

Steps How to correct the SLO Reporting Cycle Date in TracDat

Step 1: Log in to TracDat

Step 2: Select your program/discipline.

Step 3: Select the tab for Course Assessment Plan

Step 4: Select the Course SLOs tab.

The screenshot shows the TracDat 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) - Journalism". The navigation menu includes "Home", "Program", "Program Assessment Plan", "Course Assessment Plan", "Results", "Reports", and "Documents". The "Course SLOs" tab is selected. The course is set to "BROAD-042A - Introduction to Radio Broadcast and Theory". The table below shows the following SLOs:

Course SLO Name	Course SLO	SLO Status	Created By
1	Operate radio console and engineer remote broadcast	Active	Academic (LA) - Journalism
2	Analyze the historical and current impact of radio broadcast on our society	Active	Academic (LA) - Journalism
3	Employ ethical standards and practices of radio, including industry regulations	Active	Academic (LA) - Journalism
4	Operate digital audio equipment	Active	Academic (LA) - Journalism
5	Prepare and conduct radio interviews	Active	Academic (LA) - Journalism

The "edit" button for the first SLO is highlighted with a red arrow. The footer of the page includes "Copyright © 1998-2014 Nuventive. All Rights Reserved" and "About Nuventive | Contact Us". The system tray shows the time as 11:45 AM on 12/15/2015.

Then identify the SLO you have assessed and need to correct the date for and select the EDIT button.. Your screen should look like this.

The screenshot shows the 'Edit Course SLO' page in the TracDat Enterprise v4.7.5 application. The page is titled 'Academic (LA) - Journalism' and is part of the 'Course Assessment Plan' section. The form contains the following fields:

- Course: Introduccion to Radio Broadcast and Theory
- Course SLO Name: 1
- Course SLO: Operate radio console and engineer remote broadcast
- SLO Assessment Cycles: A dropdown menu is open, showing a list of semesters: 2011-2012 (Fall 2011), 2011-2012 (Spring 2012), 2012-2013 (Fall 2012), 2012-2013 (Spring 2013), 2012-2013 (Summer 2013), 2013-2014 (Fall 2013), 2013-2014 (Spring 2014), and 2013-2014 (Summer 2014).
- SLO Status: Active
- SLO Revision Date: 3/8/2011
- Inactive Date: (empty)

At the bottom of the form, there are three buttons: 'Save Changes', 'Discard Changes', and 'Return'. The 'Save Changes' button is highlighted in orange.

Step 5: Scroll the drop down menu in the SLO Assessment Cycle. Select the correct semester (Fall, Spring & YEAR).

Step 6: Then select the SAVE CHANGES button.

You are done. If you want to verify that the cycle has been corrected, please run a report.