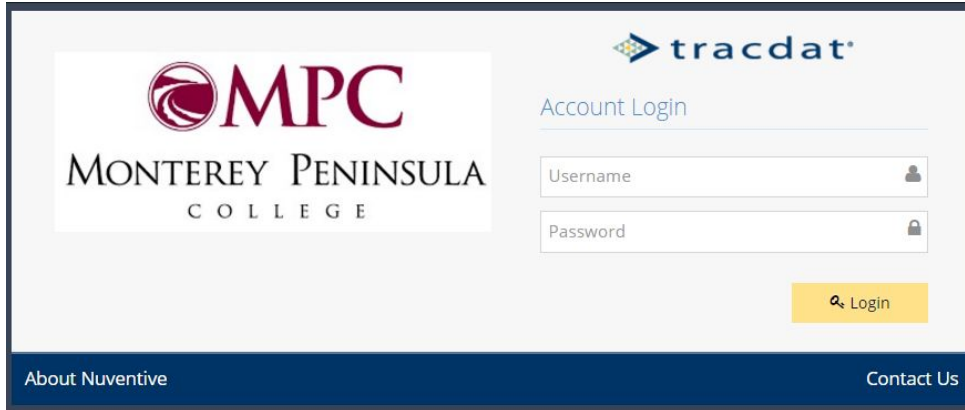


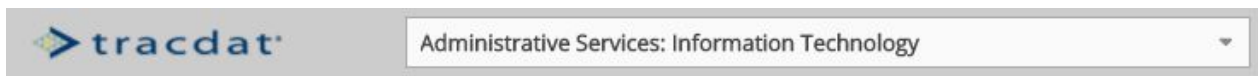
How to Enter an SAO Assessment In TracDat - DRAFT

Step One: Logging into TracDat and Accessing a Service Area

1. Log into TracDat at mpc.tracdat.com or Lobos Apps using your network login and password.
Username: your MPC network username
e.g. jsmith NOT jsmith@mpc.edu
Password: your MPC network password
i.e. The password you use to log into Lobos Apps and your MPC email account



2. After logging in, you will see a screen with a long white drop-down box across the top. Click into the box and select the Service Area that you will be assessing (if it is not already selected).
For example: Administrative Services: Information Technology
For example: Student Services: Athletics



3. A list of all Service Area Outcomes in that Service Area will appear in the Service Area Planning Summary.

Service Area Planning Summary


	SAOs	Assessment Methods	Results	Action Plans
✓	SAO 1	0	0	0
✓	SAO 2	0	0	0
✓	SAO 3	0	0	0
✓	SAO 4	0	0	0
✓	SAO 5	0	0	0

Choose which outcome you will be working with and click on any part of the blue SAO name. This will take you to the SAO page.

Step Two: Entering Assessment Methods for SAOs

1. A new screen will appear. Notice:
 - a. The SAO you clicked on will have expanded to show more information, unlike the other SAOs. To show or hide SAO information, click on the black triangle next to the individual SAO (e.g. SAO 1, SAO 2, etc.)
 - b. In the navigation menu on the left side, under Service Area Planning, "Plan" is highlighted in blue.

The screenshot shows the Tracdat application interface. At the top, there is a header with the Tracdat logo, a dropdown menu for 'Administrative Services: Information Technology', a notification bell with a red '0', and a user profile for 'Welcome, jtaylor'. Below the header is a navigation menu on the left with options: Home, Service Area, Service Area Planning (highlighted), Plan (highlighted in blue), Results, Mapping, Reports, and Documents. The main content area shows a list of SAOs under the heading 'SAOs'. The first SAO is expanded, showing details: 'SAO 1 Students will have access to classes, services, and support with a focus on their overall academic success. (Active)'. Below this, there are fields for 'SAO Assessment Cycle', 'Start Date', and 'Inactive/Archived Date'. There are two expandable sections: 'Assessment Methods' (with a plus sign) and 'Related Goals' (with a plus sign). Other SAOs listed include SAO 2, SAO 3, SAO 4, and SAO 5, each with a brief description and '(Active)' status.

2. Click on the plus sign  on the far right of the box that is inline with "Assessment Methods."
3. A new screen will appear. Notice:
 - a) The SAO you are working on is listed at the top of the screen
 - b) The "active" box is checked by default. Leave this checked.

The screenshot shows the Tracdat application interface for the 'Add Assessment Method' screen. The header is the same as the previous screenshot. The navigation menu on the left is the same, but 'Plan' is highlighted in blue. The main content area shows the 'Add Assessment Method' screen for SAO 1. At the top right, there are 'Save' and 'Return' buttons. The SAO title is 'SAO 1 Students will have access to classes, services, and support with a focus on their overall academic success.' Below this, there is an 'Active' checkbox which is checked. There are four input fields: 'Assessment Type' (a dropdown menu), '* Assessment Method' (a text input field), 'Target' (a text input field), and 'Notes' (a text input field).

- The Assessment Method field is optional, but highly recommended. Select an Assessment Method from the drop down menu by clicking on the down pointing arrow. For Service Area Outcomes, the method will likely be "Other."

Assessment Type

(If you use more than one Assessment Method for this SAO, you will enter that separately - See Step 2, Part 8, "Save and Add New")

- The Assessment Method field is required.

Enter a brief description for the Assessment Method. [PROVIDE EXAMPLES OF AN SAO ASSESSMENT METHOD]

* Assessment Method

- The Target field is optional, but highly recommended. Record the criteria for whether the area has met the SAO. Aspirational targets are appropriate. Some examples of target types are percent of student body served, speed of response to inquiry, user satisfaction, etc.

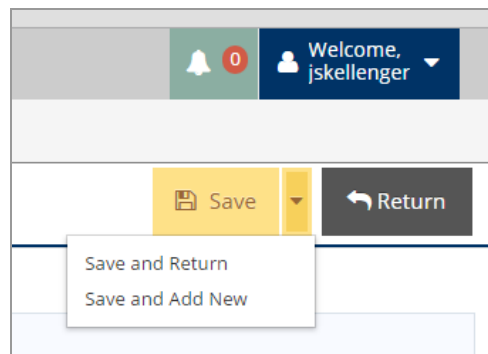
Target

- The Notes field is optional.

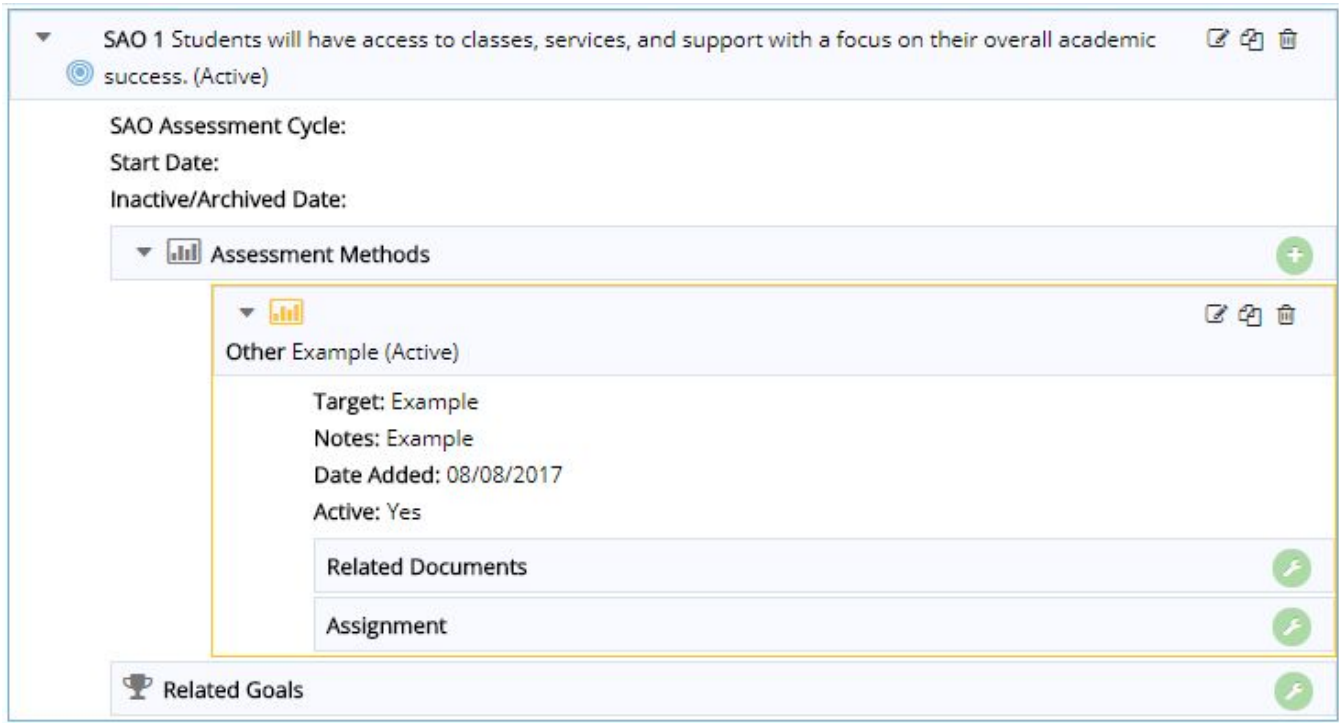
Notes give context to the Assessment Method, whether in relation to the Service Area or the Method itself. This might include historical precedent, current trends, items that may impact results, etc.

Notes

- Click the gold **Save** button to save your work at any time. Once you have entered all relevant information and clicked **Save**, click the **Return** button. This will return you to the "Plan" page. *For more saving options, click on the down pointing arrow next to the Save button. The options "Save and Return" and "Save and Add New" will appear. Use "Save and Return" to simultaneously save your Assessment Method and return to the "Plan" page. Use "Save and Add New" to save your Assessment Method and move to a blank Assessment Method page for the **same SAO**. This is useful if you have multiple methods for assessing a single SAO.*



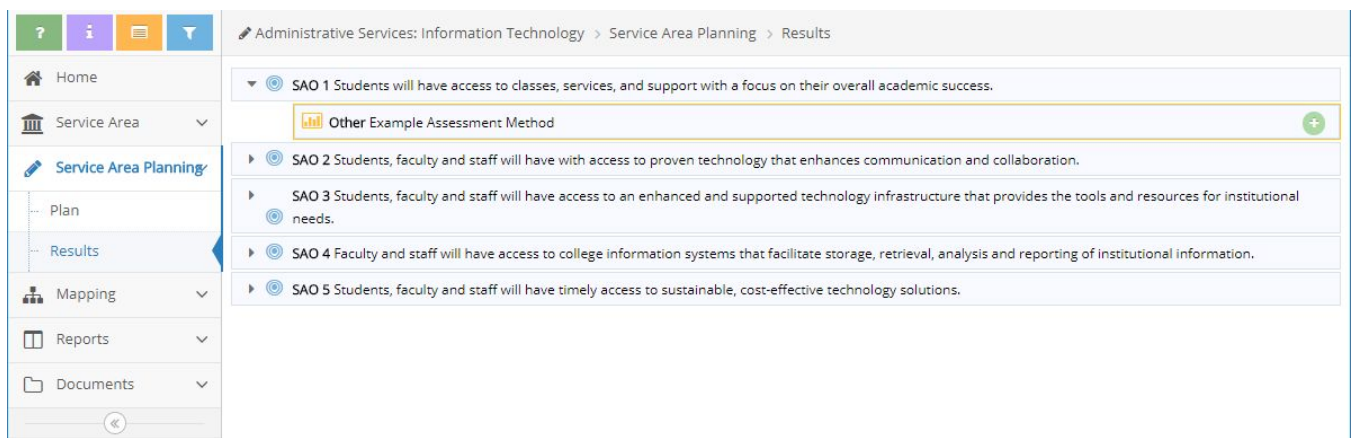
- Once you have returned to the "Plan" page, you will see your Assessment Methods are now nested under their SAO.



- Repeat this process to enter assessment methods for the remaining SAOs, starting with the down pointing arrow on the left and then the plus sign on the right.
- Every SAO must have at least one (1) assessment method.

Step Three: Entering a Course Reflection

- Click on "Results" on the left side navigation menu. A new screen will appear. Note that "Results" is now highlighted in light blue. To show or hide SAO methods click on the black triangle next to the individual SAO.



- Click the black arrow for the SLO you want to work on.

Each Assessment Method and Description will be listed in an orange box, nested under its SAO.

3. Click on the plus sign on the far right of the orange box that is inline with the assessment method to begin entering the results for that specific assessment method.
4. A new screen will appear. Notice: The SAO, Assessment Method, Target, and Notes related to this result are listed at the top of the screen for reference.
On the new screen, complete the fields. Fields with an asterisk (*) are required.

SAO 1 Students will have access to classes, services, and support with a focus on their overall academic success.

SAO Assessment Cycle:

Other Example Assessment Method
Target Example Target
Notes Example Notes

* Result Date

* Result

* Reporting Period

* Conclusion

Comments on Results

Instructor Name

* Required field

Action Plans

Related Documents

5. The Result Date field is required, but autofills. Do not touch this field.

* Result Date

6. The Result field is required.

Enter a brief summary of the proportion of users who attained this SAO. You should use the format of your Target to inform your result, such as percentages or ratios.

* Result

7. The Reporting Period field is required.

Select the semester that you are assessing, NOT the semester you are completing the assessment.

* Reporting Period

8. The Conclusion field is required.

Select whether you have met your target for this method. If you did not set a target, select, "N/A Target Not Set."

* Conclusion

9. The Comments on Results field is optional.

Use this field to describe or reflect upon the assessment result, such as context, mitigating factors, and why the result is of import or interest to the area.

Comments on Results

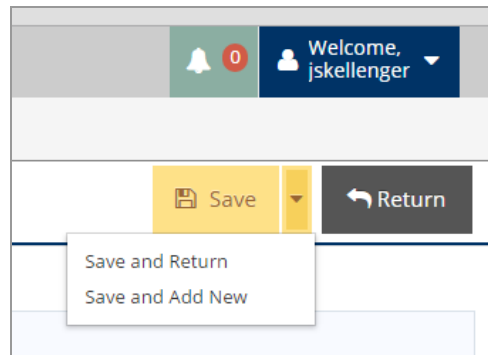


10. The Instructor Name field is optional.

Instructor Name

11. Click the gold **Save** button to save your work at any time. Once you have entered all relevant information and clicked **Save**. At this point you may either click the **Return** button to the Results page or continue on to Step Four to enter Action Plans.

*For more saving options, click on the down pointing arrow next to the Save button. The options "Save and Return" and "Save and Add New" will appear. Use "Save and Return" to simultaneously save your Action Plan and return to the Results page. Use "Save and Add New" to save your Assessment Result and move to a blank Assessment Result page for the **same SAO result**.*



12. Every Assessment Method must have at least one (1) result.

Step Four: Add Action Plan

1. Click the plus sign next to "Action Plan."

Action Plans

2. The Date of Action Plan field is required, but autofills. Do not touch this field.

* Date of Action Plan

3. The Action Plan field is required.

Enter any plans you have to improve service related to this outcome, based on the assessment results and conclusions that you entered.

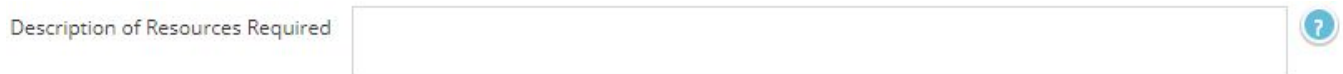
* Action Plan

4. The Additional Resources Needed field is optional.

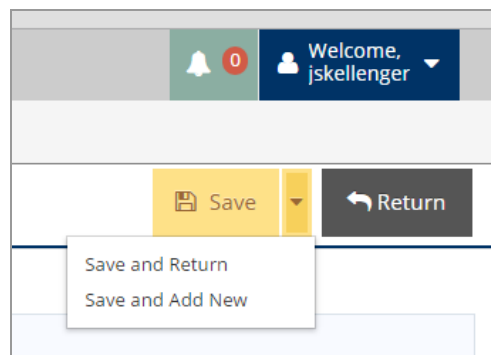
If resources are necessary to achieve this Action Plan, select the category that most closely represents what you need. *If you require resources from multiple categories, hold down CTRL while selecting the applicable categories.*



5. The Description of Resources Required field is optional. If you used the Additional Resources Needed field, this field is highly recommended. Use this field to provide a brief description of the resources requested in the Additional Resources Needed field.



6. Click the gold **Save** button to save your work at any time. Once you have entered all relevant information and clicked **Save**, click the **Return** button. This will return you to the result page for this specific SAO.
*For more saving options, click on the down pointing arrow next to the Save button. The options "Save and Return" and "Save and Add New" will appear. Use "Save and Return" to simultaneously save your Action Plan and return to the SAO result page. Use "Save and Add New" to save your Action Plan and move to a blank Action Plan page for the **same SAO result**.*



7. After you have Saved and returned to the SAO result page, **Save** and **Return** once more. This will take you back to the Results page.

The white number in the black circle in front of the SAO shows how many Assessment Results have been completed for that SAO.

Useful Documents

All may be found on the Academic Senate website under Student Learning Outcomes/Reflections

[MPC Course SLO Checklist](#)

[MPC Course SLO Assessment Rubric](#)

[MPC Assessment Toolbox](#) (change to PDF version)

[MPC Course and Program Cycle of Assessment](#)

[MPC SLO Web Site to see Departmental Course Assessment Plans](#)