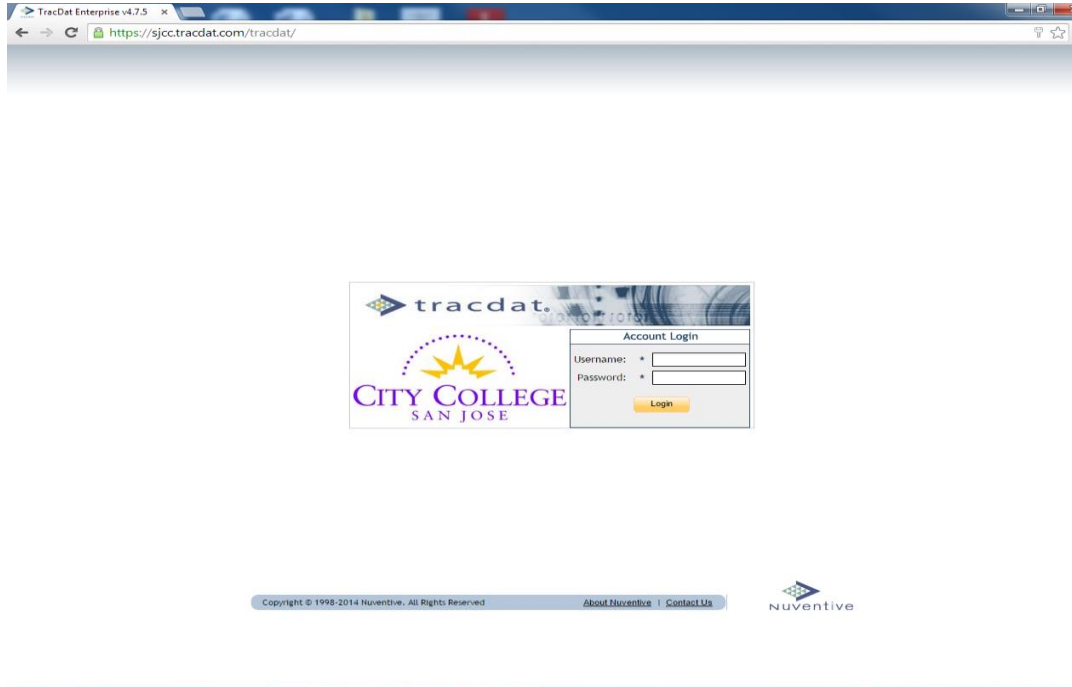


Steps to Deactivate Course Student Learning Outcomes in TracDat

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>.



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)

The screenshot shows the TracDat Enterprise v4.7.5 web application interface. The browser address bar displays the URL: https://sjcc.tracdat.com/tracdat/faces/assessment/course_assessment/objectives.jsp. The page title is "Academic (LA) - Reading". The selected unit is "Academic (LA) - Reading". The user is logged in as "ccruz".

The navigation menu includes: Home, Program, Program Assessment Plan, Course Assessment Plan, Results, Reports, Documents. The current page is "Course SLOs".

The breadcrumb trail is: Academic (LA) - Reading > Course Assessment Plan > Course SLOs.

The course selected is: READ-101 - Analytical Reading.

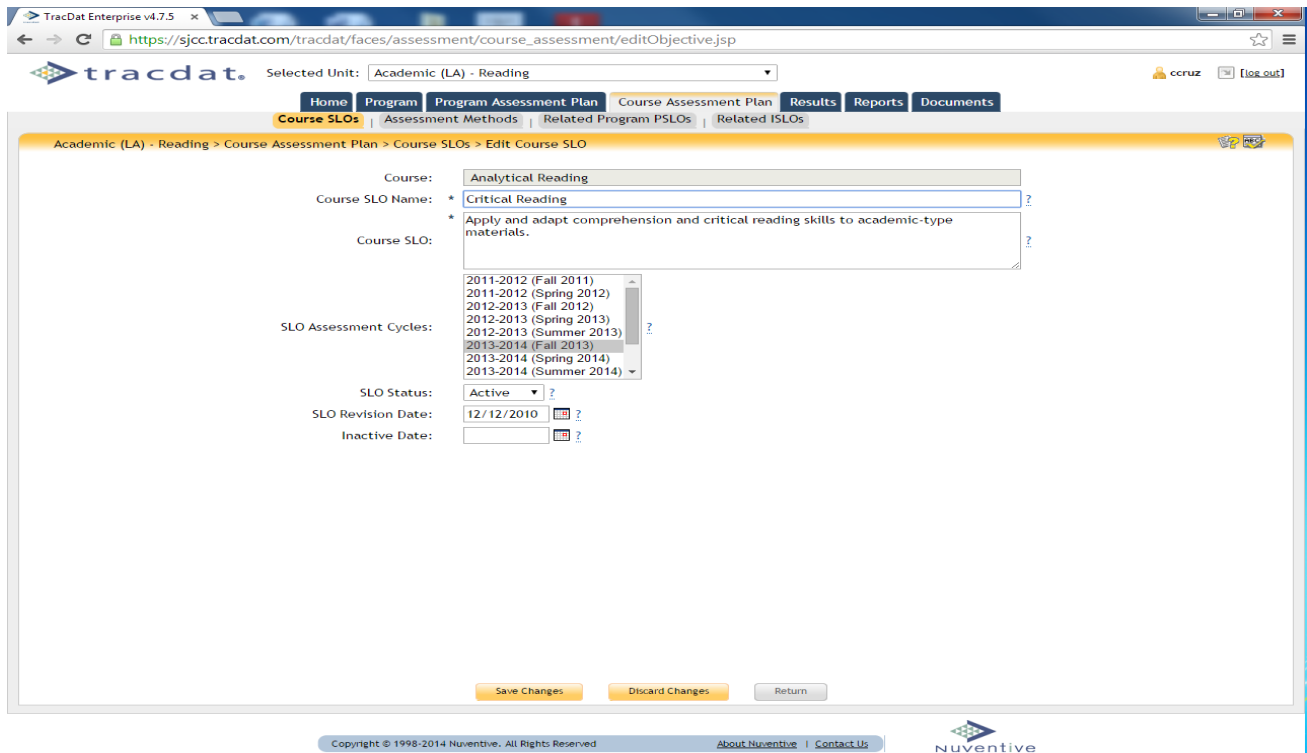
Course SLO Name	Course SLO	SLO Status	Created By
⊕ Critical Reading	Apply and adapt comprehension and critical reading skills to academic-type materials.	Active	Academic (LA) - Reading edit copy delete
⊕ Vocabulary in Context	Apply strategies to develop meaning of new and specialized vocabulary in academic-type materials.	Active	Academic (LA) - Reading edit copy delete
⊕ Study Skills	Adapt a variety of study skills to read and analyze academic-type materials.	Active	Academic (LA) - Reading edit copy delete
⊕ Technology & Research	Utilize the five criteria for evaluating web pages, identify, evaluate, and work with various web-based and print sources for academic research.	Active	Academic (LA) - Reading edit copy delete

At the bottom of the table area, there is a button: "Add New Course SLO".

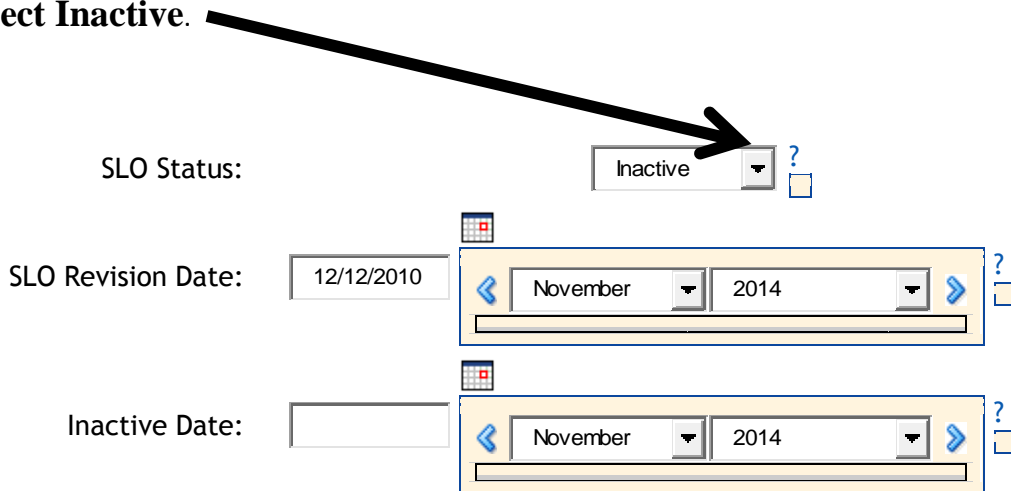
The footer contains: Copyright © 1998-2014 Nuventive. All Rights Reserved. [About Nuventive](#) | [Contact Us](#). The Nuventive logo is also present.

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.



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