

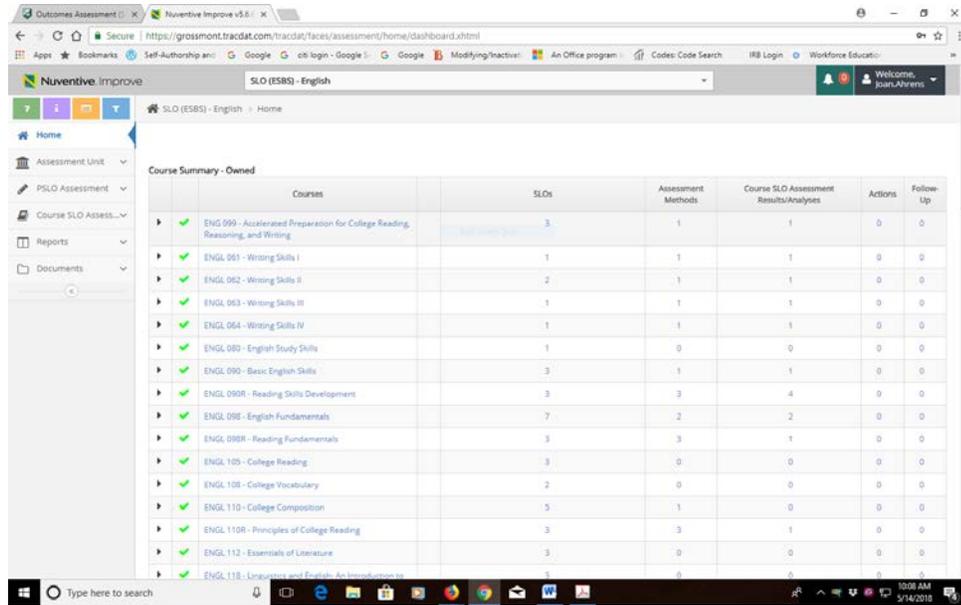
# Grossmont College

## TRAC DAT

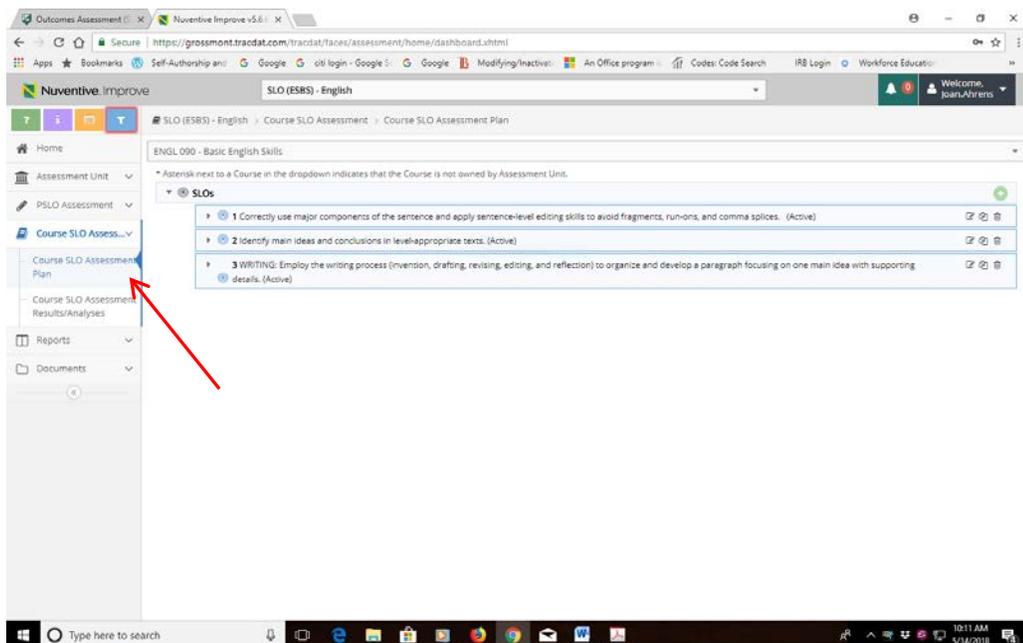
### Information on Updating Assessment Method

Before you can enter SLO assessment results, you need to do the following steps:

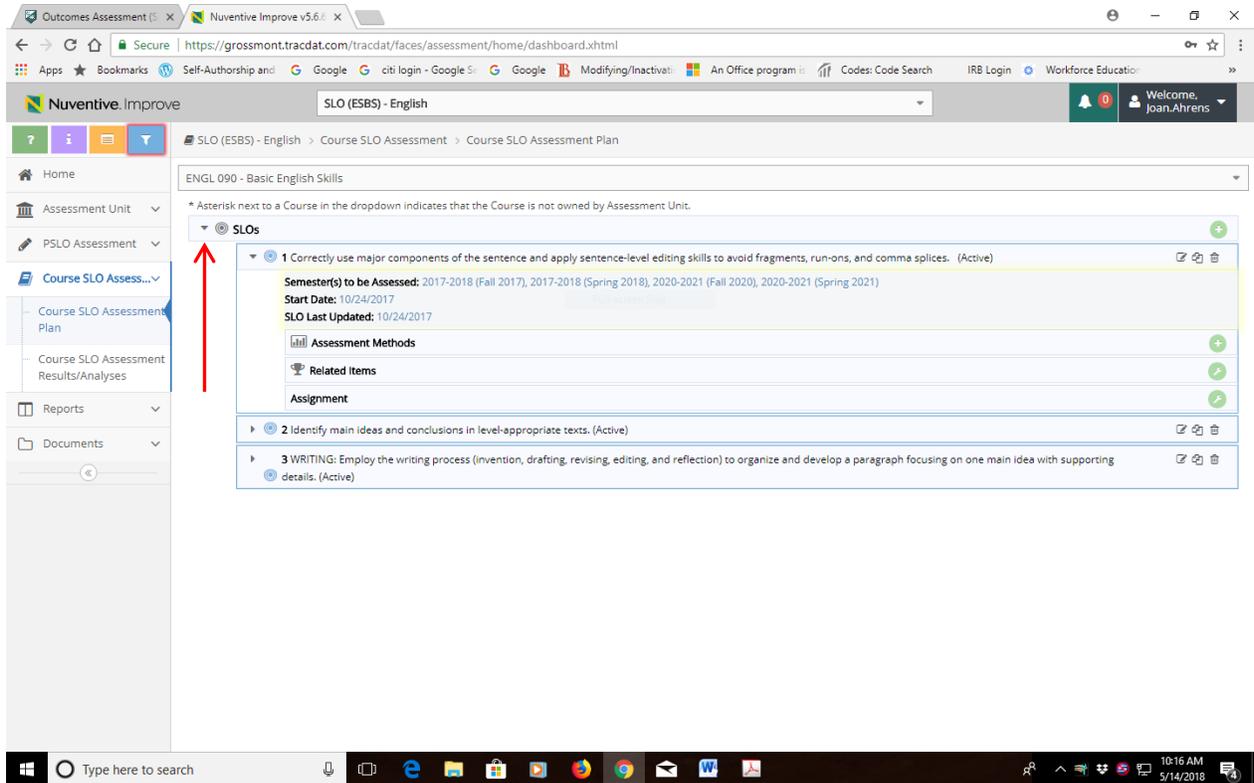
- On the Home page for your department/unit, you will see a grid with all of the courses listed.
- Find the course you will be working with and click on the link to that course (example: English 120)



- Go to the Course SLO Assessment Plan (see the menu on the left column of your screen)



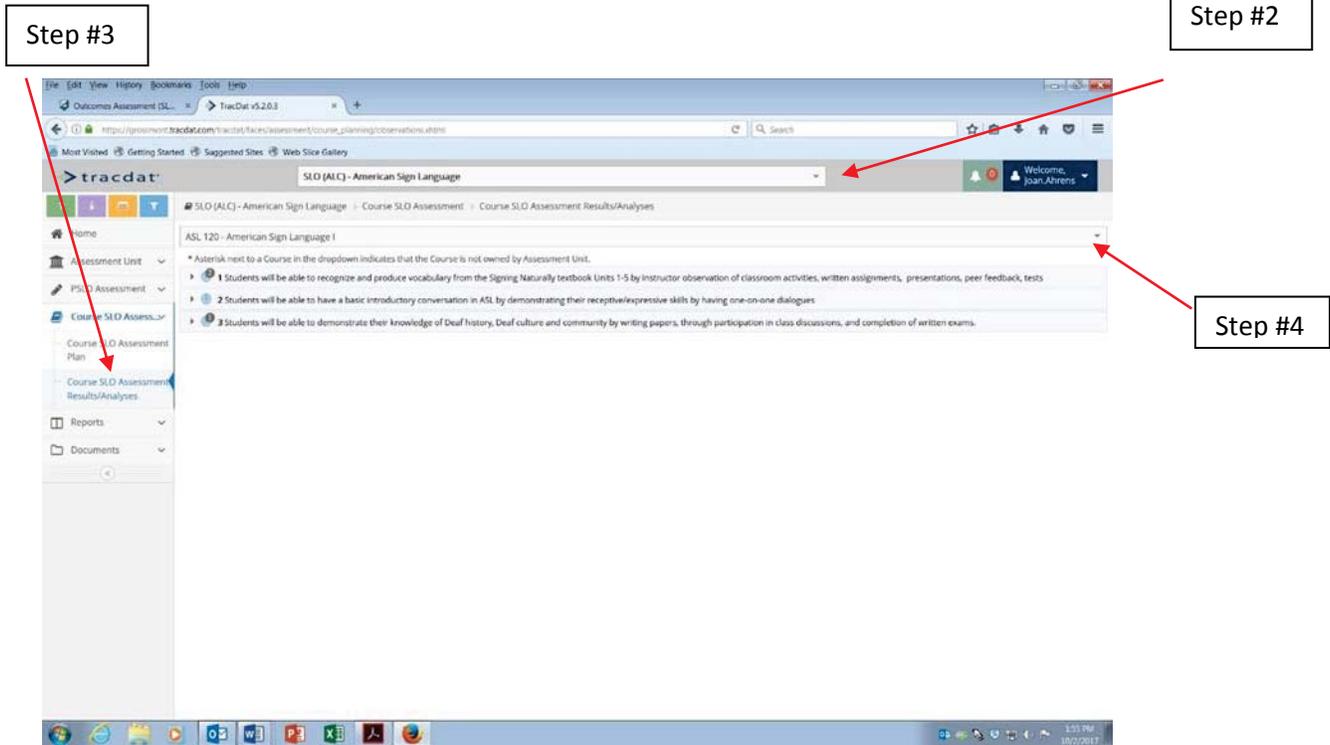
- Look for the SLO that you will be working on (example: SLO #1)
- To the left of the SLO #, you will see a small black triangle ▶
- When you click on the black triangle, more options will open up for working on the SLO.



- If you have already assessed this SLO, look at the assessment method that was entered previously. If you are not changing the assessment method, you can go to the left menu and select Course SLO Assessment Results/Analysis and follow the directions on the next page (titled “Information on Entering SLO Assessment Results”).
- If you are using a new assessment method or you have never assessed this SLO before, you will need to select an assessment method by doing the following:
  - On the far right of the row labeled assessment method, you will see a green plus sign. Click on the green plus sign to open this menu.
  - Use the down arrow to select the assessment type.
  - Write a brief summary of how the assessment will be conducted.
  - Write a note about the assessment (optional).
  - Provide your name.
  - **Be sure to SAVE before moving on.**

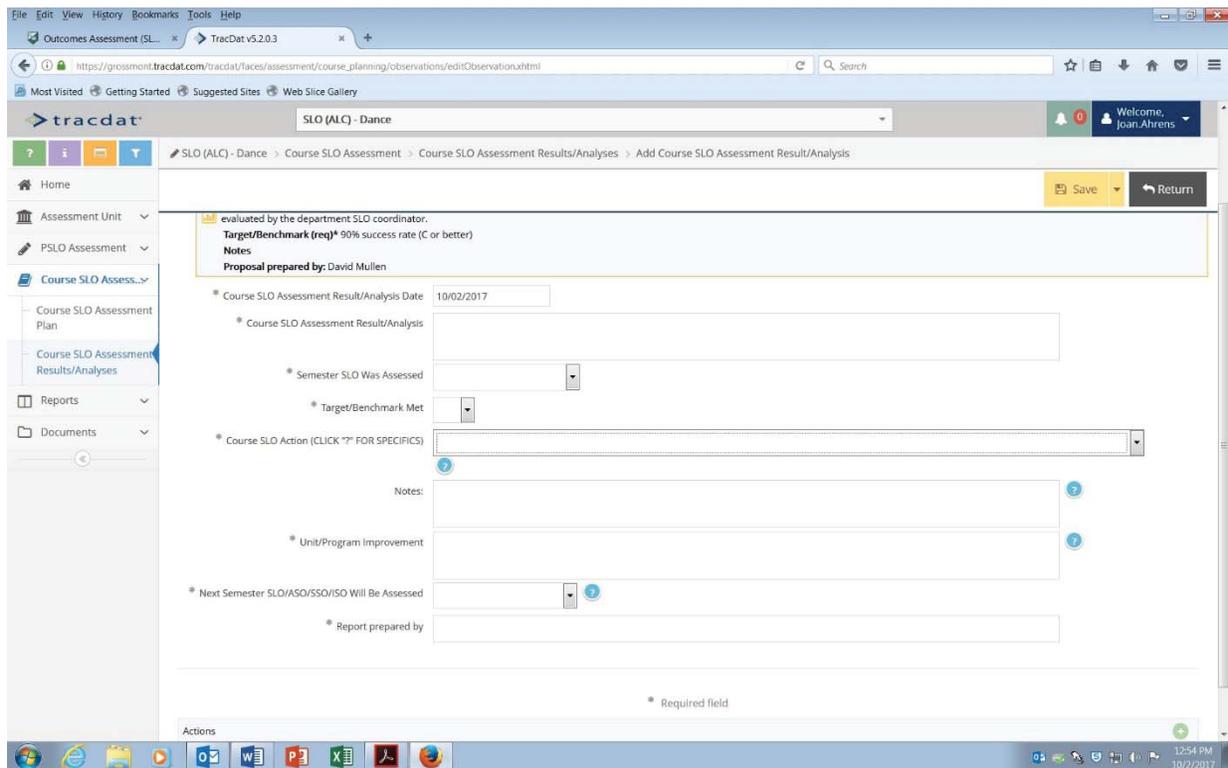
# Grossmont College TRAC DAT Information on Entering Course Assessment Results/Analysis

1. Log in to Trac Dat using your user name and password for Grossmont College email. You will find a link to Trac Dat on the Outcomes Assessment Page in the Faculty/Staff section of the college website.
2. Using the drop down arrow in the menu bar, select the SLO site for your division and department.



3. Click on Course Assessment on the right hand menu, and then go to Course Assessment Results/Analysis.
4. On the right hand side of the screen, use the drop down box to select the course (e.g., ASL 120).
5. Click on a triangle to expand an outcome. 

**Go to Next Page**



6. Click on the plus sign on the right hand side of the screen. The window above will appear and you will be able to add assessment results.
7. In the course SLO assessment result/analysis box: Type a brief summary of the assessment results.
8. Indicate the semester the SLO was assessed by using the drop down menu to select the year and semester the SLO was assessed.
9. Select “Y” or “N” to indicate if the benchmark was met.
10. **Course SLO Action: Summarize your improvement plan here. *This is the most important step in the SLO assessment cycle.* For example, you may decide to revise the assessment, the benchmark, or the SLO itself. Another option might be to make a change in teaching methods, such as creating more opportunities for formative assessment (e.g., one-minute papers), or revising your course content. Use the drop down arrow on the far right to select your improvement plan. Use the notes section to provide detail of your improvement plan.**
11. Unit/Program Improvement: This could be a summary of how your department plans to use the assessment results to improve a course, course sequence, or program.
12. Indicate the next semester the SLO will be assessed. For high enrollment courses, consider assessing regularly to strive for continuous improvement.
13. Provide your name in the “Report prepared by” area.
14. Finally, be sure to use the yellow “SAVE” box to save your work.