

# How to Map PSLOs to Course SLOs.

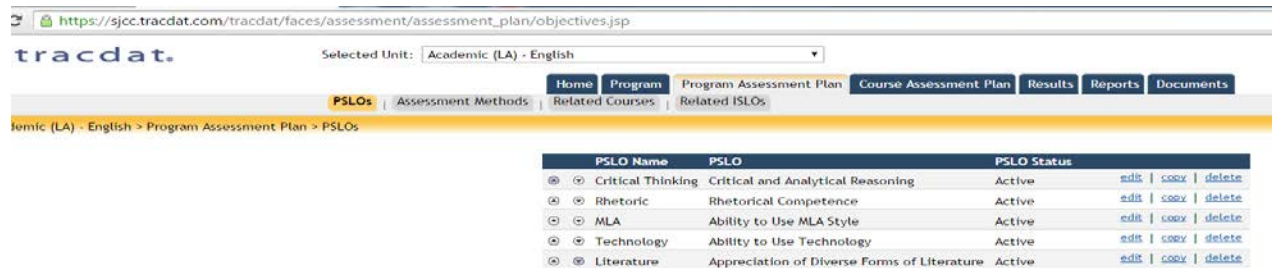
1. Log in to Trac Dat. <https://sjcc.tracdat.com/tracdat/>

username: first letter of your first name and your last name

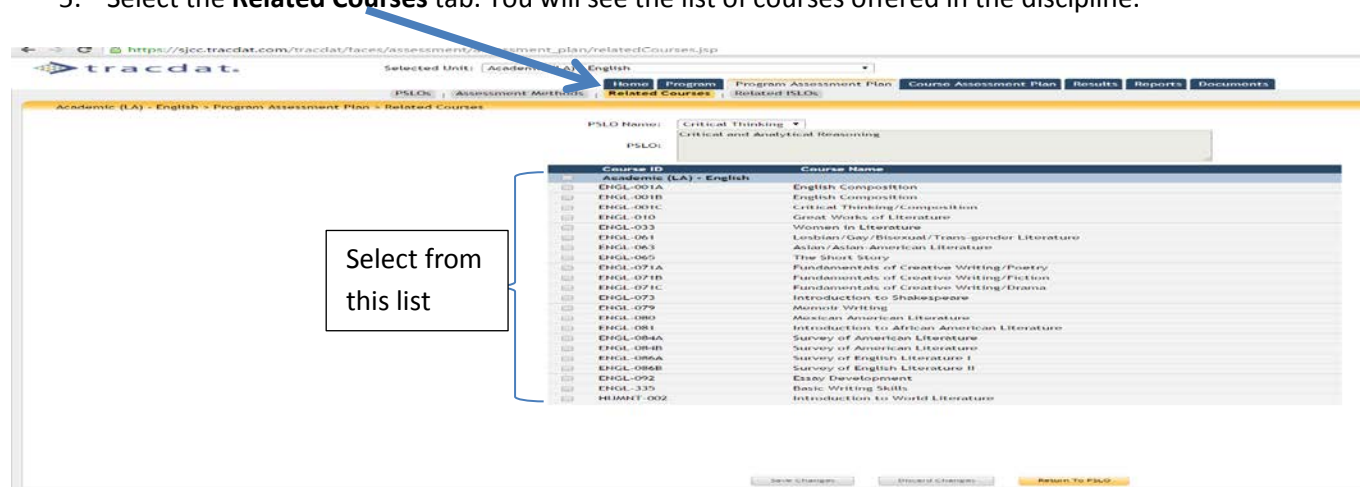
password: see TracDat Administrator for this

2. Select the department you want to map the PSLOs.

**SAMPLE:**



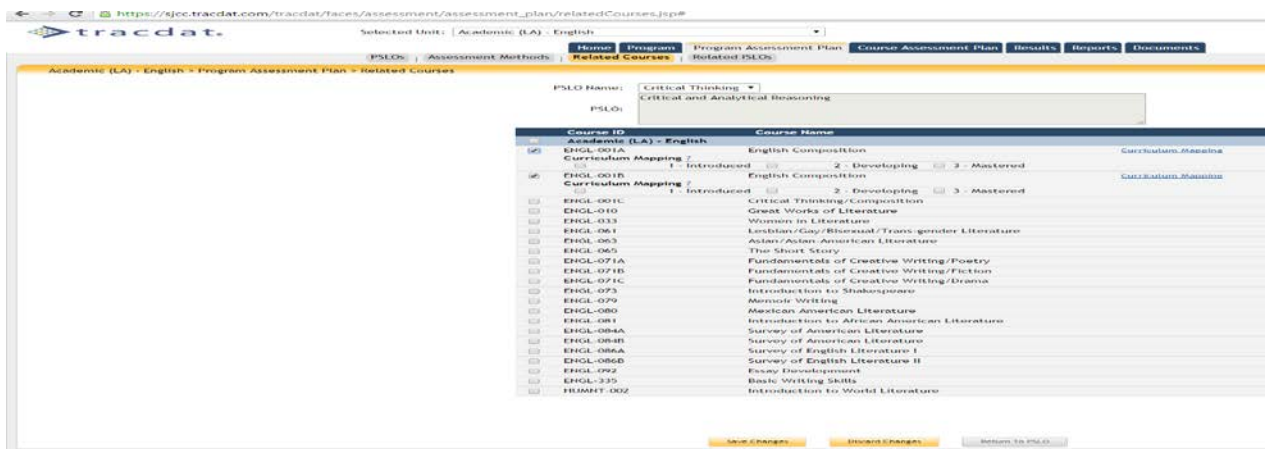
3. Select the **Program Assessment Plan** tab.
4. Select the **PSLO** you want to map.
5. Select the **Related Courses** tab. You will see the list of courses offered in the discipline.



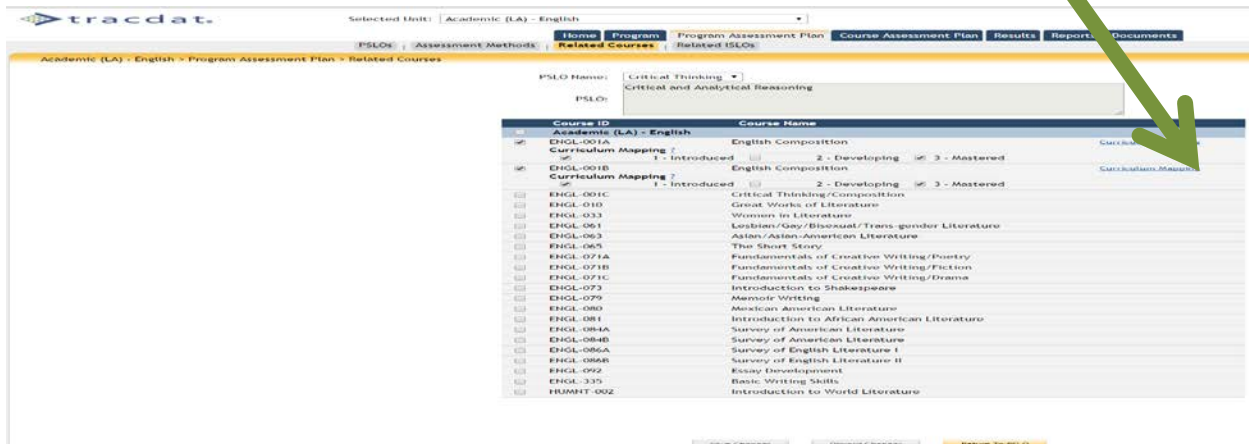
6. Select the courses that align with the PSLO in question. You will see under each course selected the following information to choose from:

## Curriculum Mapping ?

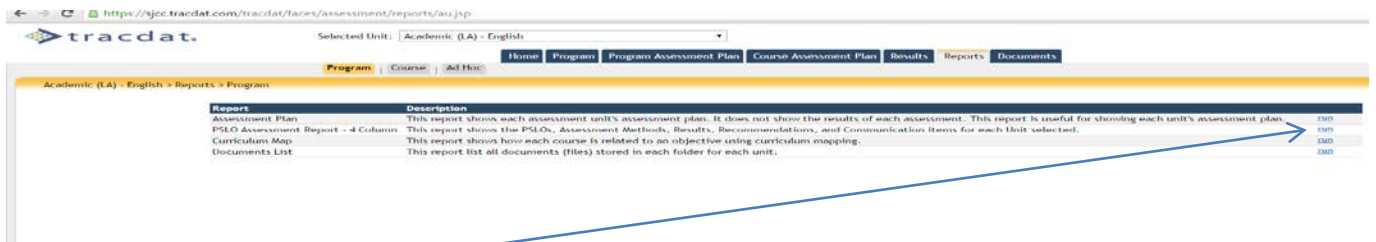
- 1 - Introduced  2 - Developing  3 - Mastered



7. Select the **criteria (Introduced, Developing, Mastered)** that maps the course SLO to the PSLO.
8. After you have completed the selected course(s), select **Save Changes** at the bottom of the page.
9. If you want to verify the work you have done, you can select on the **Curriculum Mapping** tab in **blue lettering** on the right side of your screen. You will see the information you selected. (See below.)

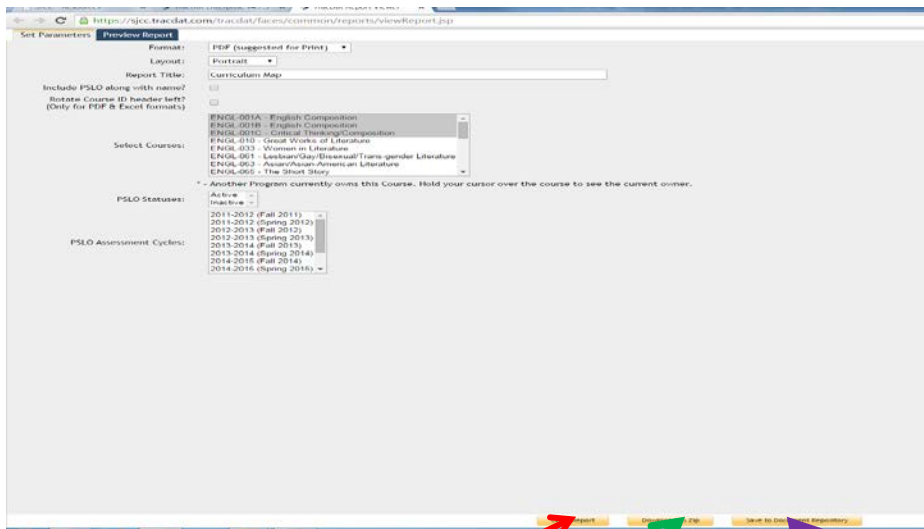


10. Once you are done with the course mapping, run a report to verify the information has been saved.
11. Select the **Reports** tab. The screen below will appear.



12. Select **Run** on the right menu list of **Curriculum Map**. A similar screen to the one below will appear.

13. Select the courses you want to include in mapping report.



You have three options to generate your curriculum mapping report:

Open Report, Download as Zip, and Save to Document Repository

14. Select the reporting option you want.

### Sample Mapping Report:

<https://sjcc.tracdat.com/tracdat/faces/common/reports/viewrptreport.jsp>

**Academic (LA) - English - Curriculum Map**  
Legend: (1) - Introduced, (2) - Developing, (3) - Mastered

PSLOs	ENGL-001A	ENGL-001B	ENGL-001C
Critical Thinking	3	3	3
Rhetoric			
M.A.			
Technology			
Literature			