








Golden West College - TracDat Guide

This document is a reference guide for enter cSLO assessment into TracDat. The steps in this guide follows the order of the 5 Column Model form that was formerly used as the primary document for cSLO assessment at GWC.

From the Home Page, click on the name of the course you would like to enter assessment data.

Step 1	State the Student Learning Outcome (SLO) assessed.	On the courses page, click on the arrow ▶ to the left of the cSLO you would like to add assessment data.
Step 2	How did you assess the SLO (for ex: essay, questions on a multiple choice exam)?	<p>▼  Step 2 - Assessment Methods</p> <p>Question: Do you see the assessment method under the cSLO you would like to assess?</p> <ul style="list-style-type: none"> • YES, continue to next step in the box below. <i>(this means that the course has been assessed in the past using the same method)</i> • NO <i>(this means the assessment method you are using has not been used to assessed this course in the past)</i> <p>Click on the green plus sign  located to the right of as “Step 2 – Assessment Method”. You will be directed to the assessment method screen. Fill in all the assessment method. Click “Save” then click “Return” to go back to the previous screen.</p>
Step 3	Provide the <u>number</u> of students assessed and the <u>number</u> of students who were successful in the assessment.	<p>On the left panel, click on the “Results” tab to navigate to the Results section</p> <ul style="list-style-type: none"> • Click on the arrow ▶ to the left of the cSLO you would like to add data. • Scroll until you see the assessment method for your assessment  • Click on the green plus sign  to the right of that assessment method. • Fill in all the results relating to Step 3
Step 4	Describe and analyze the data from Step 3 (above).	<p>Step 4 - Data Evaluation</p> <ul style="list-style-type: none"> • Scroll down to “Step 4 – Data Evaluation” and click the green plus sign to the right “Step 4- Data Evaluation”. • Fill in the information in “Data Evaluation”. • Click “Save” then click “Return”
Step 5	What planning and changes will or have occurred, as a result of assessment and analysis of data, to improve student learning?	<p>Step 5 - Planning</p> <ul style="list-style-type: none"> • “Step 5 – Planning” will only appear after “Step 4” has been entered. • Click the green plus sign to the right of “Step 5- Planning”. • Fill in the information in “Action Plans”. • Click “Save” then click “Return”

 Move Name of Person Completing Assessment Form
 Save ▼
 Return

Lastly, scroll to the top of the page. Click “Save” then click “Return” to submit your assessment data.