

~~ECMS for SLOs,~~  
~~Spreadsheet for PLO Timelines,~~  
~~Spreadsheet for Mapping, and~~  
Where do Assessments for PLOACs go?

*The answer to your  
problems/doubts =*

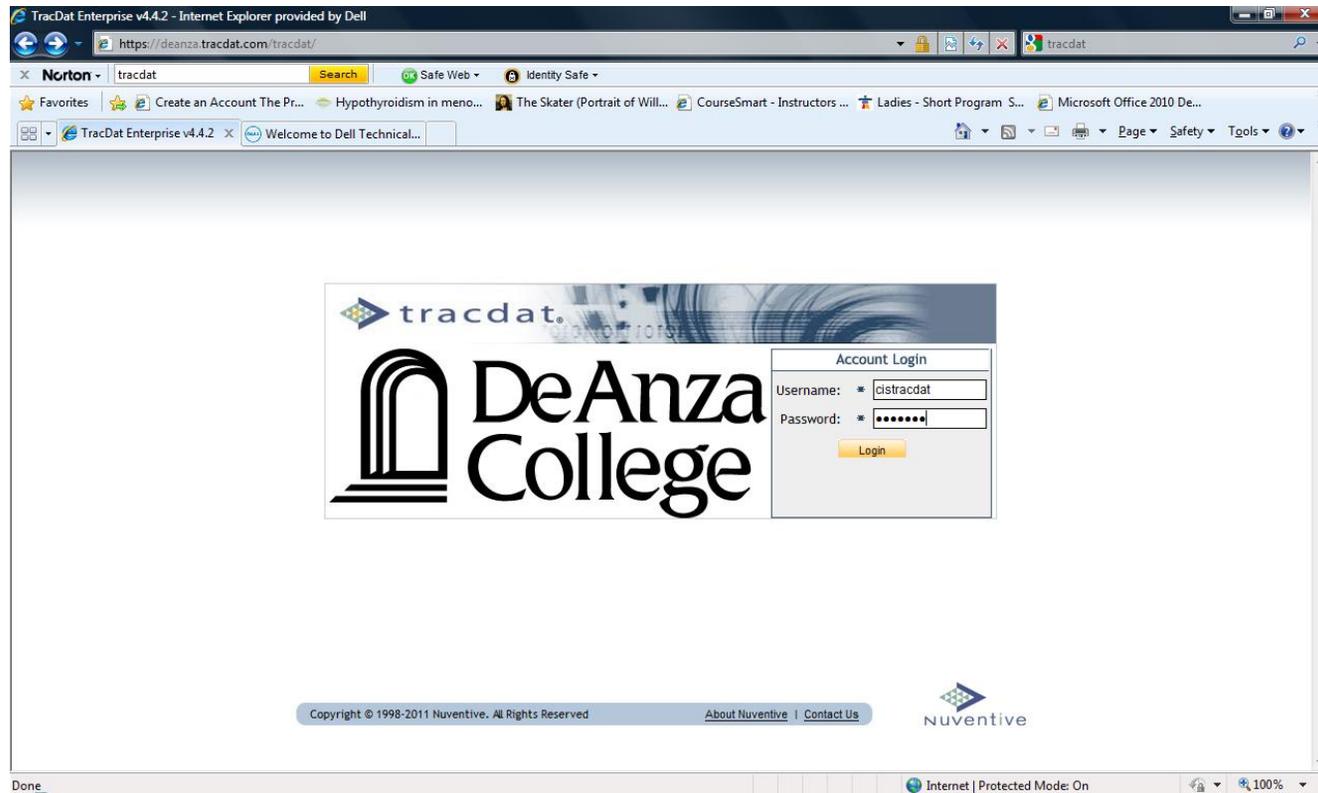
*TracDat*

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## Logging into the home page:

URL: <https://deanza.tracdat.com/>



Need a Username/Password?

Forgot Password?

**Contact: [papemary@deanza.edu](mailto:papemary@deanza.edu)**

# This is a show of the Home tab

Selected Unit: Dept - (B/CS) Computer Information Systems

Home Department Program Assessment Plan Course Assessment Plan Assessment Findings Reports Documents

Summary Calendar Profile

Dept - (B/CS) Computer Information Systems > Home > Summary

**My Assignments**

Due Date	Subject	Notes/Instructions
No assignments assigned to you.		

**Overdue Unit Assignments**

Resend all [Select date range](#)

Due Date	Course	Assigned To
No overdue assignments.		

**Program Assessment Plan Summary**

Total Program Level Outcomes (PLOs): 8  
 Total Assessment Methods: 5  
 Last Assessment Findings:  
 Last Enhancement/Action:  
 Last Follow-Up:  
 Total Tasks: 0  
 Program Level Outcomes (PLOs) Without Assessment Methods: 3

**Assessment Findings Summary**

Total Assessment Findings: 2  
 Total Enhancements/Actions: 1  
 Assessment Findings Without Enhancements/Actions: 1

**Course Assessment Plan Summary**

\* - Another Department currently owns this Course/Service. Hold your cursor over the course to see the current owner.

Course/Service Name/Course/Service ID	Total Student Learning Outcomes (SLOs)	Total Assessment Methods	Student Learning Outcomes (SLOs) Without Assessment Methods	Last Assessment Findings	Last Enhancement/Action	Last Follow-Up
Automated Web Page Testing with Selenium IDE/GS 140A	1	0	1			
Visual Basic .NET Programming I/GS 14A	2	0	2			
Visual Basic .NET Programming II/GS 14B	1	0	1			
Intermediate Problem Solving In C/GS 155G	0	0	0			

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Tab: **Home** -> Sub-tabs: **Summary, Calendar, Profile** (change Email address or password)

Department/Program Area Name

Summary of SLO Assessment Cycle for each course in the department/area

Choose "Next 25", an appropriate range, or "All xx" and scroll down to see complete list

# Add/Edit/Delete SLO

## A) Adding a new SLO

1. Choose **Course Assessment Plan** tab.
2. Choose **Student Learning Outcomes (SLOs)** sub-tab.
3. Choose course from the drop down list box.
4. Click on Add New Student Learning Outcome.

The screenshot shows the Tracdat web application interface. At the top, the 'Selected Unit' is 'Dept - (B/CS) Computer Information Systems'. The navigation menu includes 'Home', 'Department', 'Program Assessment Plan', 'Course Assessment Plan', 'Assessment Data Summaries', 'Reports', and 'Documents'. The 'Course Assessment Plan' tab is active, and the 'Student Learning Outcomes (SLOs)' sub-tab is selected. The breadcrumb trail shows 'Dept - (B/CS) Computer Information Systems > Course Assessment Plan > Student Learning Outcomes (SLOs)'. The 'Course/Service' dropdown menu is set to 'CIS 18C - Shell Programming'. Below this is a table of existing SLOs:

Student Learning Outcome (SLO) Name	Student Learning Outcome (SLO)	SLO Status	Created By
☺ ☑ CIS18C_SLO_1	Create programs in the Bourne Again, Bourne, Korn, and C shells, that interact with the Unix/Linux operating system.	Active	Dept - (B/CS) Computer Information Systems
☺ ☑ CIS18C_SLO_1	Create programs in the Bourne Again, Bourne, Korn, and C shells, that interact with the Unix/Linux operating system.	Active	

At the bottom of the page, there is a button labeled 'Add New Student Learning Outcome (SLO)'. The footer contains the copyright information: 'Copyright © 1998-2011 Nuventive. All Rights Reserved' and 'About Nuventive | Contact Us', along with the Nuventive logo.

A) Adding a new SLO continued ...

Then you will see the following screen:

Search Safe Web Identity Safe

cdat Selected Unit: Dept - (B/CS) Computer Information Systems

Home Department Program Assessment Plan Course Assessment Plan Assessment Data Summaries Reports Documents

Student Learning Outcomes (SLOs) Means of Assessment

Computer Information Systems > Course Assessment Plan > Student Learning Outcomes (SLOs) > Add New Student Learning Outcome (SLO)

Course/Service: Shell Programming

Student Learning Outcome (SLO) Name: \*

Student Learning Outcome (SLO): \*

Planned Assessment Quarters:

- 2008-08 0-Spring
- 2009-10 1-Summer
- 2009-10 2-Fall
- 2009-10 3-Winter
- 2009-10 4-Spring
- 2010-11 1-Summer
- 2010-11 2-Fall
- 2010-11 3-Winter

SLO Status:

Outcome Creation Date:

Outcome Inactive Date:

Save Changes Discard Changes Return

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A) Adding a new SLO continued ...

1. Enter name such as CIS10\_SLO\_1, SLO 2 or whatever you program area agrees upon.
2. Type in SLO
3. To select multiple quarters hold control key while selecting.
4. Select "Active" Status
5. 12/31/2009 is the default date being used if this is an SLO migrated from ECMS system. Otherwise use current date.
6. Press "Save Changes" and then press "Return"

The screenshot displays the 'Add New Student Learning Outcome (SLO)' form in the Tracdat system. The form is titled 'Dept - (B/CS) Computer Information Systems > Course Assessment Plan > Student Learning Outcomes (SLOs) > Add New Student Learning Outcome (SLO)'. The 'Course/Service' field is set to 'Shell Programming'. The 'Student Learning Outcome (SLO) Name' field is empty. The 'Student Learning Outcome (SLO)' field is a large text area, also empty. The 'Planned Assessment Quarters' dropdown menu is open, showing a list of quarters from 2008-08 0-Spring to 2010-11 3-Winter. The 'SLO Status' dropdown is set to 'Active'. The 'Outcome Creation Date' and 'Outcome Inactive Date' fields are empty. The 'Save Changes' button is highlighted with a red box. A red arrow points from the 'Outcome Inactive Date' field to a callout box that says 'Choose "Inactive" if this SLO has been replaced with another'. The page header shows 'Selected Unit: Dept - (B/CS) Computer Information Systems' and 'admin [log out]'. The footer contains copyright information for Nuventive.

## B. Edit or Delete SLO.

Note: Do **not** delete an SLO if it has **ever** been assessed. Instead change the SLO status to inactive.

1. Choose **Course Assessment Plan** tab.
2. Choose **Student Learning Outcomes (SLOs)** sub-tab.
3. Choose course from the drop down list box.

Selected Unit: Dept - (B/CS) Computer Information Systems

Home | Department | Program Assessment Plan | **Course Assessment Plan** | Assessment Data Summaries | Reports | Documents

Student Learning Outcomes (SLOs) | Means of Assessment

Dept - (B/CS) Computer Information Systems > Course Assessment Plan > Student Learning Outcomes (SLOs)

Course/Service: CIS 18C - Shell Programming

Student Learning Outcome (SLO) Name	Student Learning Outcome (SLO)	SLO Status	Created By	
<input checked="" type="radio"/> CIS18C_SLO_1	Create programs in the Bourne Again, Bourne, Korn, and C shells, that interact with the Unix/Linux operating system.	Active	Dept - (B/CS) Computer Information Systems	<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
<input checked="" type="radio"/> CIS18C_SLO_1	Create programs in the Bourne Again, Bourne, Korn, and C shells, that interact with the Unix/Linux operating system.	Active		<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>

[Add New Student Learning Outcome \(SLO\)](#)

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4. Choose “edit”
5. Make appropriate changes and press “Save Changes”, “Discard Changes”, and “Return” as appropriate.

Selected Unit: Dept - (B/CS) Computer Information Systems

Home | Department | Program Assessment Plan | **Course Assessment Plan** | Assessment Data Summaries | Reports | Documents

Student Learning Outcomes (SLOs) | Means of Assessment

Dept - (B/CS) Computer Information Systems > Course Assessment Plan > Student Learning Outcomes (SLOs) > Edit Student Learning Outcome (SLO)

Course/Service: Shell Programming

Student Learning Outcome (SLO) Name: \* CIS18C\_SLO\_1

Student Learning Outcome (SLO): \* Create programs in the Bourne Again, Bourne, Korn, and C shells, that interact with the Unix/Linux operating system.

Planned Assessment Quarters: 2009-10 1-Summer, 2009-10 2-Fall, 2009-10 3-Winter, 2009-10 4-Spring, 2010-11 1-Summer, 2010-11 2-Fall, 2010-11 3-Winter, 2010-11 4-Spring

SLO Status: Active

Outcome Creation Date:

Outcome Inactive Date:

[Save Changes](#) [Discard Changes](#) [Return](#)

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## Commit to Assessment Method(s) This parallels “Phase II” on ECMS – SLO system.

1. Choose **Course Assessment Plan**
2. Choose **Means of Assessment** sub-tab
3. Select the course from the first drop-down list box.
4. Select the SLO from the second drop-down list box.
5. Click the **Add New Assessment Method** button.

tracdat. Selected Unit: Dept - (B/CS) Computer Information Systems

admin [log out]

Home Department Program Assessment Plan Course Assessment Plan Assessment Data Summaries Reports Documents

Student Learning Outcomes (SLOs) | **Means of Assessment**

Dept - (B/CS) Computer Information Systems > Course Assessment Plan > Means of Assessment

Course/Service: CIS 18C - Shell Programming

Student Learning Outcome (SLO) Name: CIS18C\_SLO\_1

Created By: Dept - (B/CS) Computer Information Systems

Student Learning Outcome (SLO): Create programs in the Bourne Again, Bourne, Korn, and C shells, that interact with the Unix/Linux operating system.

Date Added	Assessment Method Type	Assessment Method	Target for Success	Active?
2/3/2012	Exam - Course Test/Quiz	Data from test question on Final.	Y	<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>

Add New Assessment Method Return To Student Learning Outcome (SLO)

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## Commit to Assessment Methods continued ....

Now this is the screen you will see.

Note that the Course, SLO Name, and SLO will appear on this page “grayed out” but cannot be edited on this page.

tracdat. Selected Unit: Dept - (B/CS) Computer Information Systems admin [log out]

Home Department Program Assessment Plan Course Assessment Plan Assessment Data Summaries Reports Documents

Student Learning Outcomes (SLOs) Means of Assessment

Dept - (B/CS) Computer Information Systems > Course Assessment Plan > Means of Assessment > Add Assessment Method

Course/Service: Shell Programming

Student Learning Outcome (SLO) Name: CIS18C\_SLO\_1

Student Learning Outcome (SLO): Create programs in the Bourne Again, Bourne, Korn, and C shells, that interact with the Unix/Linux operating system.

Assessment Method Type: [dropdown]

Assessment Method: \*

Target for Success:

Comments/Notes:

Save Changes Discard Changes Relate Document Assign

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1. **Assessment Method Type** provides a drop-down menu that allows user to select what type of method will be used.
2. **Assessment Method** explains the assessment method in more detail. For instance, Exam/Quiz might be selected as the Assessment Method Type and here one might write “question from midterm 2 and question from final”. This is the only required box on this page.
3. **Target for Success** refers to the benchmark and might be stated as “80% of students will answer the exam question correctly”. For the first cycle of a course it is appropriate to write “None set – First cycle”.

4. Save changes.
5. Once changes have been saved the “Relate Documents” button will become active. This is an opportunity to add as a document a sample test question, blank rubric, or assignment itself as corroborating back-up.
6. The Assign button can be used to assign data collection, data and summary of findings, and/or enhancement/reflection plan to another faculty member with a timeline. Probably best to wait until we all get more familiar with this software. To test what the person will see please feel free to use [assignEmail@yahoo.com](mailto:assignEmail@yahoo.com) with a password of testing.

**Assign Assessment Method**

Provide:

Data Only

Data and Assessment Findings

Data, Assessment Findings and Enhancement/Action Plan

Put Documents in Repository Folder:

▼

Assign To:

▼

Due Date:

✳ 8/11/2011    < August 2011 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Frequency:

Once ▼

Subject:

Assignment from TracDat

Notes/Instructions:

Assessment Method: null

E-mail assignment to assignee

CC E-mail

save

## Enter Assessment Results

1. Choose **Assignment Findings** tab.
2. Choose **By Course/Service** sub-tab
3. Select course from drop-down menu
4. Click Add Assessment Findings

The screenshot displays the Tracdat web application interface. At the top left is the "tracdat." logo. The top right shows the user "CISTracdat" and a "[log out]" link. A navigation menu includes "Home", "Department", "Program Assessment Plan", "Course Assessment Plan", "Assignment Findings", "Reports", and "Documents". The "Assignment Findings" tab is selected. Below the navigation, there are two sub-tabs: "By Unit" and "By Course/Service", with "By Course/Service" being the active one. A breadcrumb trail reads "Dept - (B/CS) Computer Information System > Assessment Findings > By Course/Service". A dropdown menu for "Course/Service" is set to "CIS 14A - Visual Basic .NET Programming I". At the bottom center, there is a yellow button labeled "Add Assessment Findings". Red arrows with numbers 1 through 4 point to the "Assignment Findings" tab, the "By Course/Service" sub-tab, the course dropdown menu, and the "Add Assessment Findings" button, respectively. The footer contains copyright information: "Copyright © 1998-2011 Nuventive. All Rights Reserved", links for "About Nuventive" and "Contact Us", and the Nuventive logo.

## Enter Assessment Results continued ...

1. Select the SLO
2. A drop up box appears. Within that box select a method you wish to enter results for. (Yes, you press **select** for the second time.) Note that you must have previously entered at least one Assessment Method for the selected SLO of the selected course.

The screenshot shows the Tracdat web application interface. At the top, the 'Selected Unit' is 'Dept - (B/CS) Computer Information Systems'. The navigation menu includes 'Home', 'Department', 'Program Assessment Plan', 'Course Assessment Plan', 'Assessment Findings', 'Reports', and 'Documents'. The breadcrumb trail is 'Dept - (B/CS) Computer Information Systems > Assessment Findings > By Course/Service > Select Student Learning Outcome (SLO)'. The 'Course/Service' is 'CIS 14A - Visual Basic .NET Programming I'. A table lists SLOs with their descriptions and 'select' buttons. A modal window titled 'Select Assessment Method/Task' is open, showing a list of 'Assessment Method' types, including 'Lab Project', with a 'select' button.

Student Learning Outcome (SLO) Name	Student Learning Outcome (SLO)	PLO Status
SLO 1	Design a graphical user interface in Visual Basic .NET implementing basic controls including text boxes, labels, list boxes, buttons, radio buttons, and checkboxes.	<a href="#">select</a>
SLO 2	Design the algorithm, write, and test an elementary coding constructs.	<a href="#">select</a>

Assessment Method Type	Assessment Method
Lab Project	In Lab 5 students will design an interface involving basic controls and decision making controls.

## Enter Assessment Results continued ...

The second select brings you to this screen. Simply fill in the five required fields:

**Assessment Data Summary** -> type in the results

**Assessment Data Summary Date** -> date that dialogue took place with peers regarding results of assessment(s)

**Target** -> Choose **Target met** or **Target not met**

**Program Review Reporting year** -> choose the academic year for which data will be used in support of Program Review

Click on **Save Changes**

tracdat. Selected Unit: Dept - (B/CS) Computer Information Systems

Home Department Program Assessment Plan Course Assessment Plan Assessment Data Summaries Reports Documents

By Unit | **By Course/Service**

Dept - (B/CS) Computer Information Systems > Assessment Data Summaries > Edit Assessment Data Summary

Student Learning Outcome (SLO): SLO 1 : Design a graphical user interface in Visual Basic .NET implementing basic controls including text boxes, labels, list boxes, buttons, radio buttons, and checkboxes

Assessment Method: Laboratory Project - In Lab 5 students will design an interface involving basic controls and decision making controls.

Target for Success: 90% of students will score 35 out of 40 points or better.

Assessment Data Summary: \* Of the 33 students enrolled, 31 students submitted the lab. 100% of these students achieved a satisfactory score.

Assessment Data Summary Date: \* 6/30/2009 Target : \* Target Met

Program Review Reporting Year: \* 2009-2010

\* Since students succeed very well in this area, introduce one to three more controls throughout the quarter as an extra feature in class lab assignments to

Save Changes Discard Changes Return Change Association Delete Assessment Data Summary

## Click on Add Enhancement/Action

The screenshot shows the Tracdat web application interface. At the top, the selected unit is 'Dept - (B/CS) Computer Information Systems'. The navigation menu includes 'Home', 'Department', 'Program Assessment Plan', 'Course Assessment Plan', 'Assessment Findings', 'Reports', and 'Documents'. The current page is 'Edit Assessment Findings'. The main content area displays the following information:

- Student Learning Outcome (SLO):** SLO 1 : Design a graphical user interface in Visual Basic .NET implementing basic controls including text boxes, labels, list boxes, buttons, radio buttons, and checkboxes.
- Assessment Method:** Lab Project - In Lab 5 students will design an interface involving basic controls and decision making controls.
- Target for Success:** 90% of students will score 35 out of 40 points or better.
- Assessment Findings:** Of the 33 students enrolled, 31 students submitted the lab. 100% of these students achieved a satisfactory score.
- Assessment Findings Date:** 6/30/2009
- Reporting Year:** 2009-2010
- Target:** Target Met
- Reflection and Analysis:** Since students succeed very well in this area, introduce one to three more controls throughout the quarter as an extra feature in class lab assignments to encourage each student to explore other controls and the vast number of nonmaster of basic controls.

At the bottom of the main content area, there is a section for 'Enhancement/Action Plan' with a table:

Action Date	Enhancement/Action	Follow-Up
No Enhancements/Actions defined.		

The 'add Enhancement/Action' link is circled in red. Below the table are buttons for 'Save Changes', 'Discard Changes', 'Return', 'Change Association', and 'Delete Assessment Findings'.

## Type in the Enhancement/Action box. Save changes

The screenshot shows the Tracdat web application interface. At the top, the selected unit is 'Dept - (B/CS) Computer Information Systems'. The navigation menu includes 'Home', 'Department', 'Program Assessment Plan', 'Course Assessment Plan', 'Assessment Findings', 'Reports', and 'Documents'. The current page is 'Edit Enhancement/Action'. The main content area displays the following information:

- Program Level Outcome (PLO):** SLO 1 : Design a graphical user interface in Visual Basic .NET implementing basic controls including text boxes, labels, list boxes, buttons, radio buttons, and checkboxes.
- Assessment Method:** In Lab 5 students will design an interface involving basic controls and decision making controls.
- Target for Success:** 90% of students will score 35 out of 40 points or better.
- Assessment Findings:** Of the 33 students enrolled, 31 students submitted the lab. 100% of these students achieved a satisfactory score.
- Enhancement/Action:** Include GUI related problems on more tests so that students receive positive feedback.

At the bottom of the main content area, there are buttons for 'Save Changes', 'Discard Changes', 'Assign', 'Return', and 'Delete Enhancement/Action'.

## Running Reports

1. Choose **Reports** tab
2. Choose **Course/Service** sub-tab
3. Click **run** for the **Unit Course Assessment Report – Four Column**

Follow the directions on the next screen

The screenshot shows the Tracdat web application interface. At the top left is the Tracdat logo. To its right is a dropdown menu for 'Selected Unit' with the value 'Dept - (B/C5) Computer Information Systems'. In the top right corner, there is a user profile for 'admin' and a '[log out]' link. Below the header is a navigation menu with tabs: 'Home', 'Department', 'Program Assessment Plan', 'Course Assessment Plan', 'Assessment Data Summaries', 'Reports', and 'Documents'. The 'Reports' tab is highlighted. Below this is a sub-menu with 'Department', 'Course/Service', and 'Ad Hoc'. The 'Course/Service' sub-tab is selected. The main content area shows a breadcrumb trail: 'Dept - (B/C5) Computer Information Systems > Reports > Course/Service'. Below this is a table of reports:

Report	Description	
Unit Course Assessment Report - Four Column	This report shows each assessment unit's course objectives along with the results and any action plans in a four column report. This report is useful for showing the results for a specific unit.	<a href="#">run</a>
Course List by Department	This report shows the courses in department.	<a href="#">run</a>
Course Related to Unit Objectives	This report lists all the courses which support the objectives of the selected unit. This report is useful to show courses are used to support an assessment unit's objectives.	<a href="#">run</a>

# Documents tab

 Selected Unit:  admin

[Home](#) [Department](#) [Program Assessment Plan](#) [Course Assessment Plan](#) [Assessment Data Summaries](#) [Reports](#) [Documents](#)

**Document Repository** | [Related Documents](#)

Dept - (B/CS) Computer Information Systems > Documents > Document Repository 

Show Folders For:

-  [2011-12 APRU CIS \(1\)](#)
-  [Archived SLOACs from ECMS \(3\)](#)
-  [General \(1\)](#)

[rename folder](#) | [share folder](#) | [delete folder](#)

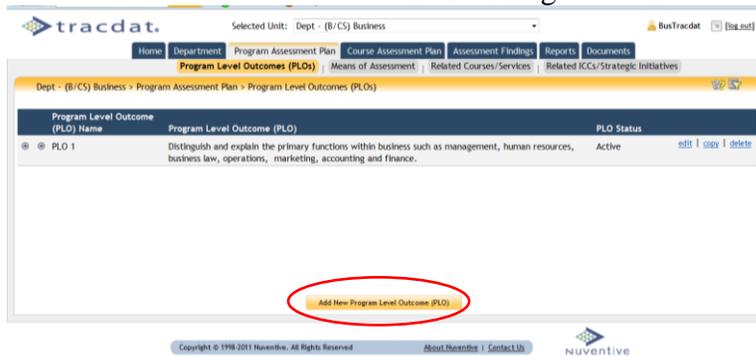
Type	Document Name	Description	Last Modified	
	SLOAC for CIS 14A.pdf		3/22/2012	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
	SLOAC for CIS 15AG.pdf		3/22/2012	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
	SLOAC for CIS 15C.pdf		3/22/2012	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

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## Entering Program Level Outcomes (Note that these parallel the steps required for SLOs except each PLO is mapped down to course(s) and up to Institutional Outcome(s))

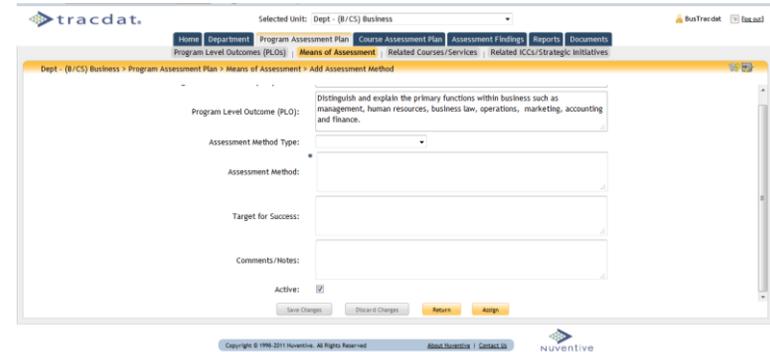
### Add/Edit/Delete SLO

1. Choose **Program Assessment Plan** tab.
2. Choose **Program Level Outcomes (PLOs)** sub-tab.
3. Choose course from the drop down list box.
4. Click on Add New Student Learning Outcome.



### Commit to Assessment Method(s)

1. Choose **Program Assessment Plan** tab.
2. Choose **Means of Assessment** sub-tab.
3. Select the PLO from the second drop-down list box.
4. Click the **Add New Assessment Method** button.



Add your data to this screen.

### Mapping Course SLOs to Institutional Core Competencies and/or Strategic Initiatives

1. Choose **Program Assessment Plan** tab.
2. Choose **Related ICCs/Strategic Initiatives** tab.
3. Choose the PLO from the drop-down menu.
4. Scroll down checking only those ICCs or strategic Initiatives that apply best. Courses map best to ICCs. Services usually map to Strategic Initiatives. Ideally only one at most two should be checked.
5. Save Changes.

## Mapping Course PLOs to Courses

1. Choose **Program Assessment Plan** tab.
2. Choose **Related Courses/Services** sub-tab.
3. Choose the SLO from the drop-down menu.
4. Check all courses where this skill is learned. For curriculum mapping click on the extent to which the skill is learned in this course (Introductory, Developed, Mastered)
5. Save Changes.

tracdat. Selected Unit: Dept - (B/CS) Computer Information Systems admin [log out]

Home | Department | Program Assessment Plan | Course Assessment Plan | Assessment Data Summaries | Reports | Documents

Program Level Outcomes (PLOs) | Means of Assessment | **Related Courses/Services** | Related ICCs/Strategic Initiatives

Dept - (B/CS) Computer Information Systems > Program Assessment Plan > Related Courses/Services

Program Level Outcome (PLO) Name: Database PLO 1  
Prepare and review a database design including logical and system representations.

Course/Service ID	Course/Service Name
<input type="checkbox"/> Dept - (B/CS) Computer Information Systems	
<input type="checkbox"/> CIS 2	Computers and the Internet in Society
<input type="checkbox"/> CIS 3	Business Information Systems
<input type="checkbox"/> CIS 14A	Visual Basic .NET Programming I
<input type="checkbox"/> CIS 14B	Visual Basic .NET Programming II
<input type="checkbox"/> CIS 15AG	Introduction to Computer Programming Using C
<input type="checkbox"/> CIS 15BG	Intermediate Problem Solving In C
<input type="checkbox"/> CIS 15C	Data Structures
<input type="checkbox"/> CIS 18A	Introduction to UNIX/LINUX
<input type="checkbox"/> CIS 18R	Advanced LINUX/UNIX

Save Changes | Discard Changes | Return To Program Level Outcome (PLO)

# Mapping Course PLOs to Institutional Core Competencies and/or Strategic Initiatives

1. Choose **Program Assessment Plan** tab.
2. Choose **Related ICCs/Strategic Initiatives** sub-tab.
3. Choose the PLO from the drop-down menu.
4. Scroll down checking only those ICCs or strategic Initiatives that apply best. Courses map best to ICCs. Services usually map to Strategic Initiatives. Ideally only one at most two should be checked.
5. Save Changes.

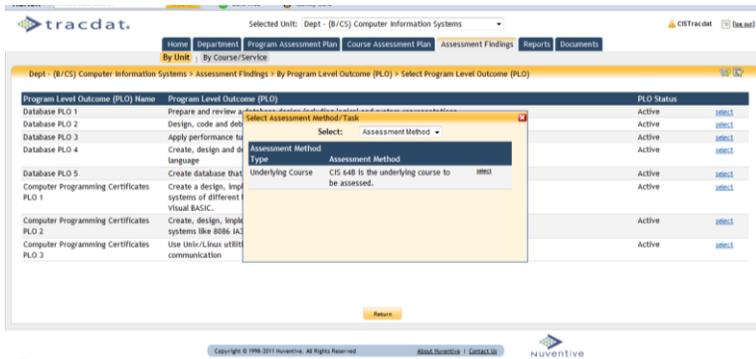
The screenshot displays the Tracdat web application interface. At the top, the 'Selected Unit' is set to 'Dept - (H...)' (arrow 1). The navigation menu includes 'Home', 'Department', 'Program Assessment Plan', 'Course Assessment Plan', 'Assessment Data Summaries', 'Reports', and 'Documents'. The 'Program Assessment Plan' sub-tab is active, and the 'Related ICCs/Strategic Initiatives' sub-tab is selected (arrow 2). The breadcrumb trail shows 'Dept - (IIS) Spanish > Program Assessment Plan > Related ICCs/Strategic Initiatives'. The 'Program Level Outcome (PLO)' dropdown menu is set to 'Spanish Program PLO\_1' (arrow 3). The description for this PLO is: 'Demonstrate a sustained command of vocabulary and language structures to spontaneously and accurately request and provide information, orally and in writing, about a wide variety of topics such as socioeconomic and political issues, literature, expressions of humor, hypothetical and contrary-to-fact (present, past...'. Below the PLO description, there are two sections: 'APRU - Intercultural/International Studies Division' and 'De Anza Strategic Initiatives'. The 'De Anza Strategic Initiatives' section contains a table with four rows, each with a checkbox and a description (arrow 4):

ICC/SI Name	Description
<input type="checkbox"/> Strategic Initiative #1	OUTREACH
<input type="checkbox"/> Strategic Initiative #2	INDIVIDUALIZED ATTENTION TO STUDENTS
<input type="checkbox"/> Strategic Initiative #3	CULTURAL COMPETENCY
<input type="checkbox"/> Strategic Initiative #4	COMMUNITY COLLABORATIONS

At the bottom of the page, there are three buttons: 'Save Changes' (arrow 5), 'Discard Changes', and 'Return To Program Level Outcome (PLO)'. The footer includes the copyright notice 'Copyright © 1998-2011 Nuventive. All Rights Reserved', links for 'About Nuventive' and 'Contact Us', and the Nuventive logo.

## Enter Assessment Results for Program Level Outcomes

1. Choose **Assignment Findings** tab.
2. Choose **By Unit**
3. Click Add Assessment Findings
4. Select the PLO
5. A drop up box appears. Within that box select a method you wish to enter results for. (Yes, you press **select** for the second time.) Note that you must have previously entered at least one Assessment Method for the selected PLO.



The second select brings you to this screen. Simply fill in the five required fields:

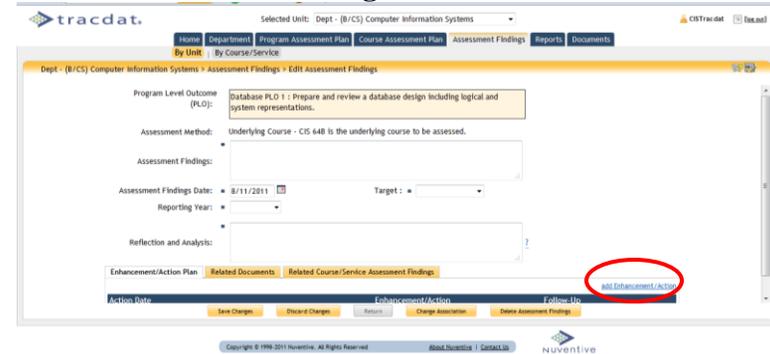
**Assessment Result** -> type in the results

**Assessment Result Date** -> choose either the date the results were collected OR the date the results are being entered

**Target** -> Choose **Target met** or **Target not met**

**Reporting year** -> choose the academic year during which the data was collected

Click on **Save Changes**



Click on Add Enhancement/Action as appropriate.