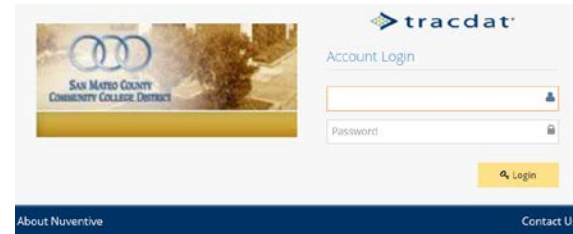# Entering/Updating SLOs, Assessments and Criteria in TracDat

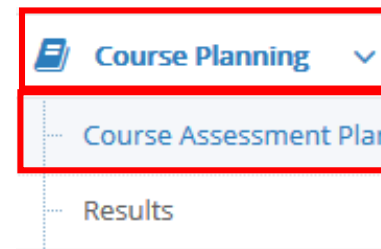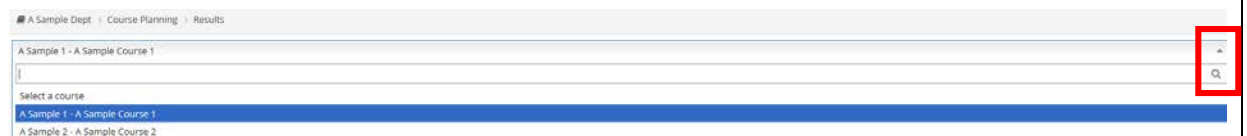|	
Step 1: Log in to TracDat (use Mozilla Firefox, or Google Chrome – do **not** use Internet Explorer) https://sanmateo.tracdat.com/tracdat/ For username and password, contact the Director of Professional Development and Innovation	
Step 2: Access Department by selecting the correct department from the dropdown menu at the top of the page.	
Step 3: Click on the number under **Course Outcomes** for the appropriate course - OR - **Step 3a:** Click on **Course Planning** and **Course Assessment Plan** in the menu on the left-hand side of the page **Step 3b:** Select the course from the dropdown menu at the top of the page or type in the name of a specific course in the search function (🔍).	 - OR -

Step 4: Add an outcome by clicking on the ⊕ on the right-hand side of the screen to **Add Course Outcome**	Sample 1 - A Sample Course 1 Add Course Outcome * Asterisk next to a Course in the dropdown indicates that the Course is not owned by Assessment Unit. ▼ ◎ **Course Outcomes** ⊕
Step 5: Fill in the **Course Outcome Name**, **Course Outcome,** and **Course Outcome Status** (the other fields do not need to be entered.)	* Course Outcome Name [_____] * Course Outcome [_____] Course Outcome Status [▼] Assessment Cycles [_____] Start Date [_____] End Date [_____] * Required field

Edit Course Outcome Status

Find the course outcome

Click the ✏️ to the right of the course outcome
Select **Active/Inactive** from the **Course Outcome Status** dropdown menu

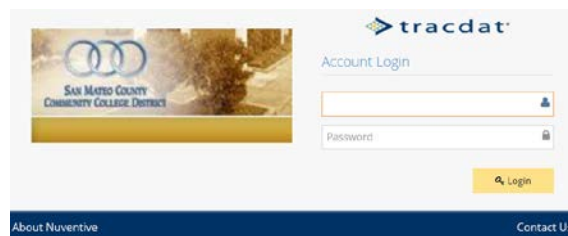| **Step 6:** Click **Save**	💾 Save ▼ Save and Return Save and Add New

Updating/Adding Assessment Methods

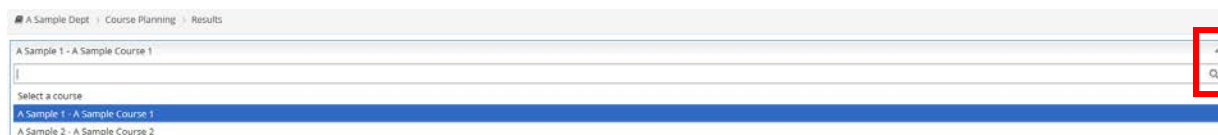|	
Step 1: Log in to TracDat (use Mozilla Firefox, or Google Chrome – do **not** use Internet Explorer) https://sanmateo.tracdat.com/tracdat/ For username and password, contact the Director of Professional Development and Innovation	![tracdat Account Login screen with San Mateo County Community College District logo, username and password fields, Login button, About Nuventive and Contact Us links]
Step 2: Access Department by selecting the correct department from the dropdown menu at the top of the page.	![tracdat header with "A Sample Dept" dropdown menu, dropdown arrow highlighted in red]
Step 3: Click on the number under **Course Outcomes** for the appropriate course - OR - **Step 3a:** Click on **Course Planning** and **Course Assessment Plan** in the menu on the left-hand side of the page **Step 3b:** Select the course from the dropdown menu at the top of the page or type in the name of a specific course in the search function (🔍).	**Course Planning Summary - Owned** |		Courses	Course Outcomes	Assessment Methods
---	---	---	---	---
▶	✔	A Sample 1 - A Sample Course 1	2	[edit]
	✔	A Sample 2 - A Sample Course 2	0	0	 - OR - 📘 **Course Planning** ⌄ Course Assessment Plan Results A Sample Dept › Course Planning › Results A Sample 1 - A Sample Course 1 Select a course A Sample 1 - A Sample Course 1 A Sample 2 - A Sample Course 2

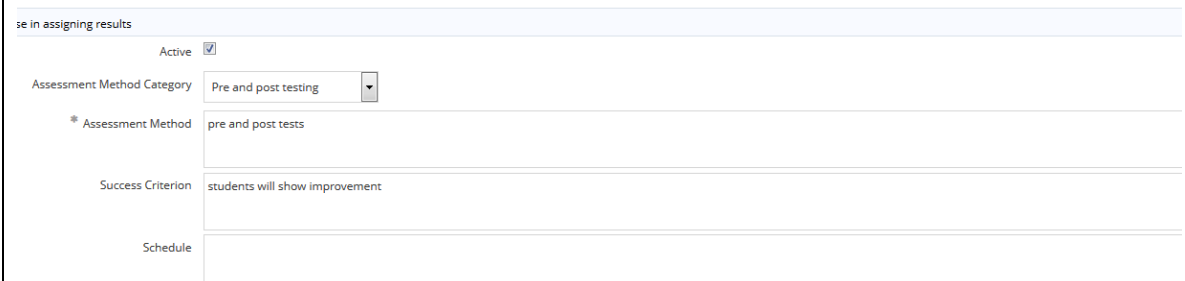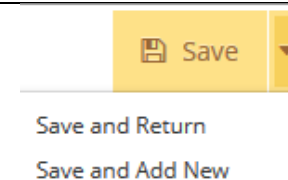|	

Step 4:
 	
Select the drop down on the SLO and then the Assessment Methods dropdown
	Course Outcomes
	▼ ◉ **example SLO 1** example of SLO for use in assigning results (Active)
	    Assessment Cycles:
	    Start Date: 12/02/2010
	    End Date:
	    ▼ ▥ **Assessment Methods**
	        ▶ ▥ **Pre and post testing** pre and post tests (Active)
	        ▶ ▥ **Pre and post testing** students will show improvement (Active)
	    🏆 **Related Goals**
	▶ ◉ **example 2** EXAMPLE SLO 2 FOR USE IN TeSTING ASSIGNMENT (Active)

Step 5: Add an assessment by clicking on the ⊕ on the right-hand side of the screen to **Add Assessment Method** Click the **edit** icon and update the Assessment method (uncheck **Active** to make the assessment method inactive) ✎	**Assessment Cycles:** **Start Date:** 12/02/2010 **End Date:** ▼ ▥ **Assessment Methods** Add Assessment Method ⊕
Step 6: Enter the **Assessment Method Category, Assessment Method,** and **Success Criterion**	se in assigning results Active ☑ Assessment Method Category Pre and post testing ▾ ＊ Assessment Method pre and post tests Success Criterion students will show improvement Schedule
Step 6: Click **Save**	💾 Save ▾ Save and Return Save and Add New

Sending an email assignment

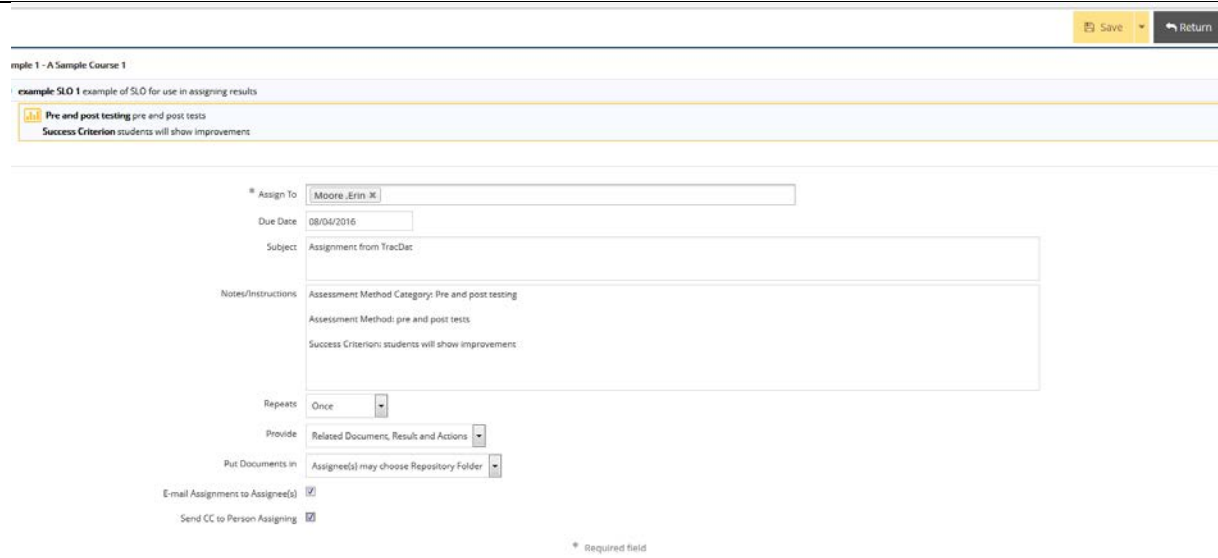|	
Step 1: Expand the assessment method using the dropdown and click the ⚙ next to **Assignment** on the right-hand side of the page to **Manage Assignment**	
Step 2: Select individuals from the **Assign to** drop down that will appear when you click in the box (please note, additional assignees can be added and assignment information can be altered; however, new assignments replace previous assignments.)	
Step 3: Enter a due date, and any other instructions. Set up the request to include repeated requests, documents to submit, and a place for documents. Check **E-mail Assignment to Assignee(s)** to email the request. CC yourself in an email by clicking **Send CC to Person Assigning**	
Step 4: Click **Save**	

Sample email sent to assignee	Sample of CC email to assignor
✉ Message 📅 Add_To_Calendar.ics (1,010 B) Unit name: A Sample Dept SLO name: example SLO 1 Assessment Method Category: Pre and post testing Assessment Method: pre and post tests Success Criterion: students will show improvement Due Date: Thu Aug 04,2016 Assigned By: Erin Moore To complete, go to: https://sanmateo.tracdat.com:443/tracdat/assignment?y=5qu2S1zvUv8RcBRlTHOhybdt NOTE: You can open or import the attached file to add this assignment to your personal calendar.	Unit name: A Sample Dept SLO name: example SLO 1 Assessment Method Category: Pre and post testing Assessment Method: pre and post tests Success Criterion: students will show improvement Copy of Assignment: Due Date: Thu Aug 04,2016 Assigned By: Erin Moore