



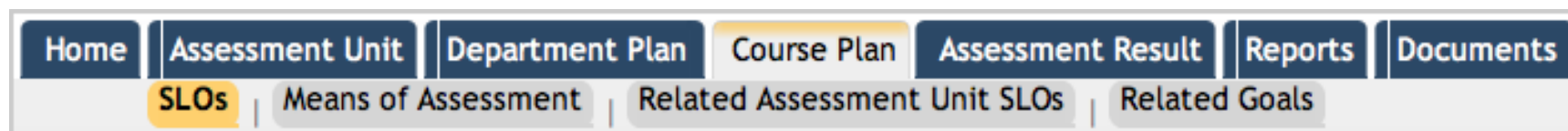
**Cypress College**  
Minds. Motivated.

## Cypress College TracDat Getting Started Guide

Login at [tracdat.cypresscollege.edu](http://tracdat.cypresscollege.edu)

The *TracDat Getting Started Guide* provides visual shortcuts to help you through the Cypress College SLO documentation process. For more detailed instructions please click the question mark symbol (?) located next to each field in TracDat. To arrange for one-on-one help, contact Ben Izadi, the Cypress College SLO Coordinator.

### Step 1: Add an SLO in the Course Plan Tab



1. Click the *Course Plan* tab.
2. Click the *SLOs* submenu.
3. Select your Course from the course drop down. Course:
4. Click *Add New SLO* or edit an existing SLO.
5. Enter or edit the SLO Information: name, SLO, years collected, status (active), syllabus start date and end date for inactive SLO only.

SLO Name: \*  ?

SLO: \*  ?

Assessment Cycle(s):  ?  
2008 Fall - 2009 Spring  
2009 Fall - 2010 Spring  
2010 Fall - 2011 Spring  
2011 Fall - 2012 Spring  
2012 Fall - 2013 Spring

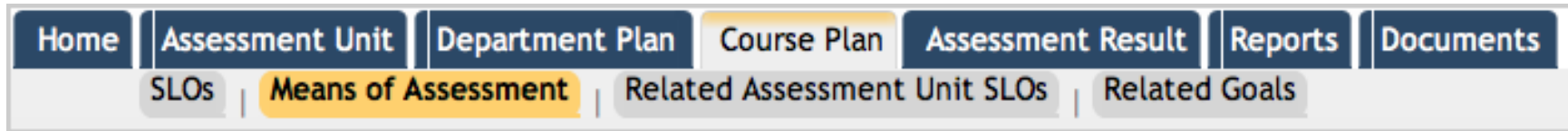
SLO Status:  ?

SLO Start Date:  ?

SLO Inactive Date:  ?

6. Save changes.

## Step 2: Add Means of Assessment in the Course Plan Tab



1. Click the *Course Plan* tab.
2. Click the *Means of Assessment* submenu.
3. Select your Course from the course drop down menu. Course:
4. Select the SLO from the SLO drop down.
5. Click *Add New Assessment Method Description* or edit an existing method.
6. Enter Assessment Method information: Method, description & criteria, standard, collection schedule, and active status.

Assessment Method:  ?

Assessment Method Description:  ?

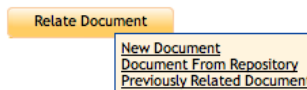
Assessment Criterion:  ?

Assessment Schedule:  ?

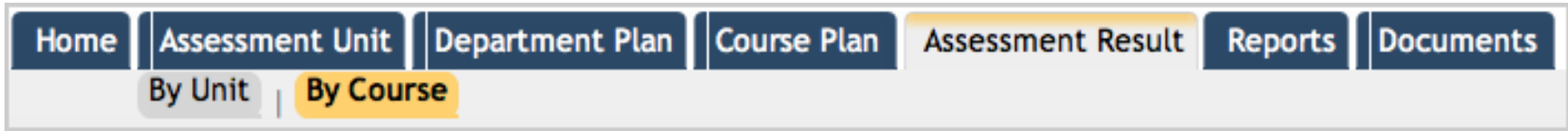
Active:  ?

7. Save Changes.

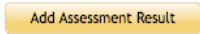
8. Click *Relate Document* to upload or link a related document to this page.



### Step 3: Add Assessment Results & Action Plan by Course



1. Click the *Assessment Result* tab.
2. Click the *By Course* submenu.
3. Select your Course.
4. Click *Add Assessment Result* or click *Show Assessment Result* to edit an existing result.



5. Click *Select* next to appropriate SLO. [select](#)
6. Click *Select again* next to the assessment method type. [select](#)
7. Enter Assessment Result information: Result, date, type, action status, number of students who participated and achieved the SLO, percent success, participants, and primary contact. (Leave *Committee* fields blank & add response to committee's feedback when appropriate.) **Save Changes**.

Assessment Result: \*

Assessment Result Date: \*  ? Result Type: \*  ?

Action Status: \*  ?

# of Students Who Participated in SLO Assessment: \*  ?

# of Students Who Achieved the SLO: \*  ?

% Success: \*  ?

Assessment Committee Feedback:  ?

Primary Contact: \*  ?

Participants: \*  ?

Response to SLO Assessment Committee Feedback:  ?

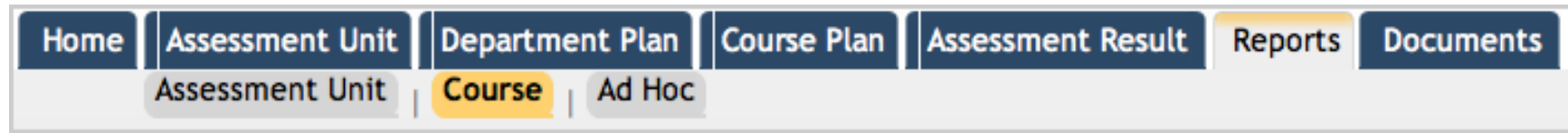
Date Finalized by SLO Assessment Committee:  ?

8. Click the *Add Action Plan* tab then click *Add Action* to enter a plan. **Save Changes**.



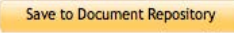
9. Click the *Related Documents* tab then the *Relate Document* link to upload or link a document to this page. **Related Documents** > [Relate Document](#)

## Step 4: Run & Archive a Report by Course



1. Click the *Reports* tab.
2. Click the *Course* submenu.
3. Run a *Unit Course Assessment Report – Four Column* report.
4. Select only: PDF as the format and the course(s) for the report.  
Control-Click to select one or more courses. By default all courses will be included in the report if you select nothing.

A screenshot of a 'Set Parameters' form. It has a title bar that says 'Set Parameters'. The form contains several fields: 'Format:' with a dropdown menu set to 'PDF (suggested for Print)'; 'Layout:' with a dropdown menu set to 'Portrait'; 'Report Title:' with a text box containing 'Unit Course Assessment Report - Four Column'; and 'Select Courses:' with a list box containing two items: 'TRN 101 C - Sample Course 1' and 'TRN 102 C - Sample Course 2'.

5. Click *Save to Document Repository*.  Select the folder location, give the document an appropriate name, & **Save**.  
*Tip:* To keep your files organized create a folder for each course *before* you upload any files.

A screenshot of a 'Save to Document Repository' dialog box. It has a title bar with the text 'Save to Document Repository' and a close button. The dialog contains several fields: 'Folder:' with a dropdown menu showing 'TIP for Organized Files - Add a folder for each course'; '\*Name:' with a text box containing 'Title CRN and Report Year'; and 'Description:' with a text area. There is a 'save' button at the bottom right.