A. Log in to ltcc.tracdat.com
   a. Login username: last name
   b. Login password: ltcctracdat
B. To change password
   a. Click *Home* tab on the top of the page
   b. Click *profile* and click change password at the bottom of the page.
C. Mapping *Course SLOs* to *Related Department SLOs.*
   a. Click *Course SLOs* to Related *DEPARTMENT SLOs.*
   b. Relate EACH INDIVIDUAL SLO (SLO 1, SLO2) to each Program/Department SLO.
   c. YOU DO NOT NEED TO MAP YOUR COURSE SLOS to RELATED CORE COMPETENCIES unless you DO NOT have DEPARTMENT SLOs.
D. Mapping Department Student Learning Outcomes (SLOs) to Core Competencies
   a. Click *Department SLOs* to *Related Core Competencies.*
   b. For each Department SLO, click the accompanying related Core Competency.
E. Mapping your Department SLOs to Related Courses.
   a. Click *Department SLOs* to *Related Courses.*
   b. For each Department SLO, click the corresponding course/s that relate.
   c. Save changes.
F. Uploading your MASLOs into Tracdat
   a. Click Course SLOS to Assessments.
   b. Click *Add New MASLO Description* for each SLO. (This can be done concurrently when you add new assessments as well)
   c. Click return at the bottom of the page to add another MASLO
   d. Save changes
G. Adding your assessment schedule to TRACDAT
   a. Click *Documents* and *Add New Document.*
H. Adding an Assessment
   a. Click *Assessment Results.*
   b. Click by *Course*
   c. Choose course to be assessed.
   d. Add Assessment Narrative. (at bottom)
   e. Select first SLO.
   f. Choose MASLO description used to assess SLO. (See E)
   g. Add Assessment Narrative (Click ? for more information on what is to be provided in this space)
   h. Add Assessment Narrative date (choose today).
   i. Reporting Period: Choose quarter.
   j. Enter the % of students achieving Mastery, Some Understanding and No Understanding.
   k. Add Recommendation (if any).
   l. Save changes.
I. Adding a Recommendation to an Assessment
   a. Click Add Recommendation at bottom of page.
   b. Click the Recommendation date (today).
   c. Add appropriate Budget Recommendation, Amount and Resource Description.
J. Need help? Please contact Sara Pierce at x255 or pierce@ltcc.edu, Heather Cade at cade@ltcc.edu or Kurt Green.

TracDat Enterprise v4.5.2.2 - Windows Internet Explorer

https://ltcc.tracdat.com/tracdat/faces/institution/documents/documentRepository.jsp

Selected Unit: Lake Tahoe Community College

pierce [log out]

Home | Institution | Unit Definition | User Accounts | Configuration | Reports | Documents

Document Repository | Related Documents

Lake Tahoe Community College > Documents > Document Repository

Show Folders For: Lake Tahoe Community College

- Assessment Schedule (1)
- LTCC Tracdat Reference Materials (1)
- Training (3)

Assessment Schedule rename folder | share folder | delete folder

Type	Document Name	Description	Last Modified	
	Master SLO Assessment Schedule.xlsx		7/16/2012	view | edit | delete

Add New Folder | Add New Document

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