document Repository**
- View/Add/Edit/Share folders within the Assessment Unit
- Upload files to be related to Assessment Plans and Observations
- Ability to share documents across Assessment Units, Reporting Units, and the Institution
- General depository for any assessment documents

★ **Related Documents**
- View where current documents are related to Courses, Means of Assessment, and Observations