## 1 . Log In

- Go to: https://foothill.tracdat.com
- Username: Your last name and first name, example: "smithjohn"
- Password: default set to "password"
- You may customize your account with a new password by going to the "Home" tab, and then the "Profile" sub-tab. At the bottom of the screen you will see a "Change Password" button.

2. Finding your Administrative Unit

- In TracDat, all AUOs are "owned" by Administrative Units. Select your Administrative Unit from the drop down menu at the top of the page. If you are unable to see a Unit you are connected to, notify the Instruction Office.
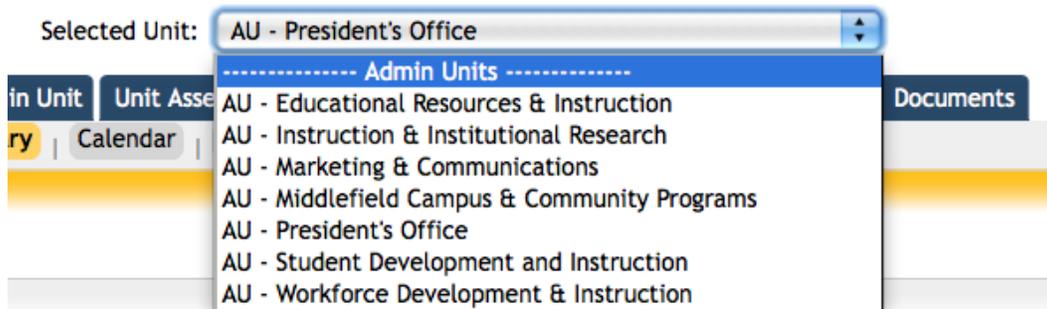
3. Input/Edit Administrative Unit Student Learning Outcomes

- By the end of summer, you should have entered in your reflections for any AU-SLOs you assessed in the previous year by following these steps.
- After you have found your Administrative Unit, you will click on the "Unit Assessment Plan" tab and then the "Administrative Unit Student Learning Outcomes (AU-SLOs)" sub-tab. Here you will select the AU-SLO you wish to edit. If your AU-SLO is not entered, you may do so by selecting the "Add New Administrative Unit Outcome (AU-SLO)" button.
- You can edit or update your AU-SLOs at any time by clicking the "edit" link next to the respective AUO. Do not delete AU-SLOs, just deactivate them if you no longer wish to use them. Make sure you "Save Changes" after each edit.

4. Choosing an Assessment Method for your Administrative Unit Student Learning Outcome

- Stay within the "Unit Assessment Plan" tab, and select the "Means of Assessment" sub-tab.
- Make sure the appropriate AU-SLO is selected in the drop-down menu.
- You can now select the "Add New Assessment Method" button.
- Select an assessment method from the drop-down menu and provide a brief description of the method.
- Provide a brief description of the target for the assessment results.
- Save changes and return.

AU - President's Office > Unit Assessment Plan > Means of Assessment

Administrative Unit Outcome (AUO) Name: 1 - Programs and Services

Administrative Unit Outcome (AUO): Students achieve their educational goals through programs and services that undergo an ongoing and systematic cycle of evaluation, integrated planning, implementation, and reevaluation to verify and improve the effectiveness by which the institutional mission is accomplished.

		Date Added	Assessment Method Type	Assessment Method	Target	Active?	
⊛	⊛	9/7/2011	Survey	Spring 2011 a survey will be distributed to all Faculty, Staff and Administrators containing a question for each AUO with 5 possible responses: Strongly disagree, Disagree, Agree, Strongly agree and Not Applicable/Other.	The target is to achieve an 80% agreement (Agree or Strongly Agree) rate among all respondents.	Y	edit	copy	delete

5. Linking an Administrative Unit SLO to an Institutional-Level SLO

- Stay within the "Unit Assessment Plan" tab, and select the "Related Institutional Goals" sub-tab.
- Make sure the appropriate AU-SLO is selected in the drop-down menu.
- Select the appropriate IL-SLO you would like to link your AU-SLO to. You can choose more than one if it is appropriate.
- Save Changes.

Administrative Unit Outcome (AUO) Name: 1 - Programs and Services

Administrative Unit Outcome (AUO): Students achieve their educational goals through programs and services that undergo an ongoing and systematic cycle of evaluation, integrated planning, implementation, and reevaluation to verify and improve the effectiveness by which the institutional mission is accomplished.

	Foothill ILOs	
	Core Competency	**ILO**
☐	Communication	Demonstrate analytical reading and writing skills including evaluation, synthesis, and research; deliver focused and coherent presentations; demonstrate active, discerning listening and speaking skills in lectures and discussions.
☐	Computation	Complex problem-solving skills, technology skills, computer proficiency, decision analysis (synthesis and evaluation), apply mathematical concepts and reasoning, and ability to analyze and use numerical data.
☑	Creative, Critical, and Analytical Thinking	Judgment and decision making, intellectual curiosity, problem solving through analysis, synthesis and evaluation, creativity, aesthetic awareness, research method, identifying and responding to a variety of learning styles and strategies.
☑	Community/Global Consciousness and Responsibility	Social perceptiveness, including respect, empathy, cultural awareness, and sensitivity, citizenship, ethics, interpersonal skills and personal integrity, community service, self-esteem, interest in and pursuit of lifelong learning.

6. Entering AU-SLO Assessment Results

• Select the "Assessment Findings" tab.
• Click the "Add Assessment Findings" button at the bottom of the screen
• Select the appropriate AU-SLO you would like to enter assessment results for.
• A pop-up window will ask you to select which designated Assessment Method you would like to enter assessment information for. Select the appropriate method.
• The "Assessment Findings" box is where you'll enter your actual assessment data, e.g. "76% of survey respondents Agree or Strongly Agree"
• Select the "Year This Assessment Occurred," which signifies which year you are reporting results for, and if you met or did not meet your target.
• You may now add a resource request if applicable.
• Use the "IL-SLO Reflection" box to document your reflection(s) about how your assessment findings connect with the Institutional SLOs (a.k.a. the "Four Cs").
• Summarize any reflective or follow-up action using the "add Reflection" link.
• Finally, you can relate a document to this assessment using the tabs at the bottom of your screen.
• Save Changes and Return.

7. Running a Basic Report (Four Column)

• The Four Column Report is useful for viewing all assessments in the unit. This particular report will be used in the Annual Program Review process to help to have a global view of the Student Learning Outcomes Assessment Cycle.
• Select the "Reports" tab at the top of your screen.
• Select the "Admin Unit" sub-tab.
• Click "run" next to the "Unit Assessment Report - Four Column"
• Click "Open Report." The report will automatically download.

Contact Info:

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